



**STATE LIFE
INSURANCE CORPORATION OF PAKISTAN**

PABX : 99200303
FAX : 99200302
Health and Accidental Insurance
(H&AI), Lahore Zone
State Life Building.
P.O.Box. 1234
15-A, Sir Aga Khan Road,
(Davis Road), LAHORE-54000

Date: 17-08-2017

TENDER NOTICE NO. P&GS/H&AI/LHR/02/2017

Printing of Plastic Health Cards, Envelopes, hospital lists 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, Hospital List and Promotional Leaflets" for Health & Accident Insurance Division.

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.	<u>Plastic Cards</u> 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.	2,500,000 (Two Million Five Hundred Thousand) Design CD will be provided by State Life.	Delivery within 75 working days after approval of final draft.	14-09-2017 upto 10:30 a.m	14-09-2017 at 11:00 a.m

	Packing: In carton of 50 Cards each with labeling of district, UC and Village-wise accompanied with packing list.				
2.	<u>Printing of Leaflets</u> 128 grams Art paper, Open size=14 x 8 inch, three vertical folds, closed size=3.5 x 8 inch, 4 color printing.	2,500,000 (Two Million Five Hundred Thousand) Design CD will be provided by State Life.	Delivery within 75 working days after approval of final draft	14-09-2017 upto 10:30 a.m	14-09-2017 at 11:00 a.m
3.	<u>Envelopes</u> <u>Size: 9"x 4"</u> Paper: 80 grams Offset imported. Printing: 4-colors. Flap: Horizontal Packing: In carton of 500 each	2,500,000 (Two Million Five Hundred Thousand) Design CD will be provided by State Life.	Delivery within 75 Five Hundred after approval of final draft	14-09-2017 upto 10:30 a.m	14-09-2017 at 11:00 a.m
4.	<u>Hospital Lists</u> <u>Size: 8"x 3.5"</u> Paper: 70 grams Offset imported. Printing: 1-colors. Packing: In carton of 500 Lists each with Labeling for each district	2,500,000 (Two Million Five Hundred Thousand) Design CD will be provided by State Life.	Delivery within 75 working days after approval of final draft	14-09-2017 upto 10:30 a.m	14-09-2017 at 11:00 a.m

Delivery of Consignment: Delivery of Cards, Leaflets, Hospital Lists and Envelopes at State Life Insurance Corporation of Pakistan's various stations across Punjab
(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 Lahore. 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 **Incharge (P&GS), State Life, Lahore G&P Zone, Lower Ground Floor, State Life Building, 15-A Davis Road, Lahore**, 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 communicated latter on..
- 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 /Hospital list/ 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)Detail of similar Projects completed with proof of financial worth.

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. Bidder must attach NTN & GST certificates.
- 11- The bids submitted shall hold good for a minimum period of 180 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.
- 15 The competent authority may increase or decrease the mentioned quantity at the time of purchase order.
- 16 Additional printing order may be placed on same terms and rate if required.
- 17 Tender documents with complete specifications can be obtained from the office of the undersigned on payment of Rs.1000/- as tender fee (non-refundable) in shape of pay order/ bank draft in favour of State Life Insurance Corporation of Pakistan, Group & Pensions, Lahore.

(Ubaid ur Rehman)
Incharge (P&GS),
State Life Insurance Corporation of Pakistan
Lahore G&P Zone
Lower Ground Floor, State Life Bldg.
15-A, Davis Road, Lahore
Phone: 042-99200303

TECHNICAL EVALUATION – POINTS SCORING CRITERIA / FORM

Sr.#	Description	Max. Points	Secured Points
1	Number of offices in Pakistan One Two and above	05 10	
2	Cards Production Capacity From 25,000 to 35,000 Cards per day More Than 35,000 Cards per day	10 20	
3	Envelopes/Leaflets Production Capacity per day From 70,000 to 100,000 envelopes/Leaflets per day More Than 100,000 envelopes/ Leaflets per Day	05 10	
4	No. of employees From 26 to 60 employees More than 60 employees	05 10	
5	No. of years in business From 5 to 10 years More than 10 years	05 10	
6	Similar nature of job completed (with proof) No. of jobs 5 to 10 No. of jobs – above 10	10 20	
7	Completed Project Worth (any similar) Worth of project (each) above 20 million Worth of project (each) above 50 million	10 20	
TOTAL POINTS		100	

Total Points = 100

Qualifying Points = 60

(50% Marks in each category is mandatory)