



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

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**Subject      Services required for Provision of Light Refreshment.**

The Securities and Exchange Commission of Pakistan is desirous to have a professional, qualified and experienced contractor for “Provision of Light Refreshment i.e. One set of Snack consisting of sandwiche (normal/bran), biscuit or pastries or burgers (one set) on daily basis for its employees sitting late for official assignments.

**Terms and Conditions:**

- Interest bidder must be registered with sales tax department and having national tax number (NTN).
- Clarifications (if any) may be obtained by visiting at SECP, Head Office Islamabad or by sending an email at [asim.ayaz@secp.gov.pk](mailto:asim.ayaz@secp.gov.pk).
- Prices MUST be inclusive of all taxes applicable by government of Pakistan.
- The successful supplier will have to deliver the refreshment at SECP Head office, Islamabad daily at 5:00 PM.
- It is the responsibility of the supplier to deliver best quality, tasty and fresh snacks.
- Refreshment will be provided on Working Days Only i.e. Monday through Friday, apart from National Holidays/Holy Month of Ramadan.
- The average strength of late sitters is 35 employees Monday to Thursday and 30 on Friday. However, required quantity may vary as per requirement.
- A contract/agreement will be signed by both parties.
- Payment terms would be decided at the time of agreement/contract with mutual consent.
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- Quotation Validity Minimum 90 days from the quoted date.

- 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.

Asim Ayaz  
Management Executive (Admin)  
4<sup>th</sup> Floor, SECP Head Office