



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

Subject Outsourcing of Photocopier Services cum Network Printer for CRO Islamabad.

The SECP intends to outsource Photocopier Service and networking printing of CRO Islamabad. The purchase will be made as per requirement/Terms of References given at “Annex –A”

Terms and Conditions:

- Price quoted should be in line with the requirement outlined in Annex –A.
- It is the responsibility of the vendor to seek necessary/ required information prior to submission of the quote. Clarification if any on the requirements may also be obtained by sending an email to sajid.gondal@secp.gov.pk
- Prices MUST be inclusive of all taxes applicable by government of Pakistan and relevant copies of NTN and GST certificates must be attached with the quotation.
- Delivery details must be mentioned.
- Quotation Validity Minimum 90 days from the quoted date
- Quotation received by Fax or e-mail shall not be accepted. Unsealed proposals will also not be accepted.
- The envelopes shall bear the following additional identification marks:

Quotation for: “Photocopier & network printing services at CRO, Islamabad”

- i. Firm Name: XYZ Firm
- ii. Attention: Procurement Wing, Admin. Dept., 4th Floor, SECP Head office, NICL Building, 63-Jinnah Avenue, Islamabad.

- The deadline for the submission of Quotations is:
Date: January 12, 2017
Time: by 1100 Hrs.
- Quotations received after the due date and time will not be entertained.
- The SECP reserves the right to accept or reject any or all quotation.

If you are interested, please submit sealed quotation for the above item to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, Islamabad within the specified period.

M. Sajid Gondal
Deputy Director (Admin)
4th Floor, SECP Head Office

Terms of Reference

2. Quotations are invited for **“PHOTOCOPIER & NETWORK PRINTING SERVICES”** at CRO, ISLAMABAD for a period of **one-year**.
3. Rates of the photo copier and network printing services per page should be quoted in accordance with using imported A-4 size white paper (80 grams). Monthly total photocopies and network printing will range between 25,000 to 30,000 numbers (approx.).
4. The successful bidder shall be providing at least two digital photocopier machines and one heavy duty (monochrome) network laser printer at SECP’s CRO Islamabad.
5. Bidder shall quote (Lump sum) cost per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along with the maintenance of all machines at site, when it is required.
6. The successful bidder shall be responsible for providing a machine operator deputed at SECP’s CRO Islamabad from 9:00am to 6:00pm (Monday to Friday). The machine operator may have to stay late at the office after 6:pm, if required for some certain important work, rarely.
7. Rates of the photocopier services shall remain valid throughout the contract/agreement period.
8. The contract/agreement may be extended for next one or two years with mutual consent and mutually agreed terms and conditions between the Commission and the successful vendor.
9. The SECP shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).