



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

33-E, Buland Markaz,
Blue Area, Islamabad

Ph: 9204450

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TELEGRAM: STATE LIFE

June 6th , 2022.

TENDER NOTICE NO. GS/ISD/02/JUNE/2022

SUPPLY OF PRINTED DOCUMENTS/ OFFICE STATIONERY

State Life Insurance Corporation of Pakistan Islamabad Zone invites sealed quotations / bids on single stage single envelop system for the **PRINTING AND SUPPLY OF STATIONERY/COMPUTER STATIONERY** from GST/NTN registered Firms [Rawalpindi/Islamabad based] who are qualified /eligible and possess required experience of relevant job, and have proper office phone/Fax, E mail and NTN etc.

The bidders are required to submit single sealed bid in a single envelop for the said supply.

LIST OF PRINTING DOCUMENTS/MATERIAL FOR 2022-ISLAMABAD ZONE

S.NO.	ITEM NAME	SIZE	SPECIFICATION	QTY. REQUIRED
1	Window Envelop	8.5" x 5.3	68 Gram (H.F) or equivalent	90000 Nos
2	Khaki Envelop	11" x 4.5	Khaki Glassed Fine Quality Paper	5000 Nos
3	CASH Register PO Format	13" x 8.5	70 Gram local white paper 200 Leaf	6 Nos
4	Policy folders	14" x 9.5	As sample attached	18000 Nos
5	Envelop inner cloths (khaki)	18" x 14	Khaki Glassed Fine Quality Paper (with cloth)	1000 Nos
6	Envelop White	9" x 4	75 Gram Offset or equivalent	5000 Nos
7	Envelop file size	11½" x 15	Golden Craft Paper or equivalent	2000 Nos
8	Medical Form (A)	11" x 4.5	65 Gram local white paper	10 pad
9	Medical Form (c)	11" x 4.5	Carbonized Paper 1x2 White Pink	10 pad
10	Medical Reference Letter (form B) 10 each	4.2" x 11.2	65 Gram Local White, pink, Yellow Paper	30 Pad
11	Medical Performa B (Reimbursement)	13" x 8	65 Gram local white paper	10 pad
12	Budget Register (Medical Cell)	11" x 15.5	80 Gram Local Paper 200 Leaf	01 Nos
13	Requirement Letter LA-2	9.5" x 7	68 Gram local white paper	40 Pad
14	Miscellaneous Req letter	9.5" x 7	68 Gram local white paper	40 pad
15	DC/FIB/AIB CHK dispatch letter	8.5" X 11.5	68 Gram local white paper	40 pad
16	Risk Profiling Sheet	8.5" X 11.5	70 Gram local white paper both side print(200 leaf)	20 pad
17	AIB Claim Processing Sheet	8" x 13	68 Gram High Finish or equivalent	10 PAD

18	Application registration form (SM/SR)	8¼" x 13¼	75 Gram Offset or equivalent (100 sheets)	20 pad
19	Declaration by introducer	8.5" x 13	70 Gram local white paper (100 sheets)	10 pad
20	Nomination Form	8.5" X 11.5	70 Gram local white paper (100 sheets)	20 pad
21	Declaration for The purpose of Rule-11	8.5" X 11.5	70 Gram local white paper (100 sheets)	20 Pad
22	Authority Letter	8.5" X 11.5	70 Gram local white paper (100 sheets)	20 pad
23	Annual statement & declaration by agent	8.5" x 13	70 Gram local white paper (100 sheets)	30 pad
24	Application Form for renewal of Reg	8.5" x 13	70 Gram local white paper both side print	20 pad
25	Budget Register	11"x15.5	80 Gram Local Paper 200 Leaf	02 Nos.
26	Field medical Entry register	8.5" x 13	80 Gram Local Paper 250 Leaf	2 Nos.
27	SR Appointment Register	13" x 17	70 Gram Imported white paper 200 Leaf	1 Nos.
28	Particular of medical card	8.5" x 11.5	70 Gram local white paper	10 Pad
29	Medical Declaration Form for field	8.5" x 11.5	70 Gram local white paper	10 Pad
30	Payment Voucher General A-cc3	12" x 11	63 Gram local paper Both side print	100 Pad
31	Discharge Voucher-Death Claim	8.5" x 11.5	70 Gram local white paper	40 Pad
32	AIB claim processing sheet	8.5" x 11½	70 Gram local white paper	02 pads
33	AIB Discharge voucher	8.5" x 11.5	70 Gram local white paper	10 pad
34	Claim form A (ل)	8.5" x 11.5	68 Gram local white paper	40 Pad
35	Claim form B (ب)	8.5" x 11.5	68 Gram local white paper	40 pad
36	Claim form C (ج)	8.5" x 11.5	68 Gram local white paper	40 Pad
37	Claim Form D (د)	8.5" x 11.5	68 Gram local white paper	40 Pad
38	AIB Claim form A	8.5"x11.5	68 Gram High Finish or equivalent	10 Pas
39	AIB Claim form B	8.5" x11.5	68 Gram High Finish or equivalent	10 Pad
40	AIB Claim form C	8.5" x 11.5	68 Gram High Finish or equivalent	10 Pad
41	AIB Claim Form D	8.5" x 11.5	68 Gram High Finish or equivalent	10 Pad

