

TENDER NOTICE # 01A,01B & 01C-2017

The Federal Government owned Autonomous Corporation invites sealed Tenders valid for the whole year 2017 with effect 01.01.2017 to 31.12.2017 from preferably GST & Non-Registered firm or Printers/Stationer preferably based at Jhang, Faisalabad and Lahore for supply of specified printing & Stationery items on the below noted terms and conditions:-

TERMS AND CONDITIONS

- A. Security amount must be deposited equal to 02% each separately of the total value of the tender cost in the form of CDR by the bidders against receipt. The total value of the tender is estimated about 01A, = Rs. 800,000,-/ 01B= Rs. 500,000/- & 01C Rs. 500,000/-.
- B. If the firm supplies sub-standard printing & Stationery items during the period of agreement, the security deposited may be forfeited in the favour of Corporation and legal action will be taken against him.
- C. The firm will be bound to supply the required items at State Life Insurance Corporation of Pakistan, Zonal Office, Civil Line, Jhang at (Munspal Territory) Jhang on the very short notice preferably in the 1st week of each quarter – 2017 against purchase order.
- D. The bidder will have to attach copies of their NTN/Sales Tax with the tender.
- E. Income Tax & Sale Tax will be Applicable / Deducted as per Govt of Pakistan (F B R) policies.
- F. The CDR/Earnest Money of the bid looser will be returned on their written request. If any contractor / Quotationer success in one item his whole C D R will remain with State Life up to 31-12-2017.
- G. The sealed quotation must be reached , by post / courier / by hand to Manager (P&GS), State Life Insurance Corporation of Pakistan, Jhang Zone up to 11.30 a.m on 14-03-2017. The time of opening the bid before the representative of the firms/supplier will be 02:0 p.m on 14-03-2017.The envelope must bear the quotation for Printing & Stationery items at its right corner for identification.
- H. The State Life reserves the right to cancel any bid or bids without assigning any reason. The quantity of items mentioned in tender may be less or excess during 01.01.2017 to 31.12.2017.
- I. The quotation must elaborate only the unit cost of the specified items.
- J. The rate should be quoted on Hard Copy, also rate must be quoted as per Serial Number of list attached.
- K. The payment will be made by cheque on receipt of shipment.

L. For specification of printing & Stationery, please contact the undersigned.

Deptt./Organization	P&GS/State Life Ins. Corporation of Pakistan
Tender Title	Specified Printing & Stationery Items
Tender Enquiry No.	P&GS/ <u>01A,01B</u> & <u>01C</u> /17
Tender Description/Specification	Specified Printing & Stationery Items As per detailed attached
Tender closing date	14-03-2017.
Tender closing time	14-03-2017 (11:30 A.M)
Tender opening date	14-03-2017
Tender opening time	14-03-2017 (02:00) P.M)
Person to be contacted	Ghulam Abbas Iqbal (Incharge P&GS) State Life Insurance Corporation of Pakistan, Zonal Office, Civil Lines, Jhang. <u>Contact Nos.</u> Mob: 0333-6723575 Ph: 047- 9200169

Important:

Please note that quotation for tender # 01A,01B & 01C should be quoted separately. Also quotation for 01A, 01B & 01C should be mentioned on envelopes.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
JHANG ZONE

