



STATE LIFE

Insurance Corporation of Pakistan
Bahawalpur Zone

TENDER NOTICE NO. P&GS/001/2016

March 10, 2016

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

No	ITEM NAME		REQUIRED QTY
1	Attendance Sheet	As per Specimen mention in tender documents	1000 sheet
2	Letter Had Pad (Large)	As per Specimen mention in tender documents	50 pad
3	Letter Had Pad (Medium)	As per Specimen mention in tender documents	20 pad
4	Letter Had Pad-E- (Large)	As per Specimen mention in tender documents	10 pad
5	Leave Application officer	As per Specimen mention in tender documents	10 pad
6	Petty Cash Voucher	As per Specimen mention in tender documents	50 pad
7	Photo State pad	As per Specimen mention in tender documents	30 pad
8	Envelop window for Premium Notices (7x5)	As per Specimen mention in tender documents	82000 Envelop
9	Envelop Small (9x4)	As per Specimen mention in tender documents	2000 Envelop
10	Envelop Medium(11x5)	As per Specimen mention in tender documents	3000 Envelop
11	Envelop (10x12)	As per Specimen mention in tender documents	2000 Envelop
12	Envelop (11x15)	As per Specimen mention in tender documents	2000 Envelop
13	Payment Voucher General	As per Specimen mention in tender documents	50 pad
14	M.2	As per Specimen mention in tender documents	20 pad
15	Death claim Journal voucher	As per Specimen mention in tender documents	20 pad
16	Phs.10	As per Specimen mention in tender documents	50 pad
17	Phs.15	As per Specimen mention in tender documents	150 pad
18	Per Recited Discharge Voucher pad	As per Specimen mention in tender documents	10 pad
19	Original End Alteration pad	As per Specimen mention in tender documents	10 pad
20	Medical Attendant form	As per Specimen mention in tender documents	20 pad
21	Adjustment Advice	As per Specimen mention in tender documents	20 pad
22	Maturity Claim Form	As per Specimen mention in tender documents	10 pad
23	Loan application form	As per Specimen mention in tender documents	100 pad
24	Claim payment voucher	As per Specimen mention in tender documents	20 pad
25	Late Fee pad	As per Specimen mention in tender documents	50 pad



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26	Journal voucher	As per Specimen mention in tender documents	25 pad
27	Area manager Payment Voucher	As per Specimen mention in tender documents	10 pad
28	Amendment form	As per Specimen mention in tender documents	60 pad
29	DGH Pad	As per Specimen mention in tender documents	200 pad
30	N.D Pad	As per Specimen mention in tender documents	20 pad
31	Supplementary form	As per Specimen mention in tender documents	30 pad
32	SM confidential Pad	As per Specimen mention in tender documents	110 pad
33	SM/AM confidential Pad	As per Specimen mention in tender documents	200 pad
34	Three specimen signature Form	As per Specimen mention in tender documents	200 pad
35	Proposal slip	As per Specimen mention in tender documents	200 pad
36	Refund Voucher pad	As per Specimen mention in tender documents	10 pad
37	Proposal Register green sheet	As per Specimen mention in tender documents	2000 sheet
38	Proposal Register policy	As per Specimen mention in tender documents	2000sheet
39	M.E Pad	As per Specimen mention in tender documents	40 pad
40	Medical proposal form	As per Specimen mention in tender documents	20000 form
41	Non-Medical Proposal form	As per Specimen mention in tender documents	50000 form
42	Policy Brief Sheet	As per Specimen mention in tender documents	40000 form
43	Policy File Cover Proposal Korean or equivalent	As per Specimen mention in tender documents	40000 cover
44	Medical P/S Revival form	As per Specimen mention in tender documents	10000 form
45	Non- medical P/S Revival form	As per Specimen mention in tender documents	15000 form
46	Recruitment Register	As per Specimen mention in tender documents	02 register
47	D.P-04 pad	As per Specimen mention in tender documents	20 pad

TERMS AND CONDITIONS

- Quotations shall be accepted only against on Tender Document (specimen, design, size, printing material and quality) to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
- Security amount must be deposited equal to 5% of the approximate value (noted above) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2016 from the date of opening of tender.
- Tender closing date 31-03-2016 11:00 A.M. Tender opening date 31-03-2016 at 11:30 A.M. in the office of In charge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.



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- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- 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 @ 4.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Total purchase up to 31.12.2016 for above tender items will not exceed 2(two) millions.
- Sample paper should be of same quality and gram as specified in tender or provided (specimen, design, size, printing material and quality) in tender office. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-9255414 or may contact with Mr. Syed Nazar Askari (AM) at cell # 03049921506 or 062-9255363 for any assistance

Mirza Asad Saeed Atif
Secretary Zonal Procurement Committee
Bahawalpur Zone