



Tender Notice

Printing of Annual Accounts/Balance Sheet
Tender # PRC/SAC/PBS/2015-16

PRCL invites sealed quotations from reputable firms, registered with tax authorities, having experience of printing of balance sheet of various insurance and multinational companies for printing of its Annual Report for 2015, as per the following details:-

a)	Date & Time of Submission of Tender	:	25/03/2016 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 PRC Towers in the presence of bidders or their authorized representative who wish to be present.
c)	Ernest Money	:	2% of the estimated cost of the tender.
d)	Completion period	:	The work shall be carried out as and when required & completed on urgent basis.

The designer/printer should comply with the following criteria:

1-	Annual Report Quantity	1500 Copies
2-	Total Number of pages of the Report	Minium inside Pages 110 to 120 Pages (including Contents, Mission & Vision statement, Directors Report, Auditors Report, Code of Corporate Governanance, 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 Three 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 Proposl. Financial Proposal of only those firms will be opened who will meet the eligibility criteria in technical proposals.

Any other detail in respect of the printing of annual accounts may be obtained from the undersigned.
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 Company Secretary / General Manager , 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.

Shamsuzaman Rajper
Manager (Admin)

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