

Dated:- 11th February, 2013.

STATE LIFE

**Insurance Corporation of Pakistan,
2nd Floor Sattar Complex Stadium Road,
Sahiwal Zone.**

TENDER NOTICE PRINTING STATIONERY # P&GS/02/2013 SAHIWAL.

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office phone/Fax number (if found contrary the tender will be rejected) preferable based at Sahiwal for the following items on given terms and conditions.

Sr. #	Item Name	Units	Quantity
1	Policy Loan Payment Voucher (68 grams flying paper or equivalent 11.5"x9" 100 sheet each pad)	Pad	30
2	Claim Payment Voucher (68 grams flying paper or equivalent 11/5"x9" 100 sheets each pad)	Pad	8
3	Late Fee waiver Memorandum (68 grams flying paper or equivalent 9"x11" 100 sheets each pad)	Pad	0
4	Pre-Receipt Discharge Voucher (68 grams flying paper or equivalent 8.5"x13.5" 100 sheets each pad)	Pad	0
5	Schedule PHS-10 (68 grams flying paper or equivalent 8.5"x13.5" 100 sheet each pad)	Pad	0
6	Rough Pad (68 grams flying paper or equivalent 7.5"x9.5" 100 sheet each pad with background print	Pad	50
7	S.R. Commission Payment Voucher (Pad	0
8	Claimat Effidevet (68 grams flying paper or equivalent 8.5"x13.5" 100 sheets each pad)	Pad	0
9	Petty Cash Voucher (68 grams flying paper or equivalent 7.5" x 4.7" 100 sheets each pad)	Pad	30
10	Notice Loss of Policy Bond (68 grams flying paper or equivalent 9"x6" 100 sheets each pad)	Pad	0
11	Adjustment Advice (68 grams flying paper or equivalent 7.5"x5" 100 sheets each pad)	Pad	20
12	Conveyance Bill (68 grams flying paper or equivalent 7.5"x5" 100 sheets each pad)	Pad	3
13	Leave Application Form (68 grams paper 7.2"x10" 100 sheets each pad)	Pad	5
14	Requisition Slip (68 grams paper 7.3"x10" 100 sheets each pad)	Pad	0
15	Request for Photo state (68 grams paper 6.5"x4.5" 100 sheets each pad)	Pad	0
16	A.I.B. Claim Processing Sheet (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	0
17	Medical Attendance Certificate (68 grams paper 8.2"x13" 100 sheets each pad double side printing)	Pad	0
18	Existence Certificate (F.I.B) (68 grams paper 8.5"x6.5" 100 sheets each pad)	Pad	0
19	Jevenal Report Form (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	0
20	Personal Accidental Claim Form-B (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	0
21	Certificate of Identification 68 grams paper 8.5:x13.5" 100 sheets each pad)	Pad	2
22	Proposal Register (68 grams paper 14"x 17.5" double side printing)	Sheet	1900
23	S.M. Commission Payment Voucher	Pad	0
24	Address Chain Advice (68 grams paper 9"x5.5" 100 sheets each pad)	Pad	0
25	Letter Head Large (80 grams VRG paper or equivalent 8.2"x12 100 sheets each pad)	Pad	65
26	Letter Head Medium (80 grams VRG paper or equivalent 8"x10" 100 sheets each pad)	Pad	35
27	J.V. Pad (68 grams paper 11"x12" 100 sheets each pad)	Pad	15
28	Agency Alteration Advice (68 grams paper 11.5"x9" 100 sheets each pad)	Pad	2
29	Re-Nomination Form (68 grams paper 9"x6" 100 sheets each pad)	Pad	0

