



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: 27<sup>th</sup> Dec 2013

**Subject: Procurement of Printing for Printed Envelopes**

The Commission intends to acquire service for **Printing for Printed Envelopes** 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).
- **Sample:** Required to be Obtained from undersigned.
- **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

## **Printing of Printed Envelopes**

### **1. Size**

#### **A 4 Envelope**

- a. **Size:** 10 x 12
- b. **Paper weight (in gms):** 80 gms
- c. **No. of Copies:** 5,000 or above
- d. **Color:** 4 Colors.

### **2. Size**

#### **Window-shaped envelopes**

- a. **Size:** Letter 9 x 4
- b. **Paper weight (in gms):** 80 gms
- c. **No. of Copies:** 10,000 or above
- d. **Color:** 4 Colors.