

TENDER NOTICE

The Federal Government owned Autonomous Corporation invites sealed Tenders valid for the whole year 2012 with effect 01.01.2012 to 31.12.2012 from preferably GST & Non-Registered firm or Printers preferably based at Faisalabad and Lahore for supply of specified printing items on the below noted terms and conditions:-

TERMS AND CONDITIONS

- A) Security amount must be deposited equal to 2% of the total value of the tender cost in the form of CDR by the bidders against receipt. The total value of the tender is estimated about Rs.18.00 Lac.
- B) If the firm supplies sub-standard printing items during the period of agreement, the security deposited may be forfeited in the favour of Corporation.
- C) The firm will be bound to supply the required items at 6th Floor, State Life Building, 2-Liaqat Road, Faisalabad on the very short notice preferably in the 1st week of each quarter – 2012 against purchase order.
- D) The bidder will have to attach copies of their NTN with the tender.
- E) 3.5% income tax or as per Government policy will be deducted on the total value of the shipment. Moreover, 16% or as per FBR policy GST will be deducted at source from Non-GST registered firms, however 1/5th GST will be deducted at source from the Sales Tax registered firm. The increase tax of GST and Income Tax will be applicable as per FBR policy.
- F) The CDR/Earnest Money of the bid loser will be returned on their written request.
- G) The sealed quotation must be reached , by post/courier/by hand to Manager (P&GS), State Life Insurance Corporation of Pakistan, 6th Floor, State Life Building, 2-Liaqat Road, Faisalabad upto 11.00 a.m on 13.02.2012 or may drop the respective bid in the drop box available at 6th floor. The time of opening the bid before the representative of the firms/supplier will be 11.30 a.m (sharp) on 13.02.2012. The envelope must bear the quotation for Printing items at its right corner for identification.
- H) The State Life reserves the right to cancel any bid or bids without assigning any reason. The quantity of items mentioned in tender may be less or excess during 01.01.2012 to 31.12.2012.
- I) The payment will be made by cheque on receipt of shipment. The quotation must elaborate only the unit cost of the specified items.

Deptt./Organization	P&GS/State Life Ins. Corporation of Pakistan
Tender Title	Specified Printing Items
Tender Enquiry No.	P&GS/01/12
Tender Description/Specification	Specified Printing Items As per detailed attached
Advertised in the Press on (applicable for tenders having estimated value Rupees One Million & above)	N/A
Tender closing date	13.02.2012
Tender closing time	11.00 A.M hours
Tender opening time	11.30 A.M hours
Person to be contacted	MUHAMMAD IQBAL SIAL, DY.MANAGER (P&GS) SLIC, 6 th Floor, State Life Building, 2-Liaqat Road Faisalabad <u>Contact Nos.</u> Ph: 041-9201572 Fax: 041-9200391

FAISALABAD ZONE.

