

**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

TENDER NOTICE NO.HR & ADMIN/SLIC/RYK/003/2024**March 01, 2024**

Sealed financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms Printing having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Rahim Yar Khan for the following Printing Items on below mentioned terms and conditions:-

| S.No | PRINTING ITEMS | REQ.QTY YEARLY/Size Measurement | | | Specifications |
|------|---|---------------------------------|--------|-----------------|---|
| | | | Inches | | |
| 1 | Indemnity Bond | 40 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 2 | Special Revival Plan | 15 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 3 | Indemnity Bond From No.1 | 20 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 4 | Proposal Register Pages | 5000 | Nos | 13 x 10 | 80 Gram Imported Paper or equivalent |
| 5 | Envelope Khaki 19 x 14 state life Monograph | 1000 | Nos | 19 x 14 | 80 Grm Golden Craft Paper or equivalent |
| 6 | Card for Policy | 5000 | Pages | As per Specimen | 70 Gram Imported Paper or equivalent |
| 7 | Policy Loan Process Sheet | 200 | Pads | Legal Size | 70 Gram Imported Paper or equivalent |
| 8 | S.R attachment Report | 10 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 9 | Policy Loan Schedule (Loan Form) | 300 | Pads | 9 x 11½ | 70 Gram Imported Paper or equivalent |
| 10 | J.V Voucher | 20 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |

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| 11 | File cover Office As per sample | 300 | Nos | 22 x 13 | 300 Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc |
| 12 | Wavier of Late Fee | 100 | Pads | A4 | 70 Gram Imported Paper or equivalent |
| 13 | Cheque Dispatch Letter | 1000 | Pads | 9 x 13 | 70 Gram Imported Paper or equivalent |
| 14 | Non Medical PS Form | 15000 | Nos | A4 Size Two Pages | 75 Gram Imported Paper or equivalent |
| 15 | Medical PS Form | 5000 | Nos | A4 Size Two Pages. | 75 Gram Imported Paper or Equivalent |
| 16 | Supp. Proposal | 10 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 17 | Premium deposit Slip | 300 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 18 | Policy File Cover (Any Color) As per Sample | 35000 | Nos | 14 x11 | 350 gm card (by Polo Century) with steel clip + 4.75" Sqash Tape or Same with Bleach Card and Double side printing on 1 page. or equivalent. |
| 19 | Nomination Form (2 Color Print) | 30 | Pads | 8¼ x 11 | 75 Gram Offset or equivalent |
| 20 | Zaatikowaif | 10 | Pads | 8¼ x 13 | 70 Gram Imported Paper or equivalent Double side print |
| 21 | File cover Agency As per sample | 3000 | Nos | 22 x 13 | 300 Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc |
| 22 | PHS Document Receipt | 500 | Pads | 4.5 x 7.25 | 70 Gram Imported Paper or equivalent |

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| 23 | Proposal Form Non-Medical 5 Pages (3 Ply double side print) | 70000 | Nos | 8¼ x 11¼ | 80 Gram Imported Paper or equivalent |
| 24 | Proposal Form Medical 6 Pages (4 Ply Double Print) | 25000 | Nos | 8¼ x 11¼ | 80 Gram Imported Paper or equivalent |
| 25 | Amendment form | 200 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 26 | N D Forms | 10 | Pads | 8¼ x 11¼ | 70 Gram Imported Paper or equivalent |
| 27 | Envelop (File Size) | 2000 | Nos | File Size | 70 Gram Imported Paper or equivalent |
| 28 | Sanad Ki Shanakhat | 20 | Pads | 8¼ x 11½ | 70 Gram Imported Paper or equivalent |
| 29 | Declaration Form CZ 50 | 20 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 30 | Application for Renewal of Registration (SR,SM) (Photo New Agency) | 50 | Pads | 8¼ x 13 | 70 Gram Imported Paper or equivalent 2 Leave 04 Pages double side print) 01 Pad Contain 200 Leaves |
| 31 | Agency Form for New Registration. SR,SM 2 Pages Complete Set | 100 | Pads | Legal | 70 Gram Imported Paper or equivalent Double side print |
| 32 | Maturity Claim under Policy | 20 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 33 | Medical Attendance | 50 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 34 | Death Claim Processing Sheet | 100 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |

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| 35 | Re-nomination Form | 10 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 36 | Rujhanati Sawalnama | 10 | Pads | A4 | 70 Gram Imported Paper or equivalent |
| 37 | Additional Requirement | 10 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 38 | Dawedar ka bian (Form Alaf and Bay) | 50 | Pads | 8¼ x 11 | 70 Gram Imported Paper or equivalent |
| 39 | Envelope Window (polithine) | 1000 | Nos | As per Specimen | 80 Gram Paper or equivalent |
| 40 | Envelope Khakhi state life Monogram | 2000 | Nos | 5 x 9 | 80 Gram Golden Craft Paper or equivalent |
| 41 | Envelope Khakhi state life Monogram | 2000 | Nos | 9 x 11½ | 80 Gram Golden Craft Paper or equivalent |
| 42 | TADA Form As per Sample | 10 | Pads | 13 x 11.5 | 70 Gram Imported Paper or equivalent |
| 43 | Annual Statement of Declaration Two Pages | 10 | Pads | 8¼ x 13 | 70 Gram Imported Paper or equivalent Double side print |
| 44 | D/C. J.V | 10 | Pads | 9x 11 | 70 Gram Imported Paper or equivalent |
| 45 | Short Premium Debit | 10 | Pads | A4 | 70 Gram Imported Paper or equivalent |
| 46 | Good News Form | 20 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 47 | DPO4 Form | 20 | Pads | Legal Size | 70 Gram Imported Paper or equivalent |
| 48 | Identification Certificate | 20 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 49 | Policy Register pages | 2000 | Nos | 15 x 13¼ | 80 Gram Imported Paper or equivalent |



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| 50 | Takafal Agent Form AM, SSM, SM & SR | 10 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 51 | Check List Form AML/CFT | 40 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 52 | Affidavit | 100 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 53 | Discharge Voucher | 100 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |
| 54 | Three Pages SM A.M Sector Head Confidential Pad | 1000 | Pads | As per Specimen | 70 Gram Imported Paper or equivalent |

TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash/Pay Order as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 02% of the approximate value (noted above) of the tender in form of "Pay Order/Demand Draft" 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.
- iii. The rate validity of tender will be upto **December 31, 2024** from the date of opening of tender.
- iv. **Tender closing date 18-03-2024 at 10:00 A.M. Tender opening date 18-03-2024 at 10:30 A.M.** In the office of In charge HR & Admin Secretary ZPC



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Rahim Yar Khan Zone in the presence of the bidders who wish to be present.

- v. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- vi. The Firm/Suppliers/Stationers 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.
- vii. State Life Insurance Corporation has the right to Increase/decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- viii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
- ix. 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 5:00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above. The Income Tax will be deducted as per Rules.
- x. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xi. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xii. The Delivery Schedule during the whole year is as under: -
 1. 1/3rd of the whole consignment in 1st Quarter.
 2. 1/3rd of the whole consignment in 2nd Quarter
 3. 1/3rd of the whole consignment in 3rd Quarter



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For further details, the undersigned may be contacted during working hours in person or telephonically on phone No. 068-9230036.

Makhdoom Shahrukh Jamil

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
State Life Building Abu Dhabi Road
Rahim Yar Khan

This Tender is available at the following web sites