



**TENDER NOTICE NO.17/2017**

**PRINTING OF 13 DIFFERENT COMPUTER STATIONERY ITEMS FOR THE YEAR 2017 PERTAINING TO I.T. DIVISION PRINCIPAL OFFICE.**

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under 'Single Stage – Two Envelopes Procedure', from Computer Stationery Printers registered with Sales Tax Department, having own offices and phone/fax numbers for the supply of 13 different Computer Stationery items for IT 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 Enquiry No. GS/PO/PRTG/15/17	Quantity	Delivery Schedule	Closing date and time for submission of Bids	Date/Time of opening of Technical Bids
1	<b>Cash Counter Receipts -</b> Size: 9½” x 8” – Paper: 68 grams Pak Century OR Equivalent Paper (with one vertical perforation). Printing: 1 + 1 Color Printing. <b>ii) Cash Counter Receipts (For New System)</b> Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 1 + 1 Color Printing. (with perforation).	1,550 Boxes. Each Box of 2,000 Cont. Sheets.  650 Boxes. Each Box of 2,000 Loose Sheet	775 Boxes before 08.08.2017  775 Boxes before 1 <sup>st</sup> October,2017  325 Boxes before 08.08.2017  325 Boxes before 1 <sup>st</sup> October,2017	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
2	<b>Commission Statement –</b> Size: 15” x 10” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 Colors Printing one side.  <b>ii) Commission Statement (for New System)</b> Size: A-4 Paper: 80 Gram Offset Imported Paper. Printing: 2 Colors Printing One side.	1,100 Boxes. Each Box of 2,000 Cont. Sheets.  400 Boxes. Each Box of 2,000 Loose Sheets.	550 Boxes before 08.08.2017  550 Boxes before 1 <sup>st</sup> October,2017  200 Boxes before 08.08.2017  200 Boxes before 1 <sup>st</sup> October,2017	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.

3	<p><b>FPR Schedule (Policy-holder's Copy) –</b> Size: 9.2" x 11" Paper: 110 grams Offset Imported Paper. Printing: 2 colors printing with ground on one side.</p> <p><b>ii) FPR Schedule (Policy-holder's Copy) – (For New System)</b> Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 2 colors printing with ground on one side.</p>	<p>1,100 Boxes. Each Box of 1,000 Continuous Sheets.</p> <p>400 Boxes. Each Box of 2,000 Sheets.</p>	<p>550 Boxes before 08.08.2017</p> <p>550 Boxes before 1<sup>st</sup> October,2017</p> <p>200 Boxes before 08.08.2017</p> <p>200 Boxes before 1<sup>st</sup> October,2017</p>	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
4	<p><b>FPR Schedule (Field-worker's Copy) –</b> Size: 9½" x 11" (with one horizontal perforation). Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side.</p> <p><b>ii) FPR (Field-worker's Copy) – (For New System)</b> Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 2 colors printing with ground on one side. (with perforation).</p>	<p>700 Boxes. Each Box of 2,000 Continuous Sheets.</p> <p>300 Boxes. Each Box of 2,000 Loose Sheets.</p>	<p>350 Boxes before 08.08.2017</p> <p>350 Boxes before 1<sup>st</sup> October,2017</p> <p>150 Boxes before 08.08.2017</p> <p>150 Boxes before 1<sup>st</sup> October,2017</p>	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
5	<p><b>FPR (Office Copy) – (For New System)</b> Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 2 colors printing with ground on one side.</p>	<p>100 Boxes. Each Box of 2,000 Loose Sheets.</p>	<p>50 Boxes before 08.08.2017</p> <p>50 Boxes before 1<sup>st</sup> October,2017</p>	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
6	<p><b>Premium Notice -</b> Size: Sheets: 10"x 8" Notices: 5" x 8" Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation). Printing: 2+1 colors printing.</p> <p><b>ii) Premium Notice – (For New System)</b> Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 2+1 colors printing. (with perforation).</p>	<p>1,100 Boxes. Each Box of 2,000 Continuous Sheets.</p> <p>400 Boxes. Each Box of 2,000 Loose Sheets.</p>	<p>550 Boxes before 08.08.2017</p> <p>550 Boxes before 1<sup>st</sup> October,2017</p> <p>200 Boxes before 08.08.2017</p> <p>200 Boxes before 1<sup>st</sup> October,2017</p>	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.

