



# STATE LIFE

Insurance Corporation of Pakistan  
Bahawalpur Zone

## TENDER NOTICE NO. P&GS/001/2017

27.01.2017

Sealed financial bids are invited from per-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	Quality		REQUIRED QTY
1	Office File Cover	300g	As per Specimen mention in tender documents	1000 file cover
2	Letter Had Pad (Large)	80g	As per Specimen mention in tender documents	30 pad
3	Letter Had Pad-E- (Large)	80g	As per Specimen mention in tender documents	0
4	Leave Application officer	68g	As per Specimen mention in tender documents	0
5	Petty Cash Voucher	68g	As per Specimen mention in tender documents	0
6	Photo State pad	68g	As per Specimen mention in tender documents	10 pad
7	TA/DA Pad	68g	As per Specimen mention in tender documents	05 pad
8	Envelop window for Premium Notices (7x5)	68 g	As per Specimen mention in tender documents	120000 Envelop
9	Envelop Small (9x4 khaki	68g	As per Specimen mention in tender documents	3000 Envelop
10	Envelop Medium(11x5) khaki	68g	As per Specimen mention in tender documents	0
11	Envelop (10x12) khaki	68g	As per Specimen mention in tender documents	0
12	Envelop (11x15) khaki	80g	As per Specimen mention in tender documents	0
13	Envelop (14x19 khaki	80g	As per Specimen mention in tender documents	500 Envelop
14	Requisition slip	68g	As per Specimen mention in tender documents	20 pad
15	Payment Voucher General	68g	As per Specimen mention in tender documents	100 pad
16	M.2	68g	As per Specimen mention in tender documents	20 pad
17	Form of identity	80g	As per Specimen mention in tender documents	30
18	Phs.10	68g	As per Specimen mention in tender documents	200 pad
19	Phs.15	68g	As per Specimen mention in tender documents	300 pad
20	PHS 36	68g	As per Specimen mention in tender documents	30pad
21	RE-nomination pad	68g	As per Specimen mention in tender documents	20pad
22	Pre receipt Discharge Voucher pad	68g	As per Specimen mention in tender documents	20 pad
23	Policy Holder slip	80g	As per Specimen mention in tender documents	80
24	Policy Card record room	250g	As per Specimen mention in tender documents	5000 card
25	Adjustment Advice	68g	As per Specimen mention in tender documents	50pad
26	F.I.B Receiving	68g	As per Specimen mention in tender documents	20pad
27	Medical Attendant certificate pad	80g	As per Specimen mention in tender documents	30 pad
28	Claim certificate pad	80g	As per Specimen mention in tender documents	20pad



# STATE LIFE

Insurance Corporation of Pakistan

Bahawalpur Zone

29	Loan application form	68g	As per Specimen mention in tender documents	200 pad
30	Claim payment voucher	68g	As per Specimen mention in tender documents	20 pad
31	Original End Alteration pad	68g	As per Specimen mention in tender documents	10 PAD
32	Late Fee pad	68g	As per Specimen mention in tender documents	100 pad
33	Journal voucher	68g	As per Specimen mention in tender documents	20 pad
34	Area manager Payment Voucher	68g	As per Specimen mention in tender documents	10 pad
35	Amendment form	68g	As per Specimen mention in tender documents	70 pad
36	DGH Pad	68g	As per Specimen mention in tender documents	300 pad
37	Supplementary form	68g	As per Specimen mention in tender documents	30 pad
38	Recite of policy Document pad	68g	As per Specimen mention in tender documents	200pad
39	SM confidential Pad	68g	As per Specimen mention in tender documents	200 pad
40	SM/AM confidential Pad	68g	As per Specimen mention in tender documents	300 pad
41	Three specimen signature Form	68g	As per Specimen mention in tender documents	300 pad
42	Proposal slip	68g	As per Specimen mention in tender documents	200 pad
43	M.E Pad	68g	As per Specimen mention in tender documents	50 pad
44	Medical proposal form	80g	As per Specimen mention in tender documents	30000 form
45	Non-Medical Proposal form	80g	As per Specimen mention in tender documents	50000 form
46	Policy Brief Sheet	80g	As per Specimen mention in tender documents	30000 form
47	Policy File Cover Proposal Korean or equivalent	300g	As per Specimen mention in tender documents	30000 file cover
48	Medical P/S Revival form	80g	As per Specimen mention in tender documents	10000 form
49	Non- medical P/S Revival form	80g	As per Specimen mention in tender documents	20000 form
50	Diabetes mellitus question	68g	As per Specimen mention in tender documents	20 pad
51	Debit Amount Pad N.B	68g	As per Specimen mention in tender documents	10 pad
52	Medical register SO.SM	300g	As per Specimen mention in tender documents	02 register

## 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, 2017 from the date of opening of tender.
- Tender closing date 21.02.2017 11:00 A.M. Tender opening date 21.02.2017 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.



# STATE LIFE

Insurance Corporation of Pakistan  
Bahawalpur Zone

- 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.
- 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 31.12.2017 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**