

INVITATION TO TENDER FOR PRINT AND SUPPLY OF CORPORATE CARDS FOR CORPORATE
CLIENTS

No. SLIC/P&GS/H&AI/RO/ISB/01/2024
E-PADS Tender No. F-240352774

INVITATION TO BID

1. Health and Accidental Insurance (H&AI), Regional Office, Islamabad, State Life Insurance Corporation of Pakistan invites e-PADS bids from the original authorized distributors/ suppliers/etc., having at least Two (2) -Years of relevant experience of aforesaid procurement and have rendered such services in Federal Government organizations, Banks and Multinational Companies. The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, FBR on the ATL & GST list.
2. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life' s website www.statelife.com.pk.
3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS on or before date/ time as stipulated by E-PADS on 23-04-2024 at 11:30 AM and will be opened on the same day at 11.30 AM. This advertisement has been published via PPRA e-PADS website.
4. Any bid submitted other than e-PADS would not be considered.

In-charge (CPD)

H&AI Regional Office, Islamabad
State Life Insurance Corporation,
2nd Floor, State Life Building No. 09,
33-E Buland Markaz, Blue Area,
Islamabad
Ph. No. 051-9216740

**TENDER FOR PRINT AND SUPPLY OF ‘CORPORATE CARDS’ FOR
CORPORATE CLIENTS**

State Life Insurance Corporation of Pakistan intends to hire the services of reputed and experienced Service Provider/ vendor for aforesaid procurement registered with Income Tax /Sales Tax Department. In this regard submission through EPADS are invited in accordance with PPRA rules under “Single Stage - One Envelope Procedure”

A. GENERAL TERMS AND CONDITIONS:

1. Bidders must submit their bids through “EPADS”
2. Bidders must clearly contain “Tender for Print and Supply of Corporate Cards for Corporate Clients”
3. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp with date
4. The bids will be accepted up to 23-04-2024 at 11:00 AM and will be opened on the same day at 11:30 AM
5. Bid Security amounting to PKR 105,000/- in form of “Pay order/Demand Draft” in favor of “**(H&AI), State Life Insurance Corporation of Pakistan**” must also be submitted to the office of undersigned in original in a sealed envelope well before closing date which will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained upto successful delivery of item as per request being sent subsequently
6. Bidder must submit Bid Price in form Pay Order amounting to **PKR. 1000** in favor of **(H&AI, STATE LIFE INSURANCE CORPORATION OF PAKISTAN)** duly sealed along with Bid Security envelope in hard form to the office of undersigned well before Bid Closing Date
7. No tender will be acceptable without Bid Security
8. Quoted Rates will remain valid till December 31, 2024 and rates will remain intact as approved. No request for rate escalation whatsoever will be entertained under any circumstances during said period
9. Further bidder must ensure delivery/supply of items as communicated via work award issued by P&GS Department to respective preferred

destinations i.e. Regional/Zonal Offices of H&AI Division in Karachi, Lahore, Islamabad, Peshawar, Quetta, Faisalabad or as required

10. Bidders/ Vendors are required to submit following with their bids:
 - a. Copy of **Income Tax & Sales Tax Registration Certificates**
 - b. **Bid Security** Deposit as per clause-5
 - c. Proof of **non-blacklisting** by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory);
 - d. Duly filled and signed Financial Proposal as per Format Placed at Annex-B
 - e. Duly signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents (Sample enclosed at Annex-A)
 - f. Per Day Plastic PVC Card Printing Capacity
 - g. Valid and verifiable proof of past experience in form of work order, work completion etc

Note: Submission of all above documents is mandatory and non-submission will result in disqualification from further procurement proceedings.

11. Lowest Rate per item i.e. per card lowest rate inclusive of all applicable tax will be declared most advantageous. Further bidder is also required to present/submit a physical sample as required
12. The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges. Further prices must be quoted both in words and figures
13. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of items as per list rest with the bidders.
14. Conditional tender is likely to be rejected
15. Bidder must take into account that quality of items is paramount. If any item doesn't confirm to quality standards outlined and further with the quoted product sample, bid security will be fortified and necessary action as per rules will initiated
16. Bidder must strictly adhere to Schedule and Quality Parameters communicated. In case of failure, penalty @ of 5% weekly will be imposed on late delivery or the order can be cancelled and Bid Security will be forfeited without serving any notice

17. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1).

B. SCOPE OF WORK

The scope of work basically involves printing and supply of various design and multi-color plastic cards. The content for printing will be provided by the client i.e. Health and Accidental Insurance (H&AI) Regional Office, Islamabad

Estimated Quantity:

An estimated 50,000 Cards are required to be printed as part of said activity however actual quantity may increase or decrease as per demand and in accordance with PPRA Rules

Estimated Delivery:

In normal circumstances the delivery time is seven days from the issuance of work order and in case of emergency or urgent requirement the delivery time will be communicated

Required Specifications:

1. The printed card must be made of preferably plastic material of best quality i.e. PVC Plastic +/- Micron or equivalent
2. Proposed size is 86*54 mm and as per standard card size
3. Multi-Color digital printing

General Requirements

1. Printed cards must be properly packed in cartons and must be delivered safely at required destination
2. Content validation will be done by State Life Team however vendor must also ensure that proper data and other requirements are printed

C. Payment:

1. All payments will be made in PKR
2. The payment will be subject to all applicable tax or cess and vendor must himself be well versed with prevailing Tax Laws, By Laws and other legislation
3. Payment will be cleared within fifteen days as per PPRA Rules subject to completion of all codal formalities and Work Done Satisfactory

In case of any query, please contact undersigned.

In-charge (CPD)

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State Life Insurance Corporation,

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ANNEX-A

To be printed on official letter head (Duly signed and stamped)

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Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____

Annex-B:

FINANCIAL PROPOSAL

Sr.	Items	Est. Quantity	Per Card Rate	Total Cost in PKR C= Est. Quantity* Per Card Rate
1.	Print and Supply of Corporate Cards made of PVC Plastic or equivalent Preferred Size: 86*54 mm	50,000		
TOTAL QUOTED COST IN FIGURES IN PKR INCL TAX(ES)				
TOTAL QUOTED COST IN WORDS IN PKR INCL TAX(ES)				

NOTE:

1. Financial proposal must strictly adhere to above format
2. All entries must be properly filled

3. Overwriting/cutting isn' t allowed and if it happens proper signature/initial must be affixed
4. Vendor must quote rate both in words and figures
5. Quoted rate must be incl. of all applicable tax or cess
6. Above Quantity of cards is an estimate and actual quantity may vary i.e. increase or decrease as required