

TENDER NOTICE # FZ/P&GS/R/-2021.

The Federal Government Owned Autonomous Corporation invites sealed quotations valid for one year as 01-04-2021 to 31-03-2022 from Printers/Stationer and General order Suppliers for supply of specified printing, Stationery & Misc. items on the below noted terms and conditions: -

Tender will be open as on 22-03-2021

TERMS AND CONDITIONS

- A. Security amount must be deposited equal to 3% of each tender document separately of applied bidding items or according to our estimated cost which is given below in form of CDR by the bidders with quotations, without CDR quotations will not be accepted.
- B. If the firm supplies sub-standard printing, Stationery items during the period of agreement, the security deposited may be forfeited in the favor of Corporation and legal action will be taken against him.
- C. The grievance Committee is the forum of any type of dispute/complaint of both supplier/Bidder and SLIC. The decision of said committee is final and not challengeable at other forum.
- D. If a bidder submit the rates of item which is equivalent to our demanded brand, he is bound to provide all the required specification which justify the equivalence of goods. Every bidder required to submit sample of each applied items/Equivalent item for quality analysis, these samples are returnable to unsuccessful bidders.
- E. The firm will be bound to supply the required items at 6th Floor, State Life Building, 2-Liaqat Road, Faisalabad on issuance of Purchase Order and responsible for supply of items with the period of 15 days/Mutually decided. In case of delay in supply order a fine equals to Work order will be charged.

- F. The bidder will have to attach copies of their Company Profile, Experience Certificate, Managerial Capacity, Financial Position, and Active NTN & STN & affidavit as per given specimen should be attached with the tender. This is the Evaluation Criteria for prequalification of Bidders.
- G. Income Tax & Sale Tax will be Applicable / Deducted according to Federal/Provincial Govt. policies, and the quotations will be considered as including all taxes. In case of any type of Tax exemption, all valid required documents i.e. Exemption Certificates, Deduction at port etc must attach with quotation and it is not accepted during the submission of bills and payment will be made without exemption. The rates should be market driven in case the rates does not match with the market control rates the committee reserve the right to cancel/reject the said item.
- H. The sealed quotation must be reached, by post/courier/by hand to Incharge (P&GS), State Life Insurance Corporation of Pakistan, 6th Floor, State Life Building, 2-Liaqat Road, Faisalabad up to 22-03-2021 at 11.00 am or may drop the respective bid in the quotation box available at 6th floor.The tender will be open on same day at 11:30 AM
- I. The State Life reserves the right to cancel any bid or bids without assigning any reason. The quantity of items mentioned in tender may be Decrease or Increase(PPRA Rule) during the Tender Period.
- J. The quotation must elaborate only the unit cost including all Taxes of the specified items while a standard Pad will be contain on 100 Leave with Card & Paper Cover As Per Sample.
- K. The payment will be made by cheque on receipt of shipment.
- L. All Printers are required to print Reference No. (Date etc.) On each page every time while printing, provided by P&GS Department.

M. The estimated value of the tender documents # P&GS/01/2021 is Rs.1.2 Million, P&GS/02/2021 is Rs.1.2 Million, P&GS/03/2021 Rs.1.2 Million & P&GS/Misc./2021 Rs.01 Million.

N. For specification of printing, Stationery & Misc. Items please visit State life Office, www.statelife.com.pk www.ppra.org.pk, or contact to the undersigned within office hours.

Deptt./Organization	P&GS/State Life Ins. Corporation of Pakistan Faisalabad Zone.
Tender Title	Printing, Stationery & Misc. Items
Method of Procurement	Single Stage-One Envelop Procedure
Criteria for Evaluation	Lowest Evaluated Bid As per Required Standard.
Tender Enquiry No.	FZ/P&GS/R/2021
Tender Description/Specification	Specified Printing, Stationery & Misc. Items As per detailed attached
Tender Closing Date & Time	22-03-2021 up to 11:00 A.M
Tender Opening Date & Time	22-03-2021 at 11:30 A.M
Person to be contacted	Ch. M. Afzaal Mushtaq Incharge (P&GS) SLIC, 6 th Floor, State Life Building, 2-Liaqat Road Faisalabad <u>Contact Nos.</u> Ph: 041-9201737 Cell: 03007701 411, 03047745769

