SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 31/13-14

Re-Invitation to Bid

The Securities and Exchange Commission of Pakistan invites Sealed bids from reputable advertising agencies registered with sales tax department and having national tax number (NTN) based in Pakistan for:

"DESIGNING AND PRINTING OF ANNUAL REPORT 2014"

The relevant details plus terms and conditions may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

A digital format of the annual report in CD format will be provided by the advertising agency. The selected advertising agency will also provide photographic services in Islamabad and Karachi offices of the SECP for the annual report.

The sealed bids with 5% earnest money of the total quoted cost, must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The tenders must be received on July 10, 2014, by 1500Hrs and will be opened on the same day at 1530 Hrs.

M. Ubaidullah Khalid – Assistant Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 107

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 31 / 13-14.**

2. Bids are invited for **"DESIGNING AND PRINTING OF ANNUAL REPORT 2014"** through **SINGLE STAGE ONE ENVELOP METHOD**

3. **The Procurement Agency is:**

   Securities and Exchange Commission of Pakistan
   4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
   Islamabad.

4. The relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

5. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP's decision will be final and binding in all matters relating to this tender.

6. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the SECP.

7. The bid validity period shell be 150 days. The amount of the bid and earnest money shall be in Pak rupees. The bids should be accompanied by earnest money (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**

8. **Bids not accompanied by earnest money or with less amount of earnest money will not be entertained.**

9. The earnest money of successful tenders will be retained and that of other bidders will be returned.

10. If the tender is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP, Islamabad.

11. If the successful bidder fails to maintain the specifications (quality/quantity) of the supplies during the contract period, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.

12. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.

13. The language of the bid is English and alternative bids shall not be considered.

14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids

15. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.

16. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.

17. The interested firms must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 1 years and proof of company as legal entity.

18. The proof of company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bids.

19. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the tender (if applicable).

20. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.

21. The successful bidder will be responsible for overall designing, content development, editing of the Annual Report and Newsletter.

22. The successful bidder will also arrange collection of material and delivery of publication from the Media and Corporate Communications Department of the SECP and will be bound to return packed printed publication of highest standard within 15 days after receiving the approved material/design for printing.

23. The place of destination is: **Securities and Exchange Commission of Pakistan,** 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

24. The envelopes shall bear the following additional identification marks:

Bid for:	**"DESIGNING AND PRINTING OF ANNUAL REPORT 2014"**
Firm Name:	XYZ Firm
Attention:	Assistant Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

25. The deadline for the submission of bids is:

    Date: July 10, 2014
    Time: 1500 Hrs

26. The bid opening shall take place at:

    Securities and Exchange Commission of Pakistan
    4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad
    Date: July 10, 2014
    Time: 1530 Hrs

27. A statement **“Not to be opened before 1530 Hrs on July 10, 2014”** shall be clearly mentioned on the top of the sealed bid.

28. The bids received after the due date and time will not be entertained.

29. The SECP reserves the right to amend/change/revise the TORs of tender if deemed necessary. The successful bidder shall have to provide the services accordingly.

Note:

- **The attachment details are as under**

1.	**Terms of Reference for Annual Report 2013**	**Annex “A”**
2.	**Bid Evaluation Criteria**	**Annex “B”**

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Annex "A"

Specifications for Annual Report 2014

A.	Number of copies:	1000
B.	Number of pages:	180-200
C.	Size of pages:	Letter (Ax4)
D.	Color:	4 color
E.	Paper type:	115 gram matte
F.	Cover:	Art card 300 gram (with matte lamination)
G.	Design/layout:	Title cover's design and internal layout to be finalized in consultation with the SECP
H.	Photography:	High-quality photographs of the SECP management and of all department heads by a professional photographer in Islamabad and Karachi.
I.	Proofreading:	The advertising agency will be responsible for the proofreading of the report in accordance with the SECP's guidelines and schedule.
J.	CDs of annual report:	The copies of the annual report will have jackets with annual report CDs inserted in them.

Other Requirements:

The reputable Islamabad-based advertising agencies may apply with the following information, which will be the basic criteria for evaluation and shortlisting.

a. Details of advertising agency's capability in the specialized area of annual reports; samples of reports printed shall be provided.

b. A list of current clients for whom similar services have been or are being provided.

c. The agency's profile with all the contact details and registration with relevant agencies.

d. Financial status, banker's reference and/or any other detail verifying financial capability.

e. Estimated delivery time from date of order to delivery of finished product.

f. The ad agency will be responsible for overall designing, content development and proofreading of the annual report.

g. The ad agency will arrange collection of material and delivery of publication from and to the Media and Corporate Communications Department located on the 6th floor of the SECP headquarters in Islamabad.

h. The ad agency will be bound to return packed printed publication of highest standard within 15 days, after receiving the approved material/design for printing.

i. The agency will ensure the highest quality of the product, failing which security deposit will be forfeited. The agency will ensure that there shall not be any omissions, editions, deletions or distortions of the original content provided for printing.

Rates Required:

S. No.	Rate Requirement Description	Unit Cost Inclusive of All applicable taxes	Total Cost Inclusive of All applicable taxes
a)	Rate per Report with CD		
b)	Any Other Charges		
c)	**Total Cost**		
Earnest Money 5 % of (c)			
d)	Rate per page inclusive of all, applicable taxes. (in case no. of inner pages increase/decrease than specified above)		

Note:

- **i. Bids not accompanied by earnest money or with less amount of earnest money will not be entertained.**
- ii. Quantity of the reports may increase or decrease.

Annex “B”

EVALUATION CRITERIA

Received bids will be evaluated as per following evaluation criteria:

Technical Evaluation	70%
Financial Evaluation	30%
Total	**100%**

Technical Evaluation Details are as under:

S/No	Particulars	Marks Allotted	Marks Obtained
1.	Financials	30	
2.	Company Profile	10	
3.	Top 10 existing clients	10	
4.	Relevant projects in publications (samples)	10	
5.	Human resource in designing section	10	
6.	Human resource in creative department	10	
7.	Well-equipped facility (SECP team will visit to verify)	10	
8.	Based in Islamabad	10	
	Grand total	**100**	