

**STATE LIFE**Insurance Corporation of Pakistan  
Sahiwal Zone2<sup>nd</sup> Floor Sattar Complex  
Stadium Road Sahiwal  
Ph. 040-9200027  
Fax.040-9200024Dated:- 18<sup>th</sup> February,2016.**TENDER NOTICE PRINTING STATIONERY # P&GS/02/2016 SAHIWAL.**

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office phone/Fax number ( if found contrary the tender will be rejected) preferable based at Sahiwal for the following items on given terms and conditions.

Sr. #	Item Name	Units	Quantity
1	Policy Loan Payment Voucher (68 grams flying paper or equivalent 11.5"x9" 100 sheet each pad)	Pad	0
2	Claim Payment Voucher (68 grams flying paper or equivalent 11/5"x9" 100 sheets each pad)	Pad	0
3	Late Fee waiver Memorandum (68 grams flying paper or equivalent 9"x11" 100 sheets each pad)	Pad	0
4	Pre-Receipt Discharge Voucher (68 grams flying paper or equivalent 8.5"x13.5" 100 sheets each pad)	Pad	0
5	Schedule PHS-10 (68 grams flying paper or equivalent 8.5"x13.5" 100 sheet each pad )	Pad	50
6	Rough Pad ( 68 grams flying paper or equivalent 7.5"x9.5" 100 sheet each pad with background print	Pad	50
7	S.R. Commission Payment Voucher	Pad	0
8	Claimant Affidavit (68 grams flying paper or equivalent 8.5"x13.5" 100 sheets each pad )	Pad	20
9	Petty Cash Voucher (68 grams flying paper or equivalent 7.5" x 4.7" 100 sheets each pad )	Pad	30
10	Notice Loss of Policy Bond (68 grams flying paper or equivalent 9"x6" 100 sheets each pad )	Pad	0
11	Adjustment Advice (68 grams flying paper or equivalent 7.5"x5" 100 sheets each pad)	Pad	50
12	Conveyance Bill ( 68 grams flying paper or equivalent 7.5"x5" 100 sheets each pad )	Pad	5
13	Leave Application Form ( 68 grams paper 7.2"x10" 100 sheets each pad )	Pad	10
14	Requisition Slip (68 grams paper 7.3"x10" 100 sheets each pad )	Pad	10
15	Request for Photo state ( 68 grams paper 6.5:x4.5" 100 sheets each pad )	Pad	10
16	A.I.B. Claim Processing Sheet (68 grams paper 8.5"x13.5" 100 sheets each pad )	Pad	0
17	Medical Attendance Certificate Form – B ( 68 grams paper 8.2"x13" 100 sheets each pad double side printing)	Pad	0
18	Existence Certificate ( F.I.B ) (68 grams paper 8.5"x6.5" 100 sheets each pad )	Pad	0
19	Certificate of Identification PHS- 64 68 grams paper 8.5:x13.5" 100 sheets each pad )	Pad	20
20	Proposal Register (68 grams paper 14"x 17.5" double side printing )	Sheet	5000
21		Pad	0
22	Address Chain Advice ( 68 grams paper 9"x5.5" 100 sheets each pad )	Pad	15
23	Letter Head Large ( 80 grams VRG paper or equivalent 8.2"x12 100 sheets each pad )	Pad	70
24	Letter Head Medium ( 80 grams VRG paper or equivalent 8"x10" 100 sheets each pad )	Pad	70
25	J.V. Pad ( 68 grams paper 11"x12" 100 sheets each pad )	Pad	10
26	Agency Alteration Advice (68 grams paper 11.5"x9" 100 sheets each pad )	Pad	20
27	Re-Nomination Form ( 68 grams paper 9"x6" 100 sheets each pad )	Pad	10
28	Alteration Advice ( 68 grams paper 10"x7.5" 100 sheets each pad )	Pad	10
29	Letter of Acceptance ( M.E. Consent.) (68 grams paper 8."x12" 100 sheets each pad )	Pad	60
30	Amendment to Proposal (68 grams paper 8:x12" 100 sheets each pad )	Pad	125
31	Supplementary to Proposal ( 68 grams paper 8"x12" 100 sheets each pad )	Pad	10

