

Date: 25-01-2019

TENDER NOTICE NO. 04/2019

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

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under ‘Single Stage – Two Envelope Procedure’ from reputable vendors registered with GST/Income Tax Department, having own offices and phone/fax numbers, for the printing of “Plastic Health Cards, Envelopes, Promotional Leaflets and Hospital List ” for Health & Accident Insurance Division for the year 2019.

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

TENDER DOCUMENT

SPECIFICATIONS / DELIVERY SCHEDULE

S #	Description of Items	Quantity Range	Delivery Schedule	Closing date and time for submission of Bids	Date & time for opening of Technical Bids.
1	<p><u>Plastic Cards</u></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><u>Packing:</u> In carton of 250 Cards each with labeling of district, UC and Village-wise accompanied with packing list.</p>	<p>4,000,000 (Four Million)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery within 30 working days after placement of batch Order</p>	<p>12-02-2019 upto 03:00 p.m.</p>	<p>12-02-2019 at 03:30 p.m.</p>

2	<p><u>Printing of Leaflets</u></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>Packing: In carton of around 1000 Leaflets each</p>	<p>4,000,000 (Four Million)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery within 10 working days after placement of batch Order</p>	<p>12-02-2019 upto 03:00 p.m.</p>	<p>12-02-2019 at 03:30 p.m.</p>
3	<p><u>Envelopes</u></p> <p><u>Size: 9"x 4"</u></p> <p>Paper: 80 grams Offset imported.</p> <p>Printing: 4-colors. Flap: Horizontal.</p> <p>Packing: In carton of around 500 Envelopes each</p>	<p>4,000,000 (Four Million)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery of consignment of envelopes within 10 working days after placement of batch Order</p>	<p>12-02-2019 upto 03:00 p.m.</p>	<p>12-02-2019 at 03:30 p.m.</p>
4	<p><u>Hospital Lists</u></p> <p><u>Size: 8"x 3.5"</u></p> <p>Paper: 70 grams Offset imported.</p> <p>Printing: 1-colors.</p> <p>Packing: In carton of 1,000 each with labeling of district. Data will be provided by State Life.</p>	<p>4,000,000 (Four Million)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery of consignment within 10 working days after placement of batch Order</p>	<p>12-02-2019 upto 03:00 p.m.</p>	<p>12-02-2019 at 03:30 p.m.</p>

* Order will be given as per requirement in batches.

Delivery of Consignment:

Delivery of Plastic Health Cards , Envelopes ,Promotional Leaflets and Hospital List at State Life Insurance Corporation of Pakistan's various stations across Pakistan including Azad Jammu & Kashmir, FATA and Gilgit Baltistan (Addresses of the offices will be provided at the time of delivery of consignments). Acknowledgment of the delivery challans must be submitted along with tax invoice for the payment.

TERMS AND CONDITIONS

- 1.) Bidders are required to submit their bids in a sealed large envelope, clearly marked "Printing of Plastic Health Cards, Envelopes, Promotional Leaflets and Hospital Lists for Health & Accident Insurance Division.
- 2.) This envelope should contain two smaller sealed envelopes clearly marked 'Technical Proposal' and 'Financial Proposal' respectively.
- 3.) Initially only Technical Proposals will be opened in the office of Incharge (General Services), Principal Office , State Life Insurance Corporation ,2nd Floor, State Life Building No. 09 ,Dr. Zia Uddin Ahmed Road , Karachi Phone No. 021-99204521, on the date and time as specified in the tender document, 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 later.
- 4.) The technical and financial proposals shall be submitted at the same time, any proposal or part proposal received after the closing time for submission of proposals shall be returned unopened. No amendment to the technical or financial proposal shall be accepted after the dead line.
- 5.) There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 60 points, as per enclosed point scoring criteria / form, with 50% in each category is required for the bidders to technically qualify.
- 6.) 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/ Envelop / Leaflets / Hospital List Production Capacity.
 - iv) Number of employees.(List of Employees only Sixty Person)
 - v) No. of year in printing business.(Registration Certificate)
 - vi) No. of Similar nature of job (Completed Certificate etc.)
 - vii) Audited accounts statements of previous years.
- 7.) Financial bid of only technically qualified bidders would be opened, as per PPRA rules.
- 8.) 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.

- 9.) Item Wise lowest Evaluated bid would be accepted.
- 10.) The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges.
- 11.) The prices must be stated both in words and figures.
- 12.) No bid will be accepted without earnest money.
- 13.) The vendors are required to furnish an affidavit that they are not black listed by any corporation/Government Department and that they are not in litigation with State Life.
- 14.) The bids submitted shall hold good for a minimum period of 90 days from the date of opening of financial bids.
- 15.) Sample of Plastic Card and paper for leaflets/envelope/Hospital List should compulsorily be accompanied with the bid.
- 16.) If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
- 17.) Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal as per PPRA rules

Incharge (General Services),
Principal Office, State Life Insurance Corporation,
2nd Floor, State Life Building No. 09,
Dr. Zia Uddin Ahmed Road, Karachi
Phone No. 021-99204521

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	2A - Cards Production Capacity From 60,001 to 100,000 Cards per day From 100,001 to 200,000 Cards per day More Than 200,001 Cards per day OR 2B - Envelopes/Leaflets/Hospital List Production Capacity per day From 200,000 to 300,000 envelopes/Leaflets per day More Than 300,000 envelopes/ Leaflets per day Hand Made envelopes Machine Made Envelopes (Note: For marks in production capacity points of only one category, either 2A or 2B will be accounted for.)	10 15 20 08 16 02 04	
4	No. of employees From 26 to 60 employees More than 60 employees	10 20	
5	No. of years in printing business From 5 to 10 years More than 10 years	05 10	
6	Similar nature of job completed No. of jobs 5 to 10 No. of jobs – above 10	10 20	
7	No. of audited accounts statements of previous years. For the Last Three years For the Last Five years	10 20	
TOTAL POINTS		100	

Total Points = 100

Minimum Qualifying Points = 60

(50% Marks in each category is mandatory)