



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

Subject: Quotation required for “Designing, Content Development and Printing of Report”.

The Securities and Exchange Commission of Pakistan invites sealed quotations from reputable Islamabad-based firms for “Designing, Content Development and Printing of Report”.

Detailed specifications and requirements are attached as “Annex-A”

Terms & Conditions

- **Prices must be inclusive of all taxes applicable by government of Pakistan.**
- **Quotation Submission Time:** as last date specify at SECP website i.e <http://secp.gov.pk/procurement.asp>
- **Purchase Order:** will be issued to the best evaluated bidder.
- **Quantity:** may increase or decrease as per requirement of SECP.
- No advance will be paid.
- **Delivery Time:** 05 Days after verification/approval of sample by the Commission.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Specifications for Report

A. Number of copies:	300
B. Number of pages:	50-60
C. Size of pages:	Letter
D. Color:	4 color
E. Paper type:	115 gram matte
F. Cover:	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

Other Requirements:

Firms may apply with the following information, which will be the basic criteria for evaluation and shortlisting.

- a. "Bismillah-ir-Rahman-ir-Rahim" page at the start of the booklet/report should be in butter paper.
- b. Details of firms/ agency's capability in the specialized area in publishing of reports; samples of reports printed shall be provided.
- c. A list of current clients for whom similar services have been or are being provided.
- d. The firms/company profile with all the contact details and registration with relevant agencies.
- e. The firm/agency will be responsible for overall designing, content development, printing and proofreading of the report.
- f. The agency will arrange collection of material and delivery of publication from and to the Administration department located on the 4th floor of the SECP head office in NICL building, Islamabad.
- g. The agency/firm will be bound to return packed printed publication of highest standard within 5 days, after receiving the approved material/design for printing.
- h. The agency/firm will ensure the highest quality of the product. The agency will ensure that there shall not be any omissions, editions, deletions or distortions of the original content provided for printing.

Rates Required:

S. No.	Rate Description	Rate
a)	Rate with Taxes per Report	?
b)	Rate for 300 copies of report	?
c)	Rate in case of increase in the no. of copies then 300.	?
d)	Rate in case of decrease in the no. of copies then 300.	?
e)	Rate per page (in case no. of inner pages increase, than specified above)	?
f)	Rate per page (in case no. of inner pages 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.