



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Principal Office  
State Life Building No.9  
Dr. Ziauddin Ahmed Road  
Karachi -75530  
Phone : 9202800-9 Lines  
Fax No. 92-91-9202845  
UAN No. 111-111-888

Dated: 22-05-2025

**TENDER NOTICE # UND/PO/25/2025**

**PRINTING OF DIFFERENT CENTRALIZED ITEMS FOR  
UNDERWRITING DIVISION FOR THE YEAR 2025.**

Technical and Financial bids are invited in accordance with PPRA rules, (through EPADS) under 'Single Stage - Two Envelope Procedure', from printers registered with GST/Income Tax Department, own offices and phone/fax numbers, for the printing of "Different Centralized Items for Underwriting Division for the year 2025".

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

**TENDER DOCUMENT**

**SPECIFICATIONS / DELIVERY SCHEDULE**

| S # | Description of Items.<br>No. UND/PO/25/2025   | Quantity.  | Delivery<br>Schedule                               | Closing date<br>and time for<br>submission<br>of bids | Date/Time<br>for opening<br>of Technical<br>bids |
|-----|---|--|--|---|--|
| 1   | <b>Policy Covers (Preambles)</b><br>Size: A-4 Finish<br>22" x 8½" Open<br>Paper: 115 grams Matt<br>Finish Paper.<br>Printing. 2 + 2 colors<br>Printing. | 500,000<br>Sets. (Each<br>Set consist-<br>ing of 8<br>pages with<br>Pin Binding. | Within 45<br>working<br>days after<br>final proof. | 13.06.2025<br>at 11:00 a.m                            | 13.06.2025<br>at 11:30 a.m                       |

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| S # | Description of Items.<br>No. UND/PO/25/2025  | Quantity.   | Delivery<br>Schedule  | Closing date<br>and time for<br>submission<br>of bids | Date/Time<br>for opening<br>of Technical<br>bids |
|-----|--|---|---|---|--|
| 2   | <b>Policy Document Covers (Jacket Folder) –</b><br>Size: 19" x 12" (Open)<br>9½" x 12" (Finish)<br>Pockets: 6" x 8¾" sliding<br>Pasted (one fold from horizontal side).<br>Card: 300 Grams Bleach Card excluding of lamination. Weight.<br>Lamination Card will be laminated from front side including inside pockets.<br>Printing: Front 4 colors printing with ground including Pockets. | 500,000 Nos.<br>Scanning/ Composing work will be done by successful printer (if necessary) & they will also arrange color scheme as well. | Within 45 working days after final proof.                         | 13.06.2025 at 11:00 a.m                               | 13.06.2025 at 11:30 a.m                          |
| 3   | <b>Special Policy Folders (Rexene).</b><br>Size: 19" x 12" (Open)<br>9½" x 12" (Finish)<br>Material: Outside Rexene with Foam. 2 inside pockets (Rexene). Inside Velvet Cloth Pasting with 4 Golden Corners (Thick Hard Board) Screen-Printing in Golden Color one Side with embossing.  | 35,000 Nos.   | Within 60 working days after final proof.                         | 13.06.2025 at 11:00 a.m                               | 13.06.2025 at 11:30 a.m                          |
| 4   | <b>Welcome Letters –</b><br>Size: 9" x 11" with two computer strips on right & left side having ½" size each.<br>Paper: 80 grams Offset Imported Paper.<br>Printing: 2+2 colors printing.  | 500 Boxes.<br>Each Box consisting of 2,000 cont. sheets.  | Within 30 working days after final proof and test run on machine. | 13.06.2025 at 11:00 a.m                               | 13.06.2025 at 11:30 a.m                          |