42	AIB Claim Requirement Letter	A4 Size	68 gm H.F / equal	05 pad
43	FIB Requirement Letter	A4 Size	55 gm H.F / equal	05 pads
44	Death Claim intimation Register	19.5 x 11.5	70 Gram Imported white paper 200 Leaf	02 Nos
45	FIB survival letter	A4 Size	55 gm H.F / equal	05 pad
46	FIB Discharge voucher	8.5" x 13	55 gram	05 pad
47	Calculation Sheet	8¼" x 11½	68 Gram High Finish or equivalent	10 pad
48	Service Application PHS	8.5" x 11.5	68 Gram local white paper	10 pad
49	Surrender Zonal Head Performa	8.5" x 11.5	68 Gram local white paper	10 pad
50	Indemnity Bond For issuance duplicate Policy Rs. 100	8.5" x 11.5	68 Gram local white paper	10 Pad
51	Affidavit (used with indemnity)	8.5" x 11.5	68 Gram local white paper	10 pad
52	Draft for advertisement (used with indemnity)	8.5" x 11.5	55 Gram local white paper	10 pad
53	Loan Request Form	8.5" x 11.5	70 Gram local white paper	10 pad
54	proposal forms with Brief sheets (Non-Medical)	8¼" x 11	80 Gram local white paper	9900 Nos
55	Discharge voucher issued letter (DC)	8.5" x 11.5	55 Gram local white paper	40 pad
56	Name differ letter death claim	8.5" x 11.5	55 Gram local white paper	10 pad
57	Covid-19 Performa (questionnaire pads)	8¼" x 11	68 Gram local white paper	20 Nos
58	Requirement letter death	8¼" x 11	55 Gram local white paper	40 pad
59	KYC Forms	8.5" X 11.5	70 Gram local white paper both side print	20 Nos
60	Proposal forms with Brief sheets (Medical)	8¼" x 11	80 Gram local white paper	1700 Nos
61	Medical register (examination ledger NBD)	8.5" x 13	80 Gram local white paper	02 Nos
62	Proposal forms Noting Register	11" x 11.5	80 Gram local white paper	05 Nos
63	Policy issued noting register	16.5" x 11	80 Gram local white paper	05 Nos

**LIST OF STATIONERY DEMAND --2022
For Islamabad Zone.**

S.No.	NAME OF ITEMS	SPECIFICATION	QTY Required
1	Computer Paper 11 x 15 P-I	63 Gm 2000 sheets	72 Box
2	Computer Paper 11 x 15 P-II	1000 sets 63 Gm	12 Box
3	Computer Paper 9 1/2 x 11 Part-I	63 Gm 2000 sheets	72 Box
4	Policy Status paper	8 x 9.5--63 Gram local paper	60 Nos
5	Computer Paper 9 1/2 x 11 plain part II	1000 sets 63 Gm	24 box
6	IBM 6400 LINE PRINTER RIBBONS	1040995	36 Nos
7	Dot Matrix PRINTER Ribbon	Lq- 2090	36 Nos
8	Computer Toner 85-A	HP China	130 Nos
9	Computer Toner M-12	79-A HP China	12 Nos
10	Printer Cartridge 325	Canon	17 Nos
11	Computer Toner 12-A	HP China or equivalent	32 Nos
12	Ribbon Dot Matrix	Epson LQ-2180	36 Nos
13	Ball Point pen (70 blue, 20 black, 10 red)	Piano Crystal or equivalent	100 Nos
14	Calculator Large	14 digits Casio or Equv. Original	10 Nos
15	Dumper Water	Fine quality	20 Nos
16	Sharpener	Dux or equivalent	20 Nos
17	Scale steel 12 foot	Dolphin sword or equivalent	6 Nos
18	Glue Stick 35 Grams	Amos or equivalent	20 Nos
19	Signature pen (1x12) Pkts.	Green Pilot V7 Tecpoint Grip or Equv.	15 Nos
20	High Lighter Pen	Doller / Mercury or equivalent	30 Nos
21	Scotch Tape 1"	60 yards Olympia or equivalent	12 Nos
22	Rulled Register No.20	Imported paper	10 Nos
23	Stamp Pad Large 4.5"x 3"	shiny/ Colp Brand Or equ. Voilet Color	20 Nos
24	Stamp Pad ink bottle	Doller or equivalent (Blue)	20 Nos
25	Staple pin remover	kw trio or equivalent	12 Nos

