



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 03/13-14

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed tenders from well reputed advertising agencies registered with sales tax department and having national tax number (NTN) based in Pakistan for

“DESIGNING AND PRINTING OF ANNUAL REPORT 2013 AND NEWSLETTERS”

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

The sealed bids 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 September 06, 2013, by 11 am and will be opened on the same day at 11:30 am.

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 # 03 / 13-14.**
2. Bids are invited for “**DESIGNING AND PRINTING OF ANNUAL REPORT 2013 AND NEWSLETTERS**” 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 shall 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 2% 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.** The tenders not accompanied by earnest money or with less amount of earnest money will not be entertained.
8. The earnest money of successful tenders will be retained and that of other bidders will be returned.
9. 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.
10. 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.
11. 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.
12. The language of the bid is English and alternative bids shall not be considered.
13. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids

14. 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.
15. 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.
16. 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.
17. 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.
18. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the tender (if applicable).
19. 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.

20. The evaluation of bids:

- a. The details of firm's capability in the specialized area of Annual Reports. The samples should be provided.
 - b. A list of current clients for whom similar services have been or are being provided.
 - c. The firm's profile with permanent and present mailing address, telephone numbers and registration with relevant agencies.
 - d. Financial status, bankers reference and/or any other detail verifying financial capability.
 - e. The estimated delivery time from date of order to delivery of finished product.
 - f. Bid evaluation criteria is attached as Annex "B"
21. The successful bidder will sign a contract for designing and printing of the Annual Report and Newsletter with the SECP. The rates offered by the agencies shall remain valid throughout the contract period.
 22. The contract may be extended to another year or any period mutually agreed by the successful agency and the SECP.
 23. The successful bidder will be responsible for overall designing, content development, editing of the Annual Report and Newsletter.
 24. 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.

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

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

Bid for: **“DESIGNING AND PRINTING OF ANNUAL REPORT
2013 AND NEWSLETTER”**
Firm Name: XYZ Firm
Attention: Assistant Director, Admin, 4th Floor
 NICL Building, 63 Jinnah Avenue
 Blue Area, Islamabad

27. The deadline for the submission of bids is:

Date: September 06, 2013
Time: 11 am

28. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: September 06, 2013
Time: 11:30 am

29. A statement **“Not to be opened before 11:30 am on September 06, 2013”** shall be clearly mentioned on the top of the sealed bid.

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

31. 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. Terms of Reference for Newsletter	Annex “B”
3. Bid Evaluation Criteria	Annex “C”

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

Specifications for Annual Report 2013

S. No.	Specification Description	
a)	Number of Copies	1000
b)	Number of Pages	160-180
c)	Size of Pages	Letter (A x 4)
d)	Color	4 Color
e)	Inner Paper Type	115 gram Matt
f)	Cover Paper Type	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
i)	CDs	The copies of the Annual Report will have jackets with CDs in them.
j)	Designing and Printing Frequency per year	One

Rates Required:

S. No.	Rate Description	Rate
a)	Rate Without Taxes per Report	?
b)	Rate with Taxes per Report	?
c)	Rate per page (in case no. of inner pages increase/decrease than specified above)	?

Note:

- i. Tax included in the above required rate must be mentioned.
- ii. Quantity of the reports may increase or decrease.

Specifications of Newsletter

S. No.	Specification Description	
k)	Number of Copies	1000
l)	Number of Pages	20
m)	Size of Pages	Letter (A x 4)
n)	Color	4 Color
o)	Inner Paper Type	115 gram matt
p)	Title Page	135 gram matt
q)	Design Layout	Design and layout to be finalized in consultation with the SECP
r)	Photography	The ad agency will provide photographic services for occasional SECP events to be covered by the Newsletter
s)	Designing and Printing Frequency per year	Four

Rates Required:

S. No.	Rate Description	Rate
d)	Rate Without Taxes per Newsletter	?
e)	Rate with Taxes per Newsletter	?
f)	Rate per page (in case no. of pages increase/decrease than specified above)	?

Note:

- iii. Tax included in the above required rate must be mentioned.
- iv. Quantity of the newsletter may increase or decrease.

Annex “C”

Particulars	Marks Allotted	Marks Obtained
<u>Financials</u>	30	
<u>Ownership status</u>		
Individual	1	
Partnership	1	
Company	8	
<u>Top 10 existing clients</u>	10	
<u>Awards won in last three years</u>		
One	2	
Two	4	
Three	6	
Four	8	
Five or more	10	
<u>Relevant projects in publications (Samples)</u>	10	
<u>Human resource in designing section</u>	10	
<u>Presentation</u>	20	
Previous experience with SECP	10	
Grand total	100	