



Securities and Exchange Commission of Pakistan  
63-NIC Building, Blue Area, Islamabad  
(Support Services Division)  
(Administration Department)  
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**Subject: Quotation required for expansion of 01 Executive Room and development of 03 Officer Rooms of equal size.**

The Securities and Exchange Commission of Pakistan invites sealed quotations from well reputed and financially sound contractors for the renovation work required at Head Office of SECP Building as per “Annex-A”

**Terms & Conditions**

- **Prices must be inclusive of all taxes applicable by Govt. of Pakistan** and copies of certificates i.e. NTN/GST whichever is applicable must be submitted along with the quotation.
- **Quotation Submission Time** as last date specify at SECP website i.e <http://secp.gov.pk/procurement.asp>
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated bidder.
- Exact measurements can be obtained by visiting SECP head quarter from 8 am to 2 Pm.
- No mobilization advance will be paid.
- Quantities may be changed as per requirement of SECP.
- No advance will be paid for the job.
- Firm will ensure proper Lane, Data connectivity during renovation work.
- Job completion time is one week.
- Contractor will ensure cleaning the site during the work.
- 5% of amount will be withheld as retention amount for three months period.

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

With best regards,

M. Ubaidullah Khalid  
Assistant Director (Admin)

**TOR's for expansion of 01 x Existing Room and development of 03 Officer's Rooms**

<b>Sr. No</b>	<b>Description of Work</b>	<b>Qty/Job</b>
1	<p><b><u>Expansion of one executive room and development of three officer rooms of equal size:</u></b></p> <ul style="list-style-type: none"><li>• Removal and re-fixing of new three Gypsum partitions (12'x8') with solid portal frame.</li><li>• One solid wooden door (Birch wood) with frame.</li><li>• Paint work on both sides of new partitions and other walls of the rooms.</li><li>• Providing and fixing of skirting/Glass work where required as per existing design.</li><li>• Providing and fixing of Ceiling 2' x 2' and floor tiles (RK) in wall removal area.</li><li>• Provision of window for each room (1'x7.5')</li><li>• Frosting paper will be required on glass partitions as per existing design.</li><li>• Shifting of network points, ups, wapda, lane points from one place to renovated place for all four rooms (as per requirement).</li><li>• Removal and reinstallation of ACs.</li><li>• All the designs will be in accordance with the existing office décor.</li><li>• The work should be planned and conducted in a manner that will not adversely affect floor's structural requirements.</li></ul>	1