



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: 16-05-2023

TENDER NOTICE # PHS/PO/11/2023

**FOR PRINTING OF 06 DIFFERENT CENTRALIZED ITEMS FOR PHS
DIVISION FOR THE YEAR 2023.**

Sealed Technical and Financial bids are invited in accordance with PPRA rules, under ‘Single Stage – Two Envelope Procedure’, from printers registered with GST/Income Tax Department, own offices and phone/fax numbers, for the printing of “06 Different Centralized Items for PHS Division for the year 2023”.

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

TENDER DOCUMENT

SPECIFICATIONS / DELIVERY SCHEDULE

S #	Description of Items. No. PHS/PO/11/2023	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
1	Policy Covers (Preambles) Size: A-4 Finish 22” x 8½” Open Paper: 115 grams Matt Finish Paper. Printing. 2 + 2 colors Printing.	400,000 Sets. (Each Set consist- ing of 8 pages with Pin Binding.	Within 40 working days after final proof.	06.06.2023 at 11:00 a.m	06.06.2023 at 11:30 a.m

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S #	Description of Items. No. PHS/PO/11/2023	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
2	Policy Document Covers (Jacket Covers) – Size: 19” x 12” (Open) 9½” x 12” (Finish) Pockets: 6” x 8¾” sliding Pasted (one fold from horizontal side). Card: 300 Grams Bleach Card excluding of lamination. Weight. Lamination Card will be laminated from front side including inside pockets. Printing: Front 4 colors printing with ground including Pockets.	400,000 Nos. Scanning/ Composing work will be done by successful printer (if necessary) & they will also arrange color scheme as well.	Within 50 working days after final proof.	06.06.2023 at 11:00 a.m	06.06.2023 at 11:30 a.m
3	Special Policy Folders (Rexene). Size: 19” x 12” (Open) 9½” x 12” (Finish) 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.	12,000 Nos.	Within 40 working days after final proof.	06.06.2023 at 11:00 a.m	06.06.2023 at 11:30 a.m
4	ADB Supplementary Contract – Size: 10¾”x 7¾” Paper: 100 grams Offset Imported Paper. Printing: 2 + 2 colors printing and numbering.	200,000 Sets. (Each Set consisting of 4 pages.	Within 30 working days after final proof.	06.06.2023 at 11:00 a.m	06.06.2023 at 11:30 a.m
5	AIB Supplementary Contract – Size: 10¾”x 7¾” Paper: 100 grams Offset Imported Paper. Printing: 2+2 colors printing and numbering.	50,000 Sets. (Each Set consisting of 6 pages.	Within 20 working days after final proof.	06.06.2023 at 11:00 a.m	06.06.2023 at 11:30 a.m

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S #	Description of Items. No. PHS/PO/11/2023	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
6	Welcome Letters – Size: 9” x 11” with two computer strips on right & left side having ½” size each. Paper: 80 grams Offset Imported Paper. Printing: 2+2 colors printing.	200 Boxes. Each Box consisting of 2,000 cont. sheets.	Within 30 working days after final proof and test run on machine.	06.06.2023 at 11:00 a.m	06.06.2023 at 11:30 a.m

TERMS AND CONDITIONS

- 1) Bidders are required to submit their bids in a sealed large envelope, clearly marked ‘Bids for printing of “06 Different Items for PHS Division for the year 2023”. This envelope should contain two smaller sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal” respectively.
- 2) Initially only Technical Proposals will be opened in the office of D.H. (GS), State Life, Principal Office, 2nd Floor, State Life Building # 9, Dr. Ziauddin Ahmed Road, Karachi, on the date and time as specified in the specifications/delivery schedule above, in the presence of bidders or their representatives who wish to be present on the occasion. Time and date for opening of Financial Proposals will be announced on the same day.
- 3) 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 in the Technical Evaluation Point Scoring Criteria/Form (enclosed) is required for the bidders to technically qualify. Financial bid of only technically qualified bidders would be opened.
- 4) Bidders are required to submit the following verifiable documents / information for the evaluation of technical proposal:
 - 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.

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NOTE: Facility of Standby Generator is a mandatory requirement.

- 5) The Most advantageous Bid would be accepted.
- 6) The bid shall accompany by Pay Orders/Bank Drafts for Item No.01 of Rs.120,000/-, for item No. 02 of Rs.400,000/-, for item No. 03 of Rs.70,000/-, for item No. 04 of Rs.35,000/-, for item No. 05 of Rs.15,000/- and for item No. 06 of Rs.25,000/- respectively, 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 completion of job.
- 7) No bid will be accepted without earnest money.
- 8) All the bids must include G.S.T. and all other taxes.
- 9) The bids submitted shall hold good for a minimum period of 75 days from the date of bid opening.
- 10) Sample of paper/Card should compulsorily be accompanied with the bid.
- 11) If the successful bidder fails to supply the material as per purchase order, the earnest money will be forfeited.
- 12) Competent Authority reserves the right to reject all bids or proposal in accordance with PPRA Rules.

(IMRAN HUSSAIN)
Departmental Head (GS)
State Life Insurance Corporation of Pakistan,
Principal Office, General Services Department,
2nd Floor, State Life Bldg. No.09
Dr. Ziauddin Ahmed Road, Karachi.
Phone: 021-99204521

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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. (Eight points each for four color, Four points each for two color and Two points each for one color machine).	30
b) Whether have the in-house facilities of i) film processing or CTP, ii)plate making or CTP, iii) cutting, iv) binding. (Five points for each facility).	20
c) Number of years of experience in printing. (Three points for each complete year. Minimum 5 years).	25
d) Number and nature of existing clients. (Three points for each Corporate/Multinational/ Govt./ Semi Govt. Organization).	25
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.