



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN

Date: 05-08-2016

Subject: Hiring of Plant Services at CRO, Lahore

The Commission requires quotations from the financially sound firms/Dealers/Suppliers registered with income or sales tax departments, for provision of providing and maintaining 25 number of plants at 3rd & 4th floor of our office premises as annual contract of following terms and condition mentioned in the Annex: "A":-

Terms & Conditions

- **Price** must be inclusive of all taxes applicable by Govt, of Pakistan.
- **Delivery:** Time within one week of receiving of P.O.
- **Validity:** Minimum 30 Days from quoted date.
- **Bid Submission:** as per the deadline specified on SECP's Website.
- **Quantity** required may increase or decrease.
- **NTN & GST:** numbers should be mentioned on the quote.
- Rates quoted be per plant for the plants; if available.
- The Commission reserves the right to accept or reject any or all bids received.
- **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.

Note: In case of any query you may visit the sight/location or contact undersigned.
Sealed quotations clearly marked the below mentioned address "**Quotations for providing and maintaining plants**".

An early and quick response will be appreciated.

With Best Regards,

Umer Haider
Administration Department
SECURITIES & EXCHANGE
COMMISSION OF PAKISTAN
Company Registration Office; 3rd floor,
Associated House; 7-Edgerton Road, Lahore, Pakistan
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Annexure “A”

Terms & Conditions

- The vendor shall provide quotation of providing and Maintenance of indoor plants including labor; maintenance and replacement; and complete in all respect.
- Providing and Maintenance of indoor plants e-g Dracaena, arocleria, Chinese evergreen, dragon tree, false aralia, ivory pine apple, etc with 2-3 feet medium height should be done within 7 days of issuance of work order.
- The Vendor shall provide 25 number of plants at 3rd & 4th floor of Associated House; 7-Edgerton Road; Lahore.
- Vendor shall provide 20-25 plants with regular feedings like photogenes, slow release fertilizers, leaver shine and there shall be regular sprays to keep insects away.
- All plants shall be in clay pots with extra PVC pot/water trays of uniform paint.
- The vender shall has to depute its staff to look after the plants at site such as watering, cleaning, feeding and pruning on alter days.
- Quoted rates should be inclusive of all applicable taxes with a validity of 90 days.
- Quotations for “**PROVIDING AND MAINTENANCE OF INDOOR PLANTS**” should be clearly mentioned at the top left of the envelope.
- Quotations received by Fax or e-mail shall not be accepted. Unsealed quotations will not be attended.
- Vendor must register with FBR as well as PRA whichever is applicable.
- The Contractor shall take necessary preventive and corrective measures to ensure that the plants remain healthy.
- It is the Contractor`s responsibility to IMMEDIATELY replace unhealthy plants with healthy ones without any additional charge to the Commission.