



STATE LIFE

Insurance Corporation of Pakistan

Bahawalpur Zone

TENDER NOTICE NO. P&GS/001/2018

14.02.2018

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	Attendance Sheet	80g	As per Specimen mention in tender documents	1000 sheet
2	Letter Had Pad (Large)	80g	As per Specimen mention in tender documents	20 pad
3	Letter Had Pad-E- (Large)	80g	As per Specimen mention in tender documents	20 pad
4	Leave Application officer	80g	As per Specimen mention in tender documents	10 pad
5	Photo State pad	68g	As per Specimen mention in tender documents	100 pad
6	Envelop window for Premium Notices (7x5)	68g	As per Specimen mention in tender documents	200000 Envelop
7	Envelop Small (9x4 khaki	68g	As per Specimen mention in tender documents	2000 Envelop
8	Envelop Medium(11x5) khaki	68 g	As per Specimen mention in tender documents	2000 Envelop
9	Envelop (10x12) khaki	68g	As per Specimen mention in tender documents	500 Envelop
10	Envelop (14x19 khaki	68g	As per Specimen mention in tender documents	500 Envelop
11	Medical Form(B)	68g	As per Specimen mention in tender documents	10 pad
12	Rough Pad	68g	As per Specimen mention in tender documents	100 pad
13	Requisition slip	68g	As per Specimen mention in tender documents	20 pad
14	Payment Voucher General	80g	As per Specimen mention in tender documents	50 pad
15	Phs.10	68g	As per Specimen mention in tender documents	150 pad
16	Petty Cash Voucher	68g	As per Specimen mention in tender documents	150 pad
17	Phs.15	68g	As per Specimen mention in tender documents	250 pad
18	Policy Card record room	80g	As per Specimen mention in tender documents	10000
19	Adjustment Advice	68g	As per Specimen mention in tender documents	50 pad
20	Claim certificate pad (B)	68g	As per Specimen mention in tender documents	30 pad
21	Loan application form	68g	As per Specimen mention in tender documents	150 pad
22	Claim payment voucher	68g	As per Specimen mention in tender documents	30 pad
23	Late Fee pad	68g	As per Specimen mention in tender documents	200 pad
24	Area manager Payment Voucher	68g	As per Specimen mention in tender documents	50 pad
25	Amendment form	68g	As per Specimen mention in tender documents	50 pad
26	DGH Pad	68g	As per Specimen mention in tender documents	300 pad
27	Supplementary form	68g	As per Specimen mention in tender documents	30 pad
28	SM confidential Pad	68g	As per Specimen mention in tender documents	200 pad
29	SM/AM confidential Pad	68g	As per Specimen mention in tender documents	200 pad
30	Three specimen signature Form	68g	As per Specimen mention in tender documents	300 pad
31	Proposal slip	68g	As per Specimen mention in tender documents	250 pad
32	M.E Pad	68g	As per Specimen mention in tender documents	50 pad
33	Medical proposal form	80g	As per Specimen mention in tender documents	40000 form
34	Non-Medical Proposal form	80g	As per Specimen mention in tender documents	60000 form
35	Policy Brief Sheet	80g	As per Specimen mention in tender documents	40000 sheet
36	Policy File Cover Proposal Korean or equivalent	300 g	As per Specimen mention in tender documents	40000File cover
37	Medical P/S Revival form	80g	As per Specimen mention in tender documents	15000 form
38	Non- medical P/S Revival form	80g	As per Specimen mention in tender documents	20000 form
39	Medical register SO.SM	250g	As per Specimen mention in tender documents	02 card
40	Zakat form pad	68g	As per Specimen mention in tender documents	20pad
41	Application for reassertion set AGY	68g	As per Specimen mention in tender documents	2000set
42	Application for renewal reassertion set AGY	68g	As per Specimen mention in tender documents	1000set



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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, 2018 from the date of opening of tender.
- Tender closing date 06.03.2018 11:00 A.M. Tender opening date 06.03.2018 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.
- 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 31.12.2018 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