

**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

TENDER NOTICE NO.P&GS/SLIC/RVK/001/2017**March 20, 2017**

Sealed financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms/Stationers & 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 & Stationery Items on below mentioned terms and conditions:-

S. No.	STATIONERY ITEM	Required Quantity for 2017
1	Air Freshener 300ML (Soft Touch or Equivalent)	50 Nos.
2	Ball Point Pen Blue(Piano Crystal) or equivalent	250 Packet
3	Ball Point Pen Green (Piano Crystal) or equivalent	20 Packet
4	Battery Cell for Clock	100 Nos.
5	Box File (Alfalah or equivalent) (as per specification)	50 Nos.
6	Calculator (14 digit Citizen CD-780/Casio original) or equivalent	30 Nos.
7	Computer Ribbon K300 MX 80	100 Ribbon
8	Computer Ribbon P300/600 (Printronix or equivalent)	4 Box
9	Continue Computer Paper Box A-4 70gm (1000 sheets) (as per Specification)	250 Box
10	Duster 42*36 Inches (Large/Lining)	100 Nos.
11	Gum Stick Large 35 gm (Dollar or Equivalent)	50 Nos.
12	Highlighter Marker Dollar 90 or equivalent	60 Nos.
13	Marker 90 Blue Dollar or equivalent	8 Packet
14	Paper A4 (Double AA 80grams or Equivalent)	150 Rim
15	Paper legal Size (Double A 80 grams or Equivalent)	100 Rim
16	Sharpener Steel Dux or equivalent	50 Nos.
17	Printer Ribbon Epson LQ 2180, 500-2170 Printronix or equivalent	100 Ribbon
18	Printer Ribbon LQ 300 Epson or equivalent	35 Ribbon
19	Printer Ribbon LQ 310 Epson or equivalent	35 Ribbon
20	Punching Machine Big Max (Opal 4500) or equivalent	40 Nos.
21	Punching Machine Medium kw.tri 96 * 8 kido brand or equivalent	20 Nos.



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22	Register No. 20, 150 Leave/68 gm Rulled or Equivalent	20 Nos.
23	Rough Pad Large (Legal Size 68 gm 50 pages 8 X 13 or equivalent)	10 pad
24	Rough Pad Small (7.5 x 10 size 68 gm Rulled 50 pages or equivalent)	20 Pad
25	Rubber Ring (Red color imported or Sens 1 Kg fine quality or equivalent)	50 Packet
26	Rubber Ring ½ Imported or Sens fine quality or equivalent	30 Packet
27	Scale Steel	30 Nos.
28	Scotch Tape 3D or equivalent 1/2" (60 yards Opal or Equivalent)	15 Tape
29	Soap Large Safeguard	30 Nos.
30	Soap Tibet Small Hotel Size	24 Dozen
31	Stamp Pad Blue (Colop Micro 2) or equivalent	100 Pad
32	Stamp Pad Green (Colop Micro 2 or Equivalent)	20 Pad
33	Stamp Pad Ink Blue 28.5 ML (Dollar) or equivalent	100 Nos.
34	Stapler Machine Large (Max Brand) 24/6 HD-30N or equivalent	30 Nos.
35	Stapler Note Large Max HD-12 N/17 or equivalent	4 Nos.
36	Stapler Pin Big 12N/17 Max or equivalent	150 Packet
37	Stapler Pin (Dollar or equivalent 24/6)	20 Box
38	Tissue Paper Box (Rose Petal PoP-Up or Equivalent)	100 box
39	Towel (27 X 54 Cotton 20 Double Goli white of white or equivalent)	30 Nos.
40	Wall Clock Original Champion 16.5 Round PVC Brown with white background including State Life Monogram or equivalent	10 Nos.
41	Water Dumper (Plastic/Rubber body or equivalent)	50 Nos.
42	Eraser Al-30/ Oro or equivalent	50 Nos.
43	White Marker (Snowman White Japan permanent ink or equivalent)	6 Nos.



