



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

Dated: 20-09-2022

TENDER NOTICE # IT/PO/19/2022

PRINTING OF 14 DIFFERENT COMPUTER STATIONERY ITEMS FOR THE YEAR 2022 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 14 different Computer Stationery items for IT Division for the year 2022.

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

TENDER DOCUMENT

SPECIFICATIONS

S #	Description of Items Enquiry No. IT/PO/19/2022	Quantity	Closing date and time for submission of Bids	Date/Time of opening of Technical Bids
1	<p>Cash Counter Receipts - Size: 9½” x 8” – Paper: 68 grams Pak Century OR Equivalent Paper (with one vertical perforation). Printing: 1 + 1 Color Printing.</p> <p>ii) Cash Counter Receipts (For New System) Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 1 + 1 Color Printing. (with perforation).</p>	<p>2,141 Boxes. Each Box of 2,000 Cont. Sheets.</p> <p>310 Boxes. Each Box of 2,000 Loose Sheet</p>	<p>13-10-2022 at 11:00 a.m.</p>	<p>13-10-2022 at 11:30 a.m.</p>
2	<p>Commission Statement – Size: 15” x 10” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 Colors Printing one side.</p>	<p>660 Boxes. Each Box of 2,000 Cont. Sheets.</p>	<p>13-10-2022 at 11:00 a.m.</p>	<p>13-10-2022 at 11:30 a.m.</p>

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3	FPR Schedule (Policy-holder's Copy) – Size: 9.2” x 11” Paper: 110 grams Offset Imported Paper. Printing: 2 colors printing with ground on one side.	663 Boxes. Each Box of 1,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
4	FPR Schedule (Field-worker's Copy) – 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.	871 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
5	FPR Schedule (Office Copy) - Size: 9½” x 11” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side.	509 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
6	Premium Notice - 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.	1,158 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
7	Yaddehani (Reminder) Notice – 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.	455 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
8	Good News (Maturity Letter) - Size: 10” x 8.2” (with one vertical perforation) Paper: 80 grams Offset Imported Paper. Printing: 2+1 colors printing.	133 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.

9	Policy Lapse Notices - 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.	260 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
10	Salary Slip with Carbon - 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.	109 Boxes. Each Box of 1,000 Continuous Sets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
11	I-Part Ruled Paper – Size: 15" x 11" Paper: 68 grams Century Paper OR Equivalent paper. Printing: Ruling on one side.	705 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
12	Alert Notice – 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.	185 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 at 11:30 a.m.
13	Cash Loan Statement – 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.	330 Boxes. Each Box of 2,000 Continuous Sheets.	13-10-2022 at 11:00 a.m.	13-10-2022 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 14 Different Computer Stationery Items for IT Division for the year 2022. 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, 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 60% with minimum 50% 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) Details of type of printing machines (one color, two colors or four colors).
 - b) Whether have the in-house facilities of i) film processing or CTP, ii) plate making or CTP, iii) cutting, iv) binding.
 - c) Number of years of experience in printing.
 - d) Number and nature of existing clients.

NOTE: Facility of Standby Generator is a mandatory requirement.

5. The Most advantageous 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.
8. No bid will be accepted without earnest money.
9. All the bids must include G.S.T. and all other taxes.
10. The bids submitted shall hold good for a minimum period of 75 days from the date of bid opening.
11. Sample of paper should compulsorily be accompanied with the bid.
12. If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
13. Competent Authority reserves the right to reject all bids or proposal in accordance with PPRA rules.
14. Delivery Schedule will be provided at time of award of job.

(IMRAN HUSSAIN)
Departmental Head (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>
a) Details of type of printing machines i.e. one color, two colors or four colors. (Eight points each for four colors, 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 50% score in each of the above categories with
Over all 60% score is required to qualify for financial bid.

Mandatory requirements:

- 1) Facility of Standby Generator is a mandatory requirement.
- 2) GST registered.
- 3) Not black listed.