

TENDER NOTICE NO.SGD/01/2017

The Federal Government owned Autonomous Corporation invites sealed Tenders from reputable office stationery suppliers from all over the Pakistan (preferably local suppliers for stationery) registered with FBR and having their own offices / shops with landline phone number, for the procurement of different printing and office stationery items for Zonal Office, Sargodha.

Tender Title: **PRINTING & STATIONERY ITEMS**

The detail of items with specification is enclosed on separate sheet

TERMS & CONDITIONS

- a) No bid will be entertained without earnest money equivalent to 05% of the bid value in favour of State Life in the form of Pay Order.
- b) The sealed quotations should reach to the Secretary Zonal Procurement Committee, State Life, Zonal Office, 40-C, University Road, Sargodha up to 11 a.m. on 6th February, 2017. The Envelop must bear the **"PRINTING & STATIONERY ITEMS"** at its right hand corner of the Envelop.
- c) Tender will be opened in the office of Secretary (ZPC) / Incharge P&GS (Personnel & General Services), State Life, Zonal Office, 40-C, University Road, Sargodha on 6th February, 2017 at 11:30 a.m. in the presence of Bidders or their representatives if available.
- d) The Competent Authority may reject all bids / proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- e) The estimated quantity of items mentioned above may vary at the time of issuing purchase orders.
- f) Bidding documents are available for the bidders at the below mentioned address (not compulsory).
- g) The bidders must attach copies of their NTN and GST certificates with the tender.
- h) Withholding Tax and Sales Tax shall be deducted as per laid down Government Policy from all payments.
- i) The firm / supplier will be bound to supply the required items at State Life, Zonal Office, 40-C, University Road, Sargodha on the very short notice or at prescribed site with the territorial of Sargodha Zone, no cartage expenses shall payable.
- j) The rates shall be valid up till 31.12.2017 and printing orders shall be given on requirement basis.

[SECRETARY]
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Sargodha Zone
Personnel & General Services Department
1st Floor, 40-C University Road, Sargodha
Tel:048-9230626, Telefax: 048-9230627

QUOTATION FOR PRINTING STATIONERY

FOR THE YEAR 2017

Sr.#	NAME OF ITEM	QUANTITY
1	Air Freshner 300ml	3 Dozen
2	Ball Point (Piano, Dollor, Picasso Clutch / Clipper) or equivalent	250 Packet
3	Ball Point Piano (yellow) or equivalent	50 Packet
4	Ball Point Piano Crystle or equivalent	50 Packet
5	Battery Cell Dry Size AA (Toshiba or equivalent)	2 Dozen
6	Battery Cell Dry Size AAA (Toshiba or equivalent)	2 Dozen
7	Box File (AIFA 750 or equivalent)	20 Numbers
8	Calclater 12 digit (MJ 120 CASIO Original) or equivalent	24 Numbers
9	Calclater 14 digit (Citizen CT-724-II Original) or equivalent	12 Numbers
10	Carbon Paper Blue (KCR 100 Sheets) or equivalent	100 Packet
11	Continuous Paper 80 Column 8 x 9.5 Local (1000 sheets 62/63 gm)	100 Boxes
12	Continuous Paper 80 Column 9 x 11 Local (1000 sheets 62/63 gm)	300 Boxes
13	Continuous Paper 132 Column 15x11 Local (2000 sheets 62/63 gm)	300 Boxes
14	Dak Received Register 10 No.	6 Register
15	Duster Yellow (Size 20x30)	100 Numbers
16	Eraser (Fine Quality)	3 Dozen
17	Fax Roll 30 Meter (Fine Quality)	100 Roll
18	File Tray Plastic	3 Dozen
19	Floor Cleaners 975 ml pack (Dettol or equivalent)	3 Dozen
20	Fluid Pen (Fine Quality)	1 Dozen
21	Franking Machine Ink (Lion Metal Ink 28 gm) or equivalent	6 Numbers
22	Gum Bottle 1000 ML (Fine Quality)	6 Numbers
23	Glue Stick (UHU Medium) or equivalent	1 Dozen
24	High Lighter (Pelikon / Murkery) or equivalent	4 Dozen
25	Ink Pottle (Dollor 60 ml) or equivalent	1 Dozen
26	Led Pencil (Dollor) or equivalent	6 Dozen
27	Ledger 10 No.	4 Numbers
28	Marble Pen Stand (8" x 4")	3 Dozen
29	Marker 70 - 90 (Dollor or equivalent)	10 Dozen
30	Marker Paint	2 Dozen
31	Matel Ink Lion Red (Fine Quality)	1 Dozen
32	Packing Rope Plastic	3 Dozen
33	Paper Clip 36 mm Round (Fine Quality)	24 Dozen
34	Paper Cutter Small (Fine Quality)	1 Dozen
35	Paper Pin (Chrysanthemum or equivalent)	100 Packet
36	Paper Rim (80 gram A4 Size) Double A or equivalent	3 Dozen