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
FAISALABAD ZONE

TENDER DOCUMENT NO.P&GS/01/2021

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Ammandment to proposal for policy	350 Pads	8.5*11	70 Gram Century Paper or equivalent
2	Annual Statement of Declaration	300 Pads	8*13	70 Gram Century Paper or equivalent
3	Application for New Reg. SR,SO,SM	200 Pads	8*13	70 Gram Century Paper or equivalent 2 Leave 04 Pages double side print) 01 Pad Contain 200 Leaves
4	Application for Renwal of Registration (SR,SO,SM)	150 Pads	8*13	70 Gram Century Paper or equivalent (double side print)
5	Application to work as S.R	200 Pads	8*13	70 Gram Century Paper or equivalent (double side print)
6	Attached Registration	250 Pads	8.5*11	70 Gram Century Paper or equivalent
7	Authority Letter	250 Pads	8.5*11	70 Gram Century Paper or equivalent
8	Certificate by Manager	300 Pads	8.5*11	70 Gram Century Paper or equivalent
9	Coved 19 Form	600 Pads	8.5*11	70 Gram Century Paper or equivalent
10	D. G. H Form	600 Pads	8.5*11	70 Gram Century Paper or equivalent
11	Decleration Rule - 2002	200 Pads	8*13	70 Gram Century Paper or equivalent
12	Form D-2	100 Pads	8.5*11	70 Gram Century Paper or equivalent
13	Key For Attitude	250 Pads	8.5*11	70 Gram Century Paper or equivalent
14	KYC Annexure B	400 Pads	8*13	70 Gram Century Paper [03 Pages, 02 Leaves (01 dobule side+01 Single Side print
15	KYC Annexure A	400 Pads	8*13	70 Gram Century Paper [02 Pages, 01 Leaves dobule side print] or equivalent
16	N D Forms	150 Pads	8.5*11	70 Gram Century Paper or equivalent
17	Nomination Form (2 Colour Print)	200 Pads	8.5*11	70 Gram Century Paper or equivalent
18	Petti Cash Voucher	100 Pads	7.25 x 4.5	70 Gram Century Paper or equivalent
19	Proposal Form Medical (2 Ply Double Side Print)	25000 Nos	8.5*11	80 Gram Century Paper or equivalent [06 Leaves [01 Single side with 8.5*3.5 size +
20	Proposal Form Non Medical (2 Ply Double Side Print)	50000 Nos	8.5*11	80 Gram Century Paper or equivalent [05 Leaves [(01 Single Side Print with 8.5*3.5
21	Revival Application (Medical)	20000 Nos	8.5*11	70 Gram Century Paper or equivalent 2 Leave 04 Pages double side print with Folding
22	Revival Application (Non Medical)	30000 Nos	8.5*11	70 Gram Century Paper or equivalent 2 Leave 04 Pages double side print with Folding
23	Rujhanati Sawalnama	200 Pads	8*13	70 Gram Century Paper or equivalent
24	Sale Manager/Area Manager Confidential Report	200 Pads	8.5*11	70 Gram Century Paper or equivalent
25	SM/AM/Sector Head Confidential Report (Annexure B)	300 Pads	8.5*11	70 Gram Century Paper [03 Pages, 02 Leaves (01 dobule side+01 Single Side print
26	Supplimentary Form	200 Pads	8.5*11	70 Gram Century Paper or equivalent
27	Swiss Re Financial Questionnaire For Proposer (Annexure D)	200 Pads	8.5*11	70 Gram Century Paper or equivalent 2 Leave 04 Pages double side print.

28	Zonal Head Direct Confidential Report	200 Pads	8.5*11	70 Gram Century Paper [03 Pages, 02 Leaves (01 double side+01 Single Side print)] or equivalent
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STATE LIFE INSURANCE CORPORATION OF PAKISTAN
FAISALABAD ZONE

