

**RE:TENDER NOTICE #SLIC/HYD/P&GS/01/2021 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE;**

Date:11/02/2021

State Life Insurance Corp. of Pakistan Hyderabad Zone invites sealed quotations in accordance with the PPRA Rules-2004, under "Single Stage- one Envelopes procedure" for the purchase the **printing** of following items from the reputed Firms/Suppliers/Distributors who are registered with Sales Tax and National Income Tax (FBR).

<b><u>Sr:#</u></b>	<b><u>DESCRIPTION OF ITEMS</u></b>	<b><u>Quantity 2021</u></b>
1	Policy Brief Sheet 04 pages each 80 gram (as per Specimen) NBS	30000
2	Letter of Acceptance (containing 100 pages each)68 gram as per specimen	50 Pads
3	N-20 (Agency Admin) containg 100 pages with 68 GM flying high	100 Pads
4	N-D Form (containing 100 pages each) 68 Gm Flying high finish (NBS)	50 Pads
5	Proposal Form Non Medical (as per specimen) 80 gram paper NBS	30000 forms
6	Proposal Form Medical (as per specimen) 80 gram paper NBS	10000 forms
7	Policy File Covers with steel clips 350gm card board Indonesia imported card	30000
8	D.G.H Form containing 100 pages 68gram as per specimen (NBS)	500 Pads
9	S.M/AM confidential Reports contain 100 pages as per specimen (NBS)	200 Pads
10	Policy File Card (Pink) 310 gram Art Card as per specimen (NBS)	5000 No's
11	P.O Underwriting containing 100 pages 68 Gm flying high finish (NBS)	50 Pads
12	Know your Customer Individual life containing (100 Pages)68gm as per specimen	300 pads
13	High/Low Risk (100 Pages) 68 gm as per specimen (NBS)	300 pads
14	Register for Policy document as per specimen (NBS)	10 Register
15	Annual Statement Declaration contains 02 pages as per specimen (Agency)	100 Pads
16	Fresh Appointment Letter 68gm as per specimen (Agency)	100 pads
17	Renewal Registration form 4 pages 68 gm as per specimen (Agency)	5000 forms
18	Registration form For SR to SM 12 pages 68gm as per specimen (Agency)	5000 forms
19	SR Information Letters containing 100 pages 68 gm Gm flying high finish	50 Pads
20	Service Zone Change containing 100 pages 68 Gm flying high finish	50 Pads
21	Renewal of Retirement containing 100 pages 68gmas per specimen (Agency)	05 Pads
22	Application form for promotion for SR to SM 02 pages as per specimen	300 Sets
23	Attachment/Detachment Sheets SM containing 02 pages as per specimen	10 pads
24	Emergency Advance Against Renewal 3 pages as per specimen	10 sets
25	Promotion Sheet regulars containing 100 pages as per specimen	10 Pads
26	Promotion Evaluation Sheet containing 100 pages as per specimen	10 Pads

27	SM/SR Register for Agency Admin 500 pages as per specimen	02 Register
28	Field Conveyance Loan Application containing 100 pages	10 Pads
29	Field Conveyance Sheets containing 100 pages as per specimen	05 Pads
30	Area Manager Conveyance Loan Form containing 100 pages as per specimen	10 Pads
31	Area Manger Conveyance Loan Sheet 100 pages 68 gm as per specimen	10 Pads
32	Conveyance Loan offer letter containing 100 pages 68 gm as per specimen	10 Pads
33	Area Managers Payment Voucher containing 100 pages 68gm as per specimen	20 Pads
34	03- Forms containing 100 pages 68gm as per specimen (Agency Admin)	20 pads
35	Medical Payment Voucher K -Type (Agency/Medical) as per specimen	100 Pads
36	Medical Payment Voucher Part-1 68 gm as per specimen (medical)	100 pads
37	Medical covering Cheque letter 100 pages 68gm as per specimen	100 pads
38	Medicine Prescription 68 gm as per specimen	100 Pads
39	Medical Reference letter (Field) NCR paper as per specimen	100 Pads
40	Medical Reference letter Deceased employees NCR paper as per specimen	20 Pads
41	Medical Reference letter (Officer) NCR Paper as per specimen	200 Pads
42	Medical Reference letter (Staff) NCR Paper as per specimen	200 Pads
43	Hospitalization Process Sheet NCR Paper as per specimen	100 Pads
44	Medical Processing Sheet 68 gm as per specimen	100 Pads
45	Hospitalization Form 68gm as per specimen	50 Pads
46	Reimbursement form "A" 68 gm as per specimen (Medical)	100 Pads
47	Reimbursement form "B" 68 gm as per specimen (Medical)	100 Pads
48	A.I.B Claim Form (containing 100 pages each) 68 Gm Flying high finish	50 Pads
49	Counter Receiving Letter (PHS) containing 100 pages with 68 GM (PHS)	200 Pads
50	Application form PHS department containg 100 pages with 68 GM (PHS)	150 Pads
51	Cheque Dispatch Covering letter for PHS as per specimen	200 pads
52	Maturity Claim Form(Urdu) containg 100 pages with 68 GM (PHS)	50 Pads
53	Collection Advise Slip containg 100 pages with 68 GM Flying high finish(PHS)	200 Pads
54	Late fee Waiver (PHS) containg 100 pages with 68 GM Flying high finish(	100 Pads
55	Performa For Surrender Of Policy containg 100 pages with 68 GM	100 Pads
56	Cheque Dispatch Letter (Maturity), containg 100 pages with 68 GM	200 Pads
57	Cheque Dispatch Letter (Loan/Refund) containg 100 pages with 68 GM	300 Pads
58	Reminder letter for policy holder 68 gram as per specimen	300 pads
59	Consent Revival Form 68 gram as per specimen	100 pads
60	I.O.C Letters containg 100 pages with 68 GM	50 Pads
61	Requirement Letter AH(E) containg 100 pages with 68 GM	100 Pads
62	Emergency Loan Form containg 100 pages with 68 GM	200 Pads
63	Cheque Covering Letter/Other Zone TCS containg 100 pages with 68 GM	300 Pads