37	Paper Rim (80 gram Legal Size) Double A or equivalent	3 Dozen
38	Paper Rim A4 Size (local City) or equivalent	2 Dozen
39	Paper Waste Basket Plastic (Medium Size)	3 Dozen
40	Paper Weight Marble	2 Dozen
41	Paper Tape 1" 18 meter (Fine Quality)	20 Dozen
42	Paper Tape 2" 18 meter (Fine Quality)	10 Dozen
43	Pen Holder (Fine Quality)	2 Dozen
44	Pin Cushion (Fine Quality)	3 Dozen
45	Pin Tray (Fine Quality)	1 Dozen
46	Pokar (Fine Quality)	1 Dozen
47	Printer Ribbon Epson LQ-2180/2190 (Print-Rite) or equivalent	50 Numbers
48	Printer Ribbon Epson LQ-300 (Print-Rite) or Equivalent	50 Numbers
49	Printer Ribbon Epson LQ-350 / 310 (Print-rite) or equivalent	200 Numbers
50	Printer Ribbon (P-300/600) (PRINTRONIX Original)	200 Numbers
51	Punch Machine (two holes) Heavy Duty)	6 Numbers
52	Punch Machine Medium (Two holes) SID or equivalent	3 Dozen
53	Register Dispatch 10 No.	6 Register
54	Register Large 320 pages	5 Dozen
55	Register Medium 150 pages	5 Dozen
56	Rubber Band imported white 1/2 K.G Packet (Fine Quality)	6 Dozen
57	Scale Steel 12 inches	2 Dozen
58	Scotch Tape (1/2") transparent	1 Dozen
59	Sharpner (Fine Quality)	3 Dozen
60	Signature Pen (unieye or equivalent)	6 Dozen
61	Signature Pen (Dollor Gel-1 or equivalent)	15 Dozen
62	Stamp Pad normal size fine quality	8 Dozen
63	Stamp Pad 7x11 (Lancer or equivalent)	6 Dozen
64	Stamp Refill Ink 28ml Blue/Green/Black (Shiny or equivalent)	12 Dozen
65	Stapler Remover Steal 24/6, 26/6 good quality	2 Dozen
66	Stapler Machine (Opal HD-12S13 - Heavy Duty Stapler) or equivalent	6 Numbers
67	Stapler Machine No. 24/6 (Opal, SID or equivalent) for 40 sheets	3 Dozen
68	Stapler Machine No.24/6 Small (Fine Quality) for 20 sheets	2 Dozen
69	Stapler Pin (DOLLAR / PIANO 6mm / 24/6 1000 pins in box) or equivalent)	150 Dozen
70	Stapler Pin No.23/17 1000 pins in box (Whashin or equivalent)	5 Dozen
71	Stock Register 10 No.	2 Numbers
72	Vim Powder 450 gm or equivalent	24 Numbers
73	Water Dumper Plastic fine quality	3 Dozen
74	Water Glass 280 ML (Toyo Nasic / Omric) or equivalent	8 Dozen
75	Water Jug Glass (fine quality)	1 Dozen
76	Table Calendar Stand with diary	3 Dozen
77	Table Set (Marble)	6 Numbers

