



**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

Principal Office  
StateLifeBuilding No.9  
Dr. Ziauddin Ahmed Road  
Karachi –75530  
Phone : 99202800-9 Lines  
Fax No. 92-91-99204577  
UAN No. 111-111-888

Date: 19-07-2024

**TENDER NOTICE No. MKTG/PO/33/2024**

**Tender for Procurement of Souvenirs / Gift Items for State Life Convention-2024, pertaining to Marketing Division State Life, Principal Office, Karachi.**

State Life Insurance Corporation of Pakistan invites Sealed bids in accordance with PPRA rules (through EPADS), under ‘Single Stage – One Envelope Procedure’ from EPADS registered vendors registered with GST/Income Tax Department, having own offices and phone/fax numbers, Procurement of Souvenirs / Gift Items for State Life Convention for its Marketing Division Principal Office Karachi.

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

**TENDER DOCUMENT**

**SPECIFICATIONS / DELIVERY SCHEDULE**

S #	Description of Items	Quantity Range	Delivery Schedule	Closing date and time for submission of Bids	Date & time for opening of Bids.
1	<b><u>Acrylic Shields Qualifiers</u></b> Size: 10X10 (Chemical Coating) Square Shape, Velvet Standing Box.  <b><u>Note:</u></b> Sample can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi.	<b>Nos. 275</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.

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	Description of Items	Quantity Range	Delivery Schedule	Closing date and time for submission of Bids	Date & time for opening of Bids.
2	<b><u>Acrylic Shields Seniors</u></b> Size: 10X10 (Chemical Coating) Octagon Shape, Velvet Standing Box.  <b><u>Note:</u></b> Sample can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi.	<b>Nos. 100</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.
3	<b><u>Cabin Size Square Pilot Bags (size-22")</u></b>  <b><u>Note:</u></b> Sample can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi	<b>Nos. 375</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.
4	<b><u>Cotton Cap, Black Color, Imported fabric with Embroidery.</u></b>  <b><u>Note:</u></b> Samples can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi.	<b>Nos. 375</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.

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5	<b>T-Shirt PK Cotton Mash GSM 220, Color Black- 2 side DTF Printing of Logo.</b>  <b>Note:</b> Samples can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi.	<b>Nos. 375</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.
6	<b>Imported Temperature Bottles High Quality with Logo Printing</b>  <b>Note:</b> Samples can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi	<b>Nos. 375</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.
7	<b>Magnetic Coat Pin Logo Copper Metal 2mm thickness, Size 22mm with pure gold plating Hydraulic Dye Punch.</b>  <b>Note:</b> Samples can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi	<b>Nos. 1000</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.
8	<b><u>Printed Paper Bag 500GM Size:12X12.</u></b>  <b>Note:</b> Sample can be seen at State Life Insurance Corporation of Pakistan, Marketing Division, Principal Office, Karachi	<b>Nos. 375</b>	Delivery within 15 days after issuance of purchase order.	07-08-2024 upto 11:00 a.m.	07-08-2024 at 11:30 a.m.

Delivery of required items at P.C Hotal Bhurban, and items required in good quality boxes packaging.

**TERMS AND CONDITIONS:**

1. Bidders are required to visit site for inspection of sample of each item before submission their bids.
2. Bidders should provide the name of firm, complete address, Telephone No, Fax No, Email Address and web address (if any).
3. Bidders are required to upload their bids on EPADS system as per laid down PPRA procedure for single stage one-envelope method and clearly marked as “Procurement of Souvenirs / Gift Items for State Life Convention-2024, pertaining to Marketing Division State Life, Principal Office, Karachi
4. 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.
5. Proposals will be opened and downloaded from EPADS on the opening date and time as given tender notice / document.
6. Each item will be evaluated separately.
7. As per EPADS format quoted price has to be mentioned in the box against each item.
8. Technical specifications for each will be as per of samples shown at site.
9. The Most advantageous Bid would be accepted.
10. Order quantity can be increased / decreased.
11. Bid Security shape of Pay Order/Bank Drafts for items Nos-01 of Rs. 25,000/-, for items No-02 of Rs. 10,000/-, for items No-03 of Rs. 100,000/-, for items No-04 of Rs. 5,000/-, for items No-05 of Rs. 15,000/-, for items No-06 of Rs. 15,000/-, for items No-07 of Rs. 15,000/-, and for items No-08 of Rs. 5,000/- in favour of State Life Insurance Corporation of Pakistan as earnest money. The same will be returned immediately to unsuccessful bidders after completion of formal procedure and to successful bidder after issuance of purchase order / signing of contract.

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12. No bid will be accepted without bid security.
13. All the bids must include G.S.T. and all other taxes.
14. **Bid validity:** The bids submitted shall hold good for a minimum period of 90 days from the date of bid opening.
15. Sample has to be provided by lowest evaluated bidder.
16. The work order would be issued to the bidder whose quotation has been determined to be substantially responsive and who has offered lowest price, subject to the approval of samples by State Life, Marketing Division, Principal office.
17. If the successful bidder fails to supply the material as per purchase order, the bid security will be forfeited.
18. 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.

Departmental Head,  
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State Life Insurance Corporation  
of Pakistan, Principal Office,  
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Karachi.  
Phone # 021-99204521