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| S # | Description of Items.<br>No.UND/PO/25/2025  | Quantity.                                      | Delivery<br>Schedule                      | Closing date<br>and time for<br>submission<br>of bids | Date/Time<br>for opening<br>of Technical<br>bids |
|-----|---|--|---|---|--|
| 5   | <b>ADB Supplementary Contract –</b><br>Size: 10 <sup>3</sup> / <sub>4</sub> "x 7 <sup>3</sup> / <sub>4</sub> "<br>Paper: 100 grams Offset Imported Paper.<br>Printing: 2 + 2 colors printing and numbering.   | 300,000 Sets. (Each Set consisting of 4 pages. | Within 30 working days after final proof. | 13.06.2025 at 11:00 a.m                               | 13.06.2025 at 11:30 a.m                          |
| 6   | <b>AIB Supplementary Contract –</b><br>Size: 10 <sup>3</sup> / <sub>4</sub> "x 7 <sup>3</sup> / <sub>4</sub> "<br>Paper: 100 grams Offset Imported Paper.<br>Printing: 2+2 colors printing and numbering.   | 100,000 Sets. (Each Set consisting of 6 pages. | Within 20 working days after final proof. | 13.06.2025 at 11:00 a.m                               | 13.06.2025 at 11:30 a.m                          |
| 7   | <b>Supplementary Contracts of two different types –</b><br>i. FIB – Qty- 100000<br>ii. TIR – Qty- 10000<br><b>Total-110,000</b><br>Size: 10 <sup>3</sup> / <sub>4</sub> "x 7 <sup>3</sup> / <sub>4</sub> "<br>Paper: 100 grams Offset Imported Paper.<br>Printing: 2+2 colors printing and numbering. Being a similar item. | 110,000 Sets. (Each Set consisting of 2 pages. | Within 20 working days after final proof. | 13.06.2025 at 11:00 a.m                               | 13.06.2025 at 11:30 a.m                          |
| 8   | <b>WP Supplementary Contract –</b><br>Size: 10 <sup>3</sup> / <sub>4</sub> "x 7 <sup>3</sup> / <sub>4</sub> "<br>Paper: 100 grams Offset Imported Paper.<br>Printing: 2+2 colors printing with numbering.   | 10,000 Sets. (Each Set consisting of 4 pages.  | Within 10 working days after final proof. | 13.06.2025 at 11:00 a.m                               | 13.06.2025 at 11:30 a.m                          |



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| S # | Description of Items.<br>No.UND/PO/25/2025  | Quantity.   | Delivery<br>Schedule                      | Closing date<br>and time for<br>submission<br>of bids | Date/Time<br>for opening<br>of Technical<br>bids |
|-----|---|---|---|---|--|
| 09  | <b>Endorsements of 12 different types.</b><br>i. Plan 75 Qty- 20000<br>ii. Plan 76 Qty- 25000<br>iii. Plan 0353M Qty- 10000<br>iv. Plan 454 Qty- 10000<br>v. Plan 24 Qty- 10000<br>vi. Plan 07 Qty- 10000<br>vii. Plan 07A Qty- 10000<br>viii. Plan 09 Qty- 10000<br>xi. Plan 19 Qty- 30000<br>x. Plan 22 Qty- 10000<br>xi. Plan 23 Qty- 10000<br>xii. Plan 78 Qty- 10000<br><b>Total-165000</b><br>Size: 10¾"x 7¾"<br>Paper: 100 grams Offset Imported Paper.<br>Printing: 2+2 colors printing with numbering. Being a similar item. | 165,000<br>Sets. (Each Set consisting of 2 pages. | Within 30 working days after final proof. | 13.06.2025<br>at 11:00 a.m                            | 13.06.2025<br>at 11:30 a.m                       |
| 10  | <b>Endorsements of 06 different types.</b><br>i. Plan 3555 Qty- 10000<br>ii. Plan 14 Qty- 10000<br>iii. Plan 18 Qty- 10000<br>iv. Plan 36 Qty- 10000<br>v. Plan 74 Qty- 10000<br>vi. Plan ND Qty- 50000<br><b>Total- 100000</b><br>Size: 10¾"x 7¾"<br>Paper: 100 grams Offset Imported Paper.<br>Printing: 2+2 colors printing with numbering. Being a similar item.  | 100,000<br>Sets. (Each Set consisting of 4 pages. | Within 30 working days after final proof. | 13.06.2025<br>at 11:00 a.m                            | 13.06.2025<br>at 11:30 a.m                       |



