



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Principal Office  
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Phone : 9202800-9 Lines  
Fax No. 92-91-9202845  
UAN No. 111-111-888

Dated: 20-02-2025

**TENDER NOTICE # BANCA/PO/07/2025**

**PRINTING OF 17 DIFFERENT ITEMS FOR BANCASSURANCE**  
**DIVISION FOR THE YEAR 2025.**

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, own offices and phone/fax numbers, for the printing of "17 Different Items for Bancassurance Division for the year 2025".

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/07/2025	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
1	<b>Proposal Form.</b> Size: 8¼" x 23" one fold Paper: 100grams Imported Offset with numbering Color: 2 Color on both Sides Printing with numbering (Sample Available).	Nos.80,000 Forms	Within 20 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m

Cont'd...P/2....



S #	Description of Items. No.BANCA/PO/07/2025	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
2	<b>Need Analysis Form.</b> Size: 8¼" x 11 ½", 2 pages: 80grams Imported Offset Color: 2 Color on both sides Printing. (Samples Available).	Nos. 80,000 Forms.	Within 20 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
3	<b>Auto Debit form. (UBL)</b> Size: 8¼" x 11¼" Paper: NCR white, Blue & Pink Color. (2 colors on front and one color Printing on back side). Urdu & English with numbering. (Sample Available).	Nos. 30,000 UBL Forms Sets. (Each Set consist- ing of 3 pages.	Within 15 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
4	<b>Disclaimer Form. (UBL)</b> Size: 8¼" x 11¼", 2 pages (2 color printing on both sides) Paper: 80grams Imported Offset. (Sample Available).	Nos. 30,000 Forms.	Within 15 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
5	<b>Auto Debit form. (HBL)</b> Size: 8¼" x 11¼" Paper: NCR white, Pink & Green Color. (2 colors printing front and one color back side). with numbering. (Sample Available).	Nos. 30,000 HBL Forms Sets. (Each Set consist- ing of 3 pages.	Within 15 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
6	<b>Disclaimer Form. (HBL)</b> Size: 8¼" x 11¼" 2 pages: (2 color printing on both sides) Paper: 80grams Imported Offset. (Sample Available).	Nos. 30,000 Forms.	Within 15 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
7	<b>Suitability Form. (HBL)</b> Size: 8¼" x 11¼" 2 pages: (2 color printing on both sides) Paper: 80grams Imported Offset. (Sample Available).	Nos. 30,000 Forms.	Within 15 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m

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S #	Description of Items. No.BANCA/PO/07/2025	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
8	<b>Auto Debit form. (NBP)</b> Size: 8¼” x 11¼” Paper: NCR white, Pink & Green Color. (2+1 colors printing front and one color back side). with numbering. (Sample Available).	Nos. 30,000 NBP Forms Sets. (Each Set consist- ing of 3 pages.	Within 15 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
9	<b>Disclaimer Form. (NBP)</b> Size: 8¼” x 11¼” 2 pages: (2+1 color printing on both sides) Paper: 80grams Imported Offset. (Sample Available).	Nos. 30,000 Forms.	Within 15 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
10	<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. 50,000 File Covers	Within 20 working days after final proof.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
11	<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. 50,000 Folders	Within 20 working days after final proof.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m

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S #	Description of Items. No.BANCA/PO/07/2024	Quantity.	Delivery Schedule	Closing date and time for submission of bids	Date/Time for opening of Technical bids
12	<b>Brown Window Envelopes</b> Size 10" x 12" (Window Size 4½" x 1 ¾"), Paper: Brown Paper 70grams Local Color: One Color Printing. (Sample Available).	Nos.50,000 Envelopes	Within 20 working days after final proof.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
13	<b>Schedule 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.50,000 Forms	Within 20 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
14	<b>DGH Form.</b> Size: 8¼" x 11¼" Paper: (1 color printing on one sides) Paper: 80grams Imported Offset. (Sample Available).	Nos.10,000 Forms	Within 10 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
15	<b>Amendment Form.</b> Size: 8¼" x 11¼" Paper: (1 color printing on one sides) Paper: 80grams Imported Offset. (Sample Available).	Nos.5,000 Forms	Within 7 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
16	<b>Policy Revival Form.</b> Size: 8¼" x 23" one fold Paper: 100grams Imported Offset with numbering Color: 2 Color on both Sides Printing (Sample Available).	Nos.10,000 Forms	Within 10 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m
17	<b>Medical Report Form.</b> Size: 8¼" x 23" one fold Paper: 100grams Imported Offset with numbering Color: 2 Color on both Sides Printing (Sample Available).	Nos.5,000 Forms	Within 10 working days after final proof and test run on machine.	12.03.2025 at 11:00 a.m	12.03.2025 at 11:30 a.m

Cont'd...P/5....



Delivery of printing items at Bancassurance Division SLIC Karachi Office, (Principal Office).

**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 17 different printing items before submission of bids on EPAD System.
- 3- **The quantity of printing items may be increased / decreased at the time of issuing purchase order.**
- 4- All Bids would be evaluated item wise.
- 5- 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 17 Different Items for Bancassurance Division P.O**". 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.
- 6- 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.
- 7- 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,
  - c) ii) plate making or CTP, iii) cutting, iv) binding.
  - d) Number of years of experience in printing.
  - e) Number and nature of existing clients.

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

Cont'd...P/6....



- 8- The Most advantageous Bid would be accepted.
- 9- Bid Security shape of Pay Order/Bank Drafts for item No-01 of Rs.20,000/-, for item No-02 of Rs.7,000/-, for item No-03 of Rs.8,000/-, for item No-04 of Rs.3,000/-, for item No-05 of Rs.8,000/-, for item No-06 of Rs.3,000/-, for item No-07 of Rs.3,000/-, for item No-08 of Rs.8,000/-, for item No-09 of Rs.3,000/-, for item No-10 of Rs.40,000/-, for item No-11 of Rs.50,000/-, for item No-12 of Rs.7,000/-, for item No-13 of Rs.6,000/-, for item No-14 of Rs.1,000/-, for item No-15 of Rs.500/-, for item No-16 of Rs.2,000/-, for item No-17 of Rs.1,000/-, 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.
- 10- No bid will be accepted without bid security.
11. 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.
12. Bid validity: The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
13. If the successful bidder fails to supply the material as per purchase order, the bid 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.

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Cont'd...P/7....





**TECHNICAL EVALUATION – POINTS SCORING CRITERIA / FORM**

	<b><u>Max. Points</u></b>
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
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<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.

