



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

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: 30-05-2017

**TENDER NOTICE NO.20/2017**

**Printing of Plastic Health Cards, Envelopes and Promotional Leaflets for Health & Accident Insurance Division.**

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 own offices and phone/fax numbers, for the printing of “Plastic Health Cards, Envelopes and Promotional Leaflets” for Health & Accident Insurance Division for the year 2017.

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

**TENDER DOCUMENT**

**SPECIFICATIONS / DELIVERY SCHEDULE**

S #	Description of Items	Quantity	Delivery Schedule	Closing date and time for submission of Bids	Date & time for opening of Technical Bids.
1.	<p><b><u>Plastic Cards</u></b></p> <p>Size: 86 x 54 mm PVC Plastic +/- 0.776 Micron. Digital printing 4 colors on both sides with variable data. Data for printing on each card would be provided by State Life.</p> <p><b><u>Packing:</u></b> In carton of 50 Cards each with labeling of district, UC and Village-wise accompanied with packing list.</p>	<p><b>1,000,000</b> (One Million)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery within 30 working days after approval of final draft.</p>	<p>19-06-2017 upto 10:30 a.m</p>	<p>19-06-2017 at 11:00 a.m</p>
2.	<p><b><u>Printing of Leaflets</u></b></p> <p>128 grams Art paper, Open size=14 x 8 inch, three vertical folds, closed size=3.5 x 8 inch, 4 color printing.</p>	<p><b>1,200,000</b> (One Million Two Hundred Thousand)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery within 30 working days after approval of final draft</p>	<p>19-06-2017 upto 10:30 a.m</p>	<p>19-06-2017 at 11:00 a.m</p>

S #	Description of Items	Quantity Range	Delivery Schedule	Closing date and time for submission of Bids	Date & time for opening of Technical Bids.
3.	<p><b><u>Envelopes</u></b></p> <p><b><u>Size: 9”x 4”</u></b></p> <p>Paper: 80 grams Offset imported.</p> <p>Printing: 4-colors. Flap: Horizontal</p> <p>Packing: In carton of 500 Envelopes each with labeling of district, UC and Village-wise accompanied with packing list.</p>	<p><b>1,200,000</b> (One Million Two Hundred Thousand)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery within 30 working days after approval of final draft</p>	<p>19-06-2017 upto 10:30 a.m</p>	<p>19-06-2017 at 11:00 a.m</p>

**Delivery of Consignment: Delivery of Cards, Leaflets and Envelopes at State Life Insurance Corporation of Pakistan’s various stations across Pakistan including Azad Jammu & Kashmir and Gilgit Baltistan (Addresses of the 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 Printing of Plastic Health Cards, Envelops and Promotional Leaflets” for Health & Accident Insurance Division. 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% with 50% marks in each of the categories mentioned in the enclosed Technical Evaluation – Points Scoring Criteria / form are 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) Duly filled enclosed Technical Evaluation Criteria / Form.
  - ii) Number of offices in Pakistan.( Addresses only two)
  - iii) Cards/ Envelope / Leaflets Production Capacity.
  - iv) Number of employees.( List of Employees)
  - v) No. of year in business.( Registration Certificate )
  - vi) Similar nature of job (Completed Certificate etc.)
  - vii) Audited accounts statements of previous years.

**Note: Facility of standby Generator is a mandatory requirement.**

- 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 Plastic Card and paper for Leaflets / Envelope 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.

(Mahmood Alam )  
Assistant General Manager  
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

**TECHNICAL EVALUATION – POINTS SCORING CRITERIA / FORM**

<b>Sr.#</b>	<b>Description</b>	<b>Max. Points</b>	<b>Secured Points</b>
1	<b>Number of offices in Pakistan</b> One Two and above	05 10	
2	<b>Cards Production Capacity</b> From 25,000 to 35,000 Cards per day More Than 35,000 Cards per day  OR <b>Envelopes/Leaflets Production Capacity per day</b> From 70,000 to 100,000 envelopes/Leaflets per day More Than 100,000 envelopes/ Leaflets per day	10 20   10 20	
4	<b>No. of employees</b> From 26 to 60 employees More than 60 employees	10 20	
5	<b>No. of years in business</b> From 5 to 10 years More than 10 years	05 10	
6	<b>Similar nature of job completed</b> No. of jobs 5 to 10 No. of jobs – above 10	10 20	
7	<b>No. of audited accounts statements of previous years.</b> For the Last Three years For the Last Five years	10 20	
<b>TOTAL POINTS</b>		<b>100</b>	

**Total Points = 100**

**Qualifying Points = 60**

**(50% Marks in each category is mandatory)**