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| S # | Description of Items.<br>No.UND/PO/25/2025  | Quantity.   | Delivery<br>Schedule                               | Closing date<br>and time for<br>submission<br>of bids | Date/Time<br>for opening<br>of Technical<br>bids |
|-----|---|---|--|---|--|
| 11  | <b>Endorsement for Plan-80</b><br>Size: 10 <sup>3</sup> / <sub>4</sub> "x 7 <sup>3</sup> / <sub>4</sub> " Paper: 100<br>grams Offset Imported Paper.<br>Printing: 2+2 colors printing.    | 20,000<br>Sets. (Each<br>Set consist-<br>ing of 2<br>pages. | Within 10<br>working<br>days after<br>final proof. | 13.06.2025<br>at 11:00 a.m                            | 13.06.2025<br>at 11:30 a.m                       |
| 12  | <b>Endorsement for Plan-71</b><br>Size: 10 <sup>3</sup> / <sub>4</sub> "x 7 <sup>3</sup> / <sub>4</sub> " Paper: 100<br>grams Offset Imported Paper.<br>Printing: 2+2 colors printing.    | 25,000<br>Sets. (Each<br>Set consist-<br>ing of 4<br>pages. | Within 10<br>working<br>days after<br>final proof. | 13.06.2025<br>at 11:00 a.m                            | 13.06.2025<br>at 11:30 a.m                       |
| 13  | <b>Endorsement for Plan-79</b><br>Size: 10 <sup>3</sup> / <sub>4</sub> "x 7 <sup>3</sup> / <sub>4</sub> "<br>Paper: 100 grams Offset<br>Imported Paper. Printing: 2+2<br>colors printing. | 10,000<br>Sets. (Each<br>Set consist-<br>ing of 6<br>pages. | Within 10<br>working<br>days after<br>final proof. | 13.06.2025<br>at 11:00 a.m                            | 13.06.2025<br>at 11:30 a.m                       |

Delivery of printing items at State Life Insurance Corporation of Pakistan's Karachi Office, (Principal Office), and 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- Bidder must visit office to see samples / specimens of above mentioned different printing items before submission of bids on EPAD System.
- 3- The quantity of printing items may be increased / decreased at the time of issuing purchase order.
- 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- 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 Different Centralized Items for Underwriting Division P.O**". 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.
- 6- All Bids would be evaluated item wise.

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- 7- 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.
- 8- 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 or higher).
  - 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.**

- 9- The Most advantageous Bid would be accepted.
- 10- Bid Security shape of Pay Order/Bank Drafts for item No-01 of Rs.200,000/-, for item No-02 of Rs.350,000/-, for item No-03 of Rs.250,000/-, for item No-04 of Rs.100,000/-, for item No-05 of Rs.50,000/-, for item No-06 of Rs.25,000/-, for item No-07 of Rs.15,000/-, for item No-08 of Rs.2,000/-, for item No-09 of Rs.20,000/-, for item No-10 of Rs.15,000/-, for item No-11 of Rs.2,000/-, for item No-12 of Rs.5,000/-, for item No-13 of Rs.3,000/- 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 issuance of purchase order / signing of contract. However, successful bidder will be required to submit performance guarantee of 2% (value of Job Order) in shape of bank guarantee (valid for entire time period of completion of job) in favor of State Life Insurance Corporation of Pakistan at the time of issuance of purchase order / signing of contract and will be released after satisfactorily completion of job.
- 11- No bid will be accepted without bid security.
12. All the bids must include G.S.T. and all other taxes, in case, these are not categorically shown, it is considered that quoted prices inclusive of all taxes.

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13. Bid validity: The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
14. If the successful bidder fails to supply the material as per purchase order, the bid performance guarantee will be forfeited.
15. 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)  
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## **TECHNICAL EVALUATION – POINTS SCORING CRITERIA / FORM**

### **Max. Points**

|                     |   |            |
|---------------------|---|------------|
| a)                  | Details of type of printing machines i.e. one color, two colors or four colors or higher. (Maximum 02 Machines in each cadre will be qualify to score points)<br>08 points each for four color or higher,<br>04 points each for two color,<br>02 points each for one color machine. | 28         |
| b)                  | Whether the bidder has the in-house facilities of<br>i) film processing or CTP, ii) plate making or CTP,<br>iii) cutting, iv) binding.<br>(Six points for each facility).   | 24         |
| c)                  | Number of years of experience in printing.<br>(Three points for each complete year.<br>Minimum 5 years).  | 30         |
| d)                  | Number and nature of existing clients.<br>(Two points for each Corporate/Multinational/<br>Govt./ Semi Govt. Organization).   | 18         |
| <b>Total Points</b> |   | <b>100</b> |

**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.