TENDER NO.FZ/3/P&GS/2012

LIST OF PRINTING ITEMS

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Accident claim under policy F.Z. 233	50 Pads	9 1/2 x 7 1/2	68 Gram High Finish or equivalent
2	Accident indemnity benefit form C	25 "	8 1/2 X 13	70 Gram offset or equivalent
3	Address change advice	100 "	8 1/2 x 5 1/2	68 Gram High Finish or equivalent
4	Adjustment of suspence	300 "	7 1/2 x 9 1/2	68 Gram High Finish or equivalent
5	AIB Claim Processing Sheet Fz 307	50 "	8 x 13	68 Gram High Finish or equivalent
6	AIB/ADB Supplimentary Contract	20"	8 1/2 x 11 1/4	68 Gram High Finish or equivalent
7	Alteration Advice M 2 A	500 "	7 1/2 x 9 1/2	68 Gram High Finish or equivalent (double side p
8	Ammandment to proposal for policy	500 "	8 1/2 x 11 1/4	70 Gram High Finish or equivalent
9	Annexture C	200 "	8 x 12 1/2	70 Gram offset Paper
10	Annual Statement of Declaration	200 "	8 1/2 x 13 1/2	70 Gram Offiset or equivalent
11	Annuity claim under policy (FZ-214)	50"	5 1/2 x 9	68 Gram High Finish or equivalent
12	App Ka Maktoob	300"	8 1/2 x 11 1/4	68 Gram High Finish or equivalent
13	Application for grant of cash	25"	8 1/2 x 13	70 Gram Offset or equivalent
14	Application for Promotion SO to SM	25"	8 1/2 X 13	68 Gram High Finish or equivalent 300 sheet
15	Application for Promotion SR to SO	25"	8 1/2 X 13	68 Gram High Finish or equivalent 300 sheet
16	Application for Reg. SR,SO,SM	200 "	8 1/2 x 13 1/2	75 Gram Offest 2 Ply (double side print) 200 sheet
17	Application for Rnl. Of Registration (SR,SO,SM)	200 "	8 1/2 x 13 1/2	75 Gram Offest or equivalent (double side print)
18	Application to work as S.R	200 "	8 1/2 x 13 1/2	75 Gram Offest or equivalent (double side print)
19	Attendance Register Cover (Regualr) Yellow	500 Nos.	14 X 17	Colour Card 150 Gram Imported every card
20	Attendance Register Cover (Late Coming) Pink	500 Nos.	14 X 17	Colour Card 150 Gram Imported every card
21	Attendance Sheet (Large)	2000 Sheets	14 X 17	70 Gram Offset or equivalent
22	Attendance Sheet (Small)	2000 Sheets	17 X 7	70 Gram Offset or equivalent
23	Authority Letter Card	3000 Cards	7.5 X 9.5	300 Gram Alboster Card or equivalent
24	Beema Dar Ki Taraf Sa Khidmat Ki Darkhasat	24 Pads	A-4-Size	68 Gram High Finish or equivalent
25	Benefit FIB (sawalnama)	20 "	8 1/4 x 13	68 Gram High Finish or equivalent (double side p
26	Budget Register Sheet	1000 "	13 x 11	75 Gram offset /E (Side cut)
27	Certificate to be completed by Educationnal Inst.	25 "	8 1/2 x 13 1/2	68 Gram High Finish or equivalent
28	Cheque Disbursment Pad	25 pads	9 3/4 x 13	68 Gram High Finish or equivalent
29	Cheque Dishoner letter urdu (phs)	50 Pads	8 1/2 x 11 1/4	68 Gram High Finish or equivalent
30	Cheque Dishoner Note (jhang)	50 Pads	8 1/2 x 11	68 Gram High Finish or equivalent
31	Cheque Forwarding Letter F.z 17	20 pads	5 1/2 x 8 1/2	68 Gram High Finish or equivalent
32	Cheque Payment Register	20 Reg.	Standard Size	68 Gram High Finish or equivalent (300 Leaves) Side Printing
33	Claim Covering Letter	25 Reg	8 1/2 x 11 1/2	70 Gram Offset or equivalent
34	Claim Form AIB	20 Pads	8 1/2 x 13 1/2	68 Gram High Finish or equivalent
35	Claim Payment Voucher	20 "	8 1/2 x 11 1/4	55 Gram (White Rose) or equivalent

