



## **TENDER NOTICE NO.MUL/P&GS/001/2024**

**February 02, 2024**

### **PRINTING & STATIONERY ITEMS**

Sealed financial and Technical bids are invited (under single stage two envelopes) from GST/NTN registered firms/Contractor/General order suppliers, who are eligible to supply Stationery & Printing items having own Office Phone/Fax number (if found contrary the tender will be rejected) for the following terms and conditions. as per list attached.

The Firm Supplier Printing/Stationery in question will be mandatory bound to qualify technical criteria specified and attached with tender document.

Those who qualify technical criteria shall be eligible for opening of their financial quotations. The passing marks of technical qualified are 60% out of 100%.

<b><i>Sr. No.</i></b>	<b><i>Item Description</i></b>	<b><i>Qty</i></b>	<b><i>Delivery Schedule</i></b>	<b><i>Closing Date &amp; time for Submission of Bids</i></b>	<b><i>Date &amp; Time of opening of the Technical Bids</i></b>
<b>1</b>	<b><u>Stationery Items &amp; Printing Material</u></b> <b>List of items can be seen in Tender documents.</b>	As per Tender documents	As per Tender documents	22-02-2024 at 10.30 AM	22-02-2024 at 11.00 AM

### **TERMS AND CONDITIONS**

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1,500/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to **2%** of the approximate value (noted above) of the tender in form of "Cash Payment" or "Call Deposit Receipts" in favour of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties, and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.
3. Estimated cost of this tender is Rs.**7,500,000/-**
4. The rate validity of tender will be up to December 31, 2024. from the date of opening of tender.
5. On finding substandard quality or not equivalent to specification, as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.



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Insurance Corporation of Pakistan  
Multan Zone

6. The Firm/Suppliers/Printing will be bound to supply the required items as whole consignment within 15 days for the issuance of Purchase Order.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. State Life Insurance Corporation of Pakistan has right to call the sample of any item for checking the specification of particular item.
9. The bidders will attach their respective copies of NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
10. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 9:00 am to 5:00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
11. The Income Tax will be deducted as per Rules.
12. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations.
13. Sample items should be of same quality as specified in tender or provided. The Committee will not consider any sample attached by the vendor.

The Delivery Schedule is as under: -

- A.  $\frac{1}{4}^{th}$  of the whole consignment in 1<sup>st</sup> Quarter.
- B.  $\frac{1}{4}^{th}$  of the whole consignment in 2<sup>nd</sup> Quarter
- C.  $\frac{1}{4}^{th}$  of the whole consignment in 3<sup>rd</sup> Quarter
- D.  $\frac{1}{4}^{th}$  of the whole consignment in 4<sup>th</sup> Quarter



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<b>TECHNICAL EVALUATION CRITERIA</b>		
No. of Clients	Total Nos.	20
From 5 to 10	5	
From 10 to 15	5	
5 Points for each 1 complete Year above 15 Years		
Type of Clients	Total Nos.	20
Private Clients up to 5	5	
Above 5	5	
Govt. Client up to 5	5	
above 5	5	
No. of Printing (Machines off set)	Total Nos.	20
One Colour	5	
Two Colour	5	
Four Colour	10	
Printing Experience	Total Nos.	20
Minimum 5 Years Compulsory		
5 Points for each 1 Year Complete		
Complete Year		
above 5 years		
Technical Staff	Total Nos.	20
1 to 10	10	
above 10	10	



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For further details the undersigned may be contacted during working hours in person or telephonically on phone No.061-9200678.

**Mrs. Rafia Yasmeen**  
**Secretary Zonal Procurement Committee**  
**Personnel & General service Department**  
**State Life Building 2<sup>nd</sup> floor Chowk nawan Shaher**  
**Abdali Road Multan Zone**