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

|  |  |
| --- | --- |
| **Subject:** | **Quotations Required for Procurement/Development of of File Covers** |

The Commission intends to acquire services for **Procurement/Development of File Covers** for which specifications are given on Annex “A”.

**Terms and Conditions**

* **Interested 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** as per SECP website
* **Warranty Period:** must be mentioned on the quote (if applicable).
* **Sample:** Kindly collect sample from above address.
* **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, 4th Floor Admin. Dept. Wallace Road Off. I.I. Chundrigar, Karachi within the specified period.**

With Kind Regards.

Sajjad Ahmed

Deputy Director

Administration Department

Annex “A”

**Printing of FILE COVERS**

* 1. **Paper Type:** Imported Art Card
  2. **Size:** 14 x 19
  3. **Paper weight (in gms):** 260 gram
  4. **Color:** 5 color printing
  5. **No. of Copies:** 2000 or above
  6. **2 Eyelet** on Top Corner
  7. **(2 Side)** and Centre Fold.

**Note:** Kindly collect sample from above address.