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S. No.	PRINTING ITEMS	Required Quantity for 2017
1	Adjustment Advice (As per Specimen) 68 gm	20 Pad
2	Agency File Cover (440 Gm) (As per Specimen)	4000 file
3	Agent Registration Register (As per Specimen) 70 gm	10 Register
4	Amendment to proposal (As per Specimen) 68 gm	100 pad
5	Annexure C Form (7 X 95) (As per Specimen) 68 gm	100 pad
6	Annual Statement Declaration for Agent (As per Specimen) 68 g	30 Pad
7	Application form Registration of SR. SO. SM (As per Specimen) 68 gm	20 pad
8	Application form renewal or Registration sr. so. Sm. 68 gm	20 Pad
9	Budget Register (As per Specimen) (80 gm paper) 68 gm	10 Register
10	Cheque Dispatch Letter (As per Specimen) 68 gm	500 pad
11	D.G.H. Form Pad (As per Specimen) 68 gm	200 Pad
12	Dawydar ka Biayan (As per Specimen) 68 gm	50 pad
13	Death Claim J.V Pad 68 Gm (As per Specimen)	40 Pad
14	Death Claim Voucher (8.5 x 11.5) (As per Specimen) 68 gm	50 pad
15	Envelop (11 X 5) 80gm	3000 Nos.
16	Envelop (9x4) 80 gm small	4000 Nos.
17	Envelop 19 X 14 Large Size 80 gm	1000 Nos.
18	Envelop medium (14 X9) 80 gm	1000 Nos.
19	File Cover Office (As per Specimen) (22 X 13-1/4) 240 gm Bleach Card or equivalent with steel clip+ State life Mono gram etc.	300 Nos.
20	J.V Pad (As per Specimen) 68 gm	100 pad
21	Late Fee waiver form (as per specimen)	200 pad
22	Late sitting Performa (as per specimen)	20 pad
23	Leave Application Pad (As per Specimen) 68 gm	20 Pad
24	Letter Head Pad Medium 80 gm	40 Pad
25	Medical Attendance Certificate New (As per Specimen) 68 gm	10 pad
26	Medical P/S Form (As per Specimen) 70 gm	2000 form
27	Medical Proposal Form (75 gm) (As per Specimen)	20000 form
28	Medical Reimbursement Pad (As per Specimen) 68 gm	10 Pad
29	Motivation Form Pad (As per Specimen) 68gm	50 Pad
30	N.B Proposal Register page (As per Specimen) 75 gm	4000 Sheets
31	NOC for transfer of Policy (as per specimen) 68 gm	10 pad
32	Nomination Form Agy (As per Specimen) 68 gm	50 pad
33	Non Medical P/S Form (As per Specimen) 70 gm	5000 form



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34	Non Medical Proposal Form 75 gm (As per Specimen)	45000 Form
35	Over Time Pad (As per Specimen) 68 gm	40 Pad
36	Payment Voucher Pad (As per Specimen) 68 gm	150 Pad
37	Personal Information (Zati Koaif) 68 gm (As per Specimen)	50 pad
38	Petty Cash Pad (As per Specimen) 68 gm	20 Pad
39	PHS Documents Receipt (As per Specimen)	800 pad
40	Policy Processing Sheet Loan (As per Specimen) 68 gm	100 pad
41	Policy Brief Sheet (As per Specimen)	35000 Sheet
42	Policy File Cover (10 X 30) (As per Specimen) 300 gm	30000 file
43	Policy Loan Schedule (As per Specimen) 68 gm	200 pad
44	Policy Transfer Covering Letter (As per Specimen) 68 gm	10 pad
45	Premium Deposit Slip (As per Specimen) 68 gm	200 pad
46	Requisition Slip (As per Specimen) 68 gm	20 Pad
47	Rojhannati Sawal naama (8.5 x 13-1/4) 68 gm (As per Specimen)	40 Pad
48	S.M. A.M Confidential Inspection Report (8-1/4 x 11) 70 gm (as per specimen)	100 Pad
49	S.M. A.M Confidential Report (Double Page) 18-1/4 x 11 (as per Specimen 70 gm)	200 Pad
50	S.V. Discharge Voucher (As per Specimen) 68 gm	10 pad
51	Sanad Shnakht (75 gm) A-4 (As per Specimen)	20 pad
52	Sector Head form S.V (as per specimen) 68 gm	60 pad
53	ZPC Note Sheet (Legal 68 Gm)(As per Specimen) Green Sheets	1000 sheet

TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 05% of the approximate value (noted above) of the tender in form of "Cash Payment" 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, 2017 from the date of opening of tender.
- iv. **Tender closing date 10-04-2017 at 11:00 A.M. Tender opening date 10-04-2017 at 11:30 A.M.** in the office of Incharge P&GS Secretary ZPC 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.



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- 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 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 5:30 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 2nd Quarter.
 2. 1/3rd of the whole consignment in 3rd Quarter
 3. 1/3rd of the whole consignment in 4th Quarter

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

Rahim Yar Khan Zone