TENDER DOCUMENT NO.P&GS/02/2021

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Adjustment of suspence	200 Pads	8.5*11	70 Gram Century Paper or equivalent
2	AIB Claim Processing Sheet Fz 307	30 Pads	8*13	70 Gram Century Paper or equivalent
3	AIB Claim Requirement Letter	30 Pads	8.5*11	70 Gram Century Paper or equivalent
4	Alteration Advice M 2 A	30 Pads	7.25*9.5	70 Gram Century Paper or equivalent
5	Annaxture A (Waiver of late fees)	50 Pads	8.5*11	70 Gram Century Paper or equivalent
6	App Ka Maktoob (Calim)	30 Pads	8.5*11	70 Gram Century Paper or equivalent
7	App Ka Maktoob (PHS)	30 Pads	8.5*11	70 Gram Century Paper or equivalent
8	Appiontment as Sale Representative	50 Pads	8.5*11	70 Gram Century Paper or equivalent
9	Application for grant of cash	25 Pads	8*13	70 Gram Century Paper or equivalent
10	Application for Promotion SO to SM	20 Pads	8*13	70 Gram Century Paper 100*3=300 Sheets or equivalent
11	Application for Surrender of Policy	200 Pads	8*13	70 Gram Century Paper or equivalent
12	Attendance Register Cover (Late Coming) Pink	350 Nos.	14 X 17	Colour Card 150 gm Century every card 02 Leaves Folding or equivalent
13	Attendance Register Cover (Regualr) Yellow	350 Nos.	14 X 17	Colour Card 150 gm Century every card 02 Leaves Folding or equivalent
14	Attendance Sheet (Large)	1000 Sheets	14 X 17	70 Gram Century Paper or equivalent
15	Attendance Sheet (Small)	2000 Sheets	16.5*6.70	70 Gram Century Paper or equivalent
16	Audit Observation Pad	50 Pads	8.5*11	70 Gram Century Paper or equivalent
17	Budget Register Sheet (Double Side Print)	1000 Sheets	13 x 11	70 Gram Century Paper or equivalent E (Side cut)
18	Certificate of Agy	25 pads	8.5*11	70 Gram Century Paper or equivalent
19	Certificate to be completed by Educationnal Inst.	15 Pads	8*13	70 Gram Century Paper or equivalent
20	Change of Nominee/Guardian	50 Pads	8.5*11	70 Gram Century Paper or equivalent
21	Cheque Forwarding Letter F.z 17	300 pads	5½ x 8¼	70 Gram Century Paper or equivalent
22	CHQ Schedule	10 Pads	8.5*11	3 Ply Color Paper Local
23	Claim Covering Letter	50 Pads	8.5*11	70 Gram Century Paper or equivalent
24	Claim Payment Voucher	25 Pads	8.5*11	70 Gram Century Paper or equivalent
25	Clinical Data Form	30 Pads	8.5*11	70 Gram Century Paper or equivalent
26	Conveyance Bill	10 Pads	5½ x 8¼	70 Gram Century Paper or equivalent
27	D C S Renewal	70 Pads	11 x12	70 Gram Century Paper or equivalent
28	D.P.O 4 Processing Sheet	20 Pads	8*13	70 Gram Century Paper or equivalent
29	D.P.O 4-A	50 Pads	8.5*11	70 Gram Century Paper or equivalent
30	D.P.O 6-A	10 Pads	8*13	70 Gram Century Paper or equivalent Double Side Print
31	D/C. J.V	20 Pads	9 x 11	70 Gram Century Paper or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
32	D/C. Intimation Ledger	02 Reg	13 x 16½	70 Gram Century Paper or equivalent (200 Sheet)
33	Daily Cash Statement Register with Binding	05 Reg	8*13	70 Gram Century Paper or equivalent (200 Sheet)
34	Dak Dispatch Register with Binding	05 Nos	8.5*12.5	70 Gram Century Paper or equivalent (200 Sheet) with Binding
35	Dak Receipt Register with Binding	03 Nos	8.5*12.5	70 Gram Century Paper or equivalent (200 Sheet) with Binding
36	Dak Receipt Slip	500 Pads	5½ x 8¼	70 Gram Century Paper or equivalent
37	Dawedar ka bian (Form Alaf) (2 Ply Single Print)	80 Pads	8.5*11	70 Gram Century Paper or equivalent
38	Death Claim Letter (FZ-210)	60 Pads	7*9.5	70 Gram Century Paper or equivalent
39	Death claim paid register	02 Reg	13 x16.5	70 Gram Century Paper or equivalent (200 Sheet)
40	Debit & Credit Note	10 Pads	8.5*11	70 Gram Century Paper or equivalent
41	Debit letter Medical	10 Pads	8.5*11	70 Gram Century Paper or equivalent
42	Debit to Employee	10 pads	8.5*11	70 Gram Century Paper or equivalent
43	Declaration for the grant of Education Allowance	10 Pads	8*13	70 Gram Century Paper or equivalent
44	Decleration Form Field	25 Pads	8*13	70 Gram Century Paper or equivalent Double Side Print
45	Decleration Form Officer	10 pads	8*13	70 Gram Century Paper or equivalent Double Side Print
46	Decleration Form Staff	10 pads	8*13	70 Gram Century Paper or equivalent Double Side Print
47	Discharge of policy form No.XII	50 Pads	8*13	70 Gram Century Paper or equivalent
48	Duplicate File Notice	20 Pads	8.5*11	70 Gram Century Paper or equivalent
49	Emergency Loan Against Renewal Commission	20 Pads	8.5*11	70 Gram Century Paper or equivalent
50	Endorsement PHS/ALT	25Pads	8.5*11	70 Gram Century Paper or equivalent
51	Enevelope Khaki 9 x 4	50000 Nos	8.70*3.70	Golden Craft Paper or equivalent
52	Enevelope Policy Docoument Size	8000 Nos	9.5*11.5	Golden Craft Paper or equivalent
53	Envelope File Size	2000 Nos	11*14.5	Golden Craft Paper or equivalent
54	Envelope White	5000 Nos	4.70*10.70	70 Gram Century Paper or equivalent
55	Envelope White (Medical)	10000 Nos	4.70*10.70	70 Gram Century Paper or equivalent
56	Envelope X-Ray Size	2000 Nos	16.5*20	70 Gram Century Paper or equivalent
57	Existence Certificate Claim 2	40 Pads	8.5*11	70 Gram Century Paper or equivalent
58	Filecover office (Office) (As per sample)	10000 Nos	21.5*13.5	240 Gram Bleach Card or equivalent with steel clip + State Life Monogram etc.
59	Fixed Assets Register	03 Reg	10*16	70 Gram Offset With Fine Quality Binding (200 Leaves with Sr. No.) or equivalent
60	Form -Jeem (Sanad Ki Shanakhat)	50 Pads	8.5*11	70 Gram Century Paper or equivalent
61	Franking Machine Statement	15 Pads	8.5*11	70 Gram Century Paper or equivalent
62	Fromm Daal (Aajer Ki Sanad)	40 Pads	8.5*11	70 Gram Century Paper or equivalent (2 - colour print)
63	FZ 202 (Claim/Maturity Intimation)	100 Pads	8*13	70 Gram Century Paper or equivalent
64	FZ/CLM/FIB	20 Pads	8.5*11	70 Gram Century Paper or equivalent
65	Hard File with 36" Laces (Personal)	500 No.	9.5*13.5	Printed Gatta Local/ Century with Cloth As per sample
66	Health Card	2500 Sheet	8*13	70 Gram Century Paper or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
67	Indent Pad	30 Pads	8.5*11	70 Gram Century Paper or equivalent
68	Inter Office Commounication Pad	10 Pads	8.5*11	70 Gram Century Paper or equivalent
69	Intimation Register (mty) 200 leave	02 Reg	13 x 16½	70 Gram Century Paper or equivalent
70	Iqrar Nama	10 Pads	8.5*11	70 Gram Century Paper or equivalent
71	Itla Gumshudgi	20 Pads	8.5*11	70 Gram Century Paper or equivalent
72	J.V Petty cash with Binding	03 books	10x12	3 Ply paper local 300 sheets.
73	Journal Voucher	25 Pads	11½ x 12	70 Gram Century Paper or equivalent
74	L. A. 3. New Business	10000 Sheets	8.5*11	70 Gram Century Paper or equivalent
75	L-A-3 (PHS)	20 Pads	8*13	70 Gram Century Paper or equivalent
76	Leave Application English	25 Pads	8.5*11	70 Gram Century Paper or equivalent
77	Leave Application Urdu	30 Pads	7.25*9.70	70 Gram Century Paper or equivalent
78	Leave Card	500 Sheets	11¼ x 13¼	70 Gram Century Paper or equivalent
79	Leave Encashment Pad (Officer)	25 Pads	8.5*11	70 Gram Century Paper or equivalent
80	Leave Encashment Pad (Staff)	25 Pads	8.5*11	70 Gram Century Paper or equivalent
81	Letter Head Pad 2 Colour Print	30000 Sheets	8.5*11	90 Gram Offset or equivalent
82	Loan Application	100 Pads	8.5*11	70 Gram Century Paper or equivalent With State Life Mono
83	Loan Assignment Register	05 Reg	8*13	70 Gram Century Paper or equivalent (250 Sheet) with Binding
84	Loan Cheque Despatch Register	10 Reg	8.5*12.5	70 Gram Century Paper or equivalent (250 Sheet) with Binding
85	Maturity Claim D.V	70 Pads	8.5*11	70 Gram Century Paper or equivalent
86	Medical Fee statement	30 Pads	8.5*11	70 Gram Century Paper or equivalent
87	Medical Attandance Certificate Form B	80 Pads	8.5*11	70 Gram Century Paper or equivalent Double Side Print
88	Medical Book Officer	200 Books	4¼ x 11	70 Gram Century Paper 55 Sheets with Clip Binding or equivalent
89	Medical Exp. Sheet	2000 Sheets	10*15	70 Gram Century Paper or equivalent
90	Medical Reference Letter (Agency)	50 pads	8.5*11	70 Gram Century Paper or equivalent
91	Medical Re-imbursement pad	25 Pads	8*13	70 Gram Century Paper or equivalent
92	Miner Nominee Form	20 Pads	8.5*11	70 Gram Century Paper or equivalent
93	N.D Form PHS	10 Pads	8*13	70 Gram Century Paper or equivalent
94	NOC Proforma for Policy File Transfer	25 Pads	8.5*11	70 Gram Century Paper or equivalent
95	Over Time Pad	30 Pads	8*13	70 Gram Century Paper or equivalent
96	P.F Credit Voucher	10 Pads	8*13	70 Gram Century Paper or equivalent
97	P.F Dedit Voucher	10 Pads	8*13	70 Gram Century Paper or equivalent
98	P.F Dedit Voucher (J.V)	10 Pads	8*13	70 Gram Century Paper or equivalent
99	P.O Underwriting Sheets	5000 Sheets	8.5*11	70 Gram Century Paper or equivalent
100	P.R. Book Fresh (50 x 4) Four Colour Pages	100 Books	8*5.25	4 Ply Colour Paper (Carbenless)
101	P.R. Book Renewal (50 x 4) Four Colour Pages	200 Books	8*5.25	4 Ply Colour Paper (Carbenless)
102	Payment Sheet Of Annuity Card	1000 cards	8*13	Alboster 300 Grm. or equivalent
103	Payment Voucher Pads	200 Pads	8.5*11	70 Gram Century Paper or equivalent
104	Performa For Surrender Of Policy	400 Pads	8.5*11	70 Gram Century Paper or equivalent
105	Personal Accident Claim Form A-2	10 Pads	8*13	70 Gram Century Paper or equivalent Double Side Print
106	Personal Accident Claim Form B	10 Pads	8*13	70 Gram Century Paper or equivalent Double Side Print