30	Alteration Advice (68 grams paper 10"x7.5" 100 sheets each pad)	Pad	0
31	Letter of Acceptance (M.E. Consent.) (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	55
32	Amendment to Proposal (68 grams paper 8:x10" 100 sheets each pad)	Pad	140
33	Supplementary to Proposal (68 grams paper 8"x10" 100 sheets each pad)	Pad	8
34	P.H.S. - 15 (68 grams paper 5"x8" 100 sheets each pad)	Pad	60
35	List of Endorse Policy (68 grams paper	Pad	0
36	Calculation & Data Sheet (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	0
37	Field Form (Sawalnama) (68 grams paper 9"x12" 100 sheets per pad)	Pad	90
38	Attendance Register Letter	Pad	0
39	D.C.S. Large (Renewal) (68 grams paper 11.5"x13" 100 sheets each pad	Pad	0
40	T.A D.A Bill (68 grams paper 15.5"x10" 100 sheets each pad)	Pad	0
41	Nomination Form (80 grams VRG paper or equivalent 9"x12" 100 sheets each pad two side printing)	Pad	75
42	Annual Statement by Employer (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	45
43	Attendance Register	Pad	0
44	Second Reminder (68 grams paper 8.5"x11" 100 sheets each pad)	Pad	2
45	Audit Observation Memo (68 grams paper 9"x12" 100 sheets each pad)	Pad	6
46	Re-Change Organization (68 grams paper 7"x9" 100 sheets each paper)	Pad	3
47	Lowazmaat (68 grams paper 8.5"x14" 100 sheets each pad)	Pad	0
48	Declaration Rull-II (68 grams 13.5:x8.5" 100 sheets each pad)	Pad	50
49	Cheque Dishonor Note (68 grams paper 9"x11.5" 100 sheets each pad)	Pad	0
50	Medical Proposal Form with Brief sheet (80 grams VRG paper or equivalent 6 pages both sides printing 8.5"x11.5" with slip 68 grams paper 6"x4.5")	Form	35000
51	Non Medical Proposal Form with Brief sheet (80 grams VRG paper or equivalent 5 pages both sides printing 8.5"x11.5" with slip 68 grams 6"x4.5")	Form	69500
52	Area Manager Imprest Voucher (68 grams paper 12"x12" duplicate copy two color printing)	Pad	15
53	D.C.S. Statement of Remittance (68 grams paper 12"x9" 100 sheets each pad)	Pad	25
54	Commission Payment Voucher (68 grams paper 10"x15" 100 sheets each pad)	Pad	15
55	P.H.S.- 36 (68 grams paper 6.5"x8.5" 100 sheets each pad)	Pad	5
56	Field Medical Card (5.5"x10" Color card)	Sheet	550
57	D.P.O 06-A (68 grams paper 9"x12" 100 sheets each pad)	Pad	0
58	Service Zone Change Advice (68 grams paper 9.5"x6" 100 sheets each pad)	Pad	0
59	Revival Form (68 grams paper 6"x9" 100 sheets each pad)	Pad	0
60	Attendance Sheet (ledger paper 14"x17.5")	Sheet	0
61	Claim Deptt. Calculation sheet (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	0
62	Medical Bill New Business (68 grams paper 11.5"x9" 100 sheets each pad)	Pad	0
63	Inter Zone Current A/C Statement (68 grams paper)	Pad	0
64	Payment Voucher (68 grams paper 11"x9" with green color printing 100 sheets each pad)	Pad	65
65	Application for Renewal (68 grams paper 8"x13" both side printing 100 sheets each pad)	Pad	60
66	Medical Attendance Certificate (68 grams paper 100 sheets each pad)	Pad	1
67	Office File Cover (As per specimen)	file	300
68	Brown Envelopes Policy Bond size (century paper or equivalent 12.5"x10")	No	2000
69	Brown Envelops File Size (Century paper or equivalent 15.5"x12")	No	435
70	Brown Envelops Large Size (Century paper or equivalent 17.5"x14")	No	400
71	Brown Envelops 5 x 11 (Century paper or equivalent 5x11")	No	7000
72	Brown Envelops 9 x 4 (Century paper or equivalent 9"x4")	No	8000
73	Dak Receipt Slip (68 grams paper 5"x7.5" 100 sheets each pad)	Pad	5