TENDER NOTICE NO. JZ/P&GS/01/A/2017

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Accident Claim Register	05 Reg	13 x 16½	70 gm offset or equivalent (200 Leaves)
2	Accident claim under policy J.Z. 233	25 Pads	9 1/2 x 7½	68 Gram High Finish or equivalent
3	Accident indemnity benefit form C	25 Pads	8 1/2 X 13	70 gm offset or equivalent
4	Address change advice	50 Pads	8¼ x 5½	68 Gram High Finish or equivalent
5	Adjustment of suspense	200 Pads	7½ x 9½	68 Gram High Finish or equivalent
6	AIB Claim Processing Sheet J.Z 307	25 Pads	8 x 13	68 Gram High Finish or equivalent
7	AIB Claim Requirement Letter	50 Pads	A4 Size	68 gm H.F / equal
8	Alteration Advice M 2 A	400 Pads	7½ x 9½	68 Gram High Finish or equivalent (double side print)
9	Annexure B	100 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
10	Annexure A	200 Pads	8.5x11.5	68Gram High Finish or equivalent
11	Annexure C	100 Pads	8 x 12½	70 Gram offset Paper
12	Annual Statement of Declaration(Agy)	200 Pads	8¼ x 13¼	70 Gram offset or equivalent
13	Annuity claim under policy (J.Z-214)	25 Pads	5½ x 9	68 Gram High Finish or equivalent
14	Anticipated claim J.V	10 Pads	8¼ x11½	68 gm /or equal
15	App Ka Maktoob	150 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
16	Application for grant of cash	40 Pads	8¼ x 13	70 Gram Offset or equivalent
17	Application for Promotion SO to SM 50x3	10 Pads	8 1/2 X 13	70 Gram offset or equivalent 300 sheet
18	Application for Promotion SR to SO 50x3	15 Pads	8 1/2 X 13	70 Gram offset or equivalent 300 sheet
19	Application for Reg. SR,SO,SM	200 Pads	8¼ x 13¼	75 Gram Offset 2 Ply (double side print) 200 sheet
20	Application for Renewal of Registration (SR,SO,SM)	2050 Pads	8¼ x 13¼	75 Gram Offset or equivalent (double side print)
21	Application to work as S.R	200 Pads	8¼ x 13¼	75 Gram Offset or equivalent (double side print)
22	Attendance Register Cover (Regular) Yellow	150 Nos.	14 X 17	Colour Card 150 gm Imported every card
23	Attendance Register Cover (Late Coming) Pink	150 Nos.	14 X 17	Colour Card 150 gm Imported every card

24	Attendance Sheet (Large)	1000 Sheets	14 X 17	75 Gram Offset or equivalent
25	Attendance Sheet (Small)	1000 Sheets	17 X 7	75 Gram Offset or equivalent
26	Audit Observation Pad	50 Pads	A4 Size	70 gm Color paper Imported
27	Authority Letter (Field Worker)	2000Cards	A4 Size	300 Gram Albaster card or equivalent
28	Benefit FIB (sawalnama)	40 Pad	8¼ x 13	68 Gram High Finish or equivalent (double side print)
29	Budget Register Sheet (Double Side Print)	1000 Sheets	13 x 11	75 Gram offset /E (Side cut)
30	Calculation Sheet Death	40 Pads	8¼ x 13	68 Gram High Finish or equivalent
31	Calculation Sheet Mty	40 Pads	8¼ x 13	68 Gram High Finish or equivalent
32	Certificate to be completed by Educational Inst.	15 Pad	8¼ x 13¼	68 Gram High Finish or equivalent
33	Change of Address & Status Change Advice	40 Pad	8¼ x 13¼	68 Gram High Finish or equivalent
34	Change Of Guardian	50 Pad	8¼ x 13¼	70 Gram High Finish or equivalent
35	Change Of Nomination	50 Pad	8¼ x 13¼	70 Gram High Finish or equivalent
36	Cheque Dishonor letter Urdu (PHS)	100 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
37	Cheque Forwarding Letter J.Z 17	300 pads	5½ x 8¼	68 Gram High Finish or equivalent
38	CHQ Schedule	50 Pads	8.5 x 11	3 Ply Color Paper Local
39	Claim Covering Letter	50 Pads	8¼ x 11½	70 Gram Offset or equivalent
40	Claim Form A	50 Pads	8¼ x 11½	70 Gram Offset or equivalent
41	Claim Form AIB	50 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
42	Claim Payment Voucher	50 Pads	8¼ x 11¼	68 Gram (White Rose) or equivalent
43	Conveyance Bill	25 Pads	5½ x 8¼	68 Gram High Finish or equivalent
44	D C S Renewal	50 Pads	11 x12	68 Gram High Finish or equivalent
45	D- P.O 6-B	40 Pads	14½ x 9½	68 Gram High Finish or equivalent
46	D.P.O 4-A	100 Pads	8¼ x 11	68 Gram High Finish or equivalent
47	D.P.O 6-A	50 Pads	8¼ x 13¼	68 Gram High Finish or equivalent (double Side Print)
48	D/C Cheque Forwarding J. Z 211	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
49	D/C Processing Sheet (3 Ply Single Print)	10 Pads	8 1/2 x 13	70 Gram Offset or equivalent 300 sheet
50	D/C. Advice	20 Pads	8¼ x 6½	68 Gram High Finish or equivalent
51	D/C. J.V	25 Pad	9x 11	68 Gram High Finish or equivalent
52	D/C. Intimation Ledger	05 Reg	13 x 16½	75 Gram Offset or equivalent (200 Sheet)
53	D/C/Letter Urdu	10 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
54	Daily cash Register	10 Reg	Standard Size	75 Gram Offset or equivalent (200 Sheet)

