



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Tender Notice No.SLIC/PO/15/2025.

PURCHASE OF PAPERS FOR ALL DIVISIONS AND DEPARTMENTS, STATE LIFE (PRINCIPAL OFFICE)

State Life Insurance Corporation of Pakistan (SLIC) invites sealed bids through (EPADS) in accordance with PPRA Rules, under Pre-qualification process (close Framework i.e. rates shall be fixed for entire contract period of 01 year) from well reputed firms dealing in sale & purchase of Stationery Papers Item, registered with Tax Department having own offices and telephone/fax no (if found contrary Tender will be rejected) for the supply of “Stationery Papers Item” for all Division/ Departments, Principal Office Karachi as per following details;

Title of Work	Earnest Money (Fixed)	Tender Closing Date & Time	Tender Opening Date and Time
Purchase of Papers (Specifications, Details, QTY and Terms & Conditions as per Tender Document)	150,000/-	29-04-2025 At 11:00 AM	29-04-2025 At 11:30 AM

- Tender Notice along with Tender Document can be seen/ downloaded from PPRA/SLIC website i.e www.ppra.org.pk and www.sattelite.com.pk also tender notice along with tender document has been uploaded on EPADS system as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E-PADS system for tendering in SLIC on EPAD System.
- Filled tenders must be submitted on EPAD System latest by 29-04-2025 before 11:00 pm.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Divisional Head
Central Procurement Division,
10th Floor, Principal Office, State Life Building No. 11
Abdullah Haroon Road, Karachi. (Pakistan)
Tel: 021-99204521



STATE LIFE

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BID DOCUMENT

FOR

PURCHASE OF PAPERS

TENDER NOTICE No.SLIC/PO/15/2025
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
PRINCIPAL OFFICE, KARACHI.

2025

CENTRAL PROCUREMENT DIVISION
10TH FLOOR PRINCIPAL OFFICE, STATE LIFE BUILDING No.11
ABDULLAH HAROON ROAD, KARACHI-75530

1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry. Presently, Corporation intends to purchase papers (Principal Office), Karachi.

2. Detail Specification & Quantities / Schedule:

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

S.N	Item/ Specifications	QTY
1	Paper Laser A/4 80 grams Good Quality (Indonesian / Imported) Milky White 500 Sheets each Packets or equivalent	1500 Packets
2	Paper Laser F/S 80 grams Good Quality (Indonesian / Imported) Milky White 500 Sheets each Packets or equivalent	400 Packets
3	Ledger Paper Green 13.5 x 8.5 80grams Ledger Paper without Line (pad 100 Sheets each Packet, Lose Binding)	300 Pads

Tender enquiry No	SLIC/PO/15/2025
Closing date & time for submission of bids	29-04-2025 up to 11:00 AM
Date & time of opening of Technical bids	29-04-2025 at 11:30 AM

Delivery and after sales service of Consignment:

Delivery of items at State Life Insurance Corporation of Pakistan's Karachi office (Building No.11) Principal Office.

TERMS AND CONDITIONS

- Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
- Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage one-envelope method i.e. single bid containing all details such as mandatory documents as required below and quoted rates (inclusive of all taxes). 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.
- There will be a single-stage evaluation of bids. Mandatory documents will checked first along with the specifications of the quoted items and if there is any missing document(s) bidders will be requested to submit the desired documents to complete the evaluation process within due time (if the documents are not submitted bid will be rejected). Bids complete in all respect as mentioned above will be considered for financial evaluation and the contract will be awarded to lowest evaluated bidder for each separately.
(Mandatory documents).
 - Company profile.
 - NNTN/ GST CERTIFICATE.
 - Scanned copy of affidavit on Rs.100/- mentioning therein that the firm is not blacklisted.
 - Copy of Professional Tax Certificate.
 - Purchase order of three years for supply of papers.
- The Most Advantageous Bid would be accepted as per criteria given below (as per Annex-B).

(Technical evaluation of bids / point scoring criteria is available with bidding document).

- i) Experience of bidders in sales / supply of stationery items.
 - ii) Financial Capabilities.
 - iii) Number of existing clients provided with stationery items.
 - iv) List of professionals on permanent strength- for sales services.
8. Submitted bid will be evaluated separately for each item as per approved sample/ quality.
 9. Bid Security will be returned 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% (of the quoted value) in shape of bank guarantee (will be released after satisfactory delivery of all items) in favor of SLIC at the time of issuance of purchase order/ signing of contract (Bank Guarantee specimen attached at Annex-A).
 8. No bid will be accepted without bid security.
 9. All the bids must include all government taxes.
 10. Most Advantageous bidder will be required to deliver items within (04) weeks after issuance of Purchase Order.
 11. The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
 12. The quantity of items may vary at the time of issuing purchase order.
 13. If the successful bidder fails to supply the items as per purchase order, Performance Guarantee will be forfeited.
 14. 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.
 15. All the information provided by the bidder must be verifiable.
 16. Bid Security 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.
 17. If the 1st lowest evaluated/ Most Advantageous 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 (2nd lowest bidder will be required to submit Performance Guarantee as mentioned above).

Divisional Head
Central Procurement Division,
10th Floor, Principal Office, State Life Building No.11
Abdullah Haroon Road, Karachi. (Pakistan)
Tel: 021-99204521

**FORM OF PERFORMANCE SECURITY
(Bank Guarantee)**

(Annex-A)

Guarantee No. _____
Executed on _____
Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of

Acceptance for _____

(Name of Contract) for the _____
(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause , Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the

Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____

1. _____

Name _____

Corporate Secretary (Seal)

Title _____

2. _____

Name, Title & Address

Corporate Guarantor (Seal)



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Annex-B

TECHNICAL EVALUATION OF BIDS / POINT SCORING CRITERIA

	<u>Max.Points</u>
1. Experience of bidder in sales / supply of Stationery Items <i>(05 points for each complete year)</i> <i>(Time of the experience will be calculated from the past purchase order)</i>	25
2. Financial Capabilities <i>(Annual Report for each year/ Tax Return for each year =5 points)</i> <i>(Annual tax return will be accepted with the annual turn-over of at least 01 million or above)</i>	25
3. Number of Existing Clients provided with Stationery Items <i>(05 points for each Corporate / Multinational / Govt./ Semi- Govt. Client)</i>	25
4. Proper office with designated staff for sales <i>05 points for each staff)</i>	25

Total Points: 100

Note:

Minimum 50 % score is required to Technically Qualify in each category and over-all as well.