



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Principal Office
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UAN No. 111-111-888

Date: 15-12-2017

TENDER NOTICE NO. P&GS/LHR/H&AI/03/2017

Printing of Plastic Health Cards, Envelops and Promotional Leaflets for Health & Accident Insurance Division.

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under 'Single Stage - Two Envelope Procedure' from vendors registered with GST/Income Tax Department, having own offices and phone/fax numbers, for the "printing of Plastic Health Cards, Envelops, and Promotional Leaflets for Health & Accident Insurance Division".

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

TENDER DOCUMENT

SPECIFICATIONS / DELIVERY SCHEDULE

S #	Description of Items	Quantity Range (Maximum)	Delivery Schedule *	Closing date and time for submission of Bids	Date & time for opening of Technical Bids.
1	<p><u>Plastic Cards</u> Size: 86 x 54 mm PVC Plastic +/- 0.776 Micron. Digital printing 4 colors on both sides with variable data. Data for printing on each card would be provided by State Life.</p> <p><u>Packing:</u> In carton of 50 Cards each with labeling of district, UC and Village-wise accompanied with packing list.</p>	<p>1,500,000 (One Million , five hundred thousand)</p> <p>Design CD will be provided by State Life.</p>	<p>Delivery days will be calculated as per production capacity quoted in proposal from the date of order placement.</p>	<p>01/01/2018 03:00 p.m.</p>	<p>01/01/2018 03:30 p.m.</p>

2	<u>Printing of Leaflets</u> 128 grams Art paper, Open size=14 x 8 inch, three vertical folds, closed size=3.5 x 8 inch, 4 color printing.	1,500,000 (One Million , five hundred thousand) Design CD will be provided by State Life.	Delivery days will be calculated as per production capacity quoted in proposal from the date of order placement.		
3	<u>Envelopes (Machine Made)</u> <u>Size: 9"x 4"</u> Paper: 80 grams Offset imported. Printing: 4-colors. Flap: Horizontal	1,500,000 (One Million , five hundred thousand) Design CD will be provided by State Life.		01/01/2018 03:00 p.m.	01/01/2018 03:30 p.m.

* Order will be given as per requirement in batches.

Delivery of Consignment: Delivery of Plastic Health Cards , Envelops , Promotional Leaflets at State Life Insurance Corporation of Pakistan's various stations across Pakistan (Addresses of the offices will be provided at the time of delivery of consignments).

TERMS AND CONDITIONS

- 1.) Bidders are required to submit their bids in a sealed large envelope, clearly marked "Printing of Plastic Health Cards, Envelops and Promotional Leaflets for Health & Accident Insurance Division.
- 2.) This envelope should contain two smaller sealed envelopes clearly marked 'Technical Proposal' and 'Financial Proposal' respectively.
- 3.) Initially only Technical Proposals will be opened in the office of Secretary Zonal Procurement Committee, State Life , Lahore G&P Zone, Lower Ground Floor, State Life Building , 15-A Davis Road , Lahore, on the date and time as specified in the tender document, in the presence of bidders or their representatives who wish to be present on the occasion. The financial proposals shall remain sealed until they are opened publicly.
- 4.) The technical and financial proposals shall be submitted at the same time, any proposal or part proposal received after the closing time for submission of proposals shall be returned unopened. No amendment to the technical or financial proposal shall be accepted after the dead line.

- 5.) There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 70% with 50 % in each category is required for the bidders to technically qualify.
- 6.) Bidders are required to submit the following verifiable documents / information for the evaluation of technical proposals:
 - i. Cards/ Envelop / Leaflets Production Capacity.
 - ii. No. of year in printing business.(Registration Certificate)
 - iii. Similar nature of job (Completed Certificate etc)
 - iv. Audited accounts statements of previous years.
 - v. Provision of Generator is mandatory (Documentary Proof)
- 7.) Financial bid of only technically qualified bidders would be opened.
- 8.) Financial Proposals shall accompany a Pay Order / Bank Draft of the 5% 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.
- 9.) The lowest Evaluated bid would be accepted.
- 10.) The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges.
- 11.) The prices must be stated both in words and figures.
- 12.) No bid will be accepted without earnest money.
- 13.) The bids submitted shall hold good for a minimum period of 90 days from the date of opening of financial bids.
- 14.) Sample of Plastic Card and paper for leaflets/envelop should compulsorily be accompanied with the bid.
- 15.) Envelops should be machine made.
- 16.) If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.

- 17.) Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal as per PPRA rules

Secretary
Zonal procurement Committee
State Life Insurance Corporation of Pakistan,
Lahore G&P Zone,
State Life Building , 15-A Davis Road, Lahore.
Phone 042-99200303

TECHNICAL EVALUATION – POINTS SCORING CRITERIA

Sr.#	Description	Max. Points
1.	Cards Production Capacity From 25,000 to 35,000 Cards per day More Than 35,000 Cards per day OR Envelopes/Leaflets Production Capacity per day From 70,000 to 100,000 envelopes/Leaflets per day More Than 100,000 envelopes/ Leaflets per day	10 20 10 20
2.	No. of Employees From 26 to 50 More than 60	10 20
3	No. of years in printing business From 5 to 10 years More than 10 years	10 20
4	Similar nature of job completed No. of jobs 5 to 10 No. of jobs – above 10	10 20
5	No. of audited accounts statements of previous years. For the Last Three years For the Last Five years	10 20
TOTAL POINTS		100

Total Points = 100

Qualifying Points =70

(50% Marks in each category is mandatory)

(Provision of Generator is mandatory)

F-I : Financial Proposal of the Respondent

The Gross price charge for printing of Plastic Health Cards, Envelops and Promotional Leaflets as per the requirements and conditions listed in this RFP are as follows:

Sr No	Description of Items	Rate per item including all taxes	Quantity	Total Cost including all taxes (In Figures)	Total Cost of including all taxes (In Word)
1	Plastic Cards , Leaflets and Envelopes	Plastic Cards, Leaflets , Envelopes	Plastic Cards = 1,500,000 Leaflets = 1,500,000 Envelopes = 1,500,000		

This Amount is inclusive of all applicable taxes, other liabilities and payments that may arise from time to time.

The Respondent undertakes to claim no more than this amount under any head of expense for printing of

- 1.5 M** Plastic Cards,
- 1.5 M** Leaflets and
- 1.5 M** Envelopes

Signature.....
In the capacity of.....
Duly authorized to sign proposal for and on behalf of.....

Date.....
Place.....
Affix Rubber Stamp