

TENDER NOTICE NO.SLIC/H&AI/P&GS/20/2021

**PRINTING OF PLASTIC HEALTH CARDS, BRANDED ENVELOPES
AND INFORMATION PAMPHLETS**

For

Health & Accident Insurance Peshawar Zone

Sealed Technical and Financial bids are invited in accordance with PPRA under “Single Stage- Two Envelop Procedure” from reputable vendors registered with Sales Tax Department, having their own Offices and Phone/Fax Number, for the “Printing of Plastic Health Cards, Branded Envelopes and information Pamphlets. Tender Document containing specification and terms & conditions can be seen/downloaded from PPRA website, www.ppra.org.pk and from the web site of State Life www.statelife.com.pk. Tender Documents can also be obtained from the address given below during office hours 9:00 AM to 5:00 PM (Monday to Friday) without any cost. Last date for submission of bids is 24/12/2021 at 03:00 PM & opening of the Technical Bids at 3:30 PM on same day.

AmanUllah

In-charge Personnel & General Services
Health & Accident Insurance, Peshawar,
State Life Insurance Corporation of Pakistan,
State Life Building, 1st Floor,
34-The Mall, Peshawar cant.
Phone 091-9213949
amanmohmand@yahoo.com

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PRINTING OF PLASTIC HEALTH CARDS, BRANDED
ENVELOPES AND INFORMATION PAMPHLETS

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under „Single Stage – Two Envelope Procedure“, from reputable vendors registered with Sales Tax Department, having their own offices and phone/fax numbers, for the printing of plastic health cards, branded envelopes and information pamphlets for Health & Accident Insurance Peshawar Zone.

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

Sr No	Items	Description	Qty	Delivery Schedule	Closing Date & Time for Submission of Bids	Date/Time of Opening Bids
1	Plastic Health Cards	Size 86x54 mm PVC Plastic +/- 0.776micron. Digital printing 4 colors on both side of card. Packing: In carton of 250 cards	7,000,000 Seven Million (Design CD will be provided by State Life)	Delivery within 30 working days after approval of final draft.	3:00 PM 24-12-21	3:30 PM 24-12-21
2	Information Pamphlets	128 grams Art paper: open size: 14x8 inch, three Vertical fold, closed size= 3.5x8 inches, 4 color printing	7,000,000 Seven Million (Design CD will be provided by State Life)	Delivery within 30 working days after approval of final draft.	3:00 PM 24-12-21	3:30 PM 24-12-21
3	Envelops	80 grams offset imported Paper: 9X4 Inches, 4 color printing, Flap: horizontal Packing: in carton of 500 envelopes each	7,000,000 Seven Million (Design CD will be provided by State Life)	Delivery within 30 working days after approval of final draft.	3:00 PM 24-12-21	3:30 PM 24-12-21

TENDER DOCUMENT

Delivery of Consignment: Delivery of plastic health cards, branded envelopes and information pamphlets be at 25 districts of KPK. Addresses will be provided at the time of delivery of consignment. 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 “Bids for plastic health cards, branded envelopes and information pamphlets” for Health & Accident Insurance, Peshawar Zone, Peshawar”. 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 Secretary Zonal Procurement Committee, State Life, Health & Accident Insurance, 1st Floor, State Life Building, 34-The Mall, Peshawar Cant., 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 points, as per point scoring criteria, are required for the bidder 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:
 - i. Number of offices in Pakistan (Addresses only Two).
 - ii. Cards/Envelopes/Leaflets Production Capacity.
 - iii. Number of employees (List of employees only Sixty Person).
 - iv. Number of Year in Printing Business (registration certificate)
 - v. Number of similar nature of jobs. (Completed Certificate)
 - vi. Audited accounts statements of previous years.
5. Financial Proposals shall accompany a Pay Order / Bank Draft of the 5% of the total bid amount in favor 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.

6. Item wise lowest evaluated bid would be accepted
7. The Prices quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges.
8. The Prices must be stated for each item separately both in words and figures in Pakistan Currency.
9. No bid will be accepted without earnest money.
10. The Vendors are required to furnish an affidavit that they are not blacklisted by any corporation/government department and that they are not in litigation with State Life.
11. The bids submitted shall be valid for a minimum period of 90 days from the date of opening of financial bids.
12. Sample of Sample of plastic health cards, branded envelopes and information pamphlets should compulsorily be accompanied with the bid.
13. If the successful bidder fails to supply the material as per purchase order the earnest money will be forfeited.
14. 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 out of all bids or proposals.

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TECHNICAL EVALUATION – POINTS SCORING
CRITERIA

S No	Description	Max Points	Marks Secured
1	Number of Offices in Pakistan One Two and Above	5 10	
2	Cards Production Capacity Up to 25,000 to 35,000 Cards per day More than 35,000 Cards per day Or Envelopes/Pamphlets Production Capacity per day From 70,000 to 100,000 envelopes/pamphlets per day More than 100,000 envelopes/pamphlets per day	10 20 10 20	
3	No of Employees 26 to 60 employees More than 60 employees	10 20	
4	No of Years in Printing Business 5 to 10 Years More than 10 Years	5 10	
5	Similar Nature of Job Completed No of Jobs 5 to 10 No of Jobs above 10	10 20	
6	No. of audited accounts statements of previous years. For the last Three Years For the las five years	10 20	
Total		100	

Total Points = 100

Qualifying Points = 60

(50% Marks in each category is mandatory)

FINANCIAL BID FORM

S No	Description	Quantity	Unit Price	Total Price	GST	Total Amount
1	<u>Plastic Health Cards</u> Size: 86x54 mm PVC Plastic +/- 0.776 micron, Digital Printing 4 colors on both	7 million				
2	<u>Information Pamphlets</u> 128 grams Art paper: open size: 14x8 inch , three fold, closed size= 3.5x8 inches, 4 color printing	7 million				
3	<u>Envelopes</u> 80 grams offset imported paper, Size= 7x 3.5 Inch, one color printing	7 million				

Note:

- The Above quoted prices must be inclusive of all applicable duties/taxes, packing, octroi and delivery charges. The consignment would be arranged to be delivered in each district of Khyber Pakhtunkhwa. However, if GST is applicable, the same should be shown separately in the above “Financial Bid Form”
- State Life has the right to decrease the order quantity as per requirement.

Signature.....

In the Capacity of.....

Duly authorized to sign proposal for and on behalf of.....

Date.....Place.....Affix rubber stamp.....