



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TENDER NOTICE NO.P&GS/001/2021

February 17, 2021

Sealed financial bids are invited from pre-qualified/non pre-qualified GST/NTN registered firms/printers having own Printing Press/ Office Phone/Mobile/e-mail (if found contrary the tender will be rejected) preferably based at Vehari for the following Printing items on the below mentioned terms and conditions:-

Sr.	Name of Item	REQUIRED QTY
1	Address Update Record contain 100 Pages, 68 GM Flying High Finish	50
2	Adjustment Advice containing 100 Pages, 68 GM Flying High Finish	60
3	Agency Alteration, containing 100 Pages, 68 GM Flying High Finish	30
4	Agency Record Creation ,contain 100 Pages, 68 GM Flying H.Finish	20
5	Agency Recruitment Register12"x16" 200 Pages ,70GM As per specimen	4
6	Alteration Advice Special Revive, containing 100 Pages, 68 GM Flying High Finish	20
7	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish	100
8	Application for SV Pad,Urdu containing 100 Pages, 68 GM Flying High Finish	30
9	Application For Provident Fund Loan 2-Pages, Containing 100 pages F.H.F	10
10	Application Transfer Policy other Zone to Vehari Zone, contain 100 Pages, 68 GM Flying F.H.F	20



STATE LIFE

Insurance Corporation of Pakistan

Vehari Zone

11	Appointment Letter as ISR ,80GM imported Paper As per specimen	2000
12	Attendance Sheet 80 GM Imported Paper 16"x13" As per specimen	500
13	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish	20
14	Audit Memo Pad, containing 100 Pages, 68 GM Flying High Finish	20
15	B.P Quationer N.B(3.Pages) containing 100 Pages each, 68 GM Flying High Finish	10
16	Cash Register 400 Pages 10"x14" 70 GM As per specimen	5
17	Cheque Dishonor Note containing 100 Pages each, 68 GM Flying High Finish	20
18	CHQ Dispatch Register, containing 300 Pages,70GM As per specimen	6
19	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	20
20	Confidential Report A.M, containing 3 Pages each of 100 sheet, 68 GM	100
21	Confidential Report Zonal Head containing 3 Pages each of 100 sheet, 68 GM	40
22	CRS,2 Pages(N.B) Pad Containing 100 pages	10
23	Currency Declaration Pad containing 100 Pages, 68 GM Flying High Finis	10
24	Death Claim Calculation Sheet containing 100 Pages, 68 GM Flying High Finis	10
25	Death Claim-Journal Voucher 100Pages, 70GM	10
26	Declaration for issue of duplicate Policy contain 100 Pages, 68 GM Flying H.F	10
27	DGH Pad, containing 100 Pages, 68 GM Flying High Finish	100
28	Diabetic Questioner (N.B) 3.Pages each, containing 100 Pages 68GM	15
29	Dual Nationality Pad containing 100 Pages, 68 GM Flying High Finish	10



STATE LIFE

Insurance Corporation of Pakistan

Vehari Zone

30	Endorsement of Special Revive Policy 100 Pages, 68 GM Flying High Finish	10
31	Envelops Simple 10"X12" (Khakee) Craft paper AA Quality	3000
32	Envelops Simple 11"X15"(Khakee) Craft paper AA Quality	3000
33	Envelops Simple 11"X5" (White) Craft paper AA Quality	2500
34	Envelops Simple 19"X15" (Khakee) Craft paper AA Quality	1000
35	Envelops Simple 9"X4" (Khakee) Craft paper AA Quality	6000
36	Envelops Window 9"X4" (Khakee) Craft paper AA Quality	7000
37	File Cover Agency with steel clip 300GM Craft Card Imported As Per Specimen	3000
38	Fresh Appointment SR (10-Pages) contain 100 Pages each, 68 GM Flying High Finish	50
39	Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	40
40	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish	70
41	Leave Application Pad (Officers), 100 Pages, 68 GM Flying High Finish	5
42	Leave Card Officer/Staff 14"x10" Art Card 310 GM as per specimen	200
43	Letter of NOC 100Pages, 68 Gm Flying High Finish	10
44	Loan Bank Application Pad,100 Pages, 68 GM Flying High Finish	100
45	Loan Stamp PHS-10 Pad,100 Pages, 68 GM Flying High Finish	100
46	Loan Receipt Pad, 100 Pages, 68 GM Flying High Finish (A.4 Size)	100
47	Medical Attendance Certificate PHS, containing 100 Pages, 68 GM Flying High Finish	10
48	Medical Comparative Pad, containing 100 pages , 68 GM Flying High Finish	10



