



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

Date: 24-11-2015

**TENDER NOTICE NO.16/2015**

**MANUFACTURING AND PRINTING OF ENVELOPES FOR HEALTH & ACCIDENT INSURANCE DIVISION. STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under ‘Single Stage – Two Envelope Procedure’ from vendors registered with GST/Income Tax Department, having Press declaration, own offices and phone/fax numbers, for manufacturing and printing of Envelopes for Health and Accident Insurance Division, State Life Insurance Corporation.

Detailed specifications and Terms and Conditions are mentioned in the following Tender Document:

**TENDER DOCUMENT**

**SPECIFICATIONS / DELIVERY SCHEDULE**

S #	Description of Items	Quantity Range	Delivery Schedule	Closing date and time for submission of Bids	Date & time for opening of Technical Bids.
1	<p><b><u>Envelopes</u></b></p> <p><b>Size:</b> 9”x 4”</p> <p><b>Paper:</b> 80 gramms Offset imported. <b>AND</b> 90 gramms Offset imported</p> <p><b>Printing:</b> 4-colors. <b>Flap:</b> Horizontal</p> <p><b>Packing:</b> In carton of 500 Envelopes each with labeling of district, UC and Village-wise accompanied with packing list.</p>	<p><b>2,000,000</b> (Two Million only)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery of 1<sup>st</sup> consignment of One million envelopes within 10 working days after approval of final draft and remaining One million in 20 working days after delivery of 1<sup>st</sup> consignment.</p>	<p>11-12-2015 upto 11:00 a.m.</p>	<p>11-12-2015 at 11:30 a.m.</p>

**Delivery of Consignment:**      **Delivery of Envelopes at State Life Insurance Corporation of Pakistan's Islamabad, Lahore and Quetta offices (Addresses of the above mentioned offices will be provided at the time of delivery of consignments).**

**TERMS AND CONDITIONS**

- 1- Bidders are required to submit their bids in a sealed large envelope, clearly marked "Bids for manufacturing and printing of Envelopes for Health and Accident Insurance Division, State Life Insurance Corporation". This envelope should contain two smaller sealed envelopes clearly marked 'Technical Proposal' and 'Financial Proposal' respectively.
- 2- Initially only Technical Proposals will be opened in the office of Departmental Head (GS), State Life, Principal Office, 2<sup>nd</sup> Floor, State Life Building # 9, Dr. Ziauddin Ahmed Road, Karachi, on the date and time as specified in the specifications/delivery schedule above, in the presence of bidders or their representatives who wish to be present on the occasion. Time and date for opening of Financial Proposals will be announced on the same day.
- 3- There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 60% is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.
- 4- Bidders are required to submit the following verifiable documents / information for the evaluation of technical proposals:
  - i) Number of offices in Pakistan.
  - ii) Envelopes Production Capacity per day.
  - iii) Number of employees.
  - iv) No. of year in printing business.
  - v) No. of Similar nature of job completed.
  - vi) No. of audited accounts statements of previous years.
- 5- Financial Proposals shall accompany a Pay Order / Bank Draft of the 5% of the total bid amount in favour of State Life Insurance Corporation of Pakistan as earnest money. The same will be returned immediately to un-successful bidders after completion of formal procedure and to successful bidder after completion of job.
- 6- The lowest Evaluated Bid would be accepted.

- 7- The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges.
- 8- The prices must be stated both in words and figures.
- 9- No bid will be accepted without earnest money.
- 10- All the bids must include G.S.T. and all other taxes.
- 11- The bids submitted shall hold good for a minimum period of 90 days from the date of opening of financial bids.
- 12- Sample of paper for Envelopes should compulsorily be accompanied with the bid.
- 13- If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
- 14- Competent Authority reserves the right to reject all bids or proposal 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.

(IMTIAZ ALI KHAN)  
Departmental Head - General Services Department  
State Life Insurance Corporation of Pakistan  
Principal Office, General Services Department,  
2<sup>nd</sup> Floor, State Life Bldg. No.09  
Dr. Ziauddin Ahmed Road, Karachi.  
Phone: 021-99204521