78	Table Set (Plastic)	6 Numbers
79	Table Calendar	3 Dozen
80	Table Dairy	3 Dozen
81	Tissue Paper Box (Rose Petal Pop UP 150 x 2 Tissues)	8 Dozen
82	Towel Plan one colour (size 27 x 54)	1 Dozen
83	Toilet Soap (78 gms) dettol or equivalent	8 Dozen
84	Toilet Soap (115 gms) dettol or equivalent	2 Dozen

Note:- Number of items may vary at the time of order.

B:

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
SARGODHA ZONE**

LIST OF PRINTING ITEMS REQUIRED FOR 2017

Sr. #	NAME OF ITEM	SIZE	QUALITY	ESTIMATED QUANTITY
1	A.I.B. Claim	A4 size	68 grm flying or Equivalent	50 Pad
2	اکنالجمنٹ لیٹر	Size 9.75 x 7.25	68 grm flying or Equivalent	20 Pad
3	Adjustment Advice	A4 size	68 grm flying or Equivalent	100 Pad
4	Admission Letter Hospital	A4 size	68 grm flying or Equivalent	20 Pad
5	Advice Sheet For Alteration	A4 size	68 grm flying or Equivalent	10 Pad
6	Advice Sheet for Calculation	A4 size	68 grm flying or Equivalent	40 Pad
7	Agency Channel Register (200 pages with page No.)	Size 19½ x 15	80 grm Imported Paper or Equivalent	3 Register
8	Agency Form DO-2	Legal Size	68 grm flying or Equivalent	100 Pad
9	Agency Form RO-2	Legal Size	68 grm flying or Equivalent	20 Pad
10	آجر کی سند	A4 size	68 grm flying or Equivalent	20 Pad
11	حادثاتی کلیم	Size 9.5 x 7	68 grm flying or Equivalent	10 Pad
12	Alteration Advice (Triplicate 3 colours)	Size 11 x 8.5	68 grm flying or Equivalent	10 Pad
13	Amendment Proposal	A4 size	68 grm flying or Equivalent	300 Pad
14	Annual Declaration Statement	Legal Size	68 grm flying or Equivalent	80 Pad
15	Appointment Letter S.R	A4 size	68 grm flying or Equivalent	200 Pad
16	Attendance Sheets for Office Employees	Size 17 x 13½	100 grm Imported Paper or Equivalent	1000 Sheets
17	Attendance Sheets for Area Managers	Size 6½ x 13½	100 grm Imported Paper or Equivalent	1000 Sheets
18	Authority Card	Size 9.75 x 7.25	310 grm Art Card or Equivalent	2000 Cards
19	Bank Advice	A4 size	68 grm flying or Equivalent	40 Pad
20	Budget Register (150 pages with page No.)	Legal Size	80 grm Imported Paper or Equivalent	6 Register
21	C.R Form (Financial)	Size 11 x 8.5	68 grm flying or Equivalent	350 Pad
22	C.R Form (Thumb)	Size 11 x 8.5 (double side)	68 grm flying or Equivalent	300 Pad
23	Certificate Date of Birth	Size 6.50 x 8	68 grm flying or Equivalent	40 Pad
24	Cheque Dishonour Note (Urdu)	A4 size	68 grm flying or Equivalent	20 Pad