64	Adjustment Advise Part-1 containg 100 pages with 68 Gm GM Flying	100 Pads
65	Adjustment Advise Part-11 containg 100 pages with 68 Gm GM Flying	100 Pads
66	Surrender Cheque Dispatcher Letter containg 100 pages with 68 GM	100 Pads
67	NOC Letter Part-1 containg 100 pages with 68 GM Flying High Finish	100 Pads
68	NOC Letter Part-11 containg 100 pages with 68 GM flying high finish	100 Pads
69	Application for Revival of Policy (Non Medical) 68 gm as per specimen	10000
70	Application for Revival of Policy (Medical) 68 gm as per specimen	5000
71	Loan Application containing 100 pages with 68 GM flying high finish	200 Pads
72	Loan Processing Sheet containing 100 pages with 68 GM flying high	200 Pads
73	Policy File Card (PHS) 310 gram Art Card Grey as per specimen	10000 No's
74	Policy Transfer Letters containing 100 pages 68 Gm flying high finish	50 Pads
75	Chanel Change Letter (PHS) containing 100 pages Gm flying high finish	100 Pads
76	Transfer Information Letters containing 100 pages Gm flying high finish	100 Pads
77	NON Resident Letters (PHS) containing 100 pages 68 Gm flying high	50 Pads
78	Insertion Of Policy Stamp Card containing 100 pages 68 GM flying	50 Pads
79	Endorsement No:1 containing 100 pages, 68 GM Flying High Finish	100 Pads
80	Application Form for PHS department containing 100 pages as per spmn	500 pads
81	Revival Decision Performa, containing 100 pages ,68 GM	50 Pads
82	Declaration in respect of policy, containing 100 pages, 68 Gm	50 Pads
83	Promorma for surrender of policy ( Undertaking by the Zonal Head)	100 Pads
84	PHS complaint Register containing 400 pages (68gm as per specimen)	2 Register
85	Single Line Letter in Urdu containing 100 pages 68 gm as per specimen	50 Pads
86	Requirement Letter Death Claim containing 100 pages as per specimen	100 Pads
87	AIB (Processing Forms) 68 gm as per specimen	100 Pads
88	AIB Pre-discharge Vouchers containing 100 pages 68 gm as per specimen	100 Pads
89	Maturity Register 80 gram as per specimen	06 registers
90	Claim Form 'Death' as per specimen	100 Pads
91	WAN Printing Entries Register 68gm as per specimen	04 registers
92	ND forms for Revivals 68gm as per specimen	200 Pads
93	PHS counter receipts 68gm as per specimen	20 Pads
94	Requirement Letter maturity(E) containing 100 pages 68Gm flying high	100 Pads
95	Statement Of Cheque List (as per specimen) PHS	50 Pads
96	Lapse Performa as per specimen containing 100 pages for PHS	50 pads
97	Death Claim Performa's (A,B,C,D) 68gm as per specimen for PHS	50 pads
98	Exisistance Certificate 68 gm as per specimen for PHS	50 pads
99	Survival Certificate 68 gm as per specimen for PHS	50 pads
100	Cheque Despatch letter for Death claim 68gm as per specimen for PHS	100 pads