36	Clinical Data Form	50 "	8½ x 11	68 Gram High Finish or equivalent
37	Commission Payment Voucher SR,SO,SM	50 "	14½ x 9½	68 Gram High Finish or equivalent
38	Conveyance Bill	20 Pads	5½ x 8½	68 Gram High Finish or equivalent
39	D C S Renewal	100 Pads	11 x12	68 Gram High Finish or equivalent
40	D- P.O 6-B	100 "	14½ x 9½	68 Gram High Finish or equivalent
41	D. G. H Form	1000 "	11½ x 9	70 Gram ofset or equivalent
42	D.P.O 4-A	50 "	8½ x 11	68 Gram High Finish or equivalent
43	D.P.O 6-A	200 "	8½ x 13½	68 Gram High Finish or equivalent (double Side Print)
44	D/C Processing Sheet (3 Ply Single Print)	25 "	8 1/2 x 13	70 Gram Offset or equivalent 300 sheet
45	D/C. J.V	50 "	9x 11	68 Gram High Finish or equivalent
46	D/C. Intimation Ledger	5 Reg	13 x 16½	75 Gram Offset or equivalent
47	D/C/Letter Urdu	25 Pads	8½ x 13½	68 Gram High Finish or equivalent
48	Daily cash Register (200 Leaves)	10 Reg	Standard Size	70 Gram Offset or euqivalent
49	Dak Dispatch Register (250 Leaves)	15 Nos	Standard Size	68 Gram High Finish or equivalent
50	Dak Receipt Register (250 Leaves)	15 Nos	Standard Size	68 Gram High Finish or equivalent
51	Dak Receipt Slip	400 Pads	5½ x 8½	68 Gram High Finish or equivalent
52	Dawedar ka bian (Form Alaf) (2 Ply Single Print)	25 "	8½ x 11	75 Gram Offset or equivalent
53	Death Claim Letter (FZ-210)	25 "	7½ x 10	68 Gram High Finish or equivalent
54	Death Claim Processing Sheet (Yellow)	10 "	8 x 13	3 Ply Single Print Colour Paper 70 Gram(Imported) sheet
55	Debit & Credit Note	50 "	8½ x 11	68 Gram High Finish or equivalent
56	Declaration for the grant of Education Allowance	20 "	8½ x 13½	68 Gram High Finish or equivalent
57	Decleration Form field	20 "	8½ x 13½	68 Gram High Finish or equivalent
58	Decleration Rule - 2002	200 Pads	8½ x 13½	70 Gram ofset or equal
59	Discharge of policy form No.XII	25 Pads	8½ x 11	70 Gram ofset or equal
60	Enevelope Khaki 9 x 4	60000 Nos	9 x 4	Golden Craft Paper or equivalent
61	Enevelope Policy Document Size	20000 Nos	10 x 12	Golden Craft Paper or equivalent
62	Enevelope X-Ray Size	3000 Nos	15 x 20	Golden Craft Paper or equivalent
63	Envelop Large X-Ray size	1000	15 x 20	White colour with cloth
64	Envelop Window	100000	5½ x 8½	55 Gram (White Rose) or equivalent
65	Envelope File Size	5000 Nos	11½ x 15	Golden Craft Paper or equivalent
66	Envelope White 5x11	20000 Nos	5 x 11	75 Gram Offset or equivalent
67	Envelope White (Medical) 5x11	25 Pads	5 x11	75 Gram Offset or equivalent
68	F.I.B 25/ (sawalnama) 5x11	25 "	8½ x 11¼	68 Gram High Finish or equivalent
69	File Movement Cheque Despatch	25 "	8½ x 11¼	68 Gram High Finish or equivalent
70	File Movement Discharge Voucher	25 "	8½ x 11¼	68 Gram High Finish or equivalent
71	File Movement Payment Voucher	25 "	8½ x 11¼	68 Gram High Finish or equivalent
72	Filecover office (Office + Field) (As per sample)	20000 Nos	22 x 13½	250 Gram Bleach Card or equivalent with steel clip Life Monogram etc.
73	Form -B (2 Ply single print)	25 Pads	8½ x 11½	75 Gram Offset or equivalent (200 Sheet)
74	Form D - 2	25 "	8 1/2 X 11	68 Gram High Finish or equivalent
75	Form -Jeem (1 Ply)	25 "	8½ x 11½	75 Gram ofset or equal
76	Form R - 2	25 "	8 1/2 X 11	68 Gram High Finish or equivalent
77	From Daal (1 Ply)	25 "	8½ x 11½	75 Gram Offset or equivalent (2 - colour print)
78	FZ 202	200 "	13 x 8¼	68 Gram High Finish or equivalent

79	FZ 223	50 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
80	Health card Agy.	2500 Nos	5 x 9½	Colour Card
81	Hospitalization	25 pads	8 x 12	68 Gram High Finish or equivalent
82	Indent Pad	50 Pads	8½ x 11	68 Gram High Finish or equivalent
83	Inter Office Commounication Pad	50 Pads	8½ x 11	68 Gram High Finish or equivalent
84	Intimation Register (mty) 300 leave	3 Reg	13 x 16½	75 Gram offset paper or equivalent
85	Journal Voucher	400 Pads	11½ x 12	55 Gram (White Rose) or equivalent
86	L. A. 3. New Business	200 Pads	8½ x 11	68 Gram High Finish or equivalent
87	L-A-3 (PHS)	40 Pads	8½ x 13½	68 Gram High Finish or equivalent
88	Leave Application English	40 "	8½ x 11	68 Gram High Finish or equivalent
89	Leave Application Urdu	50 "	7½ x 10	68 Gram High Finish or equivalent
90	Leave Encashment Form	25 "	8½ x 11½	68 Gram High Finish or equivalent
91	Letter Head Pad	500 Pads	A4Size	90 Gram Offset or equivalent (two color print)
92	Loan Cheque Despatch Register (300 Leaves)	10 Reg	Standard Size	68 Gram High Finish or equivalent
93	Maturity Claim D.V	200 Pads	8½ x 11½	68 Gram High Finish or equivalent
94	Maturity Claim J.V	50 Pads	8½ x 11¼	68 Gram High Finish or equivalent
95	Medical Fee statement	100 "	8½ x 11	68 Gram High Finish or equivalent
96	Medical Attandance Certificate Form B	20 "	8½ x 11½	75 Gram Offset Paper or equivalent (two ply)
97	Medical Attendance Scheme (Agy)	25 Pads	8½ x 13	75 Gram Offset or equivalent
98	Medical Bill Field	50 "	7½ x 10	68 Gram High Finish or equivalent
99	Medical Book Officer (55 Leaves) Double Print	250 Books	4¼ x 11	68 Gram High Finish or equivalent as per sample
100	Medical Exp. Card field	2000 Nos	10 x 15	75 Gram Offset or equivalent
101	Medical Exp. Card officer	1000 Nos	13 x 11	75 Gram Offset or equivalent
102	Medical Reference Letter (Agency)	50 pads	8½ x 11	68 Gram High Finish or equivalent
103	Medical Re-imbursement pad	100 "	8½ x 13½	68 Gram High Finish or equivalent
104	N.D Form PHS	40 Pads	8½ x 13½	68 Gram High Finish or equivalent
105	Nomination Form (Colour Print)	200 Pads	8½ x 11	75 Gram Offset or equivalent
106	Off Policy Advice	25 "	8½ x 5½	68 Gram High Finish or equivalent
107	Over Time Pad	30 Pads	8½ x 13½	68 Gram High Finish or equivalent
108	P.F Credit Voucher	20 "	8½ x 13	68 Gram High Finish or equivalent
109	P.F J.V	20 "	8½ x 13	68 Gram High Finish or equivalent
110	P.R. Book Fresh (50 x 4) Four Colour Pages	1000 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
111	P.R. Book Renewal (50 x 4) Four Colour Pages	1500 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
112	Payment of your!s Bill	25 Pads	8 x 11	68 Gram High Finish or equivalent
113	Payment of your!s Bill (Agency)	50 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
114	Payment Sheet Of Annuity Card	1000 cards	8½ x 13	Alboster 300 Grm. or equivalent
115	Payment Voucher Pads	500 Pads	8½ x 11½	55 Gram (White Rose) or equivalent
116	Performa For Surrender Of Policy	25 Pads	8½ x 11	68 Gram High Finish or equivalent
117	Personal Accident Claim Form A-2	25 "	8 x 13	70 Gram Offset or equivalent (double side print)
118	Personal Accident Claim Form B	200 "	8 1/2 X 13	70 Gram offset doubl side print
119	PF debit voucher	25 "	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
120	Photo State Slip	50 Pads	5 x 7½	68 Gram High Finish or equivalent
121	Policy Particular PHS	200 pads	8½ x 13½	68 Gram High Finish or equivalent

122	Policy File Cover (peacock color) 5" Scoutch Tape	60000 "	10 x 30	300 Gram Imported Card or equivalent (With Steel
123	Policy File Cover (Peacock color) 5" Scoutch Tape	60000 "	10 x 30	300 Gram local card (with steel clip) + 5" Sqash T
124	Policy File Cover (Red)	25000 "	10 x 30	300 Gram local card (with steel clip) + 5" Sqash T
125	Policy File Cover (Red) 5" Scoutch Tape	25000 "	10 x 30	300 Gram Imported Card or equivalent (With Steel
126	Policy Indent Card	10000 "	9 x 13	300 Gram Alboster Card or equivalent
127	Policy Loan Letter Urdu	50 Pads	8½ x 3½	68 Gram High Finish or equivalent
128	Policy Loan Processing Sheet	100 Pads	13 x 8½	68 Gram High Finish or equivalent
129	Policy Loan Schedule (Loan Form)	100 Pads	9 x 11½	68 Gram High Finish or equivalent
130	Policy Record Letter	20 Pads	8½ x 11½	68 Gram High Finish or equivalent
131	Policy Register (2 Ply) 300 x 2	50 Reg	15½ x 11	Ist Page 68 Gram,2nd 55 Gram w/Rose
132	Policy Revival Letter (FZ 121)	40 Pads	8½ x 11½	70 Gram Offset or equivalent
133	Policy Revival Register (200 Leaves)	06 Nos	Standard Size	68 Gram High Finish or equivalent
134	Pre- Receipt Discharge Voucher	100 Pads	8½ x 11	68 Gram High Finish or equivalent
135	Pre-Receipt S.V, Discharge Voucher	200 Pads	11½ x 8½	68 Gram High Finish or equivalent
136	Prescription Form Field	50 Pads	7½ x 10	68 Gram High Finish or equivalent
137	Promotion evaluation Sheet	40 Pads	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
138	Proposal Register Sheet / double side print	10000 "Sheets	13 x 16½	75 Gram Offset or equivalent
139	Proposal Slip pad	1500 pads	5 x 4	68 Gram High Finish or equivalent
140	Questioner for securing AIB/ADB	20 "	A-4 Size	68 Gram High Finish or equivalent
141	Record Creation Advice M-1-A	25 Pads	9 x 11	68 Gram High Finish or equivalent
142	Referance Letter (agency)	200 Pads	8½ x 11½	68 Gram High Finish or equivalent
143	Referance Letter for Clinical Lab	50 "	8½ x 11	68 Gram High Finish or equivalent
144	Reference Slip Pad (Medical)	50 "	11x 4 1/2	68 Gram High Finish or equivalent
145	Reminder Letter Mty	50 "	8½ x 11½	68 Gram High Finish or equivalent
146	Requirment Letter P.H.S	50 Pads	8½ x 11½	68 Gram High Finish or equivalent
147	Revival Of Policy	25 Pads	A-4 Size	68 Gram High Finish or equivalent
148	Revival Of Policy Letter F.Z.115	25 Pads	7½ x 10	68 Gram High Finish or equivalent
149	Rujhanati Sawalnama	200 Pads	8½ x 13½	68 Gram High Finish or equivalent
150	S.B Payment Voucher	50 "	8½ x 13	68 Gram High Finish or equivalent
151	S.B.Calculation Sheet F.Z,226.A	50 "	8½ x 11½	68 Gram High Finish or equivalent
152	S.B.Claim Register (100 Pages)	5 Reg	8½ x 11½	100 Gram Offset or equivalent
153	S.R.Appointment Letter	50 Pads	8½ x 11	68 Gram High Finish or equivalent
154	S.V.Convincing Letter Urdu	50 Pads	8½ x 11	68 Gram High Finish or equivalent
155	S.V.Payment Letter F.Z.01	200 Pads	8 x 11½	68 Gram High Finish or equivalent
156	Service Zone change Advice M-13-A	20 "	9 x 5½	68 Gram High Finish or equivalent
157	Special Re-instatement of Policy	25 Pads	8 X 13	68 Gram High Finish or equivalent
158	Special Revival Form / Increase or Decrease	25 Pads	8 X 13	68 Gram High Finish or equivalent
159	SR Register Sheet	1000 Sheets	13 X 17	70 Gram ofset or equal
160	Statement of attandance Physian & Surgeon	25 Pads	8½ x 13	70 Gram Offset Paper
161	Status Change Advice M-11-A	25 "	9 x 5½	68 Gram High Finish or equivalent
162	Stop Payment Letter	10 Pads	9 x 5½	68 Gram High Finish or equivalent
163	Supply Order Book (100 x 3 Pages)	10 Books	8½ x 11½	Three Ply Colour Paper (Local)
164	Suspence Adj Book	200 Pads	11 x 8½	4 Ply Colour Paper (Local) 50 x 4 each pad 200 pa

165	T.A. D.A. Form	20 "	13 x 11½	68 Gram High Finish or equivalent
166	Termination Letter (Agency)	50 Pads	8½ x 11½	68 Gram High Finish or equivalent
167	Zakat Deduction Register (200 Leaves)	5 Reg	13 x 16½	75 Gram Offset or equivalent
168	Anticipated claim J.V	50 Pads	8½ x 11½	55 Gram W/R / equal
169	Audit Observation Pad	50 Pads	A4 Size	70 Gram Color paper Imported
170	AIB Claim Requirement Letter	30 Pads	A4 Size	68 Gram H.F / equal
171	CHQ Schedule	50 "	8.5 X 11	3 Ply Color Paper Local
172	CHQ Advise Pad Commission	20 "	8.5 X 13.5	68 Gram H.F
173	J.V Petty cash sets	5 books	10x12	3 Ply paper local 300 sheets.
174	L.A.3 N.B	25 Box	80 colmn	80 colmn golden form paper 1000 Sheets
175	Medical Exp card Staff	1500Sheets	13x11	75 Gram ofst or equal
176	Record Transfer pad urdu	25 Pads	8½x11½	68 Gram H.F or equal
177	S.V Requirment Letter	50 Pads	8½x11½	68 Gram H.F or equal

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