32	P.H.S. - 15 ( 68 grams paper 5"x8" 100 sheets each pad )	Pad	200
33	Field Form ( Sawalnama ) ( 68 grams paper 8"x12" 100 sheets per pad )	Pad	100
34	D.C.S. Large ( Renewal ) ( 68 grams paper 11.5"x13" 100 sheets each pad	Pad	10
35	T.A D.A Bill ( 68 grams paper 15.5"x10" 100 sheets each pad)	Pad	6
36	Nomination Form (80 grams VRG paper or equivalent 8"x12" 100 sheets each pad two side printing)	Pad	75
37	Annual Statement by Employer ( 68 grams paper 8"x12" 100 sheets each pad )	Pad	70
38	Second Reminder ( 68 grams paper 8"x12" 100 sheets each pad )	Pad	10
39	Audit Observation Memo (68 grams paper 9"x12" 100 sheets each pad )	Pad	10
40	Re-Change Organization (68 grams paper 7"x9" 100 sheets each paper )	Pad	0
41	Lowazmaat (68 grams paper 8.5"x14" 100 sheets each pad )	Pad	0
42	Petty Cash J.V. ( 11.3 x 11.5 Duplicate Two Colors ) 200 sheets each pad	Pad	0
43	Declaration Rull-II (68 grams 13.5:x8.5" 100 sheets each pad )	Pad	50
44	Cheque Dishonor Note (68 grams paper 9"x11.5" 100 sheets each pad )	Pad	0
45	Medical Proposal Form with Brief sheet (80 grams VRG paper or equivalent 6 pages both sides printing 8.5"x11.5" with slip 68 grams paper 6"x4.5")	Form	30000
46	Non Medical Proposal Form with Brief sheet ( 80 grams VRG paper or equivalent 5 pages both sides printing 8.5"x11.5" with slip 68 grams 6"x4.5")	Form	65000
47	Area Manager Imprest Voucher (68 grams paper 12"x12" duplicate copy two color printing )	Pad	15
48	D.C.S. Statement of Remittance (68 grams paper 12"x9" 100 sheets each pad )	Pad	30
49	Commission Payment Voucher (68 grams paper 10"x15" 100 sheets each pad)	Pad	0
50	P.H.S.- 36 (68 grams paper 6.5"x8.5" 100 sheets each pad )	Pad	15
51	Field Medical Card (5.5"x10" Color card )	Sheet	800
52	Service Zone Change Advice (68 grams paper 9.5"x6" 100 sheets each pad )	Pad	20
53	Attendance Sheet (ledger paper 14"x17.5" )	Sheet	500
54	Claim Deptt. Calculation sheet (68 grams paper 8.5"x13.5" 100 sheets each pad)	Pad	0
55	Medical Bill New Business (68 grams paper 11.5"x9" 100 sheets each pad )	Pad	0
56	Inter Zone Current A/C Statement ( 68 grams paper )	Pad	0
57	Payment Voucher ( 68 grams paper 11"x9" with green color printing 100 sheets each pad)	Pad	60
58	Application for Renewal ( 68 grams paper 8"x12" both side printing 100 sheets each pad )	Pad	50
59	Medical Attendance Certificate ( 68 grams paper 100 sheets each pad )	Pad	0
60	Office File Cover ( As per specimen )	file	1000
61	Brown Envelops Policy Bond size (century paper or equivalent 12.5"x10")	No	3000
62	Brown Envelops File Size (Century paper or equivalent 15.5"x12")	No	500
63	Brown Envelops Large Size (Century paper or equivalent 17.5"x14" )	No	500
64	White Envelops 5 x 11 ( Imported paper or equivalent 5x11")	No	5000
65	White Envelops 9 x 4 ( Imported paper or equivalent 9"x4")	No	10000
66	Dak Receipt Slip (68 grams paper 5"x7.5" 100 sheets each pad )	Pad	40
67	Suspense Payment Voucher (68 grams paper 12"x9" 100 sheets each pad )	Pad	0
68	Commission Payment Voucher SO ( 68 grams paper 15.5"x10" 100 sheets each pad )	Pad	0
69	Policy File Cover (350 grams Zaman Card Legal Size( 10"x13") or equivalent )	file	40000
70	Loan Assignment Register (68 grams paper 9"x12" 100 sheets each pad )	Pad	0
71	Window Envelops ( 21mm x 15 mm )	No	50000
72	P.S. Non Medical (80 grams VRG paper or equivalent 4 pages printing )	Sheet	15000
73	P.S. Medical (80 grams VRG paper or equivalent 4 pages printing )	Sheet	5000
74	Comparative Statement Revival ( 68 grams paper 8"x 12" 100 sheets each pad )	Pad	20
75	Medical Expenses Card ( Al-Baster or equivalent 250 grams card 17"x11")	Sheet	700
76	Application for Registration SO,SM Fresh (68 grams paper 8" x 12" 3 pages printing 50 sets each pad )	Pad	100
77	Death Claim Processing Sheet ( 68 grams paper 9"x11.5" 100 sheets each pad )	Pad	0
78	Annexure " C " ( 68 grams paper 8 "x 12" 100 sheets each pad )	Pad	70
79	Policy Loan Processing Sheet ( 68 grams 8.x12" 100 sheets each pad )	Pad	0
80	Loan Application Form (68 grams paper 8."x12" 100 sheets each pad )	Pad	40
81	Leave Card ( Al-Baster or equivalent 250 grams card 11.5"x9.5")	Card	0