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
107	Photo State Slip	10 Pads	4.70*7	70 Gram Century Paper or equivalent
108	Plan (Table 05)	25 Pads	8.5*11	70 Gram Century Paper or equivalent
109	Policy Particular PHS	40 Pads	8*13	70 Gram Century Paper or equivalent
110	Policy File Cover (Any Colour) As per sample	60000 No.s	9.5*29.5	300 gm Bleach Card (Polo Century) with steel clip + 4.70" Sqash Tape and Double Side Printing on 01 Page or equivalent
111	Policy Holder Feed Back Form English/Urdu	200 Pads	8.5*11	70 Gram Century Paper or equivalent
112	Policy Indent Card	8000 No.	8*13	300 Gram Alboster Card or equivalent
113	Policy Loan Processing Sheet	10 Pads	8*13	70 Gram Century Paper or equivalent
114	Policy Loan Schedule (Loan Form)	100 Pads	8.5*11	70 Gram Century Paper or equivalent
115	Policy Revival Letter (FZ 121)	25 Pads	8.5*11	70 Gram Century Paper or equivalent
116	Policy Update Form	10 Pads	8.5*11	70 Gram Century Paper or equivalent
117	Position Note For Commission	10 Pads	8.5*11	70 Gram Century Paper or equivalent
118	Position Note For Condonation	10 Pads	8.5*11	70 Gram Century Paper or equivalent
119	Pre- Receipt Discharge Voucher	40 Pads	8.5*11	70 Gram Century Paper or equivalent
120	Pre-Receipt S.V, Discharge Voucher	400 Pads	8.5*11	70 Gram Century Paper or equivalent
121	Prescription Form Field	10 Pads	7*9.5	70 Gram Century Paper or equivalent
122	Promotion evaluation Sheet	25 Pads	8*13	70 Gram Century Paper or equivalent
123	Promotion/Demotion Sheet	10 Pads	8.5*11	70 Gram Century Paper or equivalent
124	Proposal Register Sheet double side print	8000 Sheets	13 x 16½	70 Gram Century Paper or equivalent
125	Reference Slip Pad (Medical)	50 Pads	11x 4 1/2	70 Gram Century Paper or equivalent
126	Registered A.D (FZ-01)	50 Pads	8.5*11	70 Gram Century Paper or equivalent
127	Release of 100 % Commission Payment	10 Pads	8.5*11	70 Gram Century Paper or equivalent
128	Renomination Application	20 Pads	8.5*11	70 Gram Century Paper or equivalent
129	Request For Creation of Duplicate Policy File	20 Pads	8.5*11	70 Gram Century Paper or equivalent
130	Requirment Letter P.H.S	50 Pads	8.5*11	70 Gram Century Paper or equivalent
131	Retention of 50 % Commission Payment	10 Pads	8.5*11	70 Gram Century Paper or equivalent
132	Risk Profiling Sheet	100 Pads	8*13	70 Gram Century Paper or equivalent (200 Leaves)
133	S.V.Payment Letter F.Z.01	100 Pads	8.5*11	70 Gram Century Paper or equivalent
134	SECP Register of Agents	03 Reg	13*16.5	70 Gram Century Paper or equivalent with Binding (200 Leaves with Sr. No.) or equivalent
135	Special Revival/Reinstatement of Policy	20 Pads	8.5*11	70 Gram Century Paper or equivalent
136	Stop Payment Letter	10 Pads	9 x 5½	70 Gram Century Paper or equivalent
137	Supply Order Book (100 x 3 Pages)	05 Books	8.5*11	3 Ply Colour Paper Carbenless
138	T.A. D.A. Form	10 Pads	8*13	70 Gram Century Paper or equivalent
139	Undertaking for Revival of Policy	150 Pads	8.5*11	70 Gram Century Paper or equivalent
140	Waiver of Late Fee	150 Pads	8.5*11	70 Gram Century Paper or equivalent
141	Zakat Deduction Refund Register	03 Reg	13*16.5	70 Gram Century Paper or equivalent with Binding (200 Leaves with Sr. No.) or equivalent
142	Zero Item No.01	100 Pads	8*13	70 Gram Century Paper or equivalent Each order will be contian on different printing/wording formate

