



STATE LIFE

Insurance Corporation of Pakistan
Multan Zone

TENDER NOTICE NO.P&GS/001/2016

January 20, 2016

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:-

Sr.	Name of Form	REQUIRED QTY
1	Letter Head Pad (Large Size), containing 50 Pages, Japan 80 GM Imported (as per Specimen)	40
2	Letter Head Pad (Medium Size), containing 50 Pages, Japan 80 GM Imported (as per Specimen)	40
3	Letter Head Pad (Small Size), containing 50 Pages, Japan 80 GM Imported (as per Specimen)	40
4	Leave Application Pad (Officers), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
5	Leave Application Pad (Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50
6	Medical Card Officer/Staff as per Specimen	600
7	Medical Reimbursement Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size))	12
8	Medical Reimbursement Pad (A), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	12
9	Medical Reimbursement Pad (B), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	8
10	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
11	Photostat Slip Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
12	TA/DA Bill Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	12
13	Local Conveyance Bill Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	4
14	Attendance Sheet 80 GM Imported Paper (as per Specimen)	2000
15	Leave Card Officer/Staff as per Specimen	600
16	Office File Cover as per Specimen	1500
17	Medical (P&GS-104) as per Specimen	20
18	Medical (P&GS-105) as per Specimen	20
19	Medical (P&GS-106) as per Specimen	50



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20	Envelops Window 9"X4" (1000) as per Specimen	40000
21	Envelops Simple 9"X4" (1000), 90 Gram White paper (as per Specimen)	20000
22	Envelops Simple 11"X5" (1000), 90 Gram White paper (as per Specimen)	3000
23	Envelops Simple 10"X12" (1000), 90 Gram White paper (as per Specimen)	16000
24	Envelops Simple 11"X15" (1000), 110 Gram White paper (as per Specimen)	2000
25	Envelops Simple 19"X15" (1000), 110 Gram White paper (as per Specimen)	1000
26	Purchase Order Book as per Specimen	4
27	Gate Pass Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	8
28	Audit Memo Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
29	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	32
30	Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	200
31	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
32	General Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
33	Payment Voucher Allied Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
34	Commission List Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	12
35	Debit - Credit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
36	DCS Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
37	Schedule Local / Out Station Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
38	P.F. Debit Credit Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	12
39	PR Book Fresh Cantt Carbon Sheet (as per Specimen)	300
40	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	300
41	P. F. Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
42	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
43	Proposal Form Non Medical 80 GM Imported (as per Specimen)	100000
44	Proposal Form Medical 80 GM Imported (as per Specimen)	60000
45	New Business - 01 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
46	New Business - 02 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
47	Policy Brief Sheet 80 GM Imported (as per Specimen)	80000
48	Policy File Cover as per Specimen	80000
49	Policy Register Sheet 80 GM Imported (as per Specimen)	4000



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50	Medical Fee Statement Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
51	File Cover Agy as per Specimen	8000
52	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	56
53	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	80
54	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	60
55	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	240
56	Confidential Pad, containing 100 Paged, 68 GM Flying High Finish (A4 Size)	20
57	Medical Health Card as per Specimen	2000
58	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000
59	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000
60	Medical Expense Card (as per Specimen)	1500
61	Declaration of Family Member (A4 Size)	12
62	Re Nomination Form Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
63	Hospitalization Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
64	Claim Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	60
65	Death Claim Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
66	Alteration Advice M-2 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
67	Agy Alteration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
68	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	240
69	Adjustment Advice Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	60
70	Annuity Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
71	FIB Existing Certificate Pad, containing 100 Page 68, GM Flying High Finish (as per Specimen)	20
72	Status Change Advise Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
73	Maturity Claim Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	80
74	Medical Attendance Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
75	PHS-63 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
76	Receipt Book as per Specimen	150
77	PHS-64 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
78	PHS-50 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
79	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal	160



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	Size)	
80	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	400
81	PHS-36 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
82	Calculation Sheet Claim Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
83	Service Zone Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
84	Policy Card as per Specimen	4000
85	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
86	Loan Application Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
87	Receipt Form Loan Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
88	Pre Receipt Discharge Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
89	PHS-81 Loan Interest Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
90	CHQ Covering Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200
91	Agy Record Creation DP - 06A Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	24
92	Address Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
93	PS Non Medical 80 GM Imported (as per Specimen)	20000
94	PS Medical 80 Gm Imported (as per Specimen)	16000
95	Suspense Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	24
96	Re-Assignment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
97	PHS - 80 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	16
98	Performa SV Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100
99	Record Register as per Specimen	8
100	Claim Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
101	CHQ Dispatch Register, containing 300 Pages (as per Specimen)	12
102	CHQ Entery Register, containing 300 Pages (as per Specimen)	12
103	DV Covering Letter Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100
104	Personal Accidental Claim - PHS Pad, containing 100 Pages, 68 GM Flying High Finish (Lehal Size)	12
105	FIB Calculation Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	12
106	Tour Program Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
107	FIB Covering Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
108	Medical Register (as per Specimen)	4



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109	Claim Form Covering Letter Death Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	60
110	Pre Receipt for Surrender Value Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	16
111	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
112	Zakat Declaration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	80
113	Indemnity Bond Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
114	Affidevit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
115	Notice DP-04 Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
116	Yad Dehani Notice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
117	Duplicate Policy File Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
118	Sectional Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
119	Approval Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
120	Note for Misplace File in News Paper Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
121	Application Multan to other Zone Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
122	Application other Zone to Multan Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
123	Indemnity Bond for Duplicate File Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
124	Intimation Register, containing 400 Pages (As per Specimen)	4
125	Re-Nomination Form Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
126	Re-Nomionation (Expired) Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
127	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
128	Endorsement Performa Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
129	Medical Comparative Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40

TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.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



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- Pakistan” as earnest money which will be refunded to the unsuccessful 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, 2016 from the date of opening of tender.
 4. Tender closing date 09-02-2016 11:00 A.M. Tender opening date 09-02-2016 at 11:30 A.M. in the office of Manager-P&GS Secretary ZPC Multan Zone, in the presence of the bidders who wish to be present.
 5. On finding substandard quality 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.
 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. 8:30 am to 5: 00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
 10. The Income Tax will be deducted @ 4.5% at source.
 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 attached by the vendor.
 13. The Delivery Schedule 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

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