



Securities and Exchange Commission of Pakistan

4th floor, State Life Building No.2,
Wallace Road Off I.I. Chundrigar Road
(Support Services Division)
(Administration Department)

Subject: MAINTENANCE OF INDOOR PLANTS

The Commission requires quotations from the financially sound firms/Dealers/Suppliers registered with income or sales tax departments, for providing and maintaining 10 numbers of plants at 4th & 5th floor of our office.

Terms & Conditions

- Bid Submission Time as per SECP Website
- The vendor shall provide quotation of providing and Maintenance of indoor plants including labor with material, complete in respect. Price must be inclusive of all taxes applicable by Govt. of Pakistan.
- The Vendor shall provide 100 number of plants (which may increase or decrease) at 4th & 5th floor of State Life Building # 2,
Wallace Road Off: I I Chandigarh Road, Karachi
- Provided plants shall be regularly maintained like regular feedings, 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.
- **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.
- The vendor should be registered with income or sales tax departments.
- Providing and Maintenance of indoor plants should be done within 7 days of issuance of work order.
- Successful service provider will have to sign a legal agreement with the Commission, which may be extended for another year or any period mutually agreed between both the parties.
- The Commission reserves the right to accept or reject any or all quotations; without assigning any reason.

Note: In case of any query you may visit the sight/location or contact undersigned.

Sealed quotations clearly marked as “**Quotations for providing and maintaining plants**” may reach the above-mentioned address **with time-period mentioned on SECP website.**

With best regards.

Sajjad Ahmed

Deputy Director (Admin)