



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN
ISLAMABAD ZONE

INVITATION TO BID

TENDER NOTICE NO. SLIC/GS/ISB/01/APRIL/2024
SUPPLY OF PRINTING MATERIAL/ OFFICE STATIONERY

The State Life Insurance Corporation of Pakistan, Islamabad Zone, is extending an invitation for EOI through E-PAD, using "single stage single envelop system." We seek submissions from NTN & GST Registered Contractors/Firms/General Order Suppliers, with a minimum five years of experience, spanning across Pakistan. Eligible entities should be proficient in supplying Printing Materials & Stationery Items, duly registered with PPRA on account of E-PAD system.

Sr. No.	Items Description	Delivery Schedule	Closing Date and Time for submission of Bids	Date & Time of Opening of the Bids	EARNEST MONEY
01	Printing Materials & Stationery items	As mentioned in Tender Documents	Monday 13-05-2024 Up to 3:00 pm.	Monday 13-05-2024 At 3:30 pm.	2%

2. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website www.statelife.com.pk free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS on or before date/ time as stipulated by e-PADS will be opened on the same day at 03.30 pm. This advertisement has been published via PPRA e-PADS website.

4. Any bid submitted other than e-PADS would not be considered.

(Muhammad Yousaf)
SECRETARY Z.P.C/INCHARGE HR/(A&P)
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
BUILDING NO. 9. 33-E BLUE AREA ISLAMABAD.



INCHARE HRA&P
The Secretary (ZPC)
State Life Insurance Corp. of Pakistan,
State Life Building NO. 9
Blue Area, Islamabad -9207363/

TENDER NOTICE NO. NO. SLIC/GS/ISB/01/APRIL/2024
SUPPLY OF PRINTING MATERIALS/ OFFICE STATIONERY

State Life Insurance Corporation of Pakistan Islamabad Zone invites EOI/E-BID through **E-PAD** under "single stage single envelop system" for **SUPPLY OF PRINTING MATERIALS AND OFFICE/COMPUTER STATIONERY ITEMS** from reputable firms [Rawalpindi/Islamabad based] who are qualified/eligible and possess required experience relevant job(at least three years), registered with concerned tax department and have proper office phone/Fax, E mail and NTN etc. Furthermore, eligible bidders should not have faced blacklisting in the preceding three consecutive years that should duly be affirmed by concerned authorities)

TERMS & CONDITIONS:

1. Bidders are required to upload their BIDS/EOI on **E-PAD systems** as per laid down PPRA procedure for single stage single-envelope method that should invariably marked as "**SUPPLY OF STATIONERY ITEMS**" OR "**SUPPLY OF PRINTING MATERIALS**". However, the bid security (2% of quoted prices) in shape of pay/order demand/Draft /CDR etc. must be submitted at the address given in tender notice before closing time else tender will be rejected.
2. The State Life reserves the rights to reject any or all bids as per provisions of PPRA Rules.
3. Quantity of items (both stationery and printing) will be ordered for supply as per our requirement and may increase or decrease.
4. For award of the contract, Financial Bids (for both **STATIONERY ITEMS**" AND "**PRINTING MATERIALS**) may be evaluated item(s) wise or as a whole job according to the responsiveness of BIDS/EOI offered by bidders. Bid winner will provide sample of stationary items (ball points, staple machine, paper punch machines, calculators etc. and for those items we may ask) before final contract and delivery.
5. All quoted and supplied items will be finally passed after **inspection** by our **Zonal Technical/Grievance Committee**, on finding Sub-Standard quality of services and its specification, the Corporation reserves the right on the recommendation of committee, below noted any of the **penalties**:
 - 1-To forfeited security amount or
 - 2- To impose fine minimum of Rs.25000/- or
 - 3-Charge the rate difference or If a successful bidder failed to submit/provide desired item against work order issued, a notice with a period of 15 days will be served and in case of non-compliance, corporation reserve the rights to purchase the desired items form the next advantageous bidders and the difference of quoted rate will be charged from the successful bidder as mention above in point 3..
6. The bid after the due date and time will not be entertained. The supply should be made as per Schedule. In case of failure, **penalty @ 5%** weekly will be imposed on late delivery or the order can be cancelled and earnest money will be forfeited without serving any notice.
7. The offer received incomplete or not according to criteria shall not be considered.
8. Only those firms should participate that agree to our terms and conditions.
9. State Life Insurance Corporation has rights to **increase or decrease the Quality and Quantity** without consulting as and when required.
10. The Tender shall be required to quote their **rates inclusive of all the applicable tax(es) (in round figures)** rate will be valid for **one year**, change of rates will not be allowed.
11. Bid **evaluated as lowest** will be accepted provided it also meets other preliminary requirements.
12. Any defective delivery will be taken back by suppliers at their own risk and cost.
13. It will be the responsibility of the supplier to supply the required items within delivery time for timely completion of work.
14. The bids submitted shall hold good for a minimum period of 180 days from the date of bid opening.
15. **Estimated cost** of the project is **Rs. 5795000/-** (Printing Martials = Rs. 3550000/- and Stationery items = RS.2245000 on approximate basis.

