



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

BID DOCUMENT

FOR

**PURCHASE OF STATIONERY ITEMS FOR ALL DIVISIONS/
DEPARTMENTS**

**TENDER NOTICE No.SLIC/PO/36/2024
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
PRINCIPAL OFFICE, KARACHI.**

2024

**CENTRAL PROCUREMENT DIVISION
2ND FLOOR PRINCIPAL OFFICE, STATE LIFE BUILDING No.9
DR. ZIAUDDIN AHMED ROAD, KARACHI-75530**

1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase stationery items for Principal Office, Karachi.

2. Detail Specification & Quantities / Schedule:

Detailed specifications and estimated quantity for required equipment is as under:-

S.N	Item/ Specifications
01	Specifications, Details and Quantity of the items as per Annex-A

Tender enquiry No	SLIC/PO/36/2024
Closing date & time for submission of bids	15-10-2024 up to 11:00 am
Date & time of opening of Technical bids	15-10-2024 at 11:30 am

Delivery and after sales service of Consignment:

Delivery of items at State Life Insurance Corporation of Pakistan's Karachi office (Principal Office) or at any other State Life building within Karachi.

TERMS AND CONDITIONS

3. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
4. Bidders are required to upload their proposals on EPADS systems as per laid down PPRA procedure for prequalification method (Close Framework agreement) i.e all technical details required as per technical evaluation criteria and clearly marked as "**Stationery Items**". However, only qualified bidder will be required to submit performance guarantee of 2% of the total quoted rates at the time of signing of agreement.
5. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice and after necessary evaluation list of qualified bidders will be uploaded on PPRA/SLIC website and EPADS system as well.
6. As it is a pre-qualification process, so after the announcement of the Technical Evaluation Report only the technically qualified bidders will be required to submit their rates at later stage when financial bid document is uploaded on EPADS system as per single stage single-envelope procedure. It is pertinent to mention here that, the rates quoted shall be fixed for the entire period of agreement with State Life i.e (01) year from the date of signing of agreement, as per PPRA close framework rules.

8. The Most Advantageous Bid would be accepted as per criteria given below (as per Annex-A).
(Technical evaluation of bids / point scoring criteria is available with bidding document).

- i) Experience of bidders in sales / supply of stationery items.
- ii) Financial Capabilities.
- iii) Number of existing clients provided with stationery items.
- iv) List of professionals on permanent strength- for sales services.

9. Submitted bid will be evaluated separately for each item as per approved sample/ quality.

10. Once the financial bid is opened and rates are announced, the bidder quoting lowest rates will be required to submit samples for all items within 07 days for acceptance of his bid and further approval. The Financial bid for the quoted items will be accepted if it meets desired specifications of the required items. If the samples provided are not as per desired specifications or inferior quality bid will be rejected only for those items. In such case next most advantageous bidder will be asked to provide samples for acceptance of his bid and further approval of the respective items.

11. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order/ signing of contract. However, successful bidder will be required to submit performance guarantee of 1% (of the total quoted value of bid) in shape of pay order in favor of SLIC at the time of issuance of purchase order/ signing of contract. Performance guarantee will be released after expiry of contract.

12. All the bids must include all government taxes.

13. During entire contract period call off orders will be issued to successful bidder for the desired items on as and when required basis.

14. Most Advantageous bidder will be required to deliver items as per schedule given in call off order(s).

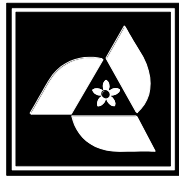
15. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.

16. The quantity of items may increase/decrease at the time of issuing contract order/ call-off order.

17. If the successful bidder fails to supply the items as per call off order, Performance Guarantee will be forfeited.

18. All the information provided by the bidder must be verifiable.
19. Performance Guarantee of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
20. If the 1st lowest evaluated/ Most Advantageous fails to sign the contract, the performance guarantee will be confiscated by the State Life and the old purchase order/ contract will be cancelled and new contract/ purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority (2nd lowest bidder will be required to submit Performance Guarantee as mentioned above).
21. 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.

Departmental Head (CPD)
Central Procurement Division, 2nd Floor,
Principal Office, State Life Building No. 9
Dr. Ziauddin Ahmed Road, Karachi. (Pakistan)
Tel: 021-99204521



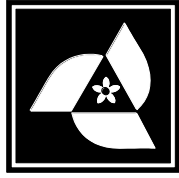
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Annex-B

