



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN

Date: 19-07-2017

Subject: Hiring of Plants Services at CRO, Lahore

The Commission requires quotations from financially sound Firms/Dealers/Suppliers registered with Income or Sales Tax departments, for provision of and maintain of 25 number of plants on 3rd & 4th floor of our office premises, on annual contract on the following terms and conditions mentioned in Annex: "A":-

Terms & Conditions

Prices: must be inclusive of all taxes applicable by the Govt. of Pakistan for one year, on monthly basis; however, in case of increase/decrease in no. of plants, price for each plant for every month may be quoted. Offered rates shall include all the costs. Any other charges not mentioned in the quote will not be entertained after opening of the quotations.

- **Quotation Validity:** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per the deadline specified on SECP's Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm and selected firm will be engaged in a legal annual agreement.
- **Duration of Services:** Time period for the required services is one year and may be extended for another year or any time period, mutually agreed upon by the selected firm and the Commission.
- **Service Satisfaction:** In case, services of the selected firm are not as per the requirement then the Commission may cancel the issued Purchase Order and terminate the agreement. The Commission reserves the right to accept or reject any or all bids received and make or not make any payment to the selected firm in such a case.
- **Delivery:** Time within one week of receiving of P.O.
- Quantity required may increase or decrease.

- **NTN & GST:** numbers should be mentioned on the quote.
- Rates quoted must be per plant

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

Sealed quotations clearly marked with “Quotations for providing and maintaining plants”, should be sent to the below mentioned address.

An early and quick response will be appreciated.

With Best Regards,

Umer Haider
Administration Department
SECURITIES & EXCHANGE
COMMISSION OF PAKISTAN
Company Registration Office; 3rd floor,
Associated House; 7-Edgerton Road, Lahore, Pakistan
Support Services Division | Administration Department
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Terms & Conditions

- The vendor shall provide quotation of providing and Maintenance of indoor plants including labor; maintenance and replacement; complete in all respects.
- Providing and Maintenance of indoor plants e-g Dracaena, Aerokeria, Chinese Evergreen, Dragon tree ,False aralia, Cane Palm, etc with 48 feet height should be delivered within 7 days of the issuance of work order.
- The Vendor shall provide 25 number of plants on 3rd & 4th floor of Associated House; 7-Edgerton Road; Lahore.
- Vendor shall provide 20-25 plants with regular feedings like 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 with uniform paint.
- The vender shall has to depute its staff to look after the plants on site, such as watering, cleaning, feeding and pruning on alternate days.
- Quoted rates should be inclusive of all applicable taxes with a validity of 90 days.
- Quotations for "PROVIDING AND MAINTENANCE OF INDOOR PLANTS" should be clearly mentioned on the top left corner of the envelope.
- Quotations received by Fax or e-mail shall not be accepted. Unsealed quotations shall not be accepted either.
- Vendor must be registered with the FBR as well as PRA, whichever is applicable.
- The Contractor shall take necessary preventive and corrective measures to ensure that the plants remain healthy.
- It is the Contractor`s responsibility to IMMEDIATELY replace unhealthy plants with healthy ones, without any additional charge to the Commission.
- The Contractor shall decorate the CRO office building by placing 25 green plants at the best possible spots, with the assistance of his/her own staff.
- The height and circumference of each plant will be decided by the client and the sizes of pots will be proportionate to the sizes of the plants.
- It is the Contractor`s responsibility to IMMEDIATELY replace unhealthy plants with healthy ones without any additional charge to the Commission.

- Any other requirements necessary to maintain the plants will be completed within the quoted amount by the interested firm

Sr #	Description	Quantity	Size	Rate	Amount
1.	Indoor Plants with Planters	20	14"		
2.	Indoor Plants with Planters	05	18"		

Note:

- Tax included in the above required rate must be mentioned.
- Quantity of the plants may increase or decrease as per the Commissions requirements.
- Selected Supplier will have to arrange pick & drop of the plants at his/her own cost from LahoreOffice and the Commission will pay no extra cost for it.