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
143	Zero Item No.02 Double Side Print	100 Pads	8*13	70 Gram Century Paper or equivalent Each order will be contain on different printing/wording formate
144	Zero Item No.04 Double Side Print	100 Pads	8.5*11	70 Gram Century Paper or equivalent Each order will be contain on different printing/wording formate 02 Colour Printing.
145	Zero Item No.05	100 Pads	8.5*11	70 Gram Century Paper or equivalent Each order will be contain on different printing/wording formate
146	Zero Item No.06 Double Side Print	100 Pads	8.5*11	70 Gram Century Paper or equivalent Each order will be contain on different printing/wording formate
ITEMS FOR LOCAL VENDE ONLY (FAISALABAD) DUE TO URGENT NATURE OF WORK				
1	Best Performance Certificate	1000 No.	A-4	Digital Print Art Paper 113 Gram Multicolour or Equivalent
2	Brouchers	10000 No.	A-4	Glosy Paper Multicolour or Equivalent
3	Brouchers	10000 No.	Legal Size	Glosy Paper Multicolour or Equivalent
4	Facility Brouchers	5000 No.	12*12.5	Glosy Paper Multicolour or Equivalent
5	Flexex	2000 sq.feet	Each order will diff. in size	Star Brand/China (Urgent Nature Work) or equivalent
6	Standy Flex	500 No.	2*5 Feet	Sico Star with Eyelets or Equivalent
7	Visiting Cards	5000 Nos Per order 500 No.	5 x 8.5 cm	350 Gram Art Paper UV Coated 02 Colour or equivalent
8	Wall Display Flex	25 No.	6*3 Feet	Sico Star with Eyelets or Equivalent
9	Wall Display Flex	25 No.	6*15 Feet	Sico Star with Eyelets or Equivalent
10	ZHS Board Display	40 No.	2*5 Feet	Sico Star with Eyelets or Equivalent

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
FAISALABAD ZONE

TENDER DOCUMENT NO.P&GS/03/2021

LIST OF STATIONERY ITEMS

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2021
1	Abro Tape	Sensa 1" width Length 15 Meter or equivalent	250 Nos.
2	Air Freshner	Fridi mix lavovder 300 ML or equivalent	250 Nos.
3	Alaram Cells	Alkaline A23S 12V	50 Nos.
4	Ball Point (Mix Colors)	Piano Simple or equivalent	5000 Nos.
5	Ball Point Click	Point 0.8 mm or equivalent	1200 Nos.
6	Box File (Large)	Ideal BF 556 # or equivalent	50 Nos.
7	Box File (Small)	Ideal BF 555 # or equivalent	50 Nos.
8	Bull Dog Clip (02")	51mm China brand or equivalent	50 Nos.
9	Calculator	14 Digit Citizen CT 9814 Original or Equivalent	50 No.
10	Carbon Paper (Fresh material Blue)	100 Sheet 21cm*33cm KCR Pencil Brand or equivalent	10 Pkts.
11	Cells	Eneron Heavy Duty R6 AA UM3 HR 60P 1.5V or Equivalent	300 Nos.
12	Cells	Eneron Heavy Duty R03 AAA UM4 HR 03OP 1.5V or Equivalent	100 Nos.
13	Cells	Alkaline 27A 12V (Door Bell, Super Remote Control) Or equivalent	100 Nos.
14	Computer Paper 132 Colmn	Polo Century/Local 1000 Sheets (63 gm 11*15) or Equivalent	200 Boxes
15	Computer Paper 80 Colmn	Polo Century/Local 1000 Sheets (63 gm 11*9.5) or Equivalent	400 Boxes
16	Computer Ribbon IBM 6400	IBM 6400 - I Original Fresh Stock or Equivalent	100 Nos
17	Computer Ribbon LQ-300	Fresh Printrite or Equivalent	200 Nos
18	Computer Ribbon LQ-310	Fresh Printrite or Equivalent	450 Nos
19	Computer Ribbon LQ-350	Fresh Printrite or Equivalent	20 Nos
20	Computer Ribbon LQ-590	Fresh Printrite or Equivalent	20 Nos
21	Computer Ribbon LQ-2180/2190	Fresh Printrite or Equivalent	300 Nos
22	Dumper Water	China Plastic/Rubber Body or Equivalent	300 Nos
23	Dumper Water	Rolling Fine Quality China or Equivalent	50 Nos
24	Duster	Falalan Yellow Size 18.5 x 21.5 Local/Imported or Equivalent	800 Nos

