

RE: TENDER NOTICE NO. SLIC/P&GS/BWP/PRINTING STATIONARY -ITEMS/04/2012**DATED: 27-03-2012**

Sealed financial bids are invited from GST/NTN registered Firms/Printers/Stationers/suppliers having own office phone/ Fax number (if found contrary the tender will be rejected) Preferably based at Bahawalpur for the purchase of following items on the below mentioned terms and conditions;

S.No	Name of Printing Items	Quality & Quantity	Total Quantity Approved
A	B	C	D
1	Attendance Sheet	80 g Imported As per specimen &Size	2000 sheet
2	Letter Head pad small	80 g Imported 100 pages	10 pad
3	Letter Had Pad (Medium)	80 g Imported 100 pages	10 pad
4	Letter Had Pad (Large)	80 g Imported 100 pages	30 pad
5	Letter Head Pad (E) Large	80 g Imported 100 pages	10 pad
6	Leave Application Officer	68 g 100 pages	10 pad
7	Patty Cash Voucher	55 g 100 pages	50 pad
8	Over Time pad	68 g 100 pages	20 pad
9	Photo state pad	55 g 100 pages	20 pad
10	Requisition Slip	55 g 100 pages	05 pad
11	Payment Voucher General	68 g 100 pages	30 pad
12	Iqrar nama (officer & staff)	68 g 100 pages	05 pad
13	Death claim Journal voucher	55 g 100 pages	05 pad
14	PHS 15	55 g 100 pages	150 pad
15	PHS 23	55 g 100 pages	10 pad
16	PHS-10	55 g 100 pages	200 pad
17	PHS-80	55 g 100 pages	20 pad
18	Renomintion form	55 g 100 pages	10 pad
19	Record creation Advice	55 g 100 pages	10 pad
20	Death Claim From 2-B	55 g 100 pages	05 pad
21	Death Claim Processing Sheet	68 g 100 pages	05 pad
22	Loan Processing Sheet	55 g 100 pages	50 pad
23	Calculation Sheet	68 g 100 pages	10 pad
24	Registered for mail PHS	55 g 100 pages	20 pad

25	Loan assignment register	As per Specimen	05 register
26	Loan application form	55 g 100 pages	20 pad
27	Claim payment voucher	55 g 100 pages	10 pad
28	PHS 36	55 g 100 pages	10 pad
29	PHS registered pad	55 g 100 pages	50 pad
30	Re .policy NOC form	55 g 100 pages	10 pad
31	Advice register PHS (Sheets)	As per specimen	200 sheet
32	Schedule Local Station F&S 27	68 g 100 pages	20 pad
33	Commission Payment Voucher	55 g 100 pages	10 pad
34	Journal voucher	55 g 100 pages	30 pad
35	Inter Office Communication Pad	55 g 100 pages	30 pad
36	P.R Book Renewal (Hasilpur)	As per Specimen	150 book
37	P.R Book Fresh (Hasilpur)	As per specimen	100 book
38	Journal voucher Patty Cash	68 g 100 pages	05 pad
39	Amendment form	55 g 100 pages	150 pad
40	DGH Pad	55 g 100 pages	300 pad
41	N.D Pad	55 g 100 pages	100 pad
42	Supplementary form	55 g 100 pages	60 pad
43	SM/AM confidential Pad	68 g 100 pages Set As per specimen	400 pad
44	SM confidential Pad	68 g 100 pages As per specimen	100 pad
45	Proposal slip	55 g 100 pages	450 pad
46	Three specimen signature Form	55 g 100 pages	300 pad
47	Medical bill	55 g 100 pages	40 pad
48	Letter acceptance pad	55 g 100 pages	10 pad
49	Proposal Register green sheet	80 g 100 pages imported quality	5000 sheet
50	Proposal Register policy	80 g 100 pages fine quality	6000 sheet
51	Prescription form for Field Medical	55 g 100 pages	50 pad
52	S.A.F Pad	55 g 100 pages	10 pad
53	Medical card of SM. SO.	As per specimen	1000 card
54	Field Medical Register SO/SM	As per specimen	03 register

55	Recruitment Form Set	As per specimen	10000 set
56	Renewal of Registration set	As per specimen	5000 set
57	Recruitment Register	As per specimen	05 register
58	Payment Voucher A.M. Imprest	68 g 100 pages	10 pad

TERMS AND CONDITIONS:

1. Security amount must be deposited equal to 02% of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favour of the State Life Insurance Corporation of Pakistan Zonal Office Bahawalpur which will be refunded to the un-successful parties on the spot and the refundable cash payment of CDR will be detained of the successful parties till the completion of job as per quotation/purchase order. No quotation will be acceptable without earnest money.
Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- (P&GS) State Life Insurance Corporation of Pakistan, Bahawalpur Zone, Barq Poly Clinic building 1st & 2nd Floor Ahmedpur Road, Bahawalpur on or before **18th April 2012** 11:30 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 12:15 PM. in the presence of Tenders representative who choose to attend.
2. On finding sub standard quality as and when noticed during process, the deposit security may be forfeited in favour of the Corporation.
3. The Firms/ Suppliers / Distributors in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order.
4. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
5. Sealed Quotation duly completed in all respects must be reached to the undersigned by Courier Service and by Registered Mail during the office hours i.e 8:30 am to 5:00 pm (sharp) expect Saturday & Sunday till closing date (18.04.2012).
6. The Income Tax will be deducted @ **3.5 %** at source or as per Govt. of Pakistan Law.
7. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of PPRA.
8. Payments will be released after supplying the above said items and after checking quality etc
9. Order will be placed as per quantity as and when required on quarterly basis in accordance with available budget. Quantity may be reduced in accordance with received quotation/ available budget.

(Note: The valued more than two million is not available).

For further details or any clarification the undersigned and dealing officer may be contacted during working hours in person or telephonically on phone # 062-9255363/9239183

Mirza Asad Saeed Atif
Secretary Zonal Procurement Committee
BAHAWALPUR ZONE.