STATE LIFE

Insurance Corporation of Pakistan

Vehari Zone

49	Medical Declaration Form for Officers, contain 100 Pages, 68 GM Flying High Finish	5
50	Medical Expenses Card Officer/Staff 14"x10" Art Card 310 GM as per specimen	200
51	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish	50
52	Medical Fee Statement Pad,(N.B) contain100 Pages, 68 GM Flying High Finish	10
53	ND Pad, containing 100 Pages, 68 GM Flying High Finish	40
54	Notice DP 04, containing 100 Pages, 68 GM Flying High Finish	20
55	Office File Cover with steel clip as per specimen	1000
56	Payment Voucher A.M. Imprest Pad, contain 100 Pages, 68 GM Flying High Finish	50
57	Payment Voucher Allied& Seating Pad, containing 100 Pages, 68 GM Flying High Finish	20
58	Payment Voucher Death Claim100 Pages, 75Gm	10
59	Payment Voucher Office Pad, containing 100 Pages, 68 GM Flying High Finish	100
60	PHS -63 Statement of Nominee, containing 100 Pages, 68 GM Flying High Finish	20
61	PHS -64,Sanad Shanakht, containing 100 Pages, 68 GM Flying High Finish	20
62	PHS- 80,Ajir ke Sanad, containing 100 Pages, 68 GM Flying High Finish	10
63	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish	40
64	Policy Brief Sheet 04 Pages, 80 GM Imported	50000
65	Policy File Card 310 GM Art Card as per specimen	10000
66	Policy File Cover with steel clip 350 GM Card Board Indoneisa imported Card	40000
67	PR Book Fresh Cantt Carbon Sheet as per specimen	200



STATE LIFE

Insurance Corporation of Pakistan

Vehari Zone

68	PR Book Renewal/130-AA Carbon Sheet as per specimen	200
69	Pregnancy Form Pad containing 100 Pages, 68 GM Flying High Finish	10
70	Proposal Deposit as per Specimen Pad containing 100 Pages, 68 GM Flying H. F.	40
71	Proposal Form Medical 80 GM 08 Pages Imported paper as per specimen	40000
72	Proposal Form Non Medical 80 GM Imported paper 06 Pages as per specimen	50000
73	PS Medical 80 Gm Imported 80 GM Imported paper 04 Pages as per specimen	8000
74	PS Non Medical 80 GM Imported 80 GM Imported paper 04 Pages as per specimen	10000
75	Receipt Book PHS perfrate containing 100 Pages, 70 GM Paper	30
76	Record Creation Advice 100Pages, 68 GM Flying High Finish	20
77	Re-Insurance Performa (N.B)containing 100 Pages, 68 GM Flying High Finish	30
78	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish	70
79	Risk Profiling Sheet containing 100 Pages, 68 GM Flying High Finish Double Side	50000
80	S.M Report pad containing 100 Pages, 68 GM Flying High Finish	40
81	Schedule Local / Out Station Pad, contain 100 Pages, 68 GM Flying High Finish	40
82	Special Reinstatement Of Policy 100Pages, 68Gm	10
83	Special Revive Of Lapse Policy Comparative Statement 100Pages, 68Gm	10
84	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish	50
85	Suspense Payment Voucher, containing 100 Pages, 68 GM Flying High Finish	10
86	Urdu Application Lapse/Auto paid-up containing 100 Pages, 68 GM Flying High Finish	50



Insurance Corporation of Pakistan
Vehari Zone

87	Yad Dehani Notice Pad, containing 100 Pages, 68 GM Flying High Finish	20
88	Zonal Underwriting Committee Sheet containing 100 Pages, 70 GM	30
89	Zone Change Advice 100Pages,68 GM Flying High Finish	10
90	3.Specimen Signature Pad , containing 100 Pages, 68 GM Flying High Finish	70

Note. All above printing items will be printed as per specimen and not above A-4 Size Paper.

TERMS AND CONDITIONS

01. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.2000/- Cash as Tender Fee (Non Refundable).
02. Security amount must be deposited equal to 2% 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 Vehari Zone” 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.
03. The rate validity of tender will be up to **December 31, 2021** from the date of opening of tender.
04. Tender closing date 05-03-2021 at 11:00 A.M. Tender opening date 05-03-2021 at 11:30 A.M. in the office of Incharge-P&GS Secretary ZPC Vehari Zone, in the presence of the bidders who wish to be present.
05. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
06. The Firm/Suppliers/Printers in quotation will be bound to supply the required items as whole consignment within 30 days after the issuance of Purchase Order.
07. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
08. 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.



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

09. 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.
10. All the applicable Taxes would be deducted as per Govt. of Pakistan Law.
11. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
12. Sample paper should be of same quality and gramage as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
13. Successful bidders will bear the freight charges occurred in providing all items at State Life Insurance Corporation Vehari Zone (2nd Floor, ZTBL Building, V-Chowk Vehari)
14. The Delivery Schedule is as under: -
 1. ¼th of the whole consignment in 1st Quarter
 2. ¼th of the whole consignment in 2nd Quarter
 3. ¼th of the whole consignment in 3rd Quarter
 4. ¼th 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. 067-9201135.

Abdul Rauf Ahmad

Secretary Zonal Procurement Committee
Incharge P&GS, State Life Office, 2nd Floor,
ZTBL Building, Vehari