



**SECURITIES AND EXCHANGE COMMISSION OF  
PAKISTAN**

**No. T# 05/17-18**

**INVITATION TO BID**

The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from reputable suppliers/service providers registered with sales tax department and having national tax number (NTN) based in Pakistan for

**“DESIGNING AND PRINTING OF BOOKLETS”**

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement(s) is/are available for the interested bidders from the undersigned and can also be downloaded from <https://www.secp.gov.pk/procurement/> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **January 12, 2018** at 1500 Hrs and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091(Ext-437) during Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

## **Terms and Conditions for Bids and Bidders**

1. **Tender Identification Number: TENDER # 05 / 17-18**

2. **The Procurement Agency is:**

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.

3. The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.
4. The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from reputable suppliers/service providers registered with sales tax department and having national tax number (NTN) based in Pakistan for

### **“DESIGNING AND PRINTING OF BOOKLETS”**

through

### **SINGLE STAGE ONE ENVELOP METHOD**

5. The relevant details plus terms and conditions of this invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
6. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP's decision will be final and binding in all matters relating to this tender.
7. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the successful bidder and the SECP.
8. The bid validity period shall be 150 days.
9. The amount of the bid and bid security shall be in Pak rupees.
10. The bids should be accompanied by bid security (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**. The tenders not accompanied by bid security or with less amount of bid security will not be entertained.
11. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
12. The bid security of successful bidder will be retained till delivery of booklets and that of other bidders will be returned after award of contract to successful bidder.

13. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the SECP.
14. Bid found as per requirement and quoting lowest rate shall be considered as lowest evaluated bid.
15. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the SECP, Islamabad.
16. If the successful bidder fails to maintain the specifications (quality/quantity) of the supplies, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.
17. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
18. The language of the bid is English and alternative bids shall not be considered.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
20. Only registered suppliers/service providers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the SECP.
21. Payment shall be made after delivery of booklets.
22. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
23. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
24. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
25. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
26. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
27. The interested bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 1 years.
28. The bidder must submit an affidavit that the bidder is not blacklisted by any organization must be presented with the bids.

29. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the tender (if applicable).
30. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
31. The successful bidder will be responsible for overall designing, content development, editing of the booklets.
32. Successful bidders shall be bound to supply within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO value.
33. The place of bid destination is **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
34. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
35. The envelopes shall bear the following additional identification marks:

**Bid for:** “DESIGNING AND PRINTING OF BOOKLETS”  
**Bidder Name:** XYZ  
**Attention:** **M. Ubaidullah Khalid**  
Deputy Director, Admin, 4th Floor  
NICL Building, 63 Jinnah Avenue  
Blue Area, Islamabad

36. The deadline for the submission of bids is:  
**Date:** January 12, 2018  
Time: 1500 Hrs

37. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad  
**Date:** January 12, 2018  
Time: 1530 Hrs

38. A statement “**Not to be opened before 1530Hrs on January 12, 2018**” shall be clearly mentioned on the top of the sealed bid.
39. The bids received after the due date and time will not be entertained.
40. The SECP reserves the right to amend/change/revise the TORs of tender if deemed necessary. The successful bidder shall have to provide the services accordingly.

**Note:**

- The attachment details are as under
  - 1. Terms of Reference Annex “A”
  - 2. Bidder Information Form Annex “B”
  - 3. Form of Bid Annex “C”
  - 4. Bid Submission Form Annex “D”
  - 5. Authority Letter Annex “E”
- If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

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

**Booklets**

1. No. of Booklets: 7
2. Booklet Size: 6” x 8”
3. 4 colors printing
4. Inner Pages: 12-24; Matt paper 128 gm
5. Title/Cover Pages: 310 gram Art Card with matte lamination
6. Designing of booklet by the vendor and the final design in high resolution/ software-editable file
7. Quantity required may vary as per requirement.
8. Successful bidder will have to provide design files (source files) of each booklet to SECP.
9. Sample booklets/material must be attached with the bid for material/quality check.

