

TENDER NOTICE NO.SLIC/BWP/P&GS/PRINTING & NON-PRINTING-ITEMS/04/2013**DATED: 19-11-2013**

Sealed Quotation are invited from GST/NTN registered Firms/ Printers/ Stationers having own office phone/ Fax number (if found contrary the tender will be rejected) Preferably based at Bahawalpur for the purchase of various items of Stationery and Printing of different matter of official vouchers and forms etc as per list under:

STATIONERY PRINTING ITEMS (P&GS store items)

S.No	Name of Printing Items	Quality	Total Quantity Approved
1	Medical Register Officer & Staff	As per specification available in Zonal Office	4
2	Letter Had Pad (Medium)	do	20
3	Leave Application Staff	do	10
4	Payment Voucher General	do	30
5	Death claim Journal voucher	do	20
6	PHS 23	do	10
7	Death Claim Processing Sheet	do	10
8	Loan Processing Sheet	do	50
9	Calculation Sheet	do	10
10	Register for mail PHS	do	20
11	Loan application form	do	100
12	Claim payment voucher	do	20
13	Envelop window for Premium Notices	do	60000
14	Envelop Small (9x4)	do	5000
15	Envelop Medium(11x5)	do	3000
16	Envelop (10x12)	do	2000
17	Envelop (11x15)	do	500
18	Envelop (19x14)	do	200
19	Schedule Local Station F&A27	do	20
20	Journal voucher	do	30
21	P.R Book Fresh (Hasilpur)	do	100
22	Amendment form	do	100
23	DGH Pad	do	100
24	N.D Pad	do	20
25	Supplementary form	do	10
26	SM/AM confidential Pad	do	80
27	SM confidential Pad	do	50
28	Proposal slip	do	100

29	Three specimen signature Form	do	80
30	Proposal Register green sheet	do	3000
31	Proposal Register policy	do	2000
32	Medical proposal form	do	20000
33	Non-Medical Proposal form	do	40000
34	Policy Brief Sheet	do	30000
35	Policy File Cover Proposal	do	20000
36	Medical P/S Revival form	do	5000
37	Non- medical P/S Revival form	do	5000
38	Office File Cover	do	1000
39	Recruitment Register	do	05

Stationery for Non-Printing Items

S.No	Name of Printing Items	Quality	Total Quantity Approved
1	Ball Pen Crystal or equivalent	As per specification available in Zonal Office	1000 no
2	Computer Paper Box Large	do	50 box
3	Computer Paper Box Small	do	70 box
4	Duster	do	100 no
5	Fax Rim AA 500 sheet Legal	do	20 rim
6	White Paper 500 sheet Legal	do	10 rim
7	Highlighter Mercury	do	20 no
8	Stapler Machine opal H.D 45 N	do	20 no
9	Stapler Pin Small (dollar) 24/6	do	400 no
10	Tissue Paper 2 Ply(Rose Petal)	do	50 no
11	Calculator Casio dj.120 original (digit 12)	do	40 no
12	Computer Ribbon Epson-LQ-2180	do	40 no
13	Computer Ribbon Epson -LQ-300	do	50 no
14	File Box uni (large)	do	50 no
15	Carbon Paper (butter fly)	do	10 no
16	Dustbin plastic large	do	40 no
17	Dispatch Register .no .8 (koh-I-noor)	do	10 no
18	Gum Stick UHU 21 g	do	20 no
19	Ink for stamp pad green (shiny)	do	10 no
20	Ink for stamp pad Crystal	do	10 no
21	Marker 90-Dollar	do	100 no
22	Punching Machine largeNO.30 (lotus)	do	50 no
23	Rubber for Led Penci Pelican	do	20 no
24	Rubber Band Ring Large (1 KG)	do	10 kg
25	Stapler Pin max (la 23X17	do	40 no
26	Computer Ribbon IBM -6400	do	2 BOX
27	FX9S- Cannon Fax Cartridge original	do	1 no

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 **06th December 2013 11:00** Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at **11:45** 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 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 9:00 am to 5:30 pm (sharp) expect Saturday & Sunday till closing date (**06.12.2013**) .
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) of PPRA.
8. Payments will be released after supplying the above said items and after checking quality etc.
9. Required order/quantity may be reduced / increase in accordance with the available budget and rate given in the quotation but not over total Amount Rs. Two million.

For further details or any clarification the undersigned and dealing officer may be contacted during working hours in person or telephonically on phone # 062-9255363/9255414/03336361422.

Mirza Asad Saeed Atif
Secretary Zonal Procurement Committee
BAHAWALPUR ZONE.