

Date: 24.08.2026

TENDER DOCUMENTS

Ref: P&GS/H&AI/FSD/1/2026

Printing and Supply Of Corporate Cards For Corporate Clients-H&AI Faisalabad Office

Sealed technical & financial bids are invited in accordance with **PPRA & E-pad rules**, under ‘**Single Stage—Single Envelope Procedure**’, from vendors/Company registered with E-pad/GST/Income Tax Registered, own offices and phone/fax numbers, with 5 years relevant experience for Print and Supply of Corporate Cards For Corporate Clients on **EPADS V2.0** with **procurement Title# P91534**.

The sealed bids should be submitted through E-pad on **11.09.2026** at 11:00 A.M and bids will be opened on the same day at 11:30 AM in the presence of the bidders or their representatives.

Description Of Items
The scope of work basically involves printing and supply of various design and multi-color plastic cards. The content for printing will be provided by the client i.e. Health and Accidental Insurance (H&AI) Zonal Office Faisalabad. Estimated Quantity: An estimated 500,000 Cards are required to be printed as part of said activity however actual quantity may increase or decrease as per demand and in accordance with PPRA Rules. Estimated Delivery: In normal circumstances the delivery time is seven days from the issuance of work order and in case of emergency or urgent requirement the delivery time will be communicated Required Specifications: 1. The printed card must be made of preferably plastic material of best quality i.e. PVC Plastic +/- 5% 760 Micron or equivalent or as per ISO Standards 7816 2. Proposed size is 86*54 mm and as per standard card size as per ISO Standard ISO 7816 3. Multi-Color digital printing 4+4 Offset Printing on the both Side of Cards with Metallic Printing and Customization of cards as per the requirement of State Life Insurance Cooperation of Pakistan (ink jet printable cards PET Cards and Cards printing with Digital Printing will be rejected)

GENERAL TERMS AND CONDITION

1. Bidders must submit their bids through “EPADS”
2. Bidders must clearly contain “Tender for Print and Supply of Corporate Cards for Corporate Clients”.
3. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp with date
4. The bids will be accepted up to **11.09.2026** at 11:00 AM and will be opened on the same day at 11:30 AM on E-pad
5. Bid Security amounting to **2%** in form of Pay order / Demand Draft in Favor of “(H&AI), State Life Insurance Corporation of Pakistan” must also be submitted to the office of undersigned in original in a sealed envelope well before closing date which will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained upto successful delivery of item as per request being sent subsequently
6. Bidder must submit Bid Price in form Pay Order amounting to PKR.1000 in Favor of (H&AI, STATE LIFE INSURANCE CORPORATION OF PAKISTAN) duly sealed along with Bid Security envelope in hard form to the office of undersigned well before Bid Closing Date as well as on **EPAD V2**.
7. Bidder must submit Bid Price in form Pay Order of Favor of (H&AI, STATE LIFE INSURANCE CORPORATION OF PAKISTAN) duly sealed Bid Security envelope in hard form to the office of undersigned well before Bid Closing Date
8. No tender will be acceptable without Bid Security
9. Quoted Rates will remain valid till 120 days and rates will remain intact as approved. No request for rate escalation whatsoever will be entertained under any circumstances during said period
10. Further bidder must ensure delivery/supply of items as communicated via work award issued by HR&Admin Department to respective preferred destinations i.e. Regional/Zonal Offices of H&AI Division in Karachi, Lahore, Islamabad, Peshawar, Quetta, Faisalabad or as required
11. **Mandatory Requirements:** Bidders/ Vendors are required to submit following with their bids:

1. Copy of Income Tax & Sales Tax Registration Certificates /SECP(Mandatory)	Anx-1
2. Bid Security Deposit as per clause-5 (Mandatory)/CDR/ Bid Price Must be reached at undersigned office before opening of Technical Bids.	Anx-2
3. Proof of non-blacklisting(Past or Preseent) by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private	Anx-3



Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory	
4. Duly filled and signed Financial Proposal as per Format Placed (Mandatory)	Anx-4
5. Duly signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents (Mandatory)	Anx-5
6. Per Day Plastic PVC Card Printing Capacity (Mandatory)	Anx-6
7. Valid and verifiable proof of Past experience in form of work order, work completion etc. (Mandatory)	Anx-7
8. Material Inventory details to verify that the company have enough stocks to print and supply 500,000 Cards. (Mandatory)	Anx-8
9. Detail of equipment required for the manufacturing of PVC Cards. (Mandatory)	Anx-9
10. Detail of Lab Equipment required for the QC of PVC Cards (Mandatory)	Anx-10
11. Complete Detail of Manufacturing Location (State Life reserve the right to visit the premises). (Mandatory)	Anx-11
12. Detail of alternative source of Power in the Premises. (Mandatory)	Anx-12
13. Complete detail of offset machines / Silk Screen Machine (Make and Model) since preprinted card with Silk Screen Printing and offset printing is required. (Mandatory)	Anx-13
14. Detail of Machinery / Specification required for the customization of PVC Cards (Both Side Customization May be required) (Mandatory)	Anx-14
15. ISO Certificate (ISO 9001, ISO 14001, ISO 18001, ISO 45001) Mandatory	Anx-15
16. Proof of similar Nature Projects with the Government Department with minimum supply of 2.0 million Cards (Mandatory).	Anx-16
17. Last three years audit and financial reports along with the account's maintenance certificate from the Bank. (Mandatory).	Anx-17
18. Total experience five years	Anx-18
19. BID Fees draft of Rs.1000 must be arrived to undersigned office before closing date.	Anx-19
20. Vendor Fails to provide any mandatory requirement will leads to disqualify from the bidding process.	Anx-20

Note: Submission of all above documents is mandatory and non-submission & non-compliance will result in disqualification from further procurement proceedings.

12. Lowest Rate per item i.e. per card lowest rate inclusive of all applicable tax will be declared most advantageous. Further bidder is also required to present/submit a physical sample as required

13. The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges. Further prices must be quoted both in words and figures

14. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of items as per list rest with the bidders.
15. Conditional tender is likely to be rejected
16. Bidder must consider that quality of items is paramount. If any item does not confirm to quality standards outlined and further with the quoted product sample, bid security will be fortified and necessary action as per rules will be initiated
17. Bidder must strictly adhere to Schedule and Quality Parameters communicated. In case of failure, penalty @ of 5% weekly will be imposed on late delivery or the order can be cancelled, and Bid Security will be forfeited without serving any notice
18. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1).
19. variable and static printing both can be done.
20. Cards designs may be varied according to need and provided sample
21. Consortium / Joint venture not allowed.

General Requirements

22. Printed cards must be properly packed in cartons and must be delivered safely at required destination will be the responsibility of the vendor and no additional cost will be given in this regard.
23. Content validation will be done by State Life Team however vendor must also ensure that proper data and other requirements are printed

C. Payment:

- a) All payments will be made in PKR
 - b) The payment will be subject to all applicable tax or cess and vendor must himself be well versed with prevailing Tax Laws, By Laws and other legislation
 - c) Payment will be cleared within fifteen days as per PPRA Rules subject to completion of all codal formalities and Work Done Satisfactory
24. In case of any query, please contact undersigned.

In-charge (HR & Admin /General Services)

Health & Accident Insurance- Zonal Office,
State Life Insurance Corporation,
11th Floor, State Life Building No. 02,
2- Liaqat Road, Faisalabad
Ph. No. 041-9200005

Undertaking:



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

**Health & Accident Insurance
Zonal Office (HR& Admin)**

11th Floor, State Life Building,
Faisalabad.

Telephone: 041-9200005

Email: pgs.health.fsd@statelife.com.pk

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: _____

Date: _____

FINANCIAL PROPOSAL

(For Purchase of CORPORATE CARDS FOR CORPORATE CLIENTS F.Y 2026)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Unit Price with GST	Total Cost (No of Units x Unit price including all taxes)
1	CORPORATE CARDS FOR CORPORATE CLIENTS	500,000				

Name of Supplier: _____

Signature with Date



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Health & Accident Insurance
Zonal Office (HR& Admin)

11th Floor, State Life Building,
Faisalabad.

Telephone: 041-9200005

Email: pgs.health.fsd@statelife.com.pk