25	CHQ Dispatch Pad	Size 8.50 x 6	68 grm flying or Equivalent	200 Pad
26	CHQ Payment Register (200 pages with Page No.)	Legal Size	80 grm Imported Paper or Equivalent	10 Register
27	CHQ Schedule Local	A4 size	68 grm flying or Equivalent	20 Pad
28	Commission Payment Voucher (Single)	Size 11 x 11	68 grm flying or Equivalent	20 Pad
29	Comm. Register (SR, SO, SM) (200 pages with Page No.)	Size 14.25 x 9.25	80 grm Imported Paper or Equivalent	2 Register
30	Comparative Statement Pad	Legal Size	68 grm flying or Equivalent	50 Pad
31	Conveyance Bill	Size 8.5 x 5.5	68 grm flying or Equivalent	20 Pad
32	Daily New Business Collection Statement	A4 size	68 grm flying or Equivalent	20 Pad
33	Dak Received Register (200 pages with Page No.)	Legal Size	80 grm Imported Paper or Equivalent	10 Register
34	Dak Received Slip PHS	Size 9.5 x 7	68 grm flying or Equivalent	100 Pad
35	دعویدار کا بیان	A4 Size	68 grm flying or Equivalent	20 Pad
36	DCS Entry Proposal	Legal Size	68 grm flying or Equivalent	100 Pad
37	DCS Renewal Counter	A4 Size	68 grm flying or Equivalent	250 Pad
38	Death Claim Calculation Sheet	Legal Size	68 grm flying or Equivalent	20 Pad
39	Death Claim Discharge Voucher	Legal Size	68 grm flying or Equivalent	20 Pad
40	فوتیدگی کلیم	Legal Size	68 grm flying or Equivalent	10 Pad
41	یاددبانی-فوتیدگی کلیم	Legal Size	68 grm flying or Equivalent	10 Pad
42	سند شناخت	A4 size	68 grm flying or Equivalent	10 Pad
43	Death Claim Repudiate Letter	A4 size	68 grm flying or Equivalent	10 Pad
44	Death Claim J.V	A4 size	68 grm flying or Equivalent	50 Pad
45	Death Claim Processing Sheets (3 leafs)	legal Size	68 grm flying or Equivalent	50 Pad
46	Declaration For Propose	legal Size	68 grm flying or Equivalent	50 Pad
47	DGH Form	A4 size	68 grm flying or Equivalent	500 Pad
48	Discharge of Policy	Legal Size	68 grm flying or Equivalent	50 Pad
49	Dispatch of Policy Document	Legal Size	68 grm flying or Equivalent	20 Pad
50	DPO-4A	A4 size	68 grm flying or Equivalent	20 Pad
51	DPO - 6A	A4 size	68 grm flying or Equivalent	100 Pad
52	DPO - 6B	Size 14.5 x 9.5	68 grm flying or Equivalent	10 Pad
53	DPO-4A (PHS)	Legal Size	68 grm flying or Equivalent	20 Pad
54	Envelop 10" x 12" White	10 x 12	100 grm White paper with cloth	5000 Numbers
55	Envelop 15" x 12.5" X-Ray Size with cloth	15 x 12.5	100 grm White paper with cloth	1200 Numbers
56	Envelop 4"x9" (white)	4 x 9	100 grm High Finish or Equivalent	20000 Numbers
57	Envelop 5"x 11" (white)	5 x 11	100 grm High Finish or Equivalent	10000 Numbers
58	Evaluation Sheet For Pormotion	Size 11 x 11	68 grm flying or Equivalent	20 Pad
59	Field Medical Attendance Scheme	Legal Size	68 grm flying or Equivalent	20 Pad
60	File Cover Agy (with steel clip)	Size 14 x 10.5	350 grm Polo Century Card or Equivalent	2000 Numbers
61	File Cover Office (with steel clip)	Size 14 x 10.5	350 grm Polo Century Card or Equivalent	2000 Numbers
62	Indent For Stationery	A4 size	100 grm imported or Equivalent	20 Pad
63	J. V Pad	Size 11 x 11	68 grm flying or Equivalent	100 Pad
64	Khata Amanat Pad (urdu)	Legal Size	68 grm flying or Equivalent	100 Pad
65	خصوصی تجدیدی اسکیم	Size 9.50 x 7.50	68 grm flying or Equivalent	20 Pad
66	Laps Policy Revival Scheme	Size 5.5 x 8.5	68 grm flying or Equivalent	20 Pad

