



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Principal Office
StateLifeBuilding No.9
Dr. Ziauddin Ahmed Road
Karachi –75530
Phone : 99202800-9 Lines
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TENDER NOTICE NO.14/2018

PRINTING OF 06 DIFFERENT COMPUTER STATIONERY ITEMS FOR THE YEAR 2018 PERTAINING TO I.T.DIVISION.

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under ‘Single Stage – Two Envelopes Procedure’, from Computer Stationery Printers registered with Sales Tax Department, having own offices and phone/fax numbers for the supply of 06 different Computer Stationery items for IT Division for the year 2018.

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

TENDER DOCUMENT

SPECIFICATIONS / DELIVERY SCHEDULE

S #	Description of Items Enquiry No. GS/PO/PRTG/26/18	Quantity	Delivery Schedule	Closing date and time for submission of Bids	Date/Time of opening of Technical Bids
1	Cash Counter Receipts - Size: 9½” x 8” – Paper: 68 grams Pak Century OR Equivalent Paper (with one vertical perforation). Printing: 1 + 1 Color Printing.	1,000 Boxes. Each Box of 2,000 Cont. Sheets.	28.11.2018	07.11.2018 at 11:00 a.m	07.11.2018 at 11:30 a.m
2	Cash Counter Receipts (For New System) Size: A-4 Paper: 80 Grams Offset Imported Paper. Printing: 1 + 1 Color Printing (with perforation)	400 Boxes. Each Box of 2,000 Loose Sheets.	28.11.2018	07.11.2018 at 11:00 a.m	07.11.2018 at 11:30 a.m
3	Commission Statement – Size: 15” x 10” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 Colors Printing one side.	400 Boxes. Each Box of 2,000 Cont. Sheets.	28.11.2018	07.11.2018 at 11:00 a.m	07.11.2018 at 11:30 a.m

Cont’d...P/2....

4	FPR Schedule (Policy-holder's Copy) – Size: 9.2” x 11” Paper: 110 grams Offset Imported Paper. Printing: 2 colors printing with ground on one side.	300 Boxes. Each Box of 1,000 Continuous Sheets.	28.11.2018	07.11.2018 at 11:00 a.m	07.11.2018 at 11:30 a.m
5	FPR Schedule (Field-worker's Copy) – Size: 9.2” x 11” (with one horizontal perforation). Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side.	200 Boxes. Each Box of 2,000 Sheets.	28.11.2018	07.11.2018 at 11:00 a.m	07.11.2018 at 11:30 a.m
6	FPR Schedule (Office Copy) – Size: 9.2” x 11” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side.	200 Boxes. Each Box of 2,000 Continuous Sheets.	28.11.2018	07.11.2018 at 11:00 a.m	07.11.2018 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 06 Different Computer Stationery Items for IT Division for the year 2018. 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 Departmental Head (GS), State Life, Principal Office, 2nd 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 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 70% with minimum 60% in each of the categories mentioned in the enclosed Technical Evaluation points scoring Criteria form is required for the bidders 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:
 - 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.

NOTE: Facility of Standby Generator is a mandatory requirement.

- 5- The lowest Evaluated Bid would be accepted.
- 6- 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.
- 7- No bid will be accepted without earnest money.
- 8- All the bids must include G.S.T. and all other taxes.
- 9- The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.
- 10- Sample of paper 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.

(MAHMOOD ALAM)
Departmental Head (GS)
State Life Insurance Corporation of Pakistan
Principal Office,
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Dr. Ziauddin Ahmed Road, Karachi.
Phone: 021-99204521

TECHNICAL EVALUATION – POINTS SCORING CRITERIA / FORM

	<u>Max. Points</u>
a) Details of type of printing machines i.e. one color, two colors or four colors. (Eight points for four color, Four points for two color and Two points for one color machine).	30
b) Whether have the in-house facilities of i) film processing or CTP, ii)plate making or CTP, iii) cutting, iv) binding. (Five points for each facility).	20
c) Number of years of experience in printing. (Three points for each complete year. Minimum 5 years).	25
d) Number and nature of existing clients. (Three points for each Corporate/Multinational/ Govt./ Semi Govt. Organization).	25
Total Points	----- 100

Note: Minimum 60% score in each of the above categories with over all 70% score is required to qualify for financial bid.

Facility of Standby Generator is a mandatory requirement.