

RE:TENDER NOTICE #SLIC/HYD/P&GS/02/2023 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE;

Date:04/05/2023

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).

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	<u>Quantity</u> <u>2023</u>
1	Policy Brief Sheet 04 pages each 80 gram (as per Specimen) NBS	40000
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	200 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	40000 forms
6	Proposal Form Medical (as per specimen) 80 gram paper NBS	15000 forms
7	Policy File Covers with steel clips 350gm card board Indonesia imported card	40000
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	500 pads
13	High/Low Risk (100 Pages) 68 gm as per specimen (NBS)	500 pads
14	Register for Policy document as per specimen (NBS)	10 Register
15	Check list AML (HRC) IL as per specimen (NBS)	200 Pads
16	Check list AML (APF) IL as per specimen (NBS)	200 Pads
17	Annual Statement Declaration contains 02 pages as per specimen (Agency)	100 Pads
18	Fresh Appointment Letter 68gm as per specimen (Agency)	100 pads
19	Renewal Registration form 4 pages 68 gm as per specimen (Agency)	10000 forms
20	Registration form For SR to SM 12 pages 68gm as per specimen (Agency)	10000 forms
21	SR Information Letters containing 100 pages 68 gm Gm flying high finish	100 Pads
22	Service Zone Change containing 100 pages 68 Gm flying high finish	50 Pads
23	Renewal of Retirement containing 100 pages 68gmas per specimen (Agency)	50 Pads
24	Application form for promotion for SR to SM 02 pages as per specimen	1000 Sets
25	Attachment/Detachment Sheets SM containing 02 pages as per specimen	50 pads

26	Emergency Advance Against Renewal 3 pages as per specimen	20 sets
27	Promotion Sheet regulars containing 100 pages as per specimen	20 Pads
28	Promotion Evaluation Sheet containing 100 pages as per specimen	20 Pads
29	SM/SR Register for Agency Admin 500 pages as per specimen	10 Register
30	Field Conveyance Loan Application containing 100 pages	10 Pads
31	Field Conveyance Sheets containing 100 pages as per specimen	10 Pads
32	Area Manager Conveyance Loan Form containing 100 pages as per specimen	10 Pads
33	Area Manger Conveyance Loan Sheet 100 pages 68 gm as per specimen	10 Pads
34	Conveyance Loan offer letter containing 100 pages 68 gm as per specimen	10 Pads
35	Area Managers Payment Voucher containing 100 pages 68gm as per specimen	20 Pads
36	03- Forms containing 100 pages 68gm as per specimen (Agency Admin)	20 pads
37	Medical Payment Voucher K -Type (Agency/Medical) as per specimen	100 Pads
38	Medical Payment Voucher Part-1 68 gm as per specimen (medical)	100 pads
39	Medical covering Cheque letter 100 pages 68gm as per specimen	100 pads
40	Medicine Prescription 68 gm as per specimen	100 Pads
41	Medical Reference letter (Field) NCR paper as per specimen	100 Pads
42	Medical Reference letter Deceased employees NCR paper as per specimen	20 Pads
43	Medical Reference letter (Officer) NCR Paper as per specimen	200 Pads
44	Medical Reference letter (Staff) NCR Paper as per specimen	200 Pads
45	Hospitalization Process Sheet NCR Paper as per specimen	100 Pads
46	Medical Processing Sheet 68 gm as per specimen	100 Pads
47	Hospitalization Form 68gm as per specimen	50 Pads
48	Reimbursement form "A" 68 gm as per specimen (Medical)	100 Pads
49	Reimbursement form "B" 68 gm as per specimen (Medical)	100 Pads
50	A.I.B Claim Form (containing 100 pages each) 68 Gm Flying high finish	50 Pads
51	Counter Receiving Letter (PHS) containing 100 pages with 68 GM (PHS)	500 Pads
52	Application form PHS department containg 100 pages with 68 GM (PHS)	500 Pads
53	Cheque Dispatch Covering letter for PHS as per specimen	500 pads
54	Maturity Claim Form(Urdu) containg 100 pages with 68 GM (PHS)	50 Pads
55	Collection Advise Slip containg 100 pages with 68 GM Flying high finish(PHS)	200 Pads
56	Late fee Waiver (PHS) containg 100 pages with 68 GM Flying high finish(100 Pads
57	Performa For Surrender Of Policy containg 100 pages with 68 GM	200 Pads
58	Cheque Dispatch Letter (Maturity), containg 100 pages with 68 GM	200 Pads
59	Cheque Dispatch Letter (Loan/Refund) containg 100 pages with 68 GM	300 Pads
60	Reminder letter for policy holder 68 gram as per specimen	300 pads
61	Consent Revival Form 68 gram as per specimen	100 pads
62	I.O.C Letters containg 100 pages with 68 GM	50 Pads

