



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Principal Office
State Life Building No.9
Dr. Ziauddin Ahmed Road
Karachi -75530
Phone : 99202800-9 Lines
Fax No. 92-91-99204577
UAN No. 111-111-888

TENDER NOTICE NO.04/2012

Printing/supply of Bonus Certificates & Window Envelopes for the year 2011 to be issued in 2012 to Policy-holders.

Sealed financial bids are invited from reputable A-Class Computer Stationery Printers and A-Class Printers/Envelope Manufacturers registered with Sales Tax Department, having Press Declaration, own offices and phone/fax numbers, (if found contrary the bids will be rejected), for the printing/supply of "Bonus Certificates-2011 & Window Envelopes for Bonus Certificates" as per following specifications:-

S #	Description of Items & Enquiry No. GS/PO/PRTG/04/12	Quantity	Delivery Schedule (2012)	Closing date and time for submission of Bids	Date and time for opening of Bids.
1	<u>Bonus Certificates:</u> Size: Sheets 11" x 15" Certificates: 5½" x 7½" Paper: 100 grams Offset Imported Paper (good quality). Printing: 4 + 2 colors with one vertical and one horizontal perforation. Art Work: Art work, color scheme and CD will be provided by State Life.	<u>Sheets:</u> 7,59,500 Continuous Sheets. <u>Certificates:</u> 30,38,000 (Each Sheet consisting of Four Certificates).	Delivery within 30 working days after receipt of final proof and test run on the machine.	29.05.2012 before 11:00 a.m.	29.05.2012 at 11:30 a.m.
2	<u>Window Envelopes for Bonus Certificates:</u> Size: Envelope: 5¾" x 7¾" Window: 1½" x 4" on right upper side (Cellophane) Paper: 63 grams Offset Local Paper good quality. Printing: Single Color Printing on one side.	30,38,000 Envelopes. (Envelopes shall contain addresses of twenty six (26) stations at the bottom. List showing station-wise quantities to be printed will be provided by SLIC.	Delivery within 50 working days after receipt of final proof.	29.05.2012 before 11:00 a.m.	29.05.2012 at 11:30 a.m.

- 2) Bids may accompany a Pay Order/Bank draft of the 2% of the bid value in favour of State Life Insurance Corporation of Pakistan as earnest money. The same will be returned immediately to un-successful bidders after completing of formal procedure and to successful bidder after completion of job.
- 3) Bids will be opened in the office of Deputy General Manager (GS), State Life Principal Office, 2nd Floor, State Life Building # 9, Dr. Ziauddin Ahmed Road, Karachi, on the date and time as specified above in the presence of those bidders or their authorized agents, who wish to be present at the occasion.
- 4) All the bids must include the rate of G.S.T. and all other taxes.
- 5) No bid will be accepted without earnest money.
- 6) Envelope should bear the phrase printing “Bonus Certificates-2011 & Window Envelopes for Bonus Certificates” for PHS Division.
- 7) The quotation (validity of rate) submitted shall hold good for a minimum period of 60 days from the date of receipt thereof.
- 8) **Sample of paper** etc., is a must requirement to consider the validity of the quotation.
- 9) If the lowest bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
- 10) Competent Authority reserves the right to reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier or printer who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.
- 11) State Life reserves the right to send any authorized person (s) to visit the site of the printer to check whether the printer has all the necessary facilities to meet the requirements of “A” class printer.

(ATA MOHAMMAD)
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