74	Suspense Payment Voucher (68 grams paper 12"x9" 100 sheets each pad)	Pad	6
75	Commission Payment Voucher SO (68 grams paper 15.5"x10" 100 sheets each pad)	Pad	0
76	Policy File Cover (350 grams Zaman Card or equivalent)	file	40000
77	Loan Assignment Register (68 grams paper 9"x12" 100 sheets each pad)	Pad	3
78	Window Envelops (21mm x 15 mm)	No	90000
79	P.S. Non Medical (80 grams VRG paper or equivalent 4 pages printing)	Sheet	8000
80	P.S. Medical (80 grams VRG paper or equivalent 4 pages printing)	Sheet	4000
81	Comparative Statement Revival (68 grams paper 8"x 13" 100 sheets each pad)	Pad	75
82	Medical Expenses Card (Al-Baster or equivalent 250 grams card 17"x11")	Sheet	450
83	Application for Registration SO,SM Fresh (68 grams paper 3 pages printing 50 sets each pad)	Pad	60
84	Death Claim Processing Sheet (68 grams paper 9"x11.5" 100 sheets each pad)	Pad	0
85	Annexure " C " (68 grams paper 7"x8.5" 100 sheets each pad)	Pad	30
86	Policy Loan Processing Sheet (68 grams 8.5"x13.5" 100 sheets each pad)	Pad	6
87	Loan Application Form (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	30
88	Leave Card (Al-Baster or equivalent 250 grams card 11.5"x9.5")	Sheet	0
89	Policy Brief Sheet (80 grams VRG paper or equivalent 5 pages both side printing)	Sheet	25000
90	P.R.Book Fresh Sahiwal (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	150
91	P.R.Book Renewal Sahiwal (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	140
92	P.R.Book Fresh Okara (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	150
93	P.R.Book Renewal Okara (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	200
94	P.R.Book Haroonabad Fresh (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	200
95	P.R.Book Haroonabad Renewal (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	200
96	B.M.Book U.B.L (68 grams 6"x8.5" with 3 carbon copy 3 colors pages 4 pages each set 50 sets each book)	Book	200
97	Budget Register sheets (68 grams paper 12"x12")	Sheet	500
98	Status Change Advice (68 grams paper 9"x5.5" 100 sheets each pad)	Pad	0
99	Declaration N.D Form (68 grams paper 7.5"x10" 100 sheets each pad)	Pad	60
100	Calculation Sheet Sp.Rev.Auto Paid (68 grams paper)	Pad	0
101	D.P.O -4 Letter (68 grams paper 9"x12" 100 sheets each pad)	Pad	0
102	Covering Letter Death Claim F-B (68 grams paper 9"x11" 100 sheets each pad)	Pad	2
103	Received This F.I.B Claim Form (68 grams paper 8.5"x7" 100 sheets each pad)	Pad	0
104	Pre-Audit Processing Sheet (68 grams paper 15"x13.5" 100 sheets each pad)	Pad	6
105	Death Claim J.V. (68 grams paper 11.5"x12" 100 sheets each pad)	Pad	0
106	Area Manager Inspection Report (68 grams paper 7.5"x10" both sides printing 100 sheets each pad)	Pad	0
107	A.M. Confidential Report (68 grams paper 7.5"x10" both sides printing 100 sheets each pad)	Pad	75
108	D.G.H (68 grams paper 9"x12" 100 sheets each pad)	Pad	100
109	Zakkat Collection Report (68 grams paper 4 pages printing 9"x10.5" 100 sheets each pad)	Pad	0
110	Maturity Claim Check List (68 grams paper 5"x7.5" 100 sheets each pad)	Pad	0
111	Under Tacking of NIC (68 grams paper 8"x6" 100 sheets each pad)	Pad	0
112	Payment Voucher Small	Pad	0
113	J.V. Small	Pad	0