DATE OF CLOSING OF BIDS **Monday The 13th May, 2024. Up to 3:00 pm..**
DATE OF OPENING OF BIDS **Monday The 13th May, 2024. At 3:30 pm.**

(MUHAMMAD YOUSAF.)

SECRETARY Z.P.C/INCHARGE HRA&P
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
BUILDING NO. 933-E BLUE AREA ISLAMABAD.

FINANCIAL BID FOR STATIONERY ITEMS
TENDER NOTICE NO. NO. SLIC/GS/ISB/01/APRIL/2024

Sr:#	DESCRIPTION OF ITEMS	Quantity	Rate. RS.	Financial Impact- RS.
1.	Ball Point -Piano/Dollar clip/Picasso Grip	400 Packet		
2.	Basket (Small)	05 NOS		
3.	Basket (Large)	05 NOS		
4.	Air freshener	06 bottles		
5.	File cover cardboard with plastic clips	100 pieces		
6.	Box File	50 NOS		
7.	Calculator Casio-12 digit (oringional)	12 NOS		
8.	Duster Double Size	25 NOS		
9.	Foot Scale Steel	10 NOS		
10.	Gum Stick	05 Box		
11.	Highlighter	06 Box		
12.	Marker Dollar bold (blue-06, black-06)	12 Box		
13.	Pencil	06 packets		
14.	Paper Cutter Steall	20 Nos		
15.	Plastic Tape Cotton	10 Nos		
16.	Punch Machine (Medium)	12 Nos		
17.	Register -12	06 NOS		
18.	Punch Machine (small)	06 NOS		
19.	Register -20	06 NOS		
20.	Register -24	06 NOS		
21.	Rubber Band Zero Size (Natural Bata)	10 Packet		
22.	Rubber Band 2 Size (Natural Bata)	10 Packet		
23.	Sharpener	25 NOS		
24.	Scotch Tape 1-Inch	04 ROLL		

Sr:#	DESCRIPTION OF ITEMS	Quantity	Rate. Rs.	Financial Impact. Rs.
25	Signature Pen (Blue-Black-Red- Green-)-fine quality	50 Box		
26	Sponge Plastic Water	25 NOS		
27	Stamp Paid (Large)	30 NOS		
28	Stamp Paid Ink (Blue-02 -Green-12 Red- 12)	26 NOS		
29	Stapler Machine (Large)	36 NOS		
30	Stapler Pin (26/24 Small)	300 NOS		
31	Stapler Pin Remover	12 NOS		
32	Tissue Paper	100 Boxes		
33	Waste Paper Basket (Dustbin) Small. Best Quality	12 Nos		
34	Computer Paper 11/15 P - I (2000 Sheets) 63. gm	72 box		
	Computer Paper 11/15 P - I (1000 Sheets) 63. gm			
35	Computer Paper 9 1/2 (2000 Sheets) 63gm	120 box		
36	Computer Paper 9 1/2 part 11 (1000 Sheets) 63gm	30 box		
37	IBM line printer Ribbon 1040995	36 Nos		
38	Dot Matrix Printer LQ-2180	120 Nos		
39	Toner 725- Cannon	50 NOS		
40	Cartridge Computer Robbin (350)	120 NOS		
41	Ribbon LQ-300 Plus	20 NOS		
42	Cartridge Computer Robbin (310)	25 NOS		
43	Printer Toner 12-A	60 NOS		
44	Printer Toner 85-A (Hp Laser jet)	200 NOS		
45	Printer Toner 15-A	10 NOS		
46	Toner Cartridge - 325 (cannon)	30 NOS		
47	Printer Toner- 79-A	50 NOS		
48	Printer TONER 35-A	6 NOS		
49	LaserJet Printer 44-A	04 NOS		
50	Mouse Dell Company	20 NOS		
51	Computer Ribbon (LQ-2090/2190)	48 NOS		
51	Keyboard Dell Company	20 NOS		
52	A-4 Paper 80 g/m	200 NOS		
53	A-4 Paper 70 g/m	200 NOS		
54	Legal Size Paper 70 g/m	60 NOS		
55	UNI BALL EYE FINE UB-157 pen (Best quality)	05 Packet		
56	Water Glass	72 pieces		
57	Telephone Set (Digital)	05 sets		
58	Mouse Pad Good Quality	10 pieces		
59	LED Light 20 volt with 1 year warranty (Osaka)	20 NOS		
60	Plastic File Cover (50 A-4, 50-Legel)	200 pieces		
61	Color file Plastic (spring clips) ZSSI or equivalent	50 pieces		
62	Extension Wire Electrical Fine Quality	36 pieces		
63	PVC Packing Tap	36 Rolls		
64	USB (16 GB, 32GB)	06		

NB:- **Rates must be inclusive of all the applicable tax(es).**

INCHARE HRA&P
 The Secretary (ZPC)
 State Life Insurance Corp. of Pakistan,
 State Life Building NO. 9
 Blue Area, Islamabad.

