



## Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

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### **Subject: Quotation Required for Supply and Fixing of Workstations**

The Securities & Exchange Commission of Pakistan invites sealed quotations from well reputed and financially sound contractor for supply and fixing of workstations.

Detailed "TORs" of said requirement is attached as **Annex "A"**. Bill of Quantities for Workstations is attached as **Annex "B"**.

### **Terms & Conditions**

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

**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)

**TERMS OF REFERENCE (TOR's)**  
**Providing and fixing of Workstations**

- Providing and fixing of three workstations with fixed drawer pedestal.
- Make of workstations should be as per sample.
- Installation of one power point, one UPS point and one voice point on each workstation.
- Installation of one LAN point will also be required for one workstation only under floor.
- Samples should be as per present office Furniture/Workstations.
- Supplier must have the Facility of fabrication of Work stations.
- Above mentioned plan can vary as per Commission's requirement arises time to time.
- Interested firms must visit construction site before submitting their bids to see the sample.
- Firms/vendors not visiting the site for understanding the work before bid submission shall be rejected.
- No mobilization advance will be paid.

BOQ item No.	Description	Qty	Unit	Unit Price	Amount
1	<b>Work Stations</b>				
	<p>Providing and fixing of workstations of <b>Torch, Inter wood or equivalent</b> with fixed drawer pedestal L/R Partition size 5'-3" x 5'-3" including Electrical works for one power point, one ups point and one telephone point on each workstation including LAN point on only one work station complete in all respects as per sample. With the following specifications, a- Surface Material 25mm thick compressed wood E1 Grade. b-Board covered with High Pressure melamine laminated (HPM) sheets c- Edges protected with 2 mm Thick acrylic/ Abs (Doolken-Germany ) edging d- All used hard ware will be made by HAFELE. e- Partitions with 2 Belt line to run separately Data and Electrical wires.</p>	3	Nos.		