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2021
25	Electrical Kettle	Deuron Cordless Jug Kettle 1.7 Liter 2000w or Equivalent	05 No.
26	Foker Cash Counter use	Stainless Steel Fine Quality Standard Size or Equivalent	15 No.
27	Foot (steel) 12" Thick	Dux or Equivalent	24 Nos.
28	Foot 12" Plastic	Dux or Equivalent	24 Nos.
29	Franking Machine Ink	473 ml Red Fluorescent Postage Meter Ink (Pitney Bowes USA) Original or Equivalent	02 No.
30	Glass Cleaner 500ml	Gilint or Equivalent	12 No.
31	Glass Magnifier	China 90 mm (3*6) or equivalent	08 No.
32	Gum Stick	40 gm UHU Germany brand or equivalent	150 No.
33	High Lighter (Mix colors)	Dollar/Pelikon 1-4.5 HLS 90 or equivalent	150 No.
34	Jug (Glass)	China Fine Quality Glass Covered or equivalent	20 No.
35	Led Pencil	Gold Fish HB-5000 Autocrate or equivalent	150 No.
36	Lemon Max Dishwashing Past with Scotch Brite	Lemon Max Dishwashing Past 400 Gram or Equivalent	150 Nos.
37	Marker No. 70,90 (Mix Colors)	Dollar/All Mark or Equivalent	150 Nos.
38	Mosquito Spray	Cobra 400 ML or Equivalent	10 No.
39	Office Bell Electric	Excelent Company Cell Supported or Without with remote or Equivalent	25 No.
40	Packing Tape	03" White or Brown (35 Yards) BTA/Sensa Brand or Equivalent	48 Nos
41	Paper Pin Pkt.	50 gm Grash or equivalent	30 Pkts
42	Paper Cutter	SBI Taiwan 18mm Steel Based covered plastic body or Equivalent	100 Nos
43	Paper Clip Pkt. 80 Nos.approx.	30 mm Tri flower brand (Yellow) or equivalent	50 pkts
44	Paper Clip Pkt. 80 Nos.approx.	52 mm or No.5 T.F or Equivalent	200 pkts
45	Paper Tray	Fresh Material Plastic China 11.75*15.5*4 or Equivalent	20 Nos
46	Pin Tray (Plastic)	Dux or equivalent	24 Nos
47	Plastic Dori	Rolled Packing Approx wt 200 gram Local	50 No.
48	Plastic File Cover Legal Size	Fine Hard Plastic Crystle or equivalent	50 No.
49	Plates Medium with Monogram	Bone China Fine Quality or Equivalent	100 No.
50	Plates Rice Large With Monogram	Bone China Fine Quality or Equivalent	100 No.
51	Punch Machine (Medium)	KW.tri 96*8 Kido brand or equivalent	100 Nos.

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2021
52	Register No. 25 (Large)	150 Leaves/68 Gram (Ruled) or Equivalent	150 Nos.
53	Rough Pads	Size 8.5*11, 70 gm paper Century with cover as per sample or Equivalent	500 Nos.
54	Rubber	AL-30/Pelikon Germany or equal	60 Nos.
55	Rubber Band Pkt. 1/2 kg (Large)	Red Colour Imported or Sensa or Equivalent	75 Pkts.
56	Rubber Band Pkt. 1/2 kg (Medium)	Red Colour Imported or Sensa or Equivalent	50 Pkts.
57	Scotch Brite	Lemon Max or Equivalent	150 Nos.
58	Scotch Tape 1/2"	60 Yards Opal or Equivalent	24 No.
59	Separator/Flags	Plastic Fine quality Legal Size or Equivalent	12 No.
60	Separator/Flags	Plastic Fine quality A-4 Size or Equivalent	12 No.
61	Shorpner	Dux or equivalent	200 Nos
62	Slip Box	Plastic	25 No.
63	Soap 140 gm	Lux by Unilever Pak or equivalent	500 Nos
64	Spoon Rice (Large)	Stainless Steel or Equivalent	24 No.
65	Spoon Tea (Small)	Stainless Steel or Equivalent	24 No.
66	Squatch Tape Cutting Machine	China Fine Quality or equivalent	06 No.
67	Squatch Tape Large 1"	Large Deer Brand 1" 60 Yards or Equivalent	36 Nos
68	Stamp Pad (Mix color)	Huhua No.2 or equivalent	400 Nos.
69	Stamp Pad Endorsing Ink (Mix Color)	Huhua 28.5ml or equivalent	300 Nos.
70	Stapler Remover	ICW/SDI brand or equivalent	144 Nos.
71	Stapler Pin 12N/17	Max Japan or Equivalent	100 Pkts
72	Stappler Machine Large	HS-3000 12N/17 (SID) or equivalent	10 Nos
73	Stappler Pin 24/6	Dollar (x1000) or equivalent	1500 Pkts
74	Stappler Machine Small	OPAL brand (24/6) HD-45N or equivalent	200 Nos
75	Sticky Chit Pad	China Fine Quality or equivalent	12 Nos
76	Table Diary Stand	Plastic Fine quality (Black Color)or Equivalent	12 Nos

