

Dated: 17-01-2025

**TENDER NOTICE # BANCA/PO/01/2025**

**FOR PRINTING OF TABLE PLANNER AND NOTE BOOK FOR  
BANCASSURANCE DIVISION P.O.**

Sealed Technical and Financial bids are invited in accordance with PPRA rules (Through EPADS), under 'Single Stage – Two Envelopes Procedure', from Printers registered with Sales Tax Department, having own offices and phone/fax numbers for the Printing of Table Planner and Note Book Pertaining to Bancassurance Division P.O.

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

**TENDER DOCUMENT**

**SPECIFICATIONS / DELIVERY SCHEDULE**

S #	Description of Items. No.BANCA/PO/01/2025	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
1	<b>Table Planner with Rexene Jacket (12 Month + Cover) 13 Papaers-2025.</b> Size; Planner 14 ½ x 19 ½ ” with Jacket. Type & Gramage of Paper: 128 Grams Matt Finish Paper. 4 Color printing on one side. Envelope: 80-Grams Offset Paper. 4 Colors Printing. Design: Specimen provided by user Div.	Nos.2,000	Within 15 working days after final proof.	07.02.2025 at 11:00 a.m	07.02.2025 at 11:30 a.m

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S #	Description of Items. No.BANCA/PO/01/2025	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
2	<b>Note Books</b> Size: 9"x 6" 80 Pages + 7 Separator with each page picturist color printing, 80gram offset imported paper. Printing: 2 + 2 Printing, Gray Board Block Cover with Leatherine imported paper, Golden Solid Logo of State Life with Bleach Card Printed Box. Design: Specimen provided by user Div.	Nos. 2,000	Within 15 working days after final proof and test run on machine.	07.02.2025 at 11:00 a.m	07.02.2025 at 11:30 a.m

#### **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 Table Planner and Note Book before submission of bids on EPAD System.
- 3- 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 Table Planners and Note Book Pertaining to Bancassurance 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.
- 4- **The quantity of printing items may be increased / decreased at the time of issuing purchase order.**
- 5- All Bids would be evaluated item wise.

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- 6- As per EPADS format the financial bids of only those items would be considered against which technical bids have been uploaded on EPADS by the bidders.
- 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 technically 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).
  - 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.
11. Bid Security shape of Pay Order/Bank Drafts for Item No.01 of Rs.30,000/-, for Item No.02 of Rs.35,000/-, respectively, in favour of State Life Insurance Corporation of Pakistan as earnest money. The same will be returned immediately to unsuccessful 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 satisfactory completion of job.
12. No bid will be accepted without bid security.
13. 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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14. **Bid validity:** The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
15. If the successful bidder fails to supply the material as per purchase order, the performance guarantee will be forfeited.
16. 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.

Divisional Head,  
Central Procurement Division,  
State Life Insurance Corporation  
of Pakistan,  
10<sup>th</sup> Floor, State Life Bldg. # 11.  
Abdullah Haroon Road,  
Karachi.  
Phone # 021-99204521



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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. (Maximum 02 Machines in each cadre will be qualify to score points) 08 points each for four color, 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
<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.