63	Requirement Letter AH(E) containing 100 pages with 68 GM	100 Pads
64	Emergency Loan Form containing 100 pages with 68 GM	200 Pads
65	Cheque Covering Letter/Other Zone TCS containing 100 pages with 68 GM	300 Pads
66	Adjustment Advise Part-1 containing 100 pages with 68 Gm GM Flying	100 Pads
67	Adjustment Advise Part-11 containing 100 pages with 68 Gm GM Flying	100 Pads
68	Surrender Cheque Dispatcher Letter containing 100 pages with 68 GM	200 Pads
69	NOC Letter Part-1 containing 100 pages with 68 GM Flying High Finish	100 Pads
70	NOC Letter Part-11 containing 100 pages with 68 GM flying high finish	100 Pads
71	Application for Revival of Policy (Non Medical) 68 gm as per specimen	30000
72	Application for Revival of Policy (Medical) 68 gm as per specimen	15000
73	Loan Application containing 100 pages with 68 GM flying high finish	200 Pads
74	Loan Processing Sheet containing 100 pages with 68 GM flying high	200 Pads
75	Policy File Card (PHS) 310 gram Art Card Grey as per specimen	10000 No's
76	Policy Transfer Letters containing 100 pages 68 Gm flying high finish	50 Pads
77	Chanel Change Letter (PHS) containing 100 pages Gm flying high finish	100 Pads
78	Transfer Information Letters containing 100 pages Gm flying high finish	100 Pads
79	NON Resident Letters (PHS) containing 100 pages 68 Gm flying high	50 Pads
80	Insertion Of Policy Stamp Card containing 100 pages 68 GM flying	50 Pads
81	Endorsement No:1 containing 100 pages, 68 GM Flying High Finish	100 Pads
82	Application Form for PHS department containing 100 pages as per spmn	500 pads
83	Revival Decision Performa, containing 100 pages ,68 GM	50 Pads
84	Declaration in respect of policy, containing 100 pages, 68 Gm	50 Pads
85	Promorma for surrender of policy (Undertaking by the Zonal Head)	100 Pads
86	PHS complaint Register containing 400 pages (68gm as per specimen)	05 Register
87	Single Line Letter in Urdu containing 100 pages 68 gm as per specimen	50 Pads
88	Requirement Letter Death Claim containing 100 pages as per specimen	100 Pads
89	AIB (Processing Forms) 68 gm as per specimen	100 Pads
90	AIB Pre-discharge Vouchers containing 100 pages 68 gm as per specimen	100 Pads
91	Maturity Register 80 gram as per specimen	06 registers
92	Claim Form 'Death' as per specimen	100 Pads
93	WAN Printing Entries Register 68gm as per specimen	04 registers
94	ND forms for Revivals 68gm as per specimen	200 Pads
95	PHS counter receipts 68gm as per specimen	50 Pads
96	Requirement Letter maturity(E) containing 100 pages 68Gm flying high	100 Pads
97	Statement Of Cheque List (as per specimen) PHS	50 Pads
98	Lapse Performa as per specimen containing 100 pages for PHS	50 pads
99	Death Claim Performa's (A,B,C,D) 68gm as per specimen for PHS	50 pads

