



STATE LIFE

Insurance Corporation of Pakistan
Multan Zone

TENDER NOTICE NO.MUL/P&GS/002/2024

March 20, 2024

PRINTING & STATIONERY ITEMS

Sealed financial bids are invited from original manufacturers (under single stage single envelops) MARK AS "**FINANCIAL PROPOSAL**" from GST/NTN registered firms/Contractor/General order suppliers, who are on Active Taxpayers List of the Federal Board of Revenue (FBR) and who are eligible to supply Stationery & Printing items having own Office Phone/Fax number (if found contrary the tender will be rejected) for the following terms and conditions, as per list attached.

The Firm Supplier Printing/Stationery in question will be mandatory bound to qualify technical criteria specified and attached with tender document.

Those who qualify technical criteria shall be eligible for opening of their financial quotations. The passing marks of technical qualified are 60% out of 100%.

<i>Sr. No.</i>	<i>Item Description</i>	<i>Qty</i>	<i>Delivery Schedule</i>	<i>Closing Date & time for Submission of Bids</i>	<i>Date & Time of opening of the Technical Bids</i>
1	<u>Stationery Items & Printing Material</u> List of items can be seen in Tender documents.	As per Tender documents	As per Tender documents	04-04-2024 at 10.30 AM	04-04-2024 at 11.00 AM

TERMS AND CONDITIONS / TENDER DOCUMENTS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1,500/- Cash as Tender Fee (Non Refundable).
2. Bidding documents for each item, containing detail terms and conditions etc... are available can be down loaded from State Life Insurance Corporation of Pakistan (SLIC) website www.statelife.com.pk as well as from EPADS-PPRA website www.eprocure.gov.pk.
3. Bids should be submitted physically and electronically (**ONLY** through EPADS). Physical submission of documents are also mandatory.
4. For registration & training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact Mr. Rizwan Mahmood, Director MIS Room No.109, 1st Floor, FBC Building Sector G-5/2, Islamabad. Contact Number 051-111-137-237
5. Security amount must be deposited equal to **2%** of the value of bid amount (**ITEM WISE**) of the tender in form of "Call Deposit Receipts" in favor of "State



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- Life Insurance Corporation of Pakistan” as earnest money which will be refunded to the un-successful parties, CDR will be detained of the successful parties till the completion of Tender.
6. Original Bid Security instrument MUST BE submitted to the under signed before online submission deadline of the bid.
 7. Estimated cost of this tender is Rs.**7,500,000/-**
 8. The rate validity of tender will be up to December 31, 2024 from the date of opening of tender.
 9. On finding substandard quality or not equivalent to specification, as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
 10. The Firm/Suppliers will be bound to supply the required items of printing and stationery as per delivery schedule mentioned in tender documents.
 11. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
 12. State Life Insurance Corporation of Pakistan has right to call the sample of any item for checking the specification of particular item.
 13. 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 as per specimen.
 14. Sealed Tenders duly completed in all respect must reach through EPADS as well as physically to the undersigned by Courier Service/by post/by hand during Office hours i.e. 9:00 am to 3:00 pm (sharp) except Saturday and Sunday till the closing date of following tender and time as mentioned above.
 15. The Income Tax will be deducted as per Rules.
 16. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations.
 17. Sample items should be of same quality as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
 18. Bidder must ensure to submit separate proposals for printing and stationery items.
 19. Printing samples are available and can be seen in the office of undersigned.

Delivery Schedule

- A. $\frac{1}{4}^{th}$ of the whole consignment in 1st Quarter**
- B. $\frac{1}{4}^{th}$ of the whole consignment in 2nd Quarter**
- C. $\frac{1}{4}^{th}$ of the whole consignment in 3rd Quarter**
- D. $\frac{1}{4}^{th}$ of the whole consignment in 4th Quarter**



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Yearly Demand of Stationery Items for the Year - 2024

S.NO.	ITEM NAME	Required 2024
1	Ball Pen Piano Crystal	500 (pkt)
2	Box File	100
3	Carbon Paper KCR	10
4	Packing Tape (2" and 30 Meter) Nichiban OR Equivalent	40
5	Duster Medium Cloth, Fine Quality (For Dusting)	150
6	Paper Rim Legal Size, Not Less than 70 GM, 500 Sheets (AA or Equivalent)	300
7	Paper Rim A-4, Not less than 70 GM, 500 Sheets (AA or Equivalent)	600
8	Ink for Stamp Pad Dollar OR Equivalent	60
9	Rough Pad Large 68 GM Paper 50 Pages	40
10	Rubber Band Ring Large Packet (1/2 kg	50
11	Ruled Register Large 200 Pages	100
12	Stapler Pin Packet – Large for Cash 23/17 (Kangaroo or equivalent)	120
13	Stapler Pin Packet - Medium Dollar 24/6	600
14	Stamp Pad Dollar OR Equivalent	60
15	Computer Paper 80 Col I Ply 1000 63 Gram Century Sheets	500
16	PAPER BOX 132 COL. I PLY 2000 63 Gram Century Sheets	200



