



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

Subject: Quotation required for Designing and Printing of Guide Book.

The Securities and Exchange Commission of Pakistan invites sealed quotations for Designing and Printing of Guide Book as per specifications/requirements give at **Annex-A** .

Terms & Conditions

- **Prices must be inclusive of all taxes applicable by government of Pakistan.**
- **NTN/GST numbers should be mentioned on the quotation**
- **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.
- **Delivery Time:** 10 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 on following address;

SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad.

With best regards,

Asim Ayaz
Management Executive (Admin)

Annex-A

Sr. no	Specifications	Qty.	Unit Rate (inclusive of all taxes, designing, formatting and printing)	Total (inclusive of all taxes, designing, formatting and printing)
a	Designing and Printing of Guide Book	300		
	Size of Book: W = 6.375” & L = 9.25”			
b	Title Page: Paper: 310 gram. Art Card Printing: 4 Color Matt Lamination with Spot UV.			
C.	Book Binding: Hot Glue binding			
d	Inner pages: No. of Pages: 300 (With variation of 10%) Paper: 105 gram Matt. Printing: 2 Color.			
e	Rate per page (to be paid in case the number of inner pages increases than as specified above)*	-		
f	Rate per page (to be deducted in case the number of inner pages decreases than as specified above)*	-		

*SECP reserves the right to apply the rate per page as given in “e ” & “f” for the increase/decrease in number of inner pages of the final book at the time of the payment.