82	P.R. Book Fresh Sahiwal ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	100
83	P.R.Book Renewal Sahiwal ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	100
84	P.R.Book Fresh Okara ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	100
85	P.R.Book Renewal Okara ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	100
86	P.R.Book Haroonabad Fresh ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	25
87	P.R.Book Haroonabad Renewal ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets each book)	Book	10
88	B.M.Book U.B.L ( 68 grams 6"x8.5" with 3 carbon copy 3 colors pages 4 pages each set 50 sets each book)	Book	100
89	Budget Register sheets ( 68 grams paper 12"x12" )	Sheet	100
90	Status Change Advice ( 68 grams paper 9" x 5.5" 100 sheets each pad )	Pad	0
91	Declaration N.D Form ( 68 grams paper 8"x12" 100 sheets each pad )	Pad	60
92	Calculation Sheet Special .Revival .Auto Paid (68 grams paper )	Pad	0
93	D.P.O -4 Letter ( 68 grams paper 8"x12" 100 sheets each pad )	Pad	6
94	Covering Letter Death Claim F-B ( 68 grams paper 8"x12" 100 sheets each pad )	Pad	6
95	Received This F.I.B Claim Form ( 68 grams paper 8.5"x7" 100 sheets each pad )	Pad	5
96	Pre-Audit Processing Sheet (68 grams paper 15"x13.5" 100 sheets each pad )	Pad	15
97	Death Claim J.V. ( 68 grams paper 11.5"x12" 100 sheets each pad )	Pad	2
98	A.M. Confidential Report ( 68 grams paper 8"x12" both sides printing 100 sheets each pad)	Pad	150
99	D.G.H ( 68 grams paper 8"x12" 100 sheets each pad )	Pad	120
100	Zakkat Collection Report ( 68 grams paper 4 pages printing 9"x10.5" 100 sheets each pad )	Pad	0
101	Maturity Claim Check List ( 68 grams paper 5"x7.5" 100 sheets each pad )	Pad	20
102	Under Tacking of NIC ( 68 grams paper 8"x6" 100 sheets each pad )	Pad	15
103	Cheque Payment Register ( 80 grams VRG paper or equivalent 13.5"x 17" with two side printing )	Pad	5
104	Attendance Sheet A.M. ( Ledger paper 14"x9" )	Sheet	500
105	Loan Receiving Form DV ( 68 grams 9" 10.5" 100 sheets each pad )	Pad	30
106	Declaration Issue Duplicate Policy ( 68 grams paper 8"x13.5" 100 sheets each pad )	Pad	20
107	Calculation sheet F.I.B ( 68 grams paper 100 sheets each pad 8"x13.5" )	Pad	5
108	Officer Medical Book ( 68 grams paper 4.5" x 11" 100 sheets each book )	Pad	50
109	Policy File Card ( 250 grams 13"x9.5" both side printing )	Sheet	3000
110	Debit Credit Note ( 68 grams paper 8.5"x11.5" 100 sheets each pad )	Pad	0
111	Bank Schedule ( 68 grams paper with duplicate copy ledger paper 12"x9" 100 sheets each pad )	Pad	30
112	Imprest Entry Register ( As per specimen with binding )	Regis	2
113	Re-Instatement of Policy ( 68 grams paper 16"x12" 100 sheets each pad )	Pad	10
114	S.R. Recruitment Register (80 grams paper 12.5"x16.5" 200 pages both side printing with binding )	Reg.	2
115	Policy Register ( 68 grams paper 15.5"x14" 100 sheets each pad )	Reg.	20
116	Field Medical Payment ( 68 grams paper 11" x 11" 100 sheets each pad )	Pad	0
117	Field Medical Exp. Voucher ( 68 grams paper 11" x 11" 100 sheets each pad )	Pad	5
118	Staff Medical Books ( 68 grams paper 4.5" x 11" 100 sheets each book )	Pad	0
119	Seating & Allied Facility ( 68 grams paper 11.5"x11" 100 sheets each pad )	Pad	5
120	First Reminder ( 68 grams paper 8.5"x11" 100 sheets each pad )	Pad	0
121	Family Declaration for (P&GS) (68 grams paper 10 x 8, 100 sheets each pad ) both side printing	Pad	
122	Agent Register S.O., S.M, ( As per Specimen with binding )	Reg	2
123	P.H.S. – 7 ( 68 grams paper 8.5" x 11" 100 sheet each pad )	Pad	5
124	J.V. Register ( 80 grams VRG paper or equivalent 8"x11" 100 sheet each register with binding both side printing)	Reg.	0

