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|  | Securities and Exchange Commission of Pakistan  63-NIC Building, Blue Area, Islamabad  (Administration Department)  \*\*\*\*\*\*\* |

**Subject: Quotation required for Purchase of Furniture Items for SECP`s office at Gilgit-Baltistan.**

The Securities and Exchange Commission of Pakistan invites sealed quotations from well reputed and financially sound firms/contractors for purchase of Furniture & Fixture items for its office at Gilgit-Baltistan.

Detail Terms of Reference (TOR’s)/Specifications are attached as **Annex “A”.**

Terms and Conditions:

* Price must be inclusive of all taxes applicable by Govt. of Pakistan.
* Quotation Validity: Minimum 30 Days from last date to receive quotations as per SECP Website: <https://www.secp.gov.pk/procurement/>
* Quotation mustbe submitted before last date, mentioned on SECP website.
* Quantityrequired may increase or decrease.
* SECP has the right to amend the requirement/size etc.
* 3% of Project value will be withheld as retention amount for three months period.
* Sample of all items may be seen by visiting SECP headquarters during office hours.
* Delivery of these items would be required in Gilgit. Few items like Refrigerator, Microwave oven and water dispenser will be provided by the Client and also transported in the same truck/mazda. Therefore, transportation cost (if any) should be included in the financial proposals.

**If you are interested, you may submit a sealed quotation for the above item/services within the specified period, at the following address:**

**SECP,** **63-NIC Building, Jinnah Avenue, Blue Area, Islamabad.**

With best regards,

Ubaidullah Khalid

Assistant Director (Admin)

**Annex “A”**

**Terms of Reference (TOR’s)/Specifications**

**Furniture & Fixture Items:**

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| **Sr. No** | **Item Name** | **Description** | **Qty** |
| 1 | Office Table | Office Table (Imported quality)  Size: 5’ x 3’x 2’.7’’  Along with fixed 03 side drawz/locks etc. | 03 |
| 2 | Side Rack | Wooden Side Rack  Size: 4’ length x 1’.6’’ depth x 2’.7’’ height | 03 |
| 3 | Office Chairs | Office Chairs as per design  Make Master or equivalent imported quality | 03 |
| 4 | Visitor Chairs | Office visitor chairs as per design  Make Master or equivalent imported quality | 10 |
| 5 | Steel Racks | Iron Angle Rick Size of 7 feet x 3 feet x 16 inch depth of rack.  Angle size: 1.5 inch x 1.5 inch, thickness 01 Sutar,  Wooden Lamination sheet fixed inside shelves ¾ inch with enamel paint,  Backside cross angle as per sample. | 10 |
| 6 | Full Height Cabinet | Wooden Cabinet (Full Height)  No. of Shelves: 04  Size: 6’8” x 3’ x 1’6”  Made of Lasani Lamination sheet ¾” thick, having four shelves, with Double Door  Back Side Sheet = 5mm Lamination Press  Imported Long Hinge, PVC Edging = Imported 1.5mm  All edges should be pressed with high quality imported matching wooden tape.  Best quality imported lock; handle and hinges should be fixed. | 01 |