101	AIB Discharge Voucher 68 gm as per specimen for PHS	100 pads
102	Death Claim Discharge Voucher 68 gm as per specimen for PHS	100 pads
103	PHS receiving Letter as 68 gm per specimen for PHS	100 pads
104	S.B calculation sheet 68 gm as per specimen of PHS	50 pads
105	Anticipated Claim Journal voucher 68 gm as per specimen of PHS	10 pads
106	Reminder letter 68 gm as per specimen of PHS	10 pads
107	Reversal/Revalidation Sheet 68 gm as per specimen (F&A)	100 Pads
108	Journal Voucher 68 gm as per specimen (F&A)	300 Pads
109	Commission Voucher 68 gm as per specimen (F&A)	500 Pads
110	Cheque Acknowledgment List 68 Gram (F&A)	100 Pads
111	Agency Alterations Advice containing 100 pages, 68 GM Flying High Finish	200 Pads
112	P.F Form for Loan containing 100 pages, 68 GM Flying High Finish	100 Pads
113	P.F (Undertaking) Form containing 100 pages, 68 GM Flying High	20000
114	P.F Payment Voucher , containing 100 pages, 68 Gm Flying High Finish	25 Pads
115	P.F J.V containing 100 pages, 68 GM Flying High Finish	100 Pads
116	P.F Credit Voucher, containing 100 pages, 68 GM Flying High Finish	200 Pads
117	Certificate of premium payment, containing 100 pages, 68 GM	50 Pads
118	I.T Certificate (PHS) , containing 100 pages, 68 GM Flying High Finish (F&A)	20 Pads
119	Envelope Size 12/10 (White) Craft Paper AA Quality (P&GS)	1000 No's
120	Envelope large Size 12/15 (Khakee) Craft Paper AA Quality	5000 No's
121	Policy Size Envelop 9/4 (Khakee) without window Craft Paper AA Quality	5000 No's
122	Envelope Size 11/5 (Khakee) Craft Paper AA Quality	5000 No's
123	Envelope Size 9/4 (Khakee) with window Craft Paper AA Quality	50000 No's
124	Leave Application Urdu containing 100 pages, 68 GM Flying High	100 pads
125	Leave Application English containing 100 pages, 68 GM Flying High	100 pads
126	Over Time Performa containing 100 pages , 68 GM Flying High Finish	100 Pads
127	Leave Cards 310 gm Art Card as per specimen	500 No's
128	Personal file as per specimen	100 No's
129	Attendance Sheets 80 GM imported papers	3000No's
130	Office File Covers with steel clip 300gm craft card imported as per specimen	5000 files
131	Indent Form 68 gm as per specimen	50 Pads
132	Indent Form for Photostat as per specimen	100 pads
133	Payment Voucher (General) containing 100 pages 68 gm Flying High Finish	500 Pads
134	Letter Head containing 100 pages 80 gm paper as per specimen	1000 Pads
135	TADA From containing 100 pages 68gm as per specimen	05 Pads
136	Office File Covers without clip (Green colour) as per specimen	500 files
137	Audit Memo Pad (containing 100 pages, 68 GM flying High finish (A4 size)	20 Pads
138	Audit Register (Dak) as per specimen 500 pages as per specimen	05 register

**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 Hyderabad 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, Hyderabad Zone, 5<sup>th</sup> Floor, State Life Building, Thandi Sarak Hyderabad on or before **04/03/2021** 11:00 am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 11:30 Am. 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 favor 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 reach to the undersigned by Courier Service and by Registered Mail during the office hours i.e 9:00 am to 5:30 pm (sharp) except Saturday & Sunday till closing date (**04/03/2021**).
6. The Income Tax will be deducted 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(1) of PPRA.
8. The Tender fee Rs.3000/= (Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
9. Payments will be released after supplying the above said items and after checking quality etc.
10. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
11. The rate validity of bid should be upto **31-12-2021** from the date of the opening of tender. Bidders must quote one rate, incomplete, ambiguous, conditional bids will not be accepted.
12. Sample paper should be of same quality & grammage as specified in tender or as per specimen.
13. The Delivery Schedule during the whole year (2021) on need basis .

For further details or any clarification the undersigned and dealing officer (Ms. Yasmin Darksha) may be contacted during working hours in person or telephonically on phone # 022-9200128/9201282.

**Shahid Hussain Malik**  
**(Secretary/Member Zonal Procurement Committee-(P&GS)**  
**Hyderabad Zone.**