



Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

Subject: Quotations required for Furniture and Fixture at SECP's Office at Islamabad.

The Commission intends to Purchase Furniture and Fixture for its Office at Islamabad as per requirements/specification given at **Annex - A**

Terms & Conditions

- **Prices** must be inclusive of all taxes applicable by the Govt. of Pakistan
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Quotation Submission Time** as per the deadline specified on SECP's Website.
- **Delivery time** within two week of receiving of P.O
- **Quantity** required may increase or decrease.
- **Warranty Period:** warranty must be mentioned on the quote (if applicable).
- Interested bidder/vendor may visit the SECP office for sample inspection.
- Samples can be seen by visiting Companies Registration office, State life building, Nazim-uddin Road, China Chowk, SECP Islamabad.

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)

Annex “A”

S#	Requirement	Specifications	Qty.	Per Unit Rate (with Taxes)	Total Amount (With Taxes)
1	Office Tables	Wooden Office Table (30" x 48") with detachable drawers	4		
2	Room Heater	Wall fitted electric Blower heaters Blowers - 1500 watt-AC Type-Branded (well-known brand with warranty as per company policy)	5		
3	Racks	Three sides file supported, 5 mm iron angel frame, 6 shelves, 16 gauge steel shelf, Size W36"*H102" and D. 18"	10		
4	Sofa Sets	Two Sofa sets of Five seater (3+1+1) sofa sets (Lather covered) with arms	2		
5	File Movement Trolley	Stainless steel framed trolley fitted with 3 mm chrome plated wire baskets 12 inch deep each. Fitted with 4 swivel 175mm castors. with capacity of 20 File (Approximately 30 KG) as per specimen attached Size (36"*40"*18")	2		