



STATE LIFE

Insurance Corporation of Pakistan
Multan Zone

TENDER NOTICE NO.P&GS/002/2018

January 10, 2018

Sealed financial bids are invited from pre-qualified/non pre-qualified GST/NTN registered firms/printers having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Multan for the following **Printing items** on the below mentioned terms and conditions:-

S.NO.	ITEM NAME	Required 2018
1	Leave Application Pad (Officers), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
2	Leave Application Pad (Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50
3	Medical Card Officer/Staff as per Specimen	400
4	Medical Reimbursement Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size))	12
5	Medical Reimbursement Pad (A), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	12
6	Medical Reimbursement Pad (B), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	8
7	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
8	TA/DA Bill Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	12
9	Attendance Sheet 80 GM Imported Paper (as per Specimen)	2000
10	Leave Card Officer/Staff as per Specimen	400
11	Office File Cover as per Specimen	1500
12	Medical (P&GS-104) as per Specimen	20
13	Medical (P&GS-105) as per Specimen	20
14	Medical (P&GS-106) as per Specimen	50



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15	Envelops Window 9"X4" (1000) as per Specimen	40000
16	Envelops Simple 9"X4" (1000), 90 Gram White paper (as per Specimen)	16000
17	Envelops Simple 11"X5" (1000), 90 Gram White paper (as per Specimen)	2000
18	Envelops Simple 10"X12" (1000), 90 Gram White paper (as per Specimen)	16000
19	Envelops Simple 11"X15" (1000), 110 Gram White paper (as per Specimen)	2000
20	Envelops Simple 19"X15" (1000), 110 Gram White paper (as per Specimen)	1000
21	Purchase Order Book as per Specimen	4
22	Audit Memo Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
23	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	32
24	Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	160
25	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
26	General Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
27	Payment Voucher Allied Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
28	Debit - Credit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
29	DCS Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
30	Schedule Local / Out Station Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
31	PR Book Fresh Carbon Sheet (as per Specimen)	200
32	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	200
33	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
34	Proposal Form Non Medical 80 GM Imported (as per Specimen)	80000
35	Proposal Form Medical 80 GM Imported (as per Specimen)	50000
36	Policy Brief Sheet 80 GM Imported (as per Specimen)	60000



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37	Policy File Cover as per Specimen	60000
38	Policy Register Sheet 80 GM Imported (as per Specimen)	4000
39	File Cover Agy as per Specimen	5000
40	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	56
41	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
42	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	32
43	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	160
44	Medical Health Card as per Specimen	2000
45	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000
46	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000
47	Claim Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	32
48	Death Claim Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
49	Alteration Advice M-2 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
50	Agy Alteration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
51	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200
52	Adjustment Advice Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	60
53	Annuity Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
54	FIB Existing Certificate Pad, containing 100 Page 68, GM Flying High Finish (as per Specimen)	20
55	Maturity Claim Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
56	Medical Attendance Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
57	PHS-63 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
58	Receipt Book as per Specimen	400



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59	PHS-64 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
60	PHS-50 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
61	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
62	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	600
63	PHS-36 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
64	Calculation Sheet Claim Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
65	Service Zone Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
66	Policy Card as per Specimen	4000
67	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
68	Loan Application Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
69	Receipt Form Loan Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
70	Pre Receipt Discharge Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
71	CHQ Covering Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200
72	Address Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
73	PS Non Medical 80 GM Imported (as per Specimen)	16000
74	PS Medical 80 Gm Imported (as per Specimen)	12000
75	Suspense Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	24
76	PHS - 80 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	16
77	Performa SV Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
78	Death Claim Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
79	CHQ Entry Register, containing 300 Pages (as per Specimen)	12
80	DV Covering Letter Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100



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81	FIB Calculation Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	12
82	FIB Covering Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
83	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	160
84	Zakat Declaration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
85	Indemnity Bond Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
86	Affidevit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
87	Notice DP-04 Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
88	Duplicate Policy File Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
89	Sectional Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
90	Note for Misplace File in News Paper Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
91	Application Multan to other Zone Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
92	Application other Zone to Multan Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
93	Indemnity Bond for Duplicate File Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
94	Intimation Register, containing 400 Pages (As per Specimen) AGY/PHS	4
95	Re-Nomination Form Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
96	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
97	Endorsement Performa Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
98	Medical Comparative Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
99	Cash Register 700 Page as per specimen	25
100	Cheque Dispatch Register 300 Page, as per specimen	16
101	Medical Expense Card (Agency), as per specimen	1500



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TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1,500/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 5% of the approximate value (noted above) of the tender in form of “Cash Payment” or “ Call Deposit receipts” in favour of “State Life Insurance Corporation of Pakistan” as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.
3. The rate validity of tender will be upto December 31, 2018 from the date of opening of tender.
4. Tender Closing and Opening Dates are as under:-

Tender Closing Date : **29-01-2018 at 11:00 A.M.**
Tender Opening Date : **29-01-2018 at 11:30 A.M.**

Venue : **P&GS Deptt. 2nd Floor State Life Building
Chowk Nawan Shehr Multan**

5. On finding substandard quality or not equivalent to specification, as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
6. The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order, otherwise the Corporation has a right to Cancel the Purchase Order.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. The bidders will attach their respective copies of NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed.
9. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 9:00 am to 05:30 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
10. The Income Tax will be deducted as per Rules.
11. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
12. Sample paper should be of same quality and grammage as specified in tender or provided. The Committee will not consider any sample not according to our specification, attached by the vendor.
13. The Delivery Schedule during the whole year is as under: -
 1. ¼th of the whole consignment in 1st Quarter
 2. ¼th of the whole consignment in 2nd Quarter
 3. ¼th of the whole consignment in 3rd Quarter
 4. ¼th of the whole consignment in 4th Quarter



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For further details the undersigned may be contacted during working hours in person or telephonically on phone No.061/9200678.

NAUMAN AKMAL
Secretary Zonal Procurement Committee
Multan Zone