125	S.V. Zakaat Deduction Register ( As per Specimen )	Regis	2
126	Cash Counter Register Sahiwal ( 68 grams paper 100 sheets each pad )	Pad	10
127	Cash Counter Register Okara ( 68 grams paper 100 sheets each pad )	Pad	5
128	Cash Counter Register Bahawal Nagar ( 68 grams paper 100 sheets each pad )	Pad	5
129	Cash Counter Register Haroon abad ( 68 grams paper 100 sheets each pad )	Pad	0
130	Motivation form for Surrender ( 68 grams paper 100 sheets each pad A – 4 Size paper )	Pad	0
131	Three Specimen Signature ( 68 grams paper 100 sheets each pad )	Pad	20
132	Waiver of Late Fee form ( 68 grams paper 100 sheets each pad A-4 Size Paper )	Pad	10
133	Maturity Claim Pre-Receipt form ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	10
134	Instruction for Maturity Claim form ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	10
135	Request for Maturity Claim form ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	15
136	Re-Gardian Ship Form ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	10
137	Calculation sheet Auto Paidup Special Revival ( 68 grams paper A-4 Size 100 sheet each pad )	Pad	6
138	Special Revival Plan form ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	10
139	Indemnity Bond for Release of Maturity Proceeds ( 68 grams paper A-4 Size 100 sheet each pad )	Pad	5
140	Indemnity Bond for Issue of Duplicate Policy Bond & Surrender ( 68 grams paper A-4 Size 100 sheet each pad )	Pad	5
141	Indemnity Bond for Release of Maturity Proceeds Under lost Policy ( 68 grams paper A-4 Size 100 sheet each pad )	Pad	10
142	Record Creation Advice ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	20
143	Declaration PHS Form CZ-50 ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	5

### **TERMS AND CONDITIONS.**

1. Security amount must be deposited equal to **5%** of the approximate value of the tender including all Taxes form of “ Cash Payment “ , “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal 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. No tender will be acceptable without earnest money.
2. **Rates should be valid for One Year . Tender closing date 11-03-2016 at 11.00 a.m. Tender opening date 11-03-2016 at 11.30 a.m positively.**
3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.
4. **Price must be quoted with G.S.T. as per Govt. Rules.**
5. The firm/suppliers in-question will be bound to supply the required items as whole consignment with in 10 Days from the issuance date of supply order/ work order.
6. Successful bidder will provide the items in State Life Zonal Office situated at 2<sup>nd</sup> Floor Sattar Complex Stadium Road Sahiwal.
7. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Order will be placed to bidders on lowest items rates.

## 8. Delivery Schedule:-

- Within 10 days of first order : 1/4<sup>th</sup> of the whole consignment.
- 01-04-2016 to 30-06-2016 : 1/4<sup>th</sup> of the whole consignment.
- 01-07-2016 to 30-09-2016 : 1/4<sup>th</sup> of the whole consignment.
- 01-10-2016 to 31-12-2016 : 1/4<sup>th</sup> of the whole consignment.

9. Sealed Tenders duly completed in all respects along with sample articles must be reached to the undersigned by Courier Service/by post **latest by 11-03-2016 at 11.00 a.m** excepted Sunday as per above mentioned date/time.

10. The Income Tax and sales Tax will be deducted at source on the total value of tender.

11. The order will be placed to the item wise lowest bidders.

12. Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.300/- as tender fee ( non refundable ) in shape of Pay Order/Bank Draft in favor of State Life Insurance Corporation of Pakistan.

13. The Corporation reserves the rights to cancel/reject any on or all the Tenders.

14. **The all bidders are require to submit the rates of all items even zero quantity shown in tender.**

15. The envelop should be marked **QUOTATION STATIONERY** the rate should be include transportation/Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on Phone No. 040-9200027.

### **Convener**

Zonal Procurement Committee,  
Sahiwal.