

TENDER NOTICE NO.24/2017

**FOR PRINTING/SUPPLY OF SPECIAL POLICY FOLDERS (REXENE)
FOR PHS DIVISION FOR THE YEAR 2017.**

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under ‘Single Stage – Two Envelope Procedure’, from printers registered with GST/Income Tax Department (should be in active tax payer list), having own offices and phone/fax numbers, for the printing/supply of “Special Policy Folders (Rexene) for PHS 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. No.GS/PO/PRTG/19/17	Quantity.	Delivery Schedule (2017)	Closing date and time for submission of bids	Date/Time for opening of Technical bids
1	Special Policy Folder (Rexene) – Size: 19” x 12” (Open) 9½” x 12” (Finish) Material: Outside Rexene with Foam 2 inside Pockets (Rexene). Inside Velvet Cloth pasting with 4 Golden Corners (Thick Hard Board. Screen printing in Golden color one side.	7,000 Nos.	Within 40 working days after final proof.	27.09.2017 before 11:00 a.m	27.09.2017 at 11:30 a.m

TERMS AND CONDITIONS

- 1- Bidders are required to submit their bids in a sealed large envelope, clearly marked ‘Bids for printing/supply of “Special Policy Folders (Rexene) for PHS 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 A.G.M(GS), State Life, Principal Office, 2nd 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 proposal:
 - 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 by 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 If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
- 11- 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.

(MEHMOOD ALAM)
Asstt. General Manager(GS)
State Life Insurance Corporation of Pakistan
Principal Office, General Services Department,
2nd Floor, State Life Bldg. No.09
Dr. Ziauddin Ahmed Road, Karachi.
Phone: 021-99204521

TECHNICAL EVALUATION – POINTS SCORING CRITERIA / FORM

	<u>Max. Points</u>	<u>Point Scored</u>
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. (Three 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	

	Total Points	100

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.