



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Principal Office  
State Life Building No.9  
Dr. Ziauddin Ahmed Road  
Karachi -75530  
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UAN No. 111-111-888

**TENDER NOTICE NO.03/2016**

**FOR PRINTING OF 06 DIFFERENT CENTRALIZED ITEMS FOR PHS  
DIVISION FOR THE YEAR 2016.**

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, own offices and phone/fax numbers, for the printing of "06 Different Centralized Items for PHS Division for the year 2016".

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/08/16	Quantity.	Delivery Schedule (2016)	Closing date and time for submission of bids	Date/Time for opening of Technical bids
1	Policy Covers (Preambles) Size: A-4 Finish 22" x 8½" Open Paper: 115 grams Matt Finish Paper. Printing. 1 <sup>st</sup> page 3 colors & other pages 2 + 2 colors printing with ground.	600,000 Sets. (Each Set consist- ing of 8 pages with Pin Binding.	Within 40 working days after final proof.	28.03.2016 before 11:00 a.m	28.03.2016 at 11:30 a.m
2	Welcome Letters – Size: 9" x 11" with two computer strip on right & left side have ½" size each. Paper: 80 grams Offset Imported Paper. Printing: 2 colors printing on one side.	285 Boxes. Each Box consisting of 2,000 cont. sheets.	Within 25 working days after final proof and test run on machine.	28.03.2016 before 11:00 a.m	28.03.2016 at 11:30 a.m
3	ADB Supplementary Contract – Size: 10¾"x 7¾" Paper: 100 grams Offset Imported Paper. Printing: 3 + 2 colors printing with ground and numbering.	300,000 Sets. (Each Set consist- ing of 4 pages.	Within 25 working days after final proof.	28.03.2016 before 11:00 a.m	28.03.2016 at 11:30 a.m

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4	FIB Supplementary Contract – Size: 10 <sup>3</sup> / <sub>4</sub> ”x 7 <sup>3</sup> / <sub>4</sub> ” Paper: 100 grams Offset Imported Paper. Printing: 3+2 colors printing with ground and numbering.	100,000 Nos.	Within 15 working days after final proof.	28.03.2016 before 11:00 a.m	28.03.2016 at 11:30 a.m
5	Endorsement – ND Size: 10 <sup>3</sup> / <sub>4</sub> ”x 7 <sup>3</sup> / <sub>4</sub> ” Paper: 100 grams Offset Imported Paper. Printing: 3+2 colors printing with ground and numbering.	10,000 Sets. (Each Set consisting of 4 pages.	Within 10 working days after final proof.	28.03.2016 before 11:00 a.m	28.03.2016 at 11:30 a.m
6	Policy Document Covers (Jacket Folders) – Size: 19” x 12” (Open) 9 <sup>1</sup> / <sub>2</sub> ” x 12” (Finish) Pockets: 6” x 8 <sup>3</sup> / <sub>4</sub> ” sliding Pasted (one fold from horizontal side). Card: 300 grams Bleach Card excluding the weight of lamination. Lamination: Card will be laminated from front side including inside pockets. Printing: Front 3 colors printing with ground including Pockets.	600,000 Nos.	Within 40 working days after final proof.	28.03.2016 before 11:00 a.m	28.03.2016 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 of “06 Different Centralized Items for PHS Division for the year 2016’. 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 Deptt’l. Head (GS), State Life, Principal Office, 2<sup>nd</sup> 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. 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 five categories listed below is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.

- 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.
- 4- The lowest Evaluated Bid would be accepted.
- 5- 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.
- 6- No bid will be accepted without earnest money.
- 7- All the bids must include G.S.T. and all other taxes.
- 8- The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.
- 10- Sample of paper/Card should compulsorily be accompanied with the bid.
- 11- If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
- 12- 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.

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