



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 Booklet 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)

Specifications for Designing and Printing of Booklets**Booklets**

1. No of Booklets: 1
2. Booklet Size: 6” x 8”
3. 4 colors printing
4. Inner Pages: 12- 16 ; Matt paper 128 gm
5. Title/Cover Pages: 310 gram Art Card with mate lamination
6. Designing of booklet by the vendor
7. Quantity required may vary as per requirement, however, rate as per under mentioned slab will be required:
 - a. Upto 1,000
 - b. 1,001 to 2000
 - c. 2001 to 3000
 - d. 3001 to 4000
 - e. 4001 to 6000
 - f. above 6000

Rates required to be quoted by the Bidders

S. No.	Description	Qty	Unit Rate (Rs.)	Total Amount (Rs.)
a)	Printing with designing of Booklet (inner pages 12-16)	Upto 1,000		
b)		1,001 to 2,000		
c)		2,001 to 3,000		
d)		3,001 to 4,000		
e)		4,001 to 6,000		
f)		Above 6,000		
g)	Rate per page (in case the number of inner pages increases than as specified above)*			
h)	Rate per page (in case the number of inner pages decreases than as specified above)*			
i)	Any other cost (Please specify)			

**SECP reserves the right to apply the rate per page as given in “g” for the increase and rate per page as given in “h” for decrease in number of inner pages of the final booklet at the time of the payment.*

Note:

- i. Detail of costs should be provided.
- ii. Quantity of the booklets/notebooks may increase or decrease.

EVALUATION CRITERIA

Financial 100%