55	Daily Cash Statement Register (200 Leaves)	10 Reg	Standard Size	70 Gram Offset or equivalent
56	Dak Dispatch Register (250 Leaves)	20 Reg	Standard Size	75 Gram Offset or equivalent (200 Sheet)
57	Dak Receipt Register (250 Leaves)	20 Reg	Standard Size	75 Gram Offset or equivalent (200 Sheet)
58	Dak Receipt Slip	300 Pads	5½ x 8¼	68 Gram High Finish or equivalent
59	Dawedar ka bian (Form Alaf) (2 Ply Single Print)	50 Pads	8¼ x 11	75 Gram Offset or equivalent
60	Death claim cheque forwarding letter(Reg./TCS)	100 Pads	8¼ x 11	68 Gram High Finish or equivalent
61	Death claim form A-5	5 Pad	8.5 x13.5	70 Gram Offset or equivalent
62	Death Claim Letter (J.Z-210)	100 Pads	7½ x 10	68 Gram High Finish or equivalent
63	Death claim paid register	05 Reg	13 x16.5	70 Gram Offset or euivalent (200 Leaves)
64	Death Claim Processing Sheet (Yellow)	5 Pads	8 x 13	3 Ply Single Print Colour Paper 70 gm (Imported) 300 sheet
65	Debit & Credit Note	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
66	Debit letter medical	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
67	Debit to SR	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
68	Declaration for the grant of Education Allowance	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
69	Declaration Form field	20 Pads	8¼ x 13¼	70 Gram High Finish or equivalent
70	Declaration Rule - 2002	100 Pads	8¼ x 13¼	70 Gram of set or equal
71	Disability form A	05 Pads	8¼ x 13¼	70 Gram of set or equal
72	Discharge of policy form No.XII	50 Pads	8¼ x 11	70 Gram of set or equal
73	Endorsement PHS/ALT	10 Pads	8¼ x 11	70 Gram of set or equal
74	Envelope Khaki 9 x 4	30000 Nos	9 x 4	Golden Craft Paper or equivalent
75	Envelope Policy Document Size	10000 Nos	10 x 12	Golden Craft Paper or equivalent
76	Envelope X-Ray Size	5000 Nos	15 x 20	Golden Craft Paper or equivalent
77	Envelop Large X-Ray size	1000	15 x 20	White colour with cloth
78	Envelop Window	100000	5½ x 8¼	68 Gram (H.F) or equivalent
79	Envelope File Size	5000 Nos	11½ x 15	Golden Craft Paper or equivalent
80	Envelope White	10000 Nos	5 x 11	75 Gram Offset or equivalent
81	Envelope White (Medical) 5x11	5000 Nos	5 x11	75 Gram Offset or equivalent
82	F.I.B 25/ (sawalnama)	10 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
83	File cover office	10000 Nos	22 x 13¼	240 Gram Bleach Card or equivalent with steel clip + State Life Monogram etc.
84	Form -B (2 Ply single print) 2 x 100	50 Pads	8¼ x 11½	75 Gram Offset or equivalent (200 Sheet)
85	Form D - 2	15 Pads	8 1/2 X 11	68 Gram High Finish or equivalent

