



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Principal Office
StateLifeBuilding No.9
Dr. Ziauddin Ahmed Road
Karachi –75530
Phone : 99202800-9 Lines
Fax No. 92-91-99204577
UAN No. 111-111-888

Dated: 29-08-2024

Tender Notice No. MKTG/PO/34/2024

Printing of Contract Letters and Application Form for Registration, for Sales Representatives, Sales Manager, Senior Sales Manager Pertaining to Marketing Division. P.O.

Sealed Technical and Financial bids are invited in accordance with PPRA rules (Through EPADS), under 'Single Stage – Two Envelopes Procedure', from Computer Stationery Printers registered with Sales Tax Department, having own offices and phone/fax numbers for the Printing of Contract Letters and Application Forms for Registration, for Sales Representatives, Sales Manager, Senior Sales Manager Pertaining to Marketing Division. P.O.

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

TENDER DOCUMENT

SPECIFICATIONS

S #	Description of Items Enquiry No. MKTG/PO/34/2024	Quantity	Delivery Schedule	Closing date and time for submission of Bids	Date/Time of opening Of Bids.
1	Contract Letters for Sales Representatives - (Original) Size: A-4 Size Paper: 90 grams Offset Paper with 2 Pins Binding. Cover: 90 grams Offset Paper. Cover: 1 colors Printing. Inside: 1 + 1 Colors Printing.	80,000 Copies each Copy consisting of 08 Pages + Cover.	Within 20 working days after final proof.	17.09.2024 before 11:00 a.m.	17-09-2024 at 11:30 a.m.



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S #	Description of Items Enquiry No. MKTG/PO/34/2024	Quantity	Delivery Schedule	Closing date and time for submission of Bids	Date/Time of opening Of Bids.
2	Contract Letters for Sales Manager - (Original) Size: A-4 Size Paper: 90 grams Offset Paper with 2 Pins Binding. Cover: 90 grams Offset Paper. Cover: 1 colors Printing. Inside: 1 + 1 Colors Printing.	20,000 Copies. Each Copy consisting of 08 Pages + Cover.	Within 10 working days after final proof.	17.09.2024 before 11:00 a.m.	17-09-2024 at 11:30 a.m.
3	Contract Letters for Senior Sales Manager - (Original) Size: A-4 Size Paper: 90 grams Offset Paper with 2 Pins Binding. Cover: 90 grams Offset Paper. Cover: 1 colors Printing. Inside: 1 + 1 Colors Printing.	10,000 Copies. Each Copy consisting of 08 Pages + Cover.	Within 07 working days after final proof.	17.09.2024 before 11:00 a.m.	17-09-2024 at 11:30 a.m.
4	Application Registration Form- Size: Legal, Paper: 80 Gram Offset Paper, 1 st page Green and other pages white, 1+1 color printing on both side, Gum Binding.	80,000 Copies. Each Copy consisting of 10 Pages. Each Pad 20 sets.	Within 20 working days after final proof.	17.09.2024 before 11:00 a.m.	17-09-2024 at 11:30 a.m.

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Delivery of printing items at State Life Insurance Corporation of Pakistan's Karachi Office, and printed stationery items required in good quality boxes packaging.

TERMS AND CONDITIONS

- 1- Bidders should provide the name of firm, complete address, Telephone No, Fax No, Email Address and web address (if any).
- 2- Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for single stage two-envelope method i.e separate "Technical Proposal" and "Financial Proposal" respectively and clearly marked as **"Printing of Contract Letters and Application Forms for Registration, for Sales Representatives, Sales Manager, Senior Sales Manager Pertaining to Marketing Division."** However, bid security in shape of pay orders must be submitted at the address given in tender notice / document before closing time else tender will be rejected.
- 3- All Bids would be evaluated item wise.
- 4- As per EPADS format the financial bids of only those items would be considered against which technical bids has been uploaded on EPADS by the bidders.
- 5- Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given tender notice / document. Time and date for opening of Financial Proposals of technical qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
- 6- There will be a two-stage evaluation of bids. Technical evaluation will be held first. Minimum overall 60% with minimum 50% in each of the four 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.

NOTE: Facility of Standby Generator is a mandatory requirement.

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- 7- The Most advantageous Bid would be accepted.
8. Bid Security shape of Pay Order/Bank Drafts for Item No.01 of Rs.80,000/-, for Item No.02 of Rs.20,000/- for item No. 03 of Rs.10,000/-, for item No. 04 of Rs.100,000/-, respectively, 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 satisfactorily completion of job.
9. No bid will be accepted without bid security.
10. All the bids must include G.S.T. and all other taxes.
11. **Bid validity:** The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
12. If the successful bidder fails to supply the material as per purchase order, the bid security will be forfeited.
13. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.

(Muhammad Tajamul)
Divisional Head,
Central Procurement Division,
State Life Insurance Corporation
of Pakistan, Principal Office,
2nd Floor, State Life Bldg. # 9,
Dr. Ziauddin Ahmed Road,
Karachi.
Phone # 021-99204521

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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 each for four color, Four points each for two color and Two points each 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) bin ding. (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 50% score in each of the above categories with over all 60% score is required to qualify for financial bid.

Mandatory requirements:

- 1) Facility of Standby Generator is a mandatory requirement.
- 2) GST registered.
- 3) Not black listed.

