



Securities and Exchange Commission of Pakistan

63-NICL Building, Blue Area, Islamabad.

(Support Services Division)

(Administration Department)

Subject: Quotations Required – Packers and Movers

The Commission requires supply of carton/card boxes and door to door services for packing and transportation from I-10/3 to Blue Area (F-6) Islamabad.

Detailed requirements are as under:

No of Boxes Required	4700
Box Dimensions (MM)	455x300x265 (LxWxH)
Material Specifications	<ul style="list-style-type: none">• Archive Box must have double end walls and double layer base means contents won't burst through the base when carried• Must be able to hold a minimum load of 6-10 card/box files.• Must have carry handles on sides to pick up easily• Stackable up to 5 boxes high.• Must be recyclable.
Transportation and Packing Services	<ul style="list-style-type: none">• The vendor should be able to provide transportation and packing services in line with client's requirements.• Services are required for packing of boxes in I-10/3, then shifting to Blue Area (F-6) Islamabad.• Barcoding facility for each box at the time of packing will also be required.

Terms & Conditions

- **Prices:** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Insurance cost** shall be mentioned separately.
- **NTN & GST:** numbers should be mentioned on the quote.
- **Bid Validity:** minimum 30 days from quote date.
- **Sealed Quotation Submission Time as per SECP Website.**

Note: If you are interested, please submit sealed quotation for the above required services within specified period at

SECP, 63 NIC Building, Jinnah Avenue, Blue Area, and Islamabad

With best regards.

M. Ubaidullah Khalid
Assistant Director (Admin)