



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Administration Department)

**Subject: Quotation required for Supply and Installation of Roll up Blinds at SECP
Head Office Islamabad.**

The Securities and Exchange Commission of Pakistan invites sealed quotations from well reputed and financially sound firms/contractors for Supply and Installation of Roll-Up Blinds at SECP Head Office, Islamabad as per Terms of Reference (TORs) given at “Annex-A”

Terms and Conditions:

- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Delivery** time within two (02) weeks of receiving of Purchase Order (P.O).
- **Quotation Validity** Minimum thirty (30) days from last date to receive quotations as per SECP Website : www.secp.gov.pk/procurement.asp
- **Quotation Submission Date** the last date for submission of quotation as mentioned on SECP website.
- **Quantity** (1,200 Sqft approx.) may increase or decrease.
- **Warranty Period:** Minimum six (06) months warranty of material provided, on all fittings and equipment installed.

The interested parties may submit sealed quotation for the above item/services within the specified period, at the following address:

SECP, 63-NIC Building, Jinnah Avenue, Blue Area, Islamabad.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

TERMS OF REFERENCE (TOR's)

1. Provide and fix in position thick roller blinds with thick fabric, make in selected color and shade, includes all screws, rawal plugs etc. required for fixing and accessories, complete in all respects as per sample.
2. Measurement of required roll up blinds is 1,200 sq. ft approx. Site can be seen by visiting SECP's head office building between 10:00 am to 4:00 pm from February 22, 2016 to February 29, 2016.
3. Measurement: Be taken as actual on visiting the site.
4. Sample would be required to be provided with quotation for selection purpose.
5. Invoice will be verified based on actual measurement installed (square feet area).
6. Firm will provide one year warranty of all material, fittings and equipment installed.
7. 5% amount will be withheld for six months as retention amount/performance guarantee and will be released upon completion of six months period.