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|  | **Securities and Exchange Commission of Pakistan**63-NICL Building, Blue Area, Islamabad.(Support Services Division)(Administration Department)\*\*\*\*\*\*\* |

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| **Subject:** | **Quotations Required – Packers and Movers** |

The Commission intends to hire door to door services of a packing and moving firm/company for transportation of office furniture and equipment from Islamabad office to Gilgit office.

Detail of office Furniture/Equipment is as below:

|  |  |
| --- | --- |
| Refrigerator | 01 |
| Chairs | 13 |
| Office tables with side racks | 03 |
| Iron Racks | 10 |
| Microwave Owen | 01 |
| Water Dispenser | 01 |
| Wooden cabinet | 01 |
| Sofa set (single seated)  | 03 |

Interested firm/company may contact following SECP officials to inspect the furniture/equipment.

**Mr. Zahid Ul Hassan**

**Assistant Director SECP**

**0300-5007696**

**051-9207091-4 (Ext: 302)**

**Terms & Conditions**

1. **Prices:** must be inclusive of all taxes applicable by Govt. of Pakistan.
2. **Insurance cost** shall be mentioned separately.
3. **NTN & GST:** numbers should be mentioned on the quote.
4. **Bid Validity:** minimum 30 days from quote date.
5. **Sealed Quotation Submission Time:** October 17, 2016 till 1100 Hrs.

**If you are interested, please submit sealed quotation for the above required services within specified period at**

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

With best regards.

M. Ubaidullah Khalid

Assistant Director (Admin)