



**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: 12-08-2022

**TENDER NOTICE # BANCA/PO/17/2022**

**FOR PRINTING OF 09 DIFFERENT ITEMS FOR BANCASSURANCE**  
**DIVISION FOR THE YEAR 2022.**

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 "09 Different Items for Bancassurance Division for the year 2022".

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/17/2022	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
1	<b>Brochures:</b> <b>i. Sadah Bahar Plan.</b> <b>ii. Endowment Plan.</b> <b>iii. Three Payment Plan.</b> Size: 8" x 4" (8x16) 3 Fold, Art Paper 128grams, 4+2 Colors Printing. (Sample Available).	Nos.20,000 Nos.20,000 Nos.20,000	Within 15 working days after final proof.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m



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S #	Description of Items. No.BANCA/PO/17/2022	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
2	<b>Policy File Cover (Blue File).</b> Size: 9¾ x 25 (Open Size) Card: Box Board Imported 350grams, One Color Printing with light Blue Ground with Clip & Cloth Pasting. (Sample Available).	Nos. 30,000 File Covers	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m
3	<b>Policy Document Covers (Jacket Covers) –</b> 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. (Sample Available).	Nos. 30,000 Folders	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m
4	<b>Brown Window Envelopes (A4).</b> Size 10” x 12” (Window Size 4½”x 1 ¾”), Paper: Brown Paper 70grams Local Color: One Color Printing. (Sample Available).	Nos.30,000 Envelopes	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m
5	<b>Schedule Form.</b> Size: 8¼” x 11 ½ “ Paper: 80grams Imported Offset Color: 2 Color on both sides Printing. (Samples Available).	Nos.30,000 Forms	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m

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S #	Description of Items. No.BANCA/PO/17/2022	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
6	<b>Proposal Form.</b> Size: 8¼" x 23" one fold Paper: 90grams Imported Offset with numbering Color: 2 Color on both Sides Printing with numbering (Sample Available).	Nos.60,000 Forms	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m
7	<b>Need Analysis Form. (Latter Head)</b> Size: 8¼" x 11¼" Paper: 100grams Imported Offset Color: 2 Color Printing with Ground with one side Printing. (Samples Available).	Nos. 60,000 Forms.	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m
8	<b>Standing order form. (UBL+NBP+FWBL)</b> Size: 8¼" x 11¼" Paper: NCR white, Blue & Pink Color. UBL (1 <sup>st</sup> Page 2 colors and 2 <sup>nd</sup> & 3 <sup>rd</sup> pages one color Printing). NBP & FWBL Printing one Color all 3 Copies Both sides Printing with numbering. (Sample Available).	Nos. 20,000 UBL Forms Nos. 20,000 NBP Forms Nos. 20,000 FWBL Forms Sets. (Each Set consist- ing of 3 pages.	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m
9	<b>Basic Fact Sheets. FWBL (One Color both Sides) NBP (1<sup>st</sup> Page 3 color other side one color) UBL (2 color on both sides) Paper: 80grams Imported Offset. (Sample Available).</b>	Nos. 20,000 FWBL Sheets Nos. 20,000 NBP Sheets Nos. 20,000 UBL Sheets.	Within 15 working days after final proof and test run on machine.	01.09.2022 at 11:00 a.m	01.09.2022 at 11:30 a.m



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## TERMS AND CONDITIONS

- 1) Bidders are required to submit their bids in a sealed large envelope, clearly marked 'Bids for printing of "09 Different Items for Bancassurance Division for the year 2022"'. 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, 2<sup>nd</sup> 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.

**NOTE: Facility of Standby Generator is a mandatory requirement.**

- 5) The Most advantageous Bid would be accepted.
- 6) Financial Proposals shall accompany by a Pay Order/Bank Draft of the 2% of the total bid amount 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.

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- 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.

*for*

(IMRAN HUSSAIN)

Departmental Head (GS)

State Life Insurance Corporation of Pakistan,  
Principal Office, General Services Department,  
2<sup>nd</sup> 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
<b>Total Points</b>	----- 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.

