



STATE LIFE

Insurance Corporation of Pakistan
Multan Zone

TENDER NOTICE NO.P&GS/002/2017

January 13, 2017

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 2017
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
15	Envelops Window 9"X4" (1000) as per Specimen	40000



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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	Gate Pass Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	4
23	Audit Memo Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
24	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	32
25	Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	160
26	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
27	General Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
28	Payment Voucher Allied Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
29	Debit - Credit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
30	DCS Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
31	Schedule Local / Out Station Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
32	PR Book Fresh Carbon Sheet (as per Specimen)	200
33	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	200
34	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
35	Proposal Form Non Medical 80 GM Imported (as per Specimen)	80000
36	Proposal Form Medical 80 GM Imported (as per Specimen)	50000
37	New Business - 01 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12



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38	New Business - 02 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
39	Policy Brief Sheet 80 GM Imported (as per Specimen)	60000
40	Policy File Cover as per Specimen	60000
41	Policy Register Sheet 80 GM Imported (as per Specimen)	4000
42	Medical Fee Statement Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
43	File Cover Agy as per Specimen	5000
44	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	56
45	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
46	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	32
47	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	160
48	Medical Health Card as per Specimen	2000
49	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000
50	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000
51	Claim Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	32
52	Death Claim Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
53	Alteration Advice M-2 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
54	Agy Alteration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
55	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	160
56	Adjustment Advice Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	60
57	Annuity Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
58	FIB Existing Certificate Pad, containing 100 Page 68, GM Flying High Finish (as per Specimen)	20
59	Maturity Claim Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60



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60	Medical Attendance Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
61	PHS-63 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
62	Receipt Book as per Specimen	200
63	PHS-64 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
64	PHS-50 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
65	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
66	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	500
67	PHS-36 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
68	Calculation Sheet Claim Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
69	Service Zone Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
70	Policy Card as per Specimen	4000
71	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
72	Loan Application Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
73	Receipt Form Loan Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
74	Pre Receipt Discharge Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
75	CHQ Covering Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200
76	Address Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
77	PS Non Medical 80 GM Imported (as per Specimen)	16000
78	PS Medical 80 Gm Imported (as per Specimen)	12000
79	Suspense Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	24
80	PHS - 80 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	16
81	Performa SV Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100



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82	Death Claim Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
83	CHQ Entry Register, containing 300 Pages (as per Specimen)	12
84	DV Covering Letter Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	100
85	FIB Calculation Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	12
86	FIB Covering Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
87	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
88	Zakat Declaration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	80
89	Indemnity Bond Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
90	Affidevit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
91	Notice DP-04 Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
92	Yad Dehani Notice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
93	Duplicate Policy File Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
94	Sectional Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	16
95	Note for Misplace File in News Paper Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
96	Application Multan to other Zone Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
97	Application other Zone to Multan Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
98	Indemnity Bond for Duplicate File Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
99	Intimation Register, containing 400 Pages (As per Specimen)	4
100	Re-Nomination Form Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
101	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
102	Endorsement Performa Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
103	Medical Comparative Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40



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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.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, 2017 from the date of opening of tender.
4. **Tender closing date 01-02-2017 11:00 A.M. Tender opening date 01-02-2017 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, 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 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