



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

Description
<ul style="list-style-type: none"> ▪ Removal of wooden door and fixing it in extended room with all fittings and accessories including glass/gypsum and wood work. ▪ 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. ▪ Single drawer, single cabinet with one shelf as per sample in the same room. Computer rack is also required. ▪ Extension of gypsum partitions required on existing walls up to ceiling, ▪ Extension of Partitions height in adjacent Cabin up to Ceiling height for development of a separate room. ▪ Fixing of gypsum partition/glass work front side of both cubicles, where required ▪ Construction of new wooden polished door (as per approved design) ▪ Leveling of floor where required and carpet fixing at removed partition floor. ▪ Standard (02) TV Trolley is also required. ▪ Paint/polish work required on wooden gypsum partitions where required ▪ Frosting paper will be used on glass partitions as per existing design ▪ All the designs will be in accordance with the existing office décor ▪ 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. ▪ 1X24 Port Manageable Gigabit Ethernet Switch required (Cisco 24-port-3650 TS) ▪ 5 X Ethernet Cat. 6 cable from patch panel to Switch. ▪ 5X Ethernet Cat. 6 cables from patch panel to cubicles (measurement can be taken). ▪ UPS points, Wapda points, telephone points on every work station required.

 Site visit is mandatory.

 Evaluation criteria will be based on Technical and financial.

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