100	Existence Certificate 68 gm as per specimen for PHS	50 pads
101	Survival Certificate 68 gm as per specimen for PHS	50 pads
102	Cheque Despatch letter for Death claim 68gm as per specimen for PHS	100 pads
103	AIB Discharge Voucher 68 gm as per specimen for PHS	100 pads
104	Death Claim Discharge Voucher 68 gm as per specimen for PHS	100 pads
105	PHS receiving Letter as 68 gm per specimen for PHS	200 pads
106	S.B calculation sheet 68 gm as per specimen of PHS	50 pads
107	Anticipated Claim Journal voucher 68 gm as per specimen of PHS	10 pads
108	Reminder letter 68 gm as per specimen of PHS	10 pads
109	Reversal/Revalidation Sheet 68 gm as per specimen (F&A)	100 Pads
110	Journal Voucher 68 gm as per specimen (F&A)	300 Pads
111	Commission Voucher 68 gm as per specimen (F&A)	500 Pads
112	Cheque Acknowledgment List 68 Gram (F&A)	100 Pads
113	Agency Alterations Advice containing 100 pages, 68 GM Flying High Finish	200 Pads
114	P.F Form for Loan containing 100 pages, 68 GM Flying High Finish	100 Pads
115	P.F (Undertaking) Form containing 100 pages, 68 GM Flying High	20000
116	P.F Payment Voucher , containing 100 pages, 68 Gm Flying High Finish	25 Pads
117	P.F J.V containing 100 pages, 68 GM Flying High Finish	100 Pads
118	P.F Credit Voucher, containing 100 pages, 68 GM Flying High Finish	200 Pads
119	Certificate of premium payment, containing 100 pages, 68 GM	50 Pads
120	I.T Certificate (PHS) , containing 100 pages, 68 GM Flying High Finish (F&A)	20 Pads
121	Envelope Size 12/10 (White) Craft Paper AA Quality (P&GS)	5000 No's
122	Envelope large Size 12/15 (Khakee) Craft Paper AA Quality	5000 No's
123	Policy Size Envelop 9/4 (Khakee) without window Craft Paper AA Quality	5000 No's
124	Envelope Size 11/5 (Khakee) Craft Paper AA Quality	5000 No's
125	Envelope Size 9/4 (Khakee) with window Craft Paper AA Quality	50000 No's
126	Leave Application Urdu containing 100 pages, 68 GM Flying High	100 pads
127	Leave Application English containing 100 pages, 68 GM Flying High	100 pads
128	Over Time Performa containing 100 pages , 68 GM Flying High Finish	100 Pads
129	Leave Cards 310 gm Art Card as per specimen	500 No's
130	Personal file as per specimen	100 No's
131	Attendance Sheets 80 GM imported papers	3000No's
132	Office File Covers with steel clip 300gm craft card imported as per specimen	10000 files
133	Indent Form 68 gm as per specimen	50 Pads
134	Indent Form for Photostat as per specimen	100 pads
135	Payment Voucher (General) containing 100 pages 68 gm Flying High Finish	500 Pads
136	Letter Head containing 100 pages 80 gm paper as per specimen	1000 Pads
137	TADA Form containing 100 pages 68gm as per specimen	05 Pads

138	Office File Covers without clip (Green colour) as per specimen	1000 files
139	Audit Memo Pad (containing 100 pages, 68 GM flying High finish (A4 size)	50 Pads
140	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 Regional Office Hyderabad which will be refunded to the un-successful parties after completion of tender process 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, 5th Floor, State Life Building, Thandi Sarak Hyderabad on or before 23.05.2023 at 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 or by hand during the office hours i.e 9:00 am to 5:00 pm (sharp) except Saturday & Sunday till closing date (**23/05/2023**).
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 **31-12-2023** 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 available in Zonal Office.
13. The Delivery Schedule during the whole year (2023) on need basis.

For further details or any clarification the undersigned may be contacted during working hours in person or Telephonically on phone # 022-9200128/9201282.

Abdul Aziz Vighio
Secretary Zonal Procurement Committee-(P&GS)
Hyderabad Zone.