FINANCIAL BID FOR PRINTING ITEMS
TENDER NOTICE NO. NO. SLIC/GS/ISB/01/APRIL/2024

Sr. No.	ITEM NAME	SIZE	SPECIFICATION	QTY. REQUIR ED	RATE. RS.	Cost Impact. Rs.
1.	Window Envelop	8.5" x 5.3	Fine quality paper	200000 nos		
2.	Khaki Envelop	11" x 4.5	Khaki Glassed Fine Quality Paper	15000 nos		
3.	CASH Register PO Format	13" x 8.5	70 Gram local white paper 200 Leaf	06 nos		
4.	Policy folders (with plastic clips)	14" x 9.5	As sample attached	40000 nos		
5.	File cover (SSM/SM)	14" x 9.5	As sample attached	400 nos		
6.	Envelop inner cloths (khaki)	18" x 14	Khaki Glassed Fine Quality Paper (with cloth)	300 nos		
7.	Envelop White	9" x 4	75 Gram Offset or equivalent	3000		
8.	Envelop file size	11½" x 15	Golden Craft Paper or equivalent	2000 nos		
9.	Medical expense cards (Rtd-officers)	11.5" x 10.6	As per sample	150 sheets		
10.	Budget Register (Medical Cell)	11" x 15.5	80 Gram Local Paper 200 Leaf	01 nos		
11.	Miscellaneous Req letter	9.5" x 7	68 Gram local white paper	10 Pads		
12.	DC/FIB/AIB CHK dispatch letter	8.5" X 11.5	68 Gram local white paper	50 pads		
13.	Risk Profiling Sheet	8.5" X 11.5	70 Gram local white paper both side (200 leaves)	2000 Sheets		
14.	Application registration form (SM/SR)	8¼" x 13¼	75 Gram Offset or equivalent (100 sheets)	15 pads		
15.	Declaration by introducer	8.5" x 13	70 Gram local white paper (100 sheets)	?		
16.	Declaration for The purpose of Rule-11	8.5" X 11.5	70 Gram local white paper (100 sheets)	10 pads		
17.	Authority Letter (Agency)	8.5" X 11.5	70 Gram local white paper (100 sheets)	15 Pads		
18.	Annual statement & declaration by agent	8.5" x 13	70 Gram local white paper (100 sheets)	10 pads		
19.	Application Form for renewal of Registration.	8.5" x 13	70 Gram local white paper both side print	15 pads		
20.	Budget Register (filed)	11" x 15.5	80 Gram Local Paper 200 Leaf	02 Nos		
21.	Field medical Entry register	8.5" x 13	80 Gram Local Paper 250 Leaf	02 Nos		
22.	Payment Voucher General A-cc3	12" x 11	63 Gram local paper	40 Pads		
23.	AIB Discharge voucher	8.5" x 11.5	70 Gram local white paper	05 pads		
24.	AIB Claim form A	8.5" x 11.5	68 Gram High Finish or equivalent	05 pads		
25.	AIB Claim form B	8.5" x 11.5	68 Gram High Finish or equivalent	05 pads		
26.	FIB survival letter	A4 Size	55 gm H.F / equal	05 pads		
27.	FIB Discharge voucher	8.5" x 13	55 gram	05 pads		

