



Securities and Exchange Commission of Pakistan  
State Life Building # 2 ,  
4th Floor Admin. Dept. Wallace Road Off. I.I. Chundrigar  
(Administration Department)

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Date: 17<sup>th</sup> Dec 2013

**Subject: Procurement of Designing and Printing of INSURANCE INDUSTRY REFORMS COMMITTEE REPORT**

The Commission intends to acquire service for **Designing and Printing of INSURANCE INDUSTRY REFORMS COMMITTEE REPORT** for which specifications are given on Annex "A".

**Terms and Conditions**

- **Interest Firms must be** registered with sales tax department and having national tax number (NTN).
- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Delivery** time within One week of receiving of P.O.
- **Validity** Minimum 30 Days from quoted date.
- **Bid Submission date** within 07 days of publishing of this RFQ or as per last date on website
- **Warranty Period:** must be mentioned on the quote (if applicable).
- **Report Design:** Title cover of the report to be finalized in consultation with Insurance Division
- **Requirements:** The SECP reserves the right to amend/change/revise the Annex" A" of RFQ if deemed necessary. The successful bidder shall have to provide the services accordingly.
- The Commission reserves the right to accept or reject any or all bids received.

**Note: If you are interested, please submit sealed quotation for the above item to the undersigned SECP, State Life Building # 2, 4<sup>th</sup> Floor Admin. Dept. Wallace Road Off. I.I. Chundrigar, Karachi within the specified period.**

An early and quick response will be appreciated.

With Kind Regards.

Deepak Kumar Jewani  
Administration Department

**Designing and Printing of INSURANCE INDUSTRY REFORMS COMMITTEE  
REPORT**

- 1. Title Creative**
- 2. Inside Pages Lay outing**
- 3. Designing ( if Any )**
- 4. Title/Cover Page**
  - a. **Paper Type:** Art card with Matte Finish and Lamination
  - b. **Size:** Letter (Ax4)
  - c. **Paper weight (in gms):** 300 gms
- 5. Inner Page**
  - a. **Paper Type:** Matte finish
  - b. **Size:** Letter (Ax4)
  - c. **Paper weight (in gms):** 115 gms
  - d. **No. of Pages:** 100 or above
- 6. Color:** 4 Colors
- 7. Binding Style:** Gum binding
- 8. No. of Copies:** 500 or above