67	Late Fee Register (200 pages with page No.)	Legal Size	68 grm flying or Equivalent	5 Register
68	Late fee Waiver Form	Size 9.5 x 7	68 grm flying or Equivalent	100 Pad
69	Late Sitting (Officers)	Legal Size	68 grm flying or Equivalent	10 Pad
70	Leave Application Officers	Size 9.75 x 7.3	68 grm flying or Equivalent	10 Pad
71	درخواست برائے رخصت (سٹاف)	Size 9.75 x 7.3	68 grm flying or Equivalent	20 Pad
72	Leave Encashment	Size 9.75 x 7.3	68 grm flying or Equivalent	10 Pad
73	Letter Head Pad	A4 size	100 grm Imported Paper or Equivalent	120 Pad
74	Letter of Acceptance (LA3)	A4 size	68 grm flying or Equivalent	400 Pad
75	Loan Schedule Pad	Legal Size	68 grm flying or Equivalent	50 Pad
76	Maturity Claim Register (300 pages with Page No.)	Size 23 x 17	80 grm Imported Paper or Equivalent	2 Register
77	Maturity Good News Letter	A4 size	68 grm flying or Equivalent	20 Pad
78	Maturity Claim Pre-Receipt Discharge Voucher	Legal Size	68 grm flying or Equivalent	50 Pad
79	Medical Attendance Certificate (Form B)	A4 size (two pages)	68 grm flying or Equivalent	20 Pad
80	Medical Books	Size 4.4 x 11	68 grm flying or Equivalent	100 Books
81	Medical Credit Register (200 pages with Page No.)	Size 15 x 9.5	80 grm Imported Paper or Equivalent	2 Register
82	Medical Declaration Form for Officers	A4 size (two pages)	100 grm imported or Equivalent	20 Pad
83	Medical Declaration Form for Staff	A4 size (two pages)	100 grm imported or Equivalent	20 Pad
84	Medical Declaration Form for Field Force	A4 size (two pages)	100 grm imported or Equivalent	20 Pad
85	Medical Expenses Card (field)	Size 5 x 6.5	300 grm Polo Century Card or Equivalent	500 Cards
86	Medical Register (300 Pages with Page No.)	Size 15 x 11.8	100 grm imported or Equivalent	4 Register
87	Medical Reimbursement Form	Legal Size	68 grm flying or Equivalent	10 Pad
88	Medical ZSC Form	Legal Size	68 grm flying or Equivalent	10 Pad
89	Money Order Register (300 pages with Page No.)	Legal Size	80 grm Imported Paper or Equivalent	10 Register
90	N.D Form	Size 10 x 7	68 grm flying or Equivalent	60 Pad
91	N.D Form (PHS)	Size 10 x 7	68 grm flying or Equivalent	20 Pad
92	NOC Policy Transfer (English)	Size 9.5 x 7	68 grm flying or Equivalent	10 Pad
93	NOC Policy Transfer Reply (English)	Size 8 x 6.5	68 grm flying or Equivalent	10 Pad
94	Nomination Form	A4 Size	68 grm flying or Equivalent	80 Pad
95	Overtime Form (Staff)	Legal Size	68 grm flying or Equivalent	10 Pad
96	P.R Fresh Book (Carbonless paper with sr. no.)	Size 7 x 5.3 (4 leafs diff. colour)	68 grm flying or Equivalent	1000 Books
97	P.R Renewal (Carbonless paper with sr. no.)	Size 7 x 5.3 (4 leafs diff. colour)	68 grm flying or Equivalent	1500 Books
98	P.S Medical	A4 Size (4 pages)	100 grm Imported Paper or Equivalent	5000 Numbers
99	P.S Non Medical	A4 Size (4 pages)	100 grm Imported Paper or Equivalent	10000 Numbers
100	Payment Voucher (Area Managers)	Size 11 x 11	68 grm flying or Equivalent	20 Pad
101	Payment Voucher (Death Claim)	Size 11 x 8.5	68 grm flying or Equivalent	25 Pad
102	Payment Voucher (Suspense)	Size 11 x 8.5	68 grm flying or Equivalent	60 Pad
103	Payment Voucher Green	Size 11 x 8.5	68 grm flying or Equivalent	100 Pad
104	Proforma For Surrender	A4 size	68 grm flying or Equivalent	50 Pad

