

Tender Notice

Printing of Annual Report/Balance Sheet

Tender # PRC/Admin/19/AGM/2019

Sealed tenders are invited from those experienced/qualified contractors who are registered with Tax authorities and having experience of printing of balance sheet of various insurance and multinational companies for printing of “Printing of Annual Report/Balance Sheet”. Other Details are as follows:-

a)	Date & Time of Submission of Tender	:	19/03/2019 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)	Earnest Money	:	2% of bid charges (refundable) as earnest money in the shape of Pay Order in favor of Pakistan Reinsurance Company Limited , Karachi.
e)	Validity of Offer	:	For 60 Days.

The designer/printer should comply with the following criteria:-

1-	Annual Report Quantity	3,000 Copies
2-	Total Number of Pages of the Report	Minimum inside pages 135 to 145 (including Contents, Mission & Vision statement, Directors’ Report, Auditors Report, Code of Corporate Governance, Financial Statements, Notes to the accounts, 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-	Number of additional pages if any	Rate per page for additional pages
7-	Title Cover	Cover page Art Card, Four Color, Matt Laminated.
8-	Number of Color Pages/Nature of Colors Printing	Full report single color. Full report two colors. Full report four colors.

The interested firms should send their “Technical Proposals” and Financial Proposals’ 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 with Financial Proposal. 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 on any working day from 10:00 a.m. to 04:00 p.m. (except Saturday & Sunday) up to 18/03/2019.

The sealed stamped 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 time mentioned above. The authority reserves the right to accept/reject any or all tenders within the purview of PPRA Rules.

(M. Kaashif Khan)

Junior Officer (Admin/BPD/Trg)

Pakistan Reinsurance Company Limited

PRC Towers, 32-A. Lalazar Drive, M.T. Khan Road, P.O. Box No, 4777 Karachi, Pakistan.

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