28.	Service Application PHS	8.5" x11.5	68 Gram local white paper	150 pads		
29.	Surrender Zonal Head Performa	8.5" x11.5	68 Gram local white paper	150 pads		
30.	Indemnity Bond For issuance	8.5" x11.5	68 Gram local white paper	05		
31.	Affidavit (used with indemnity)	8.5" x 11.5	68 Gram local white paper	15 pads		
32.	Journal voucher	10.7"x11.5	55 Gram local white paper	15 pads		
33.	proposal forms with brief sheet (Non-Medical)	8¼" x 11	80 Gram imported white paper	30000 sheets		
34.	proposal forms with brief sheet (Medical)	8¼" x 11	80 Gram imported white paper	10000 sheets		
35.	Discharge voucher issued letter (DC)	8.5"x 11.5	55 Gram local white paper	10 pads		
36.						
37.	Covid-19 Performa (questionnaire pads)	8¼" x 11	68 Gram local white paper	100 pads		
38.	KYU Forms	8.5" x11.5	70 Gram local white paper both side print	100 pads		
39.	Medical register (examination ledger NBD)	8.5" x 13	80 Gram local white paper	05 Nos		
40.	Proposal form Noting Register	11" x 11.5	80 Gram local white paper (250 leaves)	02		
41.	Policy issued noting register	16.5" x11	80 Gram local white paper (250 leaves)	02		
42.	Covering letter for Loan	8.5"x 11.5	68 Gram local white paper	15 Pads		
43.	Payment voucher S.B	8¼" x11.5	68 Gram local white paper	05 Pads		
44.	Adjustment advice	8¼" x11.5	68 Gram local white paper	20 Pads		
45.	Surrender cheque dispatch letter	A-4	68 Gram local white paper	20 Pads		
46.	Acknowledgement receipt	8.5" x5.5	55 Gram local white paper	30 Pads		
47.	Maturity requirement letter	A-4	68 Gram local white paper	25 Pads		
48.	Maturity discharge voucher	A-4 Size	70 Gram local white paper	25 Pads		
49.	Zakat deduction for CZ-50	A-4 Size	70 Gram local white paper	25 Pads		
50.	J.V Maturity claim	A-4 Size	70 Gram local white paper	20 Pads		
51.	Payment voucher maturity claim	11" x11.5	68 gram local paper (high finishing)	20 pads		
52.	Death claim for RCC approval letter	A-4 Size	70 Gram local white paper	20 pads		
53.	Personal visit policy holder letter	A-4 Size	70 Gram local white paper	20 pads		
54.	Change of Nomination	A-4 Size	70 Gram local white paper	20 pads		
55.	Discharge voucher surrender	11" x8.5	68 gram local paper (high finishing)	10 pads		
56.	Endorsement Performa	5.8" x8.2	68 gram local paper	20 pads		
57.	Zone change advise	6.5" x10.5	55 gram local paper	20 pads		
58.	Policy transfer letter	A-4 Size	70 Gram local white	20 pads		
59.	Acknowledge letter	5.5" x8.5	55 gram local paper	20 pads		
60.	Rujhanati sawal nama urdu	8.5" x11	68 gram local paper	10 pads		
61.	Appointment of Guardian	5.2" x11	70 Gram local white paper	10 pads		
62.	Declaration of good health	8.2" x11	70 Gram local white paper	50 pads		

63.	Application of revival (non medical)	8.2" x11	70 Gram local white paper (front back)	1000 Nos		
64.	Application of revival (medical)	8.2" x11	70 Gram local white paper (front back)	500 Nos		
65.	CZ-50 Zakat Declaration	A-4 Size	70 Gram local white paper	100 pads		
66.	Cheque dispatch letter (client)	8.2" x11	70 Gram local white paper	200 pads		
67.	Indemnity in lieu of lost PD	A-4 Size	70 Gram local white paper	05 pads		
68.	Indemnity bond for issuance duplicate policy	A-4 Size	70 Gram local white paper	05 pads		
69.	Survival benefit payment voucher	11" x8	70 Gram local white paper	05 pads		
70.	Audit register		200 leaves	04 nos		
71.	Observation memo sheet (audit)	A-4 Size	70 Gram local pink paper	10 pad		
72.	Dock register audit		200 leaves	04 nos		
73.	Agency file envelop (khaki)	10" x12	Fine quality paper	2000 nos		
74.	Nomination Forms (agency)	8" x11	68 gram local paper	10 pads		
75.	Cheque dispatch letter (bank)	8.2" x11.5	68 gram local paper	05 pads		

NB:- **Rates must be inclusive of all the applicable tax(s).**

Seal & Signature of Firm / Supplier

TO BE SUBMITTED BY THE FIRM / SUPPLIER ON THEIR LETTER HEAD

MUHAMMAD YOUSAF.
I/C HRA&P,
The Secretary (ZPC),
State Life Insurance Corp. of Pakistan,
State Life Building NO. 9
BLUE AREA,
ISLAMABAD

Dear Sir,

SUB:TENDER NOTICE NO. SLIC/GS/ISB/01/APRIL/2024- SUPPLY OF PRINTED DOCUMENTS/ OFFICE STATIONERY

Having gone through the tender document, terms & conditions, we hereby offer to execute the above job for a total amount of Rs. _____ (Rupees _____) as per Tender Document attached.

A Pay Order No. _____ dated _____ from _____ Bank for Rs. _____ is enclosed as Earnest Money.

Thanking you.

Yours faithfully,

For and on behalf of Firm / Supplier

Seal of Firm / Supplier