

**TENDER NOTICE NO.SLIC/H&AI/P&GS/001/2016 PRINTING  
OF HEALTH CARDS, LEAFLETS, HOSPITALS LISTS AND  
ENVELOPS**

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, having their own offices and phone/fax numbers, for the printing of Health Cards, Leaflets, Hospital Lists and Envelops.

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

**TENDER DOCUMENT**

S r N o	Items	Description	Qty	Delivery Schedule	Closing Date & Time for Submissio n of Bids	Date/Ti me of Opening Bids
1	Plastic Cards	Size 86x54 mm PVC Plastic +/- 0.776micron Digital printing 4 colors on Both sides with variable data. Data for printing on each card would be provided by State Life  <b>Packing:</b> In carton of 50 cards each with labeling of District, UC and village wise accompanied with Packing list.	1 Million (Design CD will be provided by State Life)	After Approval of the final draft, cards should be prepared within 30 working days.	3:00 PM  13/11/17	3:30 PM  13/11/ 17
2	Printing of Leaflets	128 grams Art paper: open size: 14x8 inch , three Vertical fold, closed size= 3.5x8 inches, 4 color printing	1 Million  (Design CD will be Provided by State Life)	After Approval of the final draft, Leaflets should be prepared within 30 working days.	3:00 PM  13/11/17	3:30 PM  13/11/ 17
3	Printing of Hospital Lists	80 grams offset imported paper, Size= 7x 3.5 Inch, one color printing	1 Million  (26 different types of lists would be provided along with quantity)	After Approval of the final draft, Hospital list should be prepared within 20 working days.	3:00 PM  13/11/17	3:30 PM  13/11/ 17
4	Envelops	90 grams offset Paper: 9X4 Inches, 4 color printing, flap horizontal	1 Million (Design CD will be Provided by State Life)	After Approval of the final draft, Envelops should be prepared within 30 working days.	3:00 PM  13/11/17	3:30 PM  13/11/ 17

**Delivery of Consignment:** Delivery of Cards, Hospital Lists, Leaflets & Envelops in each of 25 districts of KP.

## **TERMS AND CONDITIONS**

1. Bidders are required to submit their bids in a sealed large envelope, clearly marked “Bids for printing of Health Cards, Leaflets, Hospital Lists and Envelops” 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, 2nd Floor, State Life Building , 34-The Mall , Peshawar Cantt. , 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 70% score is required for the bidder to technically qualify. Financial bid of only technically qualified bidders would be opened.
4. The technical proposal must have the following **verifiable documents** & bidder must score 50% points in each of the following categories:
  - i. Proof of offices in Pakistan.
  - ii. Detail of PVS cards/printing machines.
  - iii. Detail of employees.
  - iv. Registration of business.
  - v. Copy of job orders of similar jobs.
  - vi. Last three years audited accounts statement.
  - vii. Detail of printing machines.

## **5. PRICES**

- a. The Prices quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges. The consignment would be arranged to be delivered by the printer free of cost at State Life Building, 2<sup>nd</sup> Floor, 34-The Mall, Peshawar Cant. However, if GST is applicable, the same should be shown separately.
- b. The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order /Contract.
- c. The Prices must be stated for each item separately **both in words and figures** in Pakistan Currency.

- d. Offers must be valid for 90 days.
  - e. Quotation must be written on prescribed form (Financial Bid Form) otherwise Bids will not be entertained.
6. The lowest evaluated financial Bid would be accepted.
  7. Financial Proposals shall accompany 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. 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 same shall be returned to the supplier and 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 out of all bids or proposals.

Secretary  
Zonal procurement Committee  
State Life Insurance Corporation of Pakistan,  
Health & Accident Insurance, Peshawar,  
State Life Building , 2nd Floor,  
34-The Mall, Peshawar cantt.  
Phone 091-9213949  
Sajid\_munir25@yahoo.com

**TECHNICAL EVALUATION – POINT SCORING CRITERIA**  
**FOR CARD PRINTING**

S No	Description	Max Points	Marks Secured
1	Offices in Pakistan		
	One Two and Above	5 10	
2	PVC Cards Production Capacity		
	Up to 25,000 Cards per day Above 25,000 Cards per day	10 20	
3	No of Employees		
	Upto 50 employees 51 to 100 employees	10 15	
4	No of Years in Printing Business		
	Up to 10 Years More than 10 Years	5 10	
5	Similar Nature of Job Completed		
	No of Jobs 5 to 9 No of Jobs 10+	5 10	
6	Yearly Business Turnover		
	More than 50 Million But Less than 200 Above 200 Million	10 20	
7	High quality card printing machines		
	Two Machines More than Two Machines	5 15	
Total		100	

**TECHNICAL EVALUATION – POINT SCORING CRITERIA**  
**FOR LEAFLETS, HOSPITAL LISTS AND ENVELOPS**  
**PRINTING**

S No	Description	Max Points	Marks Secured
1	Offices in Pakistan		
	One	5	
	Two and Above	10	
2	Printing Capacity of each item separately:		
	Up to 50,000 per day	10	
	Above 50,000 per day	20	
3	No of Employees		
	Upto 50 employees	10	
	51 to 100 employees	15	
4	No of Years in Printing Business		
	Up to 10 Years	5	
	More than 10 Years	10	
5	Similar Nature of Job Completed		
	No of Jobs 5 to 9	5	
	No of Jobs 10+	10	
6	Yearly Business Turnover		
	More than 50 Million But Less than 200	10	
	Above 200 Million	20	
7	Offset four color printing machines		
	Two Machines	5	
	More than Two Machines	15	
Total		100	

**FINANCIAL BID FORM**

S	Description	Quantity	Unit	Total	GST	Total
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No			Price	Price		Amount
1	<p>Printing of PVC Plastic Cards, Size 86x54 mm</p> <p>PVC Plastic +/- 0.776 micron, Digital Printing 4 colors on both sides with variable data.</p> <p>Data for Printing on each card would be provided by State Life.</p> <p>Packing: In carton of 50 cards each with labeling of District, UC and Village wise accompanied with packing list.</p>	1,000,000				
2	128 grams Art paper: open size: 14x8 inch , three fold, closed size= 3.5x8 inches, 4 color printing	1,000,000				
3	80 grams offset imported paper, Size= 7x 3.5 Inch, one color printing	1,000,000				
4	90 grams offset Paper: 9X4 Inches, 4 color printing, flap horizontal	1,000,000				

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 of 25 districts of Khyber Pakhtunkhwa. However, if GST is applicable, the same should be shown separately.

## PROPOSED EVALUATION (TECHNICAL & FINANCIAL) COMMITTEE

- i. Mr. Fayyaz Noor, Manager (H&AI), Peshawar Zone (Member)
- ii. Mr. Sherullah Khan, AGM (F&A), Regional Accountant KPK (Member)
- iii. Dr. Saleem Akbar, AGM (H&AI), Peshawar Zone (Convener)
- iv. Mr. Ijaz Ahmad AGM (H&AI), Peshawar Zone (Member)
- v. Mr. Sajid Munir Sr. Admin Officer, H&AI Peshawar Zone (secretary)