



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Administration Department)

February 15, 2013

Subject: Request for Quotations – Designing and Printing of “NBF Report”

The Commission intends to print “NBF Report” as per specifications given below:

S. No.	Specification	Qty
1	Report / Paper Size : 8.5” X 11.5”	1000 Booklets
	Title Page Front & Back (Total Page = 2) Paper Type = Art Card Paper weight = 300 Gram – Matt Lamination/UV Lamination	
	Internal Pages (Total Pages =120 or Leafs = 60) Paper Type = Matt Paper weight = 115 gram	
	Color = Four Color or as per Design finalized	
	Binding Style = Gum Binding	

Note: Rate per page in addition to already specified internal page quantity may be mentioned on pro rata basis

- **Designing Charges/price** (if any) should be mentioned separately
- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Delivery** time within 07 days of receiving of Purchase Order
- **Validity** Minimum 30 Days from quoted date.
- **Bid Submission** Time within 7 days after receiving this RFQ.
- **Bidders should provide following detail:**
 - Firm profile reflecting, yearly volume of business, clients, etc
 - Printing facilities (machinery) and technical expertise available
- **Quantity/Items/Designs** given/attached may increase/decrease or change.

If you are interested, please submit sealed quotation for the above item to the undersigned address:

**SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad
within the specified period.**

In case of any query, you may also contact undersigned.

An early and quick response will be appreciated.

With best regards.

M. Ubaidullah Khalid
AD (Admin)