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2021
77	Tea Cup with Pirach and Monogram (As Per Sample)	Gol/Churas China fine quality or equivalent	180 No,s
78	Tissue Paper Box	Tulip 80*2 ply or equivalent	500 Pkts
79	Towel	27x54 Cotton (20 Double Goli) White/Ofwhite or equivalent	20 No.
80	Tumbler/Glass 280 ml	Falcon or equivalent	528 No,s
81	Typing Paper 80 gm offset A-4 Size	Copymate 500 sheets or Equivalent	300 Rim
82	Typing Paper 80 gm offset Legal Size	Copymate 500 sheets or Equivalent	300 Rim
83	Uni Ball (Mix colors)	Signo Japan or Equivalent	1200 No.
84	Wall Clock with Monogram	Original Champion 15.5" Round PVC Brown or Equivalent	10 No.
85	Waste Basket (Medium/Plastic)	Plastic Fresh China/Local or Equivalent	50 Nos
86	White Board Marker	Snowman White Japan Temporary Ink or Equivalent	20 No.
87	White Marker	Snowman White Japan Permanent Ink or Equivalent	10 No.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN			
FAISALABAD ZONE			
TENDER DOCUMENT NO.P&GS/MISC/2021			
Sr. No.	NAME OF ITEMS	SPECIFICATION	Req.Qty. 2021
1	Air Filter (Car)	Gurard Toyota Corola or Equivalent	15 No.
2	Aral (Complete Set)	Iron 6" Adam Gee or Equivalent	12 No.s
3	Bracket Fan Barraing	T&T 6202 or equalalent	24 No.s
4	Bracket Fan Capacitor	Haguar/Fuji 2.5 or equalalent	30 No.s
5	Bracket Fan Doori Switch	Completer ON/OFF Switch with Doori China Fine Quality or equivalent.	20 No.s
6	Breaker 02 Pool for A.C	Haguar 32 AMP or Equivalent	12 No.
7	Chair Canning Repair (With Labour)	22" Seat + Back Fine Quality Cananing (In Office)	100 No.
8	Chair Cushioned Repiar (With Labour)	22" Seat + Back Master Foam 4"+2" with Nylex (In Office) or Equivalent	100 No.
9	China Lock Large As Per Sample	China Fine Quality having unique key	50 No.
10	China Lock Medium As Per Sample	China Fine Quality having unique key	50 No.
11	China Lock Small As Per Sample	China Fine Quality having unique key	50 No.
12	Chok Tube Light	Philips 20 Watt For 2 Feet Tube Rods or Equivalent	50 No.
13	Complete Chok Patti 2 Feet Without Rod	Philips 20 Watt for 2 Feet Tube Rods without chowk technology or Equivalent	50 No.
14	Computer Chiar Arms Set Repairing	Imported Fine Quality Each Set Contain Left And Right Arm Combination or equivalent	50 No.
15	Computer Chiar/Revolving Chair Complete Base (As per sample)	Complete set (Including Machine+Pump+Punch etc) Imported, heavy plastic/Iron as per sample or equivalent	30 No.
16	Computer Chiar/Revolving Chair Wheel Reparing	Imported Fine Quality or equivalent	30 No.s
17	Coolant	Zic 01 litter or Equivalent	04 No.
18	Data/Networking Switch	Cisco 08 Port or equivalent	20 No.
19	Data/Networking Switch	Cisco 16 Port or equivalent	15 No.
20	Disk Break Set Back (Car)	Toyota Corola Genuine or Equivalent	02 Set.
21	Disk Break Set Front (Car)	Toyota Corola Genuine or Equivalent	02 Set.
22	Door Closer	New Star/China fine quality or equivalent	24 No.

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req.Qty. 2021
23	Door Lock	Flat/Round China fine quality or equivalent	24 No.
24	Dry/Acid Battery	Phoenix TX1800 Tubular/Heavy Battery 12 V, 230 AH or Equivalent	02 No.
25	Duct Patti (25*25)	Adam Gee or equivalent	500 Feet
26	Electric Board (China Fitting)	Fine Quality China Fitting board of 10 (06+04) switchs	10 No.
27	Electric Board (China Fitting)	Fine Quality China Fitting board of 04 (02+02) switchs	10 No.
28	Electric LED Rods 04 Feet	Philips TL-D36W/54-765 or Equivalent	100 No.
29	Electric Tube Rods 02 Feet Blue	Philips TL-D18W (Note Checking Use)or Equivalent	30 No.
30	Electric Tube Rods 02 Feet White	Philips TL-D18W or Equivalent	50 No.
31	Electric Tube Rods 04 Feet	Philips TL-D36W/54-765 or Equivalent	300 No.
32	Electric Wire 03/29	Copper Wire G.M (90 Meter Length Quial) or equivalent	04 Quiel
33	Electric Wire 07/29	Coppier Wire G.M (90 Meter Length Quial) or equivalent	04 Quiel
34	Electric Wire 07/36	Coppier Wire G.M (90 Meter Length Quial) or equivalent	02 Quiel
35	Electric Wire 40/76	Coppier Wire G.M (90 Meter Length Quial) or equivalent	05 Quiel
36	Electrical Button 02 Gange	China 250 Volts 13 AMP or Qquivalent.	24 No.s
37	Electrical Button 03 Gange	China 250 Volts 13 AMP or Qquivalent.	24 No.s
38	Electrical Extention Lead	40/76 Copper wire 06 Yards 08 switch	50 No.
39	Electrical Holder	China 250 Volts 10 AMP or Qquivalent.	50 No.s
40	Electrical Shoo	China 250 Volts 13 AMP or Qquivalent.	24 No.s
41	Electrical Socket	China 250 Volts 13 AMP or Qquivalent.	24 No.s
42	Electrical Switch	Multi Plug China 05 Switch Capcity or Equivalent	20 No
43	Engine Oil (Car)	Calltax (Havoline) 04 Litter Toyata Corola or Equivalent	15 No.
44	Exhaust Fan (Glass)	GFC/Royal 8*8 or Equivalent	04 No.
45	Glass Table (With fixation)	5 mm Tariq/Ghani as per Table measurement or equivalent	800 sq.feet
46	Glass Table (With fixation)	8 mm Tariq/Ghani as per Table measurement or equivalent	800 sq.feet
47	Greece	.25 Gram NTN or Equivalent	01 Box
48	Happilac Distamper	Happilac Multicolour or Equivalent	20 Gallen
49	Happilac Paint	Happilac Multicolour or Equivalent	10 Gallen

