



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Central Procurement Div
10th State Life Building No.11
Abdullah Haroon Road
Karachi -75530
Phone : 99202800-9 Lines
Fax No. 92-91-99204577
UAN No. 111-111-888

Dated: 17-03-2025

TENDER NOTICE NO.G&P/PO/10/2025

PRINTING OF "MANUAL EMIGRANTS INSURANCE CERTIFICATE BOOKS AND COMPUTERIZE EMIGRANTS INSURANCE CERTIFICATES" FOR THE YEAR 2025 PERTAINING TO G&P DIVISION, PRINCIPAL OFFICE.

Sealed Technical and Financial bids are invited in accordance with PPRA rules (through EPADS), under 'Single Stage - Two Envelope Procedure', from printers registered with GST/Income Tax Department, having their own offices and phone/fax numbers, for the printing of "Manual Emigrants Insurance Certificate Books and Computerize Emigrants Insurance Certificates" for the year 2025 pertaining to G&P Division,.

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

TENDER DOCUMENT

SPECIFICATIONS / DELIVERY SCHEDULE

S #	Description of Items Tender Enquiry No. G&P/PO/10/2025	Quantity	Delivery Schedule	Tender Closing date and time.	Date/Time of opening of Technical Bids
1	Manual Emigrant Insurance Certificate Books - Size: 8¼" x 7½" (finish size) with perforation. Paper: 50 grams NCR Paper. (1 st White, 2 nd Blue, 3 rd Pink & 4 th Yellow) with Kachha Binding. Printing: 1 st Page 3 + 1 colors & other pages 1 + 1 color printing with numbering on all pages. (as per sample)	7,050 Books. (Each Book of 50 Sets & each Set of 04 Pages).	Within 30 working days after final proof.	08.04.2025 before 11:00 a.m.	08.04.2025 at 11:30 a.m.

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S #	Description of Items Tender Enquiry No. G&P/PO/10/2025	Quantity	Delivery Schedule	Tender Closing date and time.	Date/Time of opening of Technical Bids
2	Computerize Emigrants Insurance Certificate - Size: 8¼" x 11 ¼". Paper: 80 grams offset imported Paper. Printing: 3 colors on front side & 1 color on back side. (as per sample)	885,000 (Sheets) each sheet consisting two Certificates with perforation, each packet of 500 Sheets.	Within 30 working days after final proof.	08.04.2025 before 11:00 a.m.	08.04.2025 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 Manual Emigrant Insurance Certificates and Computerize Emigrants Insurance Certificates 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 Manual Emigrant Insurance Certificates and Computerize Emigrants Insurance Certificates Pertaining to G&P 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.
- 6- **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.**

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- 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).
 - 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.
10. Bid Security shape of Pay Order/Bank Drafts for Item No.01 of Rs.60,000/-, for Item No.02 of Rs.70,000/-, 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 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 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.

(Muhammad Tajamul)
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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
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.

