



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: 08-04-2026

TENDER NOTICE NO. PO/CPD/IT/19/2026

PRINTING OF DIFFERENT COMPUTER STATIONERY ITEMS FOR THE YEAR 2026 PERTAINING TO I.T.DIVISION PRINCIPAL OFFICE.

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 different Computer Stationery items for IT Division for the year 2026.

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

TENDER DOCUMENT

SPECIFICATIONS

| S # | Description of Items Tender No. PO/CPD/IT/19/2026 | Quantity | 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. | 1800 Boxes. Each Box of 2,000 Cont. Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 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 Sheet | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |

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| S # | Description of Items Tender No. PO/CPD/IT/19/2026 | Quantity | Closing date and time for submission of Bids | Date/Time of opening of Technical Bids |
|-----|--|---|---|---|
| 3 | Commission Statement – Size: 15” x 10” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 Colors Printing one side. | 250 Boxes. Each Box of 2,000 Cont. Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 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. | 500 Boxes. Each Box of 1,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 5 | FPR Schedule (Field-worker’s Copy) – Size: 9½” x 11” (with one horizontal perforation). Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side. | 400 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 6 | FPR Schedule (Office Copy) - Size: 9½” x 11” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side. | 350 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 7 | Premium Notice - Size: Sheets: 10”x 8” Notices: 5” x 8” Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation. Printing: 2+1 colors printing. | 300 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |

| S # | Description of Items Enquiry No. PO/CPD/IT/19/2026 | Quantity | Closing date and time for submission of Bids | Date/Time of opening of Technical Bids |
|-----|---|--|---|---|
| 8 | Good News (Maturity Letter) - Size: 10" x 8.2" (with one vertical perforation) Paper: 80 grams Offset Imported Paper. Printing: 2+1 colors printing. | 50 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 9 | Policy Status Slip (Plain Paper) – Size: 8" x 9½" Paper: 68 grams Century Paper OR Equivalent Paper. | 200 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 10 | Policy Lapse Notices - Size: Sheets 10"x 8" Notices 5" x 8" Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation). Printing: 2+1 colors printing. | 50 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 11 | Salary Slip with Carbon - Size: 15" x 11" Paper: 68 grams Pak Century Paper OR Equivalent Paper with (one vertical & one horizontal perforation). Printing: Flow lines single color printing on one side. | 50 Boxes. Each Box of 1,000 Continuous Sets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 12 | One-Part Ruled Paper – Size: 15" x 11" Paper: 68 grams Century Paper OR Equivalent paper. Printing: Ruling on one side. | 200 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |
| 13 | Alert Notice – Size: Sheets: 10"x 8" Notices: 5" x 8" Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation). Printing: 2+1 colors printing. | 50 Boxes. Each Box of 2,000 Continuous Sheets. | 30-04-2026 at 11:00 a.m. | 30-04-2026 at 11:30 a.m. |

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- 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 Computer Stationery Items for I.T 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.
- 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.

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- 9- The Most advantageous Bid would be accepted.
- 10- Bid Security shape of Pay Order/Bank Drafts for item No-01 of Rs.150,000/-, for item No-02 of Rs.75,000/-, for item No-03 of Rs.40,000/-, for item No-04 of Rs.70,000/-, for item No-05 of Rs.45,000/-, for item No-06 of Rs.50,000/-, for item No-07 of Rs.35,000/-, for item No-08 of Rs.10,000/-, for item No-09 of Rs.20,000/-, for item No-10 of Rs.8,000/-, for item No-11 of Rs.15,000/-, and for item No-12 of Rs.30,000/-, and for item No-13 of Rs.7,000/-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 contact 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.
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.

(Secretary CPC)
Central Procurement Division,
State Life Insurance Corporation
of Pakistan, Principal Office,
5th Floor, State Life Bldg. # 09.
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 or higher. (Maximum 02 Machines in each cadre will be qualify to score points) 08 points each for four color or higher, 04 points each for two color, 02 points each for one color machine. | 28 |
| b) Whether the bidder has the in-house facilities of i) film processing or CTP, ii)plate making or CTP, iii) cutting, iv) binding. (Six points for each facility). | 24 |
| c) Number of years of experience in printing. (Three points for each complete year. Minimum 5 years). | 30 |
| d) Number and nature of existing clients. (Two points for each Corporate/Multinational/ Govt./ Semi Govt. Organization). | 18 |
| 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.