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req.Qty. 2021
50	Hard Disk External	WD 01 TB SATA or equivalent	03 No
51	Hard Disk External	WD 02 TB SATA or equivalent	03 No
52	Keyboard Wired	A4 Tech or equivalent	70 No.
53	LED Bulb 12 Watt	Philips or Equivalent	150 No.
54	LED Bulb 24 Watt	Philips or Equivalent	100 No.
55	LED Bulb 45 Watt	Philips or Equivalent	50 No.
56	LPT Cables	Dot Matrix Printer Cables Standard Size or Equivalent	48 No.
57	Mouse Pads	New Microsoft or equivalent	70 No.
58	Mouse Wired	A4 Tech or equivalent	70 No.
59	Nail Steel	.5 " Fine Quality or Equivalent	300 No.
60	Nail Steel	1 " Fine Quality or Equivalent	300 No.
61	Networking Cable	CAT 6 (D Link)/Hikivision 1000 Feet Quiel or equivalent	05 Quiel
62	Networking Cable Connector	RJ 45 AMP or equivalent	300 No.
63	Oil Filter (Car)	Gurard Toyata Corola or Equivalent	20 No.
64	Plastic Tape	Neto Standard Size or equivalent	24 No.s
65	Poly Bag Large	Fine quality Plastic 100 kg Capacity or Equivalent	100 No.
66	Power Cables Computer	Standards Size Branded 02 Pin or Equivalent	150 No.
67	Power Plug	Sharja 13 Amp or Equivalent	12 No.
68	Power Plug for A.C with Socket	Sharja 60 Amp or Equivalent	12 No.
69	Printer Cables	Laser Printer Cables Standard Size or Equivalent	36 No.
70	Printer Head	Epson Printer LQ-310 or equivalent	20 No.
71	Printer Head	Epson Printer LQ-2180/2190 or equivalent	20 No.
72	Printer Head	Epson Printer LQ-300 or equivalent	20 No.
73	PVC Pipe 01"	Adam Jee or equivalent	500 Feet
74	PVC Pipe 1" ELBO	Adam Jee or equivalent	30 No.
75	PVC Pipe 1" Socket	Adam Jee or equivalent	30 No.
76	PVC Pipe 1" T	Adam Jee or equivalent	30 No.
77	PVC Pipe 1.5"	Adam Jee or equivalent	500 Feet

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req.Qty. 2021
78	PVC Pipe 1.5" ELBO	Adam Jee or equivalent	30 No.
79	PVC Pipe 1.5" Socket	Adam Jee or equivalent	30 No.
80	PVC Pipe 1.5" T	Adam Jee or equivalent	30 No.
81	Ram 2 GB	CPU Ram 2 GB Kingston or equivalent	20 No.
82	Ram 4 GB	CPU Ram 4 GB Kingston or equivalent	20 No.
83	SMD LED Light	Philips 12 W 5.5" or Equivalent	50 No.
84	Sofa Seat 3" Cushioned Repairing	Master Moltifoam Sofa 3" Standar Size with Nylon cover or	30 No.
85	Starter for Tube Rods	Philips S-10 or Equivalent	300 No.
86	Starter for Tube Rods	Philips S 02 or Equivalent	100 No.
87	Steel File Cabinet Lock (With Fitting Charges)	Vender is responsible for Replacement with new Lock as	50 No.
88	Table Draw Handle	China Fine Quality Iron or Equivalent	50 No.
89	Table Draw Lock	KGI or Equivalent	100 No.
90	Telephone Set	Panasonic KX-TSC-881 CID with CLI or equivalent	50 No.
91	Telephone Set Cable	1 Pair Copper GM (90 Meter Length) or equivalent	02 Quiel
92	Telephone Set Cable	2 Pair Copper GM (90 Meter Length) or equivalent	02 Quiel
93	Telphone Cable Connector	RJ 15 or equivalent	50 No.
94	USB	H.P/Sony 16 GB 3G Steel Body or Equivalent	36 No.
95	VGA Cables	Standards Size Branded or Equivalent	100 No.
96	Wheel Barring (Car)	NTN or Equivalent	04 No.
97	Wire Clip	Plastic 6*6 (Tiawan) or equivalentnet	500 No.