**Bidder Information Form**

1. **Name of Bidder** : \_\_\_\_\_
2. **NTN#** : \_\_\_\_\_  
(Please attach Copy of NTN Certificate)
3. **GST#** : \_\_\_\_\_  
(Please attach Copy of GST Certificate)
4. **Active Tax Payer** **Yes** **No**
5. **Registered with SECP** **Yes** **No**  
*IF Yes please provide compliance status*
6. **Contact Person** : \_\_\_\_\_
7. **Contact number** : \_\_\_\_\_
8. **Postal address** : \_\_\_\_\_  
\_\_\_\_\_
9. **Email address** : \_\_\_\_\_

*Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.*

**Signature** \_\_\_\_\_

**Name with Official Stamp** \_\_\_\_\_

**Date** \_\_\_\_\_

**Form of Bid**

M. Ubaidullah Khalid  
Deputy Director (Admin)  
SECP  
Islamabad.

Sir

Reference your advertisement dated \_\_\_\_\_ for \_\_\_\_\_

1. I/We, hereby submit our complete bid along with all the requirements as per the bidding document. We acknowledge that SECP is not bound to accept any bid in this regard and reserve the right to accept or reject any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. I/We, (Name); (CNIC#); (Designation), (Bidder Name) have gone through the Terms/Conditions of this invitation and have found the document in whole as non-biased to any particular vendor or product/ brand. I hereby undertake and firmly bound myself to abide by/ comply with all sections / conditions of this invitation.
3. I/We do not have any objection/comment on any item and fully understand the requirement of SECP.
4. The decision of Commission shall be final and will not be liable for any loss or damage to any party acting in reliance thereon.
5. I/We agree to abide by this bidding for a period of one hundred and fifty days from the bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
6. I/We submit herewith our bid as one original.
7. I/We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.

Yours' sincerely

Authorized Signature:

Name and Title of Signatory:

Name & Address of Bidder:



**Bid Submission Form**

1. M/s. \_\_\_\_\_, hereby submits bid, against Invitation to Bid “(Invitation/Tender Title)”, Tender Identification Number: TENDER#\_\_\_\_\_.
2. Bidder shall quote in following manner and Bid Security Shall be calculated as under

A	B	C	D	E	F
S. no.	Cost of Booklets as per specified quantity	Qty	Inner pages	Unit Rate (Rs.)	Total Amount (Rs.)
1	Mutual Funds	3000	24	Rs. _____	Rs. _____
2	Insurance	4000	24	Rs. _____	Rs. _____
3	Investment Basics	3000	16	Rs. _____	Rs. _____
4	Voluntary Pension System (VPS)	3000	16	Rs. _____	Rs. _____
5	13 Rules of Investment (English)	3000	16	Rs. _____	Rs. _____
6	How and where to invest?	3000	20	Rs. _____	Rs. _____
7	Initial Public Offering (IPO)	3000	12	Rs. _____	Rs. _____
8	Total Cost of All Booklets as per requirement (Sum of F from S. No 1-7 of this table)				Rs. _____
9	Amount of Bid Security i.e. 2% of S. No. 08 of this table				Rs. _____

**Note:**

- In case increase in internal pages is more than 10% then rate per page will be added in booklet cost.
- In case no. of inner pages decreased from the qty. specified above then rate per page will be deducted from booklet cost.
- Rate per page will be calculated as below:

$$\text{Per page rate} = \text{Rate per booklet} / \text{Total number of inner pages.}$$

We hereby declare and confirm that

(1) Quoted prices are inclusive of all applicable taxes.

(2) SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.

Signature

\_\_\_\_\_

Name with Official Stamp

\_\_\_\_\_

Date

\_\_\_\_\_

**Authority Letter (Format)**

Know all men by these presents, we (name of the bidder and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of [ \_\_\_\_\_] in [name of the bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the \_\_\_\_\_ in response to the invitation by the SECP including signing and submission of all documents and providing information/responses to SECP in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this Authority Letter and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.

Date this {date} day of {month} 201

For:

[Signature]

[Name, designation and Address with Official Stamp]

Accepted

[Signature]

[Name, title address of the Authorized Representative]

Date: