



STATE LIFE

Insurance Corporation of Pakistan
Rahim Yar Khan Zone

CORRIGENDUM

TENDER NOTICE NO.P&GS/SLIC/RVK/001/2018

March 01, 2018

Sealed financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms/Stationers & Printing having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Rahim Yar Khan for the following Printing & Stationery Items on below mentioned terms and conditions:-

S. No.	STATIONERY ITEM	Required Quantity for 2018
1	Air Freshener 300 ML (Sultan or Equivalent)	50 bottle
2	Ball Point Pen Blue(Piano Crystal or Equivalent)	250 Packet
3	Ball Point Pen Green (Piano Crystal or Equivalent)	20 Packet
4	Box File (Alfalah or equivalent)	50 Piece
5	Calculator (Citizen CT-9300 or Equivalent)	30 Piece
6	Computer Ribbon K 300 MX 80 or Equivalent	100 Ribbon
7	Computer Ribbon P 300/600 or Equivalent	4 Box
8	Continue Computer Paper Box Small 80 Colum 1000 Sheets (Century Paper)	300 Box
9	Duster 42*36 Inches (Large/Lining)	100 Piece
10	Finale floor cleaner	40 Bottle
11	Gum Stick Large (Dux or Equivalent)	2 Packet
12	Highlighter Marker Dollar 90 or equivalent	5 Packet
13	Marker 90 Blue Dollar or equivalent	8 Packet
14	Paper A 4 (Double A 80 grams or equivalent)	100 Rim
15	Paper legal Size (Double A 80 grams or equivalent)	50 Rim
16	Printer Ribbon Epson 2190 or equivalent	100 Ribbon
17	Printer Ribbon Epson L Q 300 or equivalent	35 Ribbon
18	Printer Ribbon Epson L Q 310 Panasonic or equivalent	35 Ribbon

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19	Punching Machine Big Max (Opal 4500 or Equivalent)	40 Piece
20	Punching Machine Large (Opal 500 or Equivalent)	20 Piece
21	Register No. 20 or Equivalent	10 Piece
22	Rough Pad A-4 (70 Gm)	15 pad
23	Rough Pad Small	30 Pad
24	Rubber Ring 1 KG	20 Packet
25	Scotch Tape 3D or equivalent	15 Tape
26	Soap Life Boy Large or Equivalent	60 Piece
27	Stamp Pad Blue (Colop Micro 2 or Equivalent)	100 Pad
28	Stamp Pad Green (Colop Micro 2 or Equivalent)	30 Pad
29	Stamp Pad Ink Blue (Dollar or Equivalent)	100 Piece
30	Stapler Note Large Max (HD-12 ND) or Equivalent	4 Piece
31	Stapler Pin Big Dollar or Equivalent	200 Box
32	Stapler Pin Max Large HD-23/17 or Equivalent	10 Box
33	Stapler Pin Small Dollar or Equivalent	50 Box
34	Stapler Machine Large (Max Brand or Equivalent)	50 Piece
35	Tissue Paper Box (Rose Petal PoP-Up or Equivalent)	50 box
36	Towel Medium Size	20 Piece
37	Water Dumper Large (Fine quality)	50 Piece

S.No	PRINTING ITEMS	Required Quantity for 2018
1	Adjustment Advice (As per Specimen) 68 gm	30
2	Agency File Cover (380 gm) (As per Specimen)	2000 file
3	Agent Registration Register (80 gm) (As per Specimen)	5
4	Amendment to proposal (68 gm) (As per Specimen)	100 pad
5	Annexure C Form (7 X 95) (As per Specimen) 68 gm	100 pad

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6	Annual Statement Declaration for Agent (70 gm) (As per Specimen)	30 Pad
7	Application Form (70 Gm) As per specimen)	100 Pad
8	Application form Registration of SR. SO. SM (70 gm) (As per Specimen)	20 pad
9	Application form Renewal of Registration Sr. So. Sm (70 gm) (As per Specimen)	20 pad
10	Cheque Dispatch Letter (As per Specimen) 68 gm	500 pad
11	Dawydar ka Biayan (68 gm) (As per Specimen)	50 pad
12	Death Claim J.V Pad 68 Gm (As per Specimen)	40 Pad
13	Death Claim Voucher (8.5 x 11.5) (68 gm) (As per Specimen)	50 pad
14	Envelop (9.5x4) 80 gm small (As per Specimen)	4000
15	Envelop 19 X 14 Large Size 80 gm (as per specimen)	1000
16	Envelop medium (12 X 10) (80 gm) (as per specimen)	1000
17	File Cover (As per Specimen) 300 gm	300
18	J.V Pad (As per Specimen) 68 gm	100 pad
19	Late Fee waiver form (68 Gm) (as per specimen)	100 pad
20	Letter Head Pad Medium 80 gm (as per specimen)	40 pad
21	Medical P/S Form (As per Specimen) 70 gm	2000 form
22	Medical Proposal Form (80 gm) (As per Specimen)	20000
23	Medical Reimbursement Pad (As per Specimen) 68 gm	10 pad
24	Nomination Form Agy (As per Specimen) 68 gm	50 pad
25	Non Medical P/S Form (As per Specimen) 70 gm	2000 form
26	Non Medical Proposal Form (80 gm) (As per Specimen)	45000
27	Over Time Pad 68 Gm (As per Specimen) (68 Gm)	50
28	Payment Voucher Pad (As per Specimen) 68 gm	150 pad
29	Personal Information (Zati Koaif) 68 gm (As per Specimen)	50 pad
30	Petty Cash Pad (As per Specimen) 68 gm	20
31	PHS Documents Receipt (68 gm) (As per Specimen)	800 pad
32	Policy Processing Sheet Loan (As per Specimen) 68 gm	200 pad
33	Policy Brief Sheet 80 Gm (As per Specimen) (68 Gm)	35000
34	Policy File Cover (14 X 11) (As per Specimen) 300 gm	30000 file
35	Policy Loan Schedule (As per Specimen) 68 gm	200 pad



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36	Premium Deposit Slip (As per Specimen) 68 gm	200 pad
37	Requisition Slip (As per Specimen) 68 gm	20 pad
38	Rojhannati Sawal naama (85 x 11) 68 gm (As per Specimen)	40 pad
39	S.M. A.M Confidential Inspection Report (11 x 8.5) 68 gm (As per Specimen)	200 pad
40	S.M. A.M Confidential Report (Double Page) pad (As per Specimen)70 gm	200 pad
41	Sanad Shnakht (75 gm) A-4 (As per Specimen)	20 pad
42	Sector Head form S.V (68 Gm) (as per specimen)	100 pad
43	ZPC Note Sheet (A.4 68 gm)(As per Specimen)	1000 sheet

TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 05% of the approximate value (noted above) of the tender in form of "Cash Payment" or "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan" as earnest money 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.
- iii. The rate validity of tender will be upto December 31, 2018 from the date of opening of tender.
- iv. **Tender closing date 20-03-2018 at 11:00 A.M. Tender opening date 20-03-2018 at 11:30 A.M.** in the office of Incharge P&GS Secretary ZPC Rahim Yar Khan Zone in the presence of the bidders who wish to be present.
- v. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- vi. The Firm/Suppliers/Stationers will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order, otherwise the Corporation has a right to Cancel the Purchase Order.
- vii. State Life Insurance Corporation has the right to decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- viii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
- ix. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 9:00 am to 5:30 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above. The Income Tax will be deducted as per Rules.



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- x. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xi. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xii. The Delivery Schedule during the whole year is as under: -
 - 1. 1/3rd of the whole consignment in 2nd Quarter.
 - 2. 1/3rd of the whole consignment in 3rd Quarter
 - 3. 1/3rd of the whole consignment in 4th Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 068-9230036.

Makhdoom Shahrukh Jamil

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
2nd Floor, Iqbal Complex
Rahim Yar Khan

This Tender is available at the following web sites

www.ppra.org.pk

www.statelife.com.pk