



Tender Notice

Printing of Annual Accounts/Balance Sheet Tender # PRC/Admin/PBS/2013-14

PRCL invites sealed quotations from reputable firms, registered with tax authorities, having experience of printing of balance sheet of various insurance and multinationals companies, for printing of its Annual Report for 2013 as per the following details:-

a)	Date & Time of Submission of Tender	:	24/03/2014 at 11:00 a.m.
b)	Date & Time of Opening of Tender	:	On same date at 11:30 a.m. The Tender will be opened at PRCL Towers in the presence of bidders or their authorized representative who wish to be present.
c)	Validity of Offer	:	For 45 days
d)	Earnest Money	:	2% of the estimated cost of the tender.
	Completion period	:	The work shall be carried out as and when required & completed within 07 days

The designer/printer should comply with the following criteria:

1	Annual Report Quantity	6,000 Copies
2	Total Number of pages of the Report	Minimum inside Pages 95 Pages (including Contents, Mission & Vision statement, Directors Report, Auditors Report, Code of Corporate Governance, Financial Statements, Notes to the account, Shareholders Pattern and Proxy Form)
3	Size of the Page	8.25" X 11.25"
4	Inside Page	135 Gms Matt
5	Title Page	250 Gms Art Card
6	No. of additional pages if any	Rate per page for additional pages
7	Title Cover	Cover page art card. Single Color. Two color. Four color. Matt Laminated
8	No. of Color Pages/Nature of Color Printing	Full report single color. Full report two colors. Full report four colors.

The interested firms should send the **"Technical Proposal"** and **"Financial Proposal"** in two separate sealed envelopes clearly marked as "Technical Proposal" and "Financial Proposal" by keeping both the proposals in one sealed envelope in accordance with PPRA Rules. Pay Order shall be attached to the Technical Proposal. Financial Proposal of only those firms will be opened who will meet the eligibility criteria.

Any other detail in respect of the printing of annual accounts may be obtained from Mr. M. Kaashif Khan, Assistant, Corporate Affairs Section, during working day from 10:00 a.m. to 04:00 p.m. except (Saturday & Sunday) at 12th floor, PRC Towers, Karachi.

The quotations addressed to the Executive Director (HR), PRCL, Karachi should be dropped in the tender box placed at 14th floor, PRC Towers, M. T. Khan Road, Karachi on the date and the time mentioned above.

(Shahzad F. Lodhi)
Executive Director (HR)

Pakistan Reinsurance Company Limited

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