86	Form -Jeem (1 Ply)	50 Pads	8¼ x 11½	75 Gram offset or equal
87	Form R - 2	15 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
88	Form Daal (1 Ply)	20 Pads	8¼ x 11½	75 Gram Offset or equivalent (2 - colour print)
89	J. Z 202	40 Pad	13 x 8¼	68 Gram High Finish or equivalent
90	J. Z 223	40 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
91	Health card Agency.	500 Nos	5 x 9½	Colour Card
92	Hospitalization	10 pads	8 x 12	68 Gram High Finish or equivalent
93	Indent Pad	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
94	Inter Office Communication Pad	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
95	Intimation Register (mty) 200 leave	05 Reg	13 x 16½	75 Gram offset paper or equivalent
96	Iqrar Nama (Medical)	500 Cards	8¼ x 11	225 Gram Bleach Card.
97	J.V Petty cash	5 books	10x12	3 Ply paper local 300 sheets.
98	Journal Voucher	50 Pads	11½ x 12	68 Gram (White Rose) or equivalent
99	L. A. 3. New Business	100 Pads	8¼ x 11	70 Gram Ofset or equivalent
100	L-A-3 (PHS)	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
101	Leave Application English	20 Pad	8¼ x 11	68 Gram High Finish or equivalent
102	Leave Application Urdu	40 Pad	7½ x 10	68 Gram High Finish or equivalent
103	Leave Encashment Pad	20 Pad	8¼ x 11½	68 Gram High Finish or equivalent
104	Letter Head Pad 2 Colour Print	50 Pads	A4Size	90 Gram Offset or equivalent
105	Loan Adjustment Pad	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
106	Loan Assignment Register	05 Reg	8¼ x 13¼	75 Gram offset paper or equivalent
107	Loan S.v MTY Claim Cheque Despatch Register (300 Leaves)	30 Reg	Standard Size	68 Gram High Finish or equivalent
108	Loan Payment Voucher	40 Pads	8¼ x 11½	68 Gram High Finish or equivalent
109	Loan Cheque Letter J.Z 130 A	40 Pads	8¼ x 11½	68 Gram High Finish or equivalent
110	Maturity Claim D.V	100 Pads	8¼ x 11½	68 Gram High Finish or equivalent
111	Maturity Claim J.V	50 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
112	Medical Expense Card Officer	200 Sheets	13x11	75 gm offset or equal
113	Medical Fee statement	50 Pad	8¼ x 11	68 Gram High Finish or equivalent
114	Medical Attendance Scheme (Agency)	50 Pads	8¼ x 13	75 Gram Offset or equivalent
115	Medical Bill Field	50 Pad	7½ x 10	68 Gram High Finish or equivalent
116	Medical Book Officer (55 Leaves)	100 Books	4¼ x 11	68 Gram High Finish or equivalent as per sample

117	Medical Exp card Staff	200 Sheets	13x11	75 gm ofst or equal
118	Medical Exp. Card field	1000 Sheets	10 x 15	75 Gram Offset or equivalent
119	Medical Reference Letter (Agency)	50 pads	8¼ x 11	68 Gram High Finish or equivalent
120	Medical Re-imburement pad	20 Pad	8¼ x 13¼	68 Gram High Finish or equivalent
121	MTY Claim Letter Urdu	40 Pad	8¼ x 11	68 Gram High Finish or equivalent
122	MTY Reminder Letter	50 Pad	8¼ x 11	68 Gram High Finish or equivalent
123	MTY Requirement Letter Aap Ka Maktoob	50 Pad	8¼ x 11	68 Gram High Finish or equivalent
124	N.D Form PHS	40 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
125	Nomination Form (2 Colour Print)	150 Pads	8¼ x 11	75 Gram Offset or equivalent
126	Off Policy Advice	15 Pad	8¼ x 5½	68 Gram High Finish or equivalent
127	Over Time Pad	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
128	P.F Credit Voucher	15 Pads	8¼ x 13	68 Gram High Finish or equivalent
129	P.F.J.V	15 Pads	8¼ x 13	68 Gram High Finish or equivalent
130	P.R. Book Fresh (50 x 4) Four Colour Pages	1000 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
131	P.R. Book Renewal (50 x 4) Four Colour Pages	1000 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
132	Payment of your's Bill	20 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
133	Payment Sheet Of Annuity Card	100 cards	8¼ x 13	Alboster 300 Grm. or equivalent
134	Payment Voucher Pads	200 Pads	8¼ x 11½	68 Gram (White Rose) or equivalent
135	Performa For Surrender Of Policy	100 Pads	8¼ x 11	68 Gram High Finish or equivalent
136	Personal Accident Claim Form A-2	15 Pads	8 x 13	70 Gram Offset or equivalent (double side print)
137	Personal Accident Claim Form B	15 Pads	8 1/2 X 13	70 gm offset doubl side print
138	PF debit voucher	15 Pads	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
139	Photo State Slip	50 Pads	5 x 7½	68 Gram High Finish or equivalent
140	Policy Particular PHS	50 pads	8¼ x 13¼	68 Gram High Finish or equivalent
141	Policy File Cover (Red Colour) 5" Scoutch Tape	75000	10 x30	300 gm local card (with steel clip) + 5" Sqash Tape
142	Policy Indent Card	10000 Card	9 x 13	300 Gram Alboster Card or equivalent
143	Policy Loan Letter Urdu	40 Pads	8¼ x 3½	68 Gram High Finish or equivalent
144	Policy Loan Processing Sheet	100 Pads	13 x 8¼	68 Gram High Finish or equivalent
145	Policy Loan Schedule (Loan Form)	100 Pads	9 x 11½	68 Gram High Finish or equivalent
146	Policy Record Received letter	15 Pads	8¼ x 11½	68 Gram High Finish or equivalent