26	Stapler Pin 24/6 Steel	Hard Metal Japan or Equv.	150 pakts
27	Offset Paper A-4 80 G	500 sheets Paper one Or Equivalent	120 Reams
28	Offset Paper F/S Legal 80G	500 sheets Paper one Or equivalent	60 Reams
29	Glass (Tumbler) 280ML 6 Set	Fine quality Glass toyo/omroc or Equ.	30 Nos
30	Tissue Paper Box	Rose petal Luxury Or equv. 100x2 play	50 Nos
31	Box File Large	Uni/ Executive Or equivalent	50 Nos
32	Fluid Correction Pen	Fine Quality	10 Nos
33	Flash Drive USB (5 Nos 32GB, 5 Nos 16GB)	GB Kingston Or equivalent	10 Nos
34	Paper Cutter Knife	Fine Quality	14 Nos
35	Gel Ink Pen Red	Dollar Gel 1 or Equivalent	10 Nos
36	Gel Ink Pen Green	Dollar Gel 1 or Equivalent	10 Nos
37	Lead Pencil	Gold Fish HB Accurate or Equivalent	10 Nos
38	Marker (Black) small size	Dollar All Mark or Equivalent	20 pakts
39	Marker (Blue) small size	Dollar All Mark or Equivalent	20 pakts
40	Paper Punch Machine (2 Holes)	KW-Trio 912 or Equivalent	10 Nos
41	Sticky Notes Multi color	1*3" 100 Sheets	20 pakts
42	Large Basket	Laundry Basket Fine Quality Plastic	20 Nos
43	Rubber Band 1/2	Natural Color Imported	10 pakts
44	Plastic File Cover A-4	Fine Quality (Colour Blue, White)	20 Nos
45	Rubber Eraser	Fine Quality	10 Nos
46	Stapler Machine	Fine Quality	20 Nos
47	Waste Basket Medium Plastic	Fine Quality	10 Nos
48	Notes Sheets Green	Fine Quality	05 pakts
49	Drafting Pad	Fine Quality	30 Nos
50	Files White Office	Fine Quality	1000 Nos
51	Mouse	Wireless A4 TECH	05 Nos
52	Water jug	fine quality with lid cover	10 Nos
53	Keyboard	A4 TECH	05 Nos
54	Heavy Duty Stapler	Best Quality upto 150 to 200 pages	02 Nos
55	Heavy Duty Punch Machine	Best Quality upto 150 to 200 pages	2 Nos

GENERAL TERMS AND CONDITIONS

1. Security amount must be deposited equal to **5%** of the approximate value of the tender including all Taxes in form of "Cash Payment ", "Call Deposit Receipts "in favor of State Life Insurance Corporation of Pakistan, Islamabad Zone which will be refunded to the unsuccessful parties 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. Envelops should invariably bear the phrases "QUOTATION FOR SUPPLY OF STATIONERY ITEMS" AND "QUOTATION FOR PRINTED DOCUMENTS".
3. The bids will be accepted up to **23-06- 2022** at **03.00 p.m.** and will be opened on the same day at **03.30 p.m.** in the Office of Incharge P&GS Islamabad Zone in the presence of bidders.
4. The State Life reserves the rights to reject any or all bids as per provisions of PPRA Rules.
5. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of tenders rest with the bidders.
6. The supply should be made as per Schedule. In case of failure, **penalty @ of 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 taxes.
11. If noticed any substandard quality during process, the Deposit Security will be forfeited in favor of the Corporation.
12. It will be the responsibility of the supplier to supply the required items within delivery time for timely completion of work at state Life Building No. 9, Blue Area Islamabad.
13. Tender Fee [Non Refundable] amounting Rs 1000/- in shape of Bank draft/Pay Order in favor of State Life Insurance Corporation of Pakistan Islamabad Zone required to be deposited along with the tender documents.
14. Quotations for printing material and stationery items must be submitted separately in a single sealed envelope.

For further details the undersigned may be contacted during working hours in person or telephonically on Phone No. 051- 9204450

DATE OF CLOSING OF BIDS **23th JUNE 2022 at 03.00 p.m**
DATE OF OPENING OF BIDS **23th JUNE 2022 at 03.30 p.m.**

(Dr. Irum Ali Shah)
SECRETARY Z.P.C/INCHARGE P&GS
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
BUILDING NO. 9
33-E BLUE AREA
ISLAMABAD