



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TENDER NOTICE NO.P&GS/003/2016

February 04, 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 Vehari 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)	10
5	Leave Application Pad (Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
6	Medical Card Officer/Staff as per Specimen	100
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)	12
10	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
11	Photostat Slip Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	30
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)	300
15	Leave Card Officer/Staff as per Specimen	100
16	Office File Cover as per Specimen	1000
17	Medical (P&GS-104) as per Specimen	10
18	Medical (P&GS-105) as per Specimen	10
19	Medical (P&GS-106) as per Specimen	40



STATE LIFE

Insurance Corporation of Pakistan

Vehari Zone

20	Envelops Window 9"X4" (1000) as per Specimen	10000
21	Envelops Simple 9"X4" (1000), 90 Gram White paper (as per Specimen)	5000
22	Envelops Simple 11"X5" (1000), 90 Gram White paper (as per Specimen)	1500
23	Envelops Simple 10"X12" (1000), 90 Gram White paper (as per Specimen)	6000
24	Envelops Simple 11"X15" (1000), 110 Gram White paper (as per Specimen)	1000
25	Envelops Simple 19"X15" (1000), 110 Gram White paper (as per Specimen)	500
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)	20
30	Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	100
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)	20
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)	20
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)	40
38	P.F. Debit Credit Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	04
39	PR Book Fresh Cantt Carbon Sheet (as per Specimen)	200
40	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	200
41	P. F. Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	02
42	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	08
43	Proposal Form Non Medical 80 GM Imported (as per Specimen)	40000
44	Proposal Form Medical 80 GM Imported (as per Specimen)	30000
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)	50000
48	Policy File Cover as per Specimen	50000
49	Policy Register Sheet 80 GM Imported (as per Specimen)	2000



STATE LIFE

Insurance Corporation of Pakistan

Vehari Zone

50	Medical Fee Statement Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
51	File Cover Agy as per Specimen	4000
52	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
53	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
54	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
55	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
56	Confidential Pad, containing 100 Paged, 68 GM Flying High Finish (A4 Size)	20
57	Medical Health Card as per Specimen	1000
58	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	2000
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)	1000
61	Declaration of Family Member (A4 Size)	10
62	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
63	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100
64	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
65	Policy Card as per Specimen	3000
66	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100
67	Loan Application Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100
68	Receipt Form Loan Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100
69	Agy Record Creation DP - 06A Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
70	PS Non Medical 80 GM Imported (as per Specimen)	8000
71	PS Medical 80 Gm Imported (as per Specimen)	5000
72	CHQ Dispatch Register, containing 300 Pages (as per Specimen)	08
73	CHQ Entry Register, containing 300 Pages (as per Specimen)	06
74	Medical Register (as per Specimen)	4
75	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	60
76	Yad Dehani Notice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
77	Intimation Register, containing 400 Pages (As per Specimen)	1
78	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

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 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 23-02-2016 1:00 P.M. Tender opening date 23-02-2016 at 02:30 P.M. in the office of Incharge-P&GS Secretary ZPC Vehari 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. 067-9201135, 0308-7589515, 0300-7735946.



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

M. Akram Maitla
Secretary Zonal Procurement Committee
Vehari Zone