7	<p><b>Yaddehani (Reminder) Notice</b> –          Size: Sheets: 10”x 8”          Notices: 5” x 8”          Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation.          Printing: 2+1 colors printing.</p> <p><b>ii) Yaddehani (Reminder) Notice (For New System)</b>          Size: A-4          Paper: 80 Grams Offset Imported Paper.          Printing: 2+1 colors printing.          (with perforation).</p>	<p>200 Boxes. Each Box of 2,000 Continuous Sheets.</p> <p>100 Boxes. Each Box of 2,000 Loose Sheets.</p>	<p>100 Boxes before 08.08.2017</p> <p>100 Boxes before 1<sup>st</sup> October,2017</p> <p>50 Boxes before 08.08.2017</p> <p>50 Boxes before 1<sup>st</sup> October,2017</p>	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
8	<p><b>Good News (Maturity Letter) -</b>          Size: 10” x 8.2”          (with one vertical perforation)          Paper: 80 grams Offset Imported Paper.          Printing: 2+1 colors printing.</p> <p><b>ii) Good News (Maturity Letter) - (For New System)</b>          Size: A-4          Paper: 80 Grams Offset Imported Paper.          Printing: 2+1 colors printing.          (with perforation).</p>	<p>100 Boxes. Each Box of 2,000 Continuous Sheets.</p> <p>50 Boxes. Each Box of 2,000 Loose Sheets.</p>	<p>50 Boxes before 08.08.2017</p> <p>50 Boxes before 1<sup>st</sup> October,2017</p> <p>25 Boxes before 08.08.2017</p> <p>25 Boxes before 1<sup>st</sup> October,2017</p>	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
9	<p><b>Policy Lapse Notice -</b>          Size: Sheets 10”x 8”          Notices 5” x 8”          Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation).          Printing: 2+1 colors printing.</p> <p><b>ii) Policy Lapse Notice - (For New System)</b>          Size: A-4          Paper: 80 Grams Offset Imported Paper.          Printing: 2+1 colors printing.          (with perforation).</p>	<p>100 Boxes. Each Box of 2,000 Continuous Sheets.</p> <p>50 Boxes. Each Box of 2,000 Loose Sheets.</p>	<p>50 Boxes before 08.08.2017</p> <p>50 Boxes before 1<sup>st</sup> October,2017</p> <p>25 Boxes before 08.08.2017</p> <p>25 Boxes before 1<sup>st</sup> October,2017</p>	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.

10	<b>Salary Slip with Carbon</b> - Size: 15" x 11" Paper: 68 grams Pak Century Paper OR Equivalent Paper with (one vertical & one horizontal perforation). Printing: Flow lines single color printing on one side.	25 Boxes. Each Box of 1,000 Continuous Sets.	25 Boxes before 08.08.2017	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
11	<b>I-Part Ruled Paper</b> – Size: 15" x 11" Paper: 68 grams Century Paper OR Equivalent paper. Printing: Ruling on one side.	700 Boxes. Each Box of 2,000 Continuous Sheets.	350 Boxes before 08.08.2017  350 Boxes before 1 <sup>st</sup> October,2017	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
12	<b>Alert Notice</b> – Size: Sheets: 10"x 8" Notices: 5" x 8" Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation). Printing: 2+1 colors printing. <b>ii) Alert Notice - (For New System)</b> Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 2+1 colors printing. (with perforation).	80 Boxes. Each Box of 2,000 Continuous Sheets.  30 Boxes. Each Box of 2,000 Loose Sheets.	40 Boxes before 08.08.2017  40 Boxes before 1 <sup>st</sup> October,2017  30 Boxes before 08.08.2017	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.
13	<b>Cash Loan Statement</b> – Size: Sheets: 10"x 8" Notices: 5" x 8" Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation). Printing: 2+1 colors printing. <b>ii) Cash Loan Statement - (For New System)</b> Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 2+1 colors printing. (with perforation).	100 Boxes. Each Box of 2,000 Continuous Sheets.  50 Boxes. Each Box of 2,000 Loose Sheets.	50 Boxes before 08.08.2017  50 Boxes before 1 <sup>st</sup> October,2017  25 Boxes before 08.08.2017  25 Boxes before 1 <sup>st</sup> October,2017	04.07.2017 at 3:00 P.M.	04.07.2017 at 3:30 P.M.

### **TERMS AND CONDITIONS**

- 1- Bidders are required to submit their bids in a sealed large envelope, clearly marked "Bids for 13 Different Computer Stationery Items for IT Division for the year 2017. 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 70% with minimum 60% in each of the categories mentioned in the enclosed Technical Evaluation points scoring Criteria form 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:
  - a) Duly filled enclosed Technical Evaluation Criteria form.
  - b) Details of type of printing machines (one color, two colors or four colors).
  - c) Whether have the in-house facilities of, i) film processing or CTP, ii) plate making or CTP, iii) cutting, iv) binding.
  - d) Number of years of experience in printing.
  - e) Number and nature of existing clients.

**NOTE: Facility of Standby Generator is a mandatory requirement.**

- 5- The lowest Evaluated Bid would be accepted.
- 6- Financial Proposals shall accompany a Pay Order / Bank Draft of the 2% 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.
- 7- No bid will be accepted without earnest money.
- 8- All the bids must include G.S.T. and all other taxes.
- 9- The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.
- 10- Sample of paper should compulsorily be accompanied with the bid.
- 11- If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
- 12- 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)  
Deputy Head - General Services Department  
State Life Insurance Corporation of Pakistan  
Principal Office,  
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><u>Max. Points</u></b>	<b><u>Point Scored</u></b>
a) Details of type of printing machines i.e. one color, two colors or four colors. (Eight points for four color, Four points for two color and Two points for one color machine).	30	
b) Whether have the in-house facilities of i) film processing or CTP, ii)plate making or CTP, iii) cutting, iv) binding. (Five points for each facility).	20	
c) Number of years of experience in printing. (Two points for each complete year. Minimum 5 years).	25	
d) Number and nature of existing clients. (Three points for each Corporate/Multinational/ Govt./ Semi Govt. Organization).	25	
	<b>-----</b>	
	<b>Total Points</b>	<b>100</b>

**Note:** Minimum 60% score in each of the above categories with over all 70% score is required to qualify for financial bid.

Facility of Standby Generator is a mandatory requirement.