105	Personal Accident Claim (white)	Legal Size	68 grm flying or Equivalent	10 Pad
106	Personal Accident Claim (green)	Legal Size	68 grm flying or Equivalent	10 Pad
107	Petty Cash Voucher	Size 7.25 x 4.75	68 grm flying or Equivalent	20 Pad
108	Photocopy Slip	Size 6.5 x 4	68 grm flying or Equivalent	20 Pad
109	PHS Letter 36	Size 9.5 x 7.3	68 grm flying or Equivalent	60 Pad
110	Policy File Cover (with steel clip)	Size 13.8 x 9.7	350 grm Polo Century Card or Equivalent	80000 Numbers
111	Policy Transfer Cover Letter	Size 9.5 x 7.3	68 grm flying or Equivalent	10 Pad
112	Policy Indent Card	Size 11 x 9	310 grm Art Card or Equivalent	10000 Numbers
113	Pre-receipt S.V Discharge Voucher	Legal Size	68 grm flying or Equivalent	40 Pad
114	Promotion Letter SO/SM	Legal Size (5 pages)	68 grm flying or Equivalent	10 Pad
115	Proposal Form Medical with Briefsheet (with serial No.)	A4 Size (8 pages)	100 grm Imported Paper or Equivalent	40000 Numbers
116	Proposal Form Non Medical with Briefsheet (with serial No.)	A4 Size (10 pages)	100 grm Imported Paper or Equivalent	100000 Numbers
117	Proposal Slip	Size 6.3 x 4	68 grm flying or Equivalent	700 Pad
118	Registration Form (Fresh)	Legal Size (3 pages)	68 grm flying or Equivalent	50 Pad
119	Renewal of Registration	Legal Size (2 pages)	68 grm flying or Equivalent	20 Pad
120	Requirement Letter Urdu (PHS)	Size 9.5 x 7.25	68 grm flying or Equivalent	40 Pad
121	Rough Pad	A4 Size	68 grm flying or Equivalent	200 Pad
122	Rough Pad	Legal Size	68 grm flying or Equivalent	200 Pad
123	شعبہ دعوی جات	Size 9.5 x 7.25	68 grm flying or Equivalent	20 Pad
124	Special Revival Plan	Size 11 x 8.5	68 grm flying or Equivalent	50 Pad
125	Special Revival Plan (Calculation Sheet)	Size 12.5 x 8	68 grm flying or Equivalent	10 Pad
126	Supplimentry Proposal	Size 9.5 x 7.5	68 grm flying or Equivalent	50 Pad
127	TA/DA Bill	Size 12.75 x 9.75	68 grm flying or Equivalent	10 Pad
128	Three Specimen Signature	Size 8.25 x 6.50	68 grm flying or Equivalent	400 Pad
129	Tour Approval Form	A4 size	68 grm flying or Equivalent	10 Pad
130	Zakat Collection Report (CZ07)	Legal Size (4 pages)	68 grm flying or Equivalent	10 Pad
131	Zakat Deduction Register (600 pages with Page No.)	Size 23 x 17	80 grm Imported Paper or Equivalent	2 Register

Note:- Number of printing items may vary at the time of order.