



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Tender Notice No. PO/CPD/CAD/20/2026

PROCUREMENT OF BRANDED ITEMS FOR VARIOUS DIVISIONS & DEPARTEMENTS OF STATE LIFE PRINCIPAL OFFICE (KARACHI)

State Life Insurance Corporation of Pakistan (SLIC) invites technical and financial bids (through EPADS) in accordance with PPRA Rules under single stage two-envelope procedure from well-recognized firms/ general order suppliers for the supply of Branded Items for Various Divisions and Department of State Life, Principal Office (Karachi). Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own offices and telephone no (if found contrary Tender will be rejected).

Title of Work	Bid Security (Fixed)	Last date & time for submission of bids	Date & Time for Opening of Technical Bids
Branded Items for Various Divisions and Department of State Life, Principal Office (Karachi) (Quantity of The Items, Details Specification and Terms and Conditions as Per Tender Document)	Rs.50,000/-	28-04-2026 till 11:00 AM	28-04-2026 At 11:30 AM

- Tender Notice along with Tender Document can be seen/downloaded from PPRA/SLIC website i.e www.ppra.gov.pk , www.statelife.com.pk and the EPADS System.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E- PADS system.
- Filled tenders must be submitted through EPADS latest by 28-04-2026 before 11:00 am. Technical Bid will be opened on the same day at 11:30 am
- State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

Secretary CPC
Central Procurement Division,
State Life Insurance Corporation of Pakistan,
State Life Building # 09, 05th Floor, Dr.
Ziauddin Ahmed Road, Karachi.
Phone # 021-99204521



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BID DOCUMENT

FOR

**PROCUREMENT OF BRNADED ITEMS FOR VARIUS DIVISIONS &
DEPATEMENTS OF STATE LIFE PRINCIPAL OFFICE (KARACHI)**

TENDER NOTICE NO. PO/CPD/CAD/20/2026

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
PRINCIPAL OFFICE, KARACHI.**

2026

**CENTRAL PROCUREMENT DIVISION
05TH FLOOR STATE LIFE BUILDING NO 09,
DR. ZIAUDDIN AHMED ROAD, KARACHI**

1. Introduction

SLIC being largest Life Insurance Corporation in Pakistan (AAA Rated by PACRA) has been Providing best life and health insurance service to its valued policyholder from more than 50 years State Life still enjoys more than 70% market share of the Pakistan life insurance industry. Presently, Corporation intends to Branded Items for Various Divisions and Department of State Life, Principal Office (Karachi).

2. Detail Specification & Quantities / Schedule:

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

S.N	Item/ Specifications	Estimated QTY
01	Official SLIC & Pakistan Flags (Set of 4) As per Sample	08
02	Premium Quality Branded Large Plates As per Sample	100
03	Quarter Plates As per Sample	100
04	Glasses As per Sample	100
05	Teacup and Saucer. As per Sample	100
06	Mugs. As per Sample	100
07	Coasters. As per Sample	100
08	Shield As per Sample	100
09	Premium Gift Box. As per Sample	50
10	Tissue Box (Leather)	20

Note-01: All the participating bidders are required to visit Central Procurement Division to physically check the item samples before submitting their bids through EPADS. As, only the items that match the approved sample quality or Equivalent or higher, will be accepted at the technical evaluation stage for inclusion of the respective supplier bid in financial bid opening process.

Note-02: Accordingly, it is mandatory for all the participating bidders to submit one sample of each item during technical evaluation period (as and when required by the Central Procurement Division). The submitted samples of all bidders that meet desired specification will be retained by SLIC till finalization of the process and award of order to successful bidder.

The items of successful bidder will be returned after successful delivery of all items.

Delivery and after sales service of Consignment:

Delivery of items at Various Divisions/ Departments, State Life Principal Office, SLB-09, Dr. Ziauddin Ahmed Road Karachi.

TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Email address and web address (if any).
2. Bidders are required to upload their bids on EPADS 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 supply of Branded Items for Various Divisions and Department of State Life, Principal Office (Karachi). However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected (along with submission through EPADS).
3. Initially only Technical Proposals will be opened and downloaded from EPADS on the opening date and time as given in tender notice. Time and date for opening of Financial Proposals of technically qualified bidders will be announced after finalization of Technical Evaluation and will be announced on EPADS system accordingly.
4. There will be a two-stage evaluation of bids. Technical evaluation will be held first. Financial bid of only technically qualified bidders would be considered for further processing. **(Technical evaluation of bids / point scoring criteria are available with bidding document).**
 - i. Sample(s) as per approved specification.
 - ii. Experience of bidders in Supply of relevant items.
 - iii. Financial Capabilities for having annual transaction more than 10 million
 - iv. Number of existing clients provided with similar items.**(Technical evaluation of bids / point scoring criteria are available with bidding document).**
5. The Bidder will submit the bid security of Rs. 50,000/= in shape of pay order must be submitted in original to the address latest by 28-04-2016 before 11:00 am. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidder after issuance of purchase order. However, successful bidder will be required to submit performance guarantee of 02% in shape of Pay Order in favor of SLIC at the time of issuance of purchase order and will be released after (01) month after satisfactory delivery of all items i.e defect liability period.

6. Pre-bid meeting will be held on 20-04-2026 at 11: 00 am at Central Procurement Division given address. All the prospective bidders are requested to kindly attend pre-bid meeting and physically check the sample items for clear understanding of the required items specifications and quality and to avoid rejection of their bids due to sample rejection at later stage.
7. Most Advantageous bidder will be required to deliver items within (03) weeks after issuance of Purchase Order.
8. In case of late delivery, 0.1% of the total bid value/ purchase order value shall be imposed as late delivery charges per day subject to a maximum of 02% of the total bid value/ purchase order value.
9. No bid will be accepted without bid security.
10. All the bids must include all government taxes.
11. The bids submitted shall hold good for a minimum period of 60 days from the date of bid opening.
12. The quantity of items may increase /decrease at the time of issuing of purchase order subject to a maximum of 15% of the total bid/ purchase order value.
13. The Contractor / Supplier will be liable for any mistake in calculation of price/rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
14. Successful supplier has to deliver respective items at SLB-09 and cater to defect enquiries in the delivered items (if any) during performance guarantee holding period. If the after sales services is not provided satisfactory performance guarantee will be forfeited.
15. If the successful bidder fails to supply the items as per specifications of the approved sample/ purchase order, the performance guarantee will be forfeited.
16. All the information provided by the bidder must be verifiable.
17. 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.
18. If the 1st lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.
19. In case of contradictory clause in the submitted bid, the terms and conditions of SLIC tender document will prevail

20. Blacklisting policy will be implemented as per PPRA/SLIC rules
21. Arbitration will be carried out as per Arbitration / PPRA rules
22. 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.

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TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

Sample(s) provided by the bidder are as per approved specification/ quality:

Yes: Bid will be considered for further evaluation

No: Bid will be rejected

	<u>Max. Points</u>
1. Experience of bidder in Supply of relevant items. <i>(On the basis of work order; at least one purchase order for each year)</i> <i>(10 points for each complete year)</i>	40
2. Financial Capabilities for having annual transaction more than 01 million <i>(Annual Report for each year/ Tax Return for each year 10 points)</i>	30
3. Number of Existing Clients provided with similar items having value more than 0.1 million Or more. <i>(10 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	30
Total Points: 100	

Note: Minimum 50 % score is required to Technically Qualify in each category and 60% on over-all basis.

PICTURES OF SAMPLE ITEMS
Official SLIC & Pakistan Flags (04 Set Required)
As per Sample



Note: Updated logo will be provided for printing on SLIC Flag



Premium Quality Branded Large Plates

As per Sample

Golden line will be preferred and golden foil State life logo will be required on all crockery items



Quarter Plates
As per Sample



Glasses
As per Sample



Teacup and Saucer.

As per Sample



Mugs.

As per Sample



Coasters.
As per Sample



Shield
As per Sample



Premium Gift Box.
To be finalized in pre-bid meeting

Tissue Box (Leather)