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17	Ribbon LX-310 Full Mark OR Equivalent	400
18	Ribbon LX-2180 Full Mark OR Equivalent	100
19	Ribbon IBM-6400 Line Printer General Purpose	120
20	RIBBON LINE PRINTER GENERAL PURPOSE P-7000	20
21	TISSUE PAPER (Rose Patel -pop up)	200
22	SIGNATURE PEN SIGNO	200
23	Ribbon LQ-350	120



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Yearly Demand of Printing Items for the Year - 2024

S.NO.	ITEM NAME	Required 2024
1	Leave Application Pad (Officers/Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	60
2	Medical Card Officer/Staff as per Specimen	600
3	Medical Reimbursement Pad (A), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
4	Medical Reimbursement Pad (B), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
5	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
6	TA/DA Bill Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	15
7	Office File Cover as per Specimen	2000
8	Medical (P&GS-104) as per Specimen	50
9	Medical (P&GS-105) as per Specimen	50
10	Medical (P&GS-106) as per Specimen	80
11	Envelops Window 9"X4" (1000) as per Specimen	40000
12	Envelops Simple 9"X4" (1000), 90 Gram White paper (as per Specimen)	10000
13	Envelops Simple 11"X5" (1000), 90 Gram White paper (as per Specimen)	1000
14	Envelops Simple 10"X12" (1000), 90 Gram White paper (as per Specimen)	3000
15	Envelops Simple 11"X15" (1000), 110 Gram White paper (as per Specimen)	1000
16	Envelops Simple 19"X15" (1000), 110 Gram White paper (as per Specimen)	1000
17	Audit Memo Pad, carbon paper containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40



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18	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
19	General Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	80
20	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	10
21	Proposal Form Non Medical 80 GM Imported (as per Specimen)	60000
22	Proposal Form Medical 80 GM Imported (as per Specimen)	40000
23	Policy Brief Sheet 80 GM Imported (as per Specimen)	40000
24	Policy File Cover as per Specimen	40000

25	Policy Register Sheet 80 GM Imported (as per Specimen)	1000
26	File Cover Agy as per Specimen	3000
27	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
28	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
29	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
30	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200
31	Medical Health Card as per Specimen	1500
32	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	2000
33	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	2000
34	Agy Alteration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
35	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200
36	Adjustment Advice Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20



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37	Annuity Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
38	FIB Existing Certificate Pad, containing 100 Page 68, GM Flying High Finish (as per Specimen)	20
39	Maturity Claim Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	80
40	Medical Attendance Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	50
41	PHS-63 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	50
42	PHS-64 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	50
43	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	200
44	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	400
45	Service Zone Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
46	Policy Card as per Specimen	3000
47	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	200

48	Address Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
49	PS Non Medical 80 GM Imported (as per Specimen)	10000
50	PS Medical 80 Gm Imported (as per Specimen)	6000
51	PHS - 80 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	10
52	Performa SV motivation Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	200
53	Loan, SV Detail Performa update record of policy	200
54	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200



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55	Notice DP-04 Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
56	Re-Nomination Form Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
57	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	80
58	Medical Comparative Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
59	KYC Individual 2 Page Set	50
60	S.M Report individual	80
61	S.M/A.M/ S.H Report	400
62	Risk Performing Sheet	600
63	Medical Expense Card (Agency), as per specimen	1500
64	CRS Form 68 GM Flying High Finish (A4 Size)	50
65	Medical Extra Performa (Renewal) 68 GM Flying High Finish (A4 Size)	10
66	Re-Nomination Form when the Existing Nominees is expired 68 GM Flying High Finish (A4 Size)	10
67	special Re-instatement of policy 68 GM Flying High Finish (A4 Size)	10
68	Check list for AML/CFT Policy 68 GM Flying High Finish (A4 Size)	100

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.061-9200678.



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Mrs. Rafia Yasmeen
Secretary Zonal Procurement Committee
Personnel & General service Department
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Abdali Road Multan Zone