

AD/1/12.....

December 22, 2014

Subject : Hiring of Plant Services at CRO, Lahore

The Commission requires quotations from the financially sound firms/Dealers/Suppliers registered with income or sales tax departments, for provision of providing and maintaining 30 number of plants at 3rd & 4th floor of our office premises as annual contract of following terms and condition mentioned in the Annex: “A”:-

Terms & Conditions

- All prices MUST be inclusive of all taxes applicable by Govt. of Pakistan and parties be registered with FBR.
- **Delivery/Prep:** within one week of receiving of P.O.
- **Validity** Minimum 30 days from the quoted date.
- Rates quoted be **per plant** for the plants ; if available .
- **Bid/Quotation Submission Time** within 10 days after receiving this RFQ.
- The Commission reserves the right to accept or reject any or all bids received.

Note: In case of any query you may visit the sight/location or contact undersigned.

Sealed quotations clearly marked the below mentioned address “**Quotations for providing and maintaining plants**” by Jan 1, 2015.

An early and quick response will be appreciated.

With best regards.

(Mohsin Syed)
Deputy Director –A

SECURITIES & EXCHANGE
COMMISSION OF PAKISTAN
Company Registration Office; 3rd floor,
Associated House; 7-Edgerton Road, Lahore, Pakistan

Tel: 92-42-99204962-66, Fax: 92-42-99202044, Email: cro.lahore@secp.gov.pk

Terms & Conditions

- The vendor shall provide quotation of providing and Maintenance of indoor plants including labor; maintenance and replacement; and complete in all respect.
- Providing and Maintenance of indoor plants e-g Dracaena, aerokeria, Chinese evergreen, dragon tree, false aralia, ivory pine apple, etc with 2-3 feet medium height should be done within 7 days of issuance of work order.
- The Vendor shall provide 30 number of plants at 3rd & 4th floor of Associated House; 7-Edgerton Road; Lahore.
- Vendor shall provide 30-35 plants with regular feedings like photogenes, slow release fertilizers, leave shine and there shall be regular sprays to keep insects away.
- The Commission reserves the right to accept or reject any or all quotations;
- All plants shall be in clay pots with extra PVC pot/water trays of uniform paint.
- The vendor shall have to depute its staff to look after the plants at site such as watering, cleaning, feeding and pruning on alternate days.
- Quoted rates should be inclusive of all applicable taxes with a validity of 90 days.
- **Quotations for “PROVIDING AND MAINTENANCE OF INDOOR PLANTS”** should be clearly mentioned at the top left of the envelope.
- Quotations received by Fax or e-mail shall not be accepted. Unsealed quotations will not be attended.

The vendor should be registered with income or sales tax departments; whichever is applicable.