147	Policy Register (2 Ply) 300 x 2	15 Reg	15½ x 11	68 Gram High Finish or equivalent
148	Policy Revival Letter (J.Z 121)	20 Pads	8¼ x 11½	70 Gram Offset or equivalent
149	Policy Revival Register (200 Leaves)	05 Nos	Standard Size	68 Gram High Finish or equivalent
150	Pre Receipt D. Voucher Annuity	40 pads	8¼ x 11½	68 Gram High Finish or equivalent
151	Pre- Receipt Discharge Voucher	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
152	Pre-Receipt S.V, Discharge Voucher	150 Pads	11½ x 8¼	68 Gram High Finish or equivalent
153	Prescription Form Field	10 Pads	7½ x 10	68 Gram High Finish or equivalent
154	Promotion evaluation Sheet	10 Pads	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
155	Proposal Register Sheet double side print	5000 Sheets	13 x 16½	75 Gram Offset or equivalent
156	Proposal Slip pad	1000 pads	5 x 4	68 Gram High Finish or equivalent
157	Record Creation Advice M-1-A	5 Pads	9 x 11	68 Gram High Finish or equivalent
158	Record Transfer pad urdu	15 Pads	8¼x11½	68 gm H.F or equal
159	Reference Letter (Agency)	400 Pads	8¼ x 11½	68 Gram High Finish or equivalent
160	Reference Letter for Clinical Lab	10 Pads	8¼ x 11	68 Gram High Finish or equivalent
161	Reference Slip Pad (Medical)	40 Pad	11x 4 1/2	68 Gram High Finish or equivalent
162	Reminder Letter Mty	100 Pad	8¼ x 11½	68 Gram High Finish or equivalent
163	Rent Register	02 Reg	1'3" x 10½	100 Gram Offset or equivalent (100 Leaves)
164	Requirement Letter P.H.S	100 Pads	8¼ x 11½	68 Gram High Finish or equivalent
165	Revival Of Policy Letter	15 Pads	A-4 Size	68 Gram High Finish or equivalent
166	Revival Of Policy Letter J.Z.115	5 Pads	7½ x 10	68 Gram High Finish or equivalent
167	Rujhanati Sawalnama	200 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
168	S.B Calculation Sheet	15 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
169	S.B Cheque Forwarding Letter J. Z 218	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
170	S.B Payment Voucher	20 Pad	8¼ x 13	68 Gram White Rose or equivalent
171	S.B. Calculation Sheet J.Z,226.A	20 Pad	8¼ x 11½	68 Gram High Finish or equivalent
172	S.B. Claim Register (100 Pages)	1 Reg	8¼ x 11½	100 Gram Offset or equivalent (100 Leaves)
173	S.R. Appointment Letter	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
174	S.V Requirement Letter	50 Pads	8¼x11½	68 gm H.F or equal

