



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

Subject: Quotations required for “Purchase of Office Furniture for Head office”

The Commission intends to Purchase of chairs and table for its Head Office at Islamabad as per requirements/specifications given at **Annex – A**

S. No	Requirement	Qty/Job	Per Unit Rate (with Tax)	Total (with Tax)
1	Meeting room chairs/office chairs in Torch/Interwood or equivalent brand (as per attached sample)	16		
2	Meeting room table (8 feet x 4 feet) in Torch/Interwood or equivalent brand	1		

Terms & Conditions:

- **Prices** must be inclusive of all taxes applicable by the government of Pakistan
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Quotation Submission Time** as per the deadline specified on SECP's Website i.e. <http://www.secp.gov.pk/procurement.asp>
- **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).
- Samples can be seen by visiting SECP head quarter from 8 am to 2 Pm
- All items are required in approved samples, brands otherwise quotations will be cancelled.

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”

Meeting room chairs/office chairs (Qty: 16) as per sample.

