



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

Subject: Civil Works - Extension of Existing Room

The Securities & Exchange Commission of Pakistan invites sealed quotations from well reputed and financially sound firms/companies for Civil Works to extend existing room.

Detailed “**Scope of Work**” of said requirement is attached as Annex “A”.

Terms & Conditions

- **Prices** must be inclusive of all taxes applicable by Govt. of Pakistan
- **Bid/Quotation Submission Time** as per deadline specified on SECP Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm/contractor.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Scope of Work

- Dismantling of wooden wall cabinet and re fixing of the same at other wall in the same room.
- Demolishing of MDF Partition between the two rooms and remove partition curve and make the partition straight between the two doors.
- Use of same partition for wall straightening.
- Work station removal from/beside the dismantled partition and its fixing with the wall in the same room.
- Providing of Support under AC's installed at both side of walls. OR shifting of AC at other side wall of the room will be required.
- Development of wooden work stations with the walls, Top lamination sheet will be used, edges will be pressed with 5 import tapes Lock handle and key board tray will be fixed in work station and complete in all respect as per sample in the same room/site.
- Fixing of IT points, UPS point, Power Point, data point, voice point connectivity with IT cabinet in the hall near the wash rooms of the same floor. These points will be fixed at the distance of 4 feet interval or with independent/individual workstation. Shifting of Electrical points to other place in same room.
- Paint work if required, based on per sqft.
- Single drawer, single cabinet with one shelf as per sample in the same room. Computer rack is also required.
- Leveling of floor where required and carpet fixing at removed partition floor.
- Same room means both rooms/sides after partition removal.

Note:

- 🚧 Site visit is mandatory.
- 🚧 Evaluation criteria will be based on Technical and financial i.e. **Technical (50%) + Financial (50%)**

Technical Rating Criteria	Marks Allocated
1- Reputation of the firm/Corporate Structure	10
2- Experience with well reputed companies	15
3- Technical Competence.	15

- 🚧 Work will be completed on weekend.