175	S.V. Convincing Letter Urdu	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
176	S.V. Payment Letter J.Z.01	50 Pads	8 x 11½	68 Gram High Finish or equivalent
177	Service Zone change Advice M-13-A	15 Pad	9 x 5½	68 Gram High Finish or equivalent
178	Special Re-instatement of Policy	15 Pads	8.5 x11.5	70 Gram Offset or equivalent
179	Special Revival Form Increase or Decrease	15 Pads	8.5 x11.5	70 Gram Offset or equivalent
180	Special Revival Policy	15 Pads	8.5 x11.5	70 Gram Offset or equivalent
181	Special Revival Reinstate Calculation Sheet	15 Pads	8.5 x11.5	70 Gram Offset or equivalent
182	SR Register Sheet	200 Sheets	13 X 17	70 Gram offset or equal
183	Status Change Advice M-11-A	15 Pad	9 x 5½	68 Gram High Finish or equivalent
184	Stop Payment Letter	10 Pads	9 x 5½	68 Gram High Finish or equivalent
185	Supply Order Book (100 x 3 Pages)	05 Books	8¼ x 11½	3 Ply Colour Paper (Local)
186	Suspense Adjust Book	20 Pads	11 x 8¼	4 Ply Colour Paper Local 50 x 4 each pad 200 page
187	Suspense Adjust Reminder 1	20 Pads	11 x 8¼	4 Ply Colour Paper Local 50 x 4 each pad 200 page
188	Suspense Adjust Reminder 2	20 Pad	11 x 8¼	4 Ply Colour Paper Local 50 x 4 each pad 200 page
189	Suspense Adjust Reminder 3	20 Pad	11 x 8¼	4 Ply Colour Paper Local 50 x 4 each pad 200 page
190	T.A. D.A. Form	10 Pad	13 x 11½	68 Gram High Finish or equivalent
191	Termination Letter (Agency)	40 Pads	8¼ x 11½	68 Gram High Finish or equivalent
192	Under Writing Continues Sheet (N.B)	500 Sheets	A-4 Size	68 Gram High Finish or equivalent (double side print)
193	Zakat Deduction Refund Register	05 Reg	13 x 16½	75 Gram Offset or equivalent (200 Leaves)

TENDER NOTICE NO.JZ/P&GS/01/B/2017

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Amendment to proposal for policy	200 Pads	8¼ x 11	70 Gram Offset or equivalent
2	Certificate by Manager	150 Pads	6½ x 8¼	68 Gram High Finish or equivalent
3	Confidential Report above 1-M	100 Pads	8¼ x 11	70 Gram Offset or equivalent (double Side Print)
4	Confidential Report below 1-M	200 Pads	8¼ x 11	70 Gram Offset or equivalent
5	D. G. H Form	400 Pads	8¼ x 11	70 Gram offset or equivalent
6	Policy Brief Sheet (2 Ply double side print)	100000 Nos	8 x 11.25	68 Gram High Finish or equivalent
7	Proposal Form Medical (4 Ply double print)	50000 Nos	8¼ x 11	75 Gram Offset or equivalent
8	Proposal Form Non Medical (3 Ply double side)	100000 Nos	8¼ x 11	75 Gram Offset or equivalent
9	Revival Application (Non Medical)	20000 Nos	8¼ x 11	75 Gram Offset or equivalent 2 ply (double side print)
10	Supplementary Form	50 Pads	7½ x 9½	70 Gram offset or equivalent
11	Revival Application (Medical)	20000Nos	8¼ x 11	75 Gram Offset or equivalent 2 ply (double side print)
12	J. R. F. Non medical (1Ply) Double Side Print	200 Sheet	8.50 x 11.25	75 Gram Offset or equivalent
13	J. R. F. Medical (2Ply) Double Side Print	200 Sheet	8 x11.25	75 Gram Offset or equivalent
14	N D Forms	100 Pads	7.25 x 9.50	70 Gram Offset or equivalent
15	Petti Cash Voucher	100 Pads	5 x 7.25	68 Gram High Finish or equivalent

STATE LIFE INSURANCE CORPORATION OF PAKISTAN**JHANG ZONE****TENDER NOTICE NO.JZ/P&GS/01/C/2017****LIST OF STATIONERY ITEMS**