S#	Description	Required Qty
1	Air Freshener (Aseel) 300ml or equivalent	500 Nos.
2	Ball Pen Piano Blue/Black	5000 Nos.
3	Ball Pen Piano 0.8mm Four Color	2000 Nos.
4	Box File With Liver Good Quality	1000 Nos.
5	Battery Cell AAA (Remote)Toshiba Green or equivalent	500 Nos.
6	Calculator Cell 1.5 AA Toshiba Green or equivalent	500 Nos.
7	Calculator DJ-120 Casio/Citizen or equivalent	50 Nos.
9	Colorful Flag Sticky (Sensa)	500 Nos.
10	Correction Pen Kita or equivalent Good Quality	300 Nos.
11	Divider Card Plain Yellow	1000 Pack
12	Duster Cotton Soft White Cloth 24 x 20 Good Quality or equivalent	1000 Nos.
13	Eraser Al-30 Peliken or equivalent	400 Nos.
14	File Ring Binder (Blue) 25mm Good Quality	500 Nos.
15	File Ring Binder (Blue) 38mm Good Quality	500 Nos.
16	File Board F/S Size 15" x 10" Good Quality both side white Sheet	5000 Nos.
17	Gem Clip 32mm each Pack 80 Pieces Three flower or equivalent	500 Pack
18	Gum Stick Dollar Medium Size Good Quality 36grams or equivalent	400 Nos.
19	Ink for Stamp Pad Good Quality	100 Nos.
20	Masking Tape 72 yards x 2" Good Quality	500 Nos.
21	Marker Permanent 70 Black/Blue Good Quality	200 Nos.
22	Marker Permanent 90 Black/Blue Good Quality	200 Nos.
23	Paper Cutter Knife Good Quality	100 Nos.
24	Paper Cutter {Blade} Good Quality	150 Nos.
25	Paper Try Good Quality	100 Nos.
26	Pencil With Rubber (Dollar / Gold Fish 2½ 6000 or Equivalent	1500 Nos.
27	Peon Book Nobel or equivalent	100 Nos.
28	Plastic File A/4 Size China Color Billi or equivalent Good Quality	3000 Nos.
29	Punching Machine STD Large Heavy Duty Good Quality	05 Nos.
30	Punching Machine (Medium) Korrekt Art No.KPM-0507 or equivalent	150 Nos.
31	Paper Pin Good Quality	400 Nos.
32	Post it Sticky Note 3x2 Good Quality	100 Nos.
33	Post it Sticky Note 3x3 Good Quality	100 Nos.
34	Rubber Band (Sensa) Brand or equivalent 100grams	500 Boxes.
35	Ruled Pad F/S Size 13¼ x 8¼ Offset Paper 55grams Two Side Line 50 Sheets each Pad	1000 Pads
36	Ruled Pad Medium Size 8¼ x 6½ Offset Paper 55grams Two Side Line 50 Sheets each Pad	1000 Pads
37	Ruled Register 150 Leave Good Quality	150 Nos.
38	Ruled Register 300 Leave Good Quality	150 Nos.
39	Ruled Register 400 Leave Good Quality	100 Nos.
40	Scale Steel 1 feet Good Quality	100 Nos.
41	Scale Plastic 1 feet Good Quality	100 Nos.
42	Sharpener Steel Good Quality	300 Nos.
43	Signature Pen Dux or equivalent Good Quality	600 Nos.
44	Single Hole Punch Good Quality	100 Nos.
45	Stapler Pin 24/6 Dollar or equivalent Good Quality	1000 Pack
46	Stapler Pin 23/20 Large Dollar or equivalent Good Quality	50 Packets
47	Stapler Pin 23/17 Medium Dollar or equivalent Good Quality	50 Packets

Count'd....P/2...

S#	Description	Required Qty
48	Stapler Pin 23/10 Small Dollar or equivalent Good Quality	50 Packets
49	Stapler Pin Remover Good Quality	200 Nos.
50	Staple Machine (Medium) Size Good Quality	300 Nos.
51	Soap Lux Large White, Pink or equivalent	200 Nos.
52	Soap Nylon Good Quality	200 Nos.
53	Scotch Tape ½ Good Quality	100 Nos.
54	Scotch Tape 1” Good Quality	100 Nos.
55	Separator 1 to 10 Set Good Quality	200 Nos.
56	Separator 1 to 20 Set Good Quality	400 Nos.
57	Tags {Dhagay}each Buch 100 Nos. Good Quality	200 Bunch
58	Highlighter Marker Yellow Dollar or equivalent	500 Nos.
59	Highlighter Marker Sets four Color Dollar or equivalent	200 Sets
60	Tissue Roll Rose Patel Maxob Ultra Absorbent or equivalent	400 Rolls
61	Tissue Box Rose Patel Multicolor Ultra Soft or equivalent	600 Boxes
62	Uni Ball Fine (Signo) UB157 Good Quality or equivalent	800 Nos.
63	Uni Ball Micro (Eye) Good Quality or equivalent	400 Nos.
64	Vim Powder (Washing) Lemon Max500grams Bottle	400 Bottle
65	West Paper Basket Good Quality	100 Nos.
66	White Board Marker Good Quality	200 Nos.
67	Water Glass Omroc Duke 280ml Good Quality or equivalent	500 Nos.
68	Towel Large Size Good Quality	100 Nos.



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Annex-B

TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

	<u>Max.Points</u>
1. Experience of bidder in sales / supply of Stationery Items <i>(05 points for each complete year)</i> <i>(Time of the experience will be calculated from the past purchase order)</i>	25
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year =5 points)</i> <i>(Annual tax return will be accepted with the annual turn-over of at least 01 million or above)</i>	25
3. Number of Existing Clients provided with Stationery Items <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	25
4. Proper office with designated staff for sales <i>05 points for each staff)</i>	25

	Total Points: 100

Note:

Minimum 50 % score is required to Technically Qualify in each category and over-all as well.