



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

Subject: Services Required for Maintenance of Telephone Lines and Telephone Extension Lines at SECP's Head Office

The Commission intends to avail services for maintenance of telephone lines and telephone extension lines at SECP Head Office

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

Terms & Conditions

- **Prices** must be inclusive of all taxes applicable by the Govt. of Pakistan for one year, on monthly basis; however, in case of extension of duration of services, price for the following year(s) may be quoted.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per the deadline specified on SECP's Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm and selected firm will be engaged in a legal annual agreement.
- **Duration of Services:** Time period for the required services is one year and may be extended for another year or any time period mutually agreed upon by the selected firm and the Commission.
- **Service Satisfaction:** In case, services of the selected firm are not as per the requirement then the Commission may cancel the issued Purchase Order and it reserves the right to make or not make any payment to the selected firm in such a case.

Note: SECP reserves the right to relax any condition as per its requirement.

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

An early and quick response will be highly appreciated.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Scope of Work

- Maintain telephone lines and extension lines of the Commission and keep them in working condition.
- Shifting of direct telephone lines and extension lines, as and when required.
- Repairing of direct telephone lines and extension telephone lines, as and when required.
- Sharing of extensions and direct telephone line, as and when required.
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- Repair and maintenance of Steno Telephone lines, as and when required.
- Other miscellaneous tasks to keep the telephone lines and telephone sets operational and in working condition.