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2017	RATES/REMARKS
1	Abro Tape	1" width Length 15 Meter or equivalent	144 Nos.	
2	Air Fresheners large	Ideal/Fridi mix lavovder or equivalent	100 Nos	
3	Ball Point (Mix Colors)	Piano Simple or equivalent	250 Pkts	
4	Box File (Large)	Ideal 55 #/Alfalab brand	150 Nos.	
5	Bull Dog Clip (01")	China brand or equivalent	50 Nos.	
6	Bull Dog Clip (02")	China brand or equivalent	100 Nos.	
7	Carbon Paper Pencil Blue (Fresh material)	KCR Brand or equivalent	50 Pkts.	
8	Dumper	Plastic/Rubber Body	150 Nos	
9	Duster Cotton	20" X 30"	300 Nos	
10	Foot (steel) 12"	Fine quality	50 Nos	
11	Foot 12"	Plastic 12" Dux	100 Nos.	
12	Gum Stick	40 gm UHU brand or equivalent	72 Nos	
13	High Lighter (Mix colors)	Dollar or equivalent	100 Nos	
14	Led Pencil	Gold Fish HB-5000 Autocrate or equivalent	24 Dozens	
15	Marker No. 70,90 (Mix Colors)	Dollar mix color	20 Dozens	
16	Paper Pin Pkt.	40 gm China or equivalent	100 Pkts	
17	Paper Cutter (Sharp/Large)	18mm Steel Based covered in plastic body	72 Nos	
18	Paper Clip Pkt. 30mm 80 Nos. approx.	Tri flower brand (Yellow) or equivalent	100 pkts	
19	Paper Clip Pkt. 52mm 80 Nos. approx.	52 mm or No.5 T.F	100 pkts	

20	Pin Tray (Plastic)	Dux or equivalent	50 Nos	
21	Punch Machine (Medium)	Kido band or equivalent	50 Nos.	
22	Register No. 16 (Small)	100 Leaves/Local (Rulled)	100 Nos.	
23	Register No. 25 (Large)	150 Leaves/Local (Rulled)	100 Nos.	
24	Rough Pad (Large)	Legal Size 68 gm H.F 50 Pages (8 X 13)	200 Nos	
25	Rough Pad (Medium)	7.5 x 10 Size 68 gm Rulled 50 pages	300 Nos	
26	Rubber AL-30	AL-30/Pelicon Germeny or equal	6 Dozens	
27	Rubber Band Pkt. 1/2 kg (Large) No.4	Bata or equal (Fine Quality)	30 Pkts.	
28	Rubber Band Pkt. 1/2 kg (Medium)	Bata or equal (Fine Quality)	50 Pkts	
29	Scotch Tape	1/2" 60 Yards	6 Dozens	
30	Sharpener	Dux or equivalent	100 Nos	
31	Soap Large 115 gm (Mix color)	Lux (large) or equivalent mix color	200 Nos	
32	Squatch Tape Large 1"	Large Deer Brand 1" 60 Yards	24 Nos	
33	Stamp Pad (Mix color)	Crystal / 2" m Dollar or equivalent	60 Nos	
34	Stamp Pad Endorsing Ink (Mix Color)	Crystal / 2" m Dollar or equivalent	6 Dozens	
35	Stapler Remover	ICW/SDI brand or equivalent	60 Nos.	
36	Stapler Pin 12N/17	Max Japan	60 Pkts	
37	Stapler Machine	OPAL brand (24/6) or equivalent	72 Nos	
38	Stapler Pin 24/6	Dollar or equivalent	500 Pkts	
39	Table Diary Stand (Black Color)	Plastic Fine quality	48 Nos	
40	Tissue Paper Box	Tulip (Mix color) or equivalent	200 Pkts	
41	Tumbler 280 ml	Falcon or equivalent	25 Dozens	
42	Typing Paper 80 gm offset A-4 Size	A.A 500 sheets	100 Rim	

43	Typing Paper 80 gm offset Legal Size	A.A 500 sheets	50 Rim	
44	Typing Paper Local Legal Size	Copy Mate Brand or equivalent 70 gm	50 Rim	
45	Uni Ball (Mix colors)	Signo Japan	24 Dozens	
46	Typing Paper Local A-4 Size	Copy Mate Brand or equivalent 70 gm	50 Rim	
47	Vim 500 gm	Bage 450gm	50 Nos	
48	Waste Basket (Medium/Plastic)	Plastic Fresh material	100 Nos	

S. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty. 2016	
1	Computer Paper 80 Column	Local 1000 Sheets (63 gm)	250 Boxes	
2	Computer Paper 132 Column	Local 1000 Sheets (63 gm)	60 Boxes	
3	Computer Ribbon LQ- 300	Print rite	200 Nos	
4	Computer Ribbon LQ-2180/2170	Print rite	60 Nos	