114	Cheque Payment Register (80 grams VRG paper or equivalent 13.5"x 17" with two side printing)	Pad	0
115	Attendance Sheet A.M. (Ledger paper 14"x9")	Sheet	125
116	Loan Receiving Form DV (68 grams 9" 10.5" 100 sheets each pad)	Pad	8
117	PHS-36 (A) FIB Covering Letter	Pad	0
118	PHS-36 (C) FIB Covering Letter	Pad	0
119	PHS-36 (B) FIB Covering Letter	Pad	0
120	Declaration Issue Duplicate Policy (68 grams paper 8"x13.5" 100 sheets each pad)	Pad	0
121	Calculation sheet F.I.B (68 grams paper 100 sheets each pad 8"x13.5")	Pad	0
122	Officer Medical Book	Pad	0
123	Policy File Card (250 grams 13"x9.5" both side printing)	Sheet	2000
124	Debit Credit Note (68 grams paper 8.5"x11.5" 100 sheets each pad)	Pad	0
125	Bank Schedule (68 grams paper with duplicate copy ledger paper 12"x9")	Pad	10
126	Imprest Entry Register (As per specimen)	Regis	0
127	Re-Instatement of Policy (68 grams paper 16"x12" 100 sheets each pad)	Pad	0
128	S.R. Recruitment Register (80 grams paper 12.5"x16.5" 200 pages both side printing)	Reg.	1
129	Policy Register (68 grams paper 15.5"x14" 100 sheets each pad)	Reg.	6
130	Field Medical Payment	Pad	0
131	Field Medical Exp. Voucher	Pad	0
132	Staff Medical Books	Pad	0
133	Seating & Allied Facility (68 grams paper 11.5"x11" 100 sheets each pad)	Pad	0
134	First Reminder (68 grams paper 8.5"x11" 100 sheets each pad)	Pad	6
135	J.V. Register (80 grams VRG paper or equivalent 8"x11" 100 sheet each register with binding both side printing)	Reg.	3
136	S.V. Zakaat Deduction Register	Regis	0
137	Cash Counter Register (68 grams paper 100 sheets each pad)	Pad	12

TERMS AND CONDITIONS.

1. Security amount must be deposited equal to 05% of the approximate value of the tender in form of “ Cash Payment “ , “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. No tender will be acceptable without earnest money.
2. **Rates should be valid for one year . Tender closing date 04-03-2013 at 11.00 am. Tender opening date 04-03-2013 at 11.30 am positively.**
3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.
4. Price must be quoted with Income Tax and G.S.T. as per Govt. Rules.
5. The firm/suppliers in-question will be bound to supply the required items as whole consignment with in 10 Days from the issuance date of supply order/ work order.

6. Successful bidder will provide the items in State Life Zonal Office situated at 2nd Floor Sattar Complex Stadium Road Sahiwal.

7. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Order will be placed to bidders on lowest items rates.

8. Delivery Schedule:-

- Within 10 days of first order : 1/3rd of the whole consignment.
- 01-04-2013 to 30-06-2013 : 1/3rd of the whole consignment.
- 01-07-2013 to 30-09-2013 : 1/3rd of the whole consignment.
- 01-10-2013 to 31-12-2013 : 1/3rd of the whole consignment.

9. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post **latest by 04-03-2013 at 11.00 am** excepted Sunday as per above mentioned data/time.

10. The Income Tax will be deducted @ 3.5% plus 16% Sales Tax at source on the total value of tender.

11. The order will be placed to the item wise lowest bidders.

12. Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.100/- as tender fee (non refundable) in shape of Pay Order/Bank Draft in favor of State Life Insurance Corporation of Pakistan.

13. The Corporation reserves the rights to cancel/reject any on or all the Tenders.

14. The all bidders are require to submit the rates of all items even zero quantity shown in tender.

15. The envelop should be marked **QUOTATION STATIONERY** the rate should be include transportation/Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on Phone No. 040-9200027.

Secretary/Member
Zonal Procurement Committee,
Sahiwal.