



Insurance Corporation of Pakistan

VEHARI ZONE

TENDER NOTICE NO.P&GS/002/2024 /VZ -February 15, 2024

Sealed financial bids are invited(under single stage two envelopes) from pre-qualified/non pre-qualified GST/NTN registered firms/Stationers having own 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.No.	Items Name	Qty
1	Adjustment Advice Pad 68 GM Paper, A-4 Size	100
2	Amendment Pad 68 GM Paper, A-4 Size	50
3	Audit Memo Pad,68 GM Paper, A-4 Size	20
4	Check List High/Low for AML/CFT Pad 68 GM Paper, A-4 Size	300
5	Confidential Report A.M 0,3 Pages,68 GM Paper, A-4 Size	250
6	CRS,2 Pages(N.B) Pad 68 GM Paper, A-4 Size	40
7	DGH Pad 68 GM Paper, A-4 Size	100
8	Envelops Simple 10"X12" (Khakee) 80 GM	3000
9	Envelops Simple 11"X15"(Khakee) 80 GM	3000
10	Envelops Simple 11"X5"(Khakee) 80 GM	2000
11	Envelops Simple 19"X15" (Khakee) 80 GM	500
12	Envelops Simple 9"X4" (Khakee) 80 GM	10000
13	Envelops Window 9"X4" (Khakee) 80 GM	15000
14	FIB Calculation Sheet Pad 68 GM Paper, A-4 Size	20
15	File Cover Agency with Steel Clip 300GM Bleach Card	3000
16	KYC-A Forms Annexure A&B 02 Pages each 68 GM Paper, A-4 Size	20
17	Late Fee Performa Pad 68 GM Paper, A-4 Size	200
18	Leave Application Staff Pad 68 GM Paper, A-4 Size	15

19	Leave Card Bleach Card A- 4	300
20	Loan Schedule Application Pad 70 GM Paper, A-4 Size	200
21	Medical Attendance PHS Pad 68 GM Paper, A-4 Size	20
22	Medical Book Doctors Size 4"x10"68 GM Paper, A-4 Size	50
23	Medical Book Officers Size 4"x10"68 GM Paper, A-4 Size	50
24	Medical Declaration Officer/Staff 68 GM Paper, A-4 Size	10
25	Medical Expenses Card 10"x13" As per Specemen	400
26	Medical Extra Pad 68 GM Paper, A-4 Size	50
27	Medical Fee Statement Pad 68 GM Paper, A-4 Size	20
28	ND Pad, 68 GM Paper, A-4 Size	10
29	New Business - 01 Pad 68 GM Paper, A-4 Size	10
30	Office File Cover with Steel Clip 300 gm Bleach Card	500
31	Payment Voucher A.M.Pad 68 GM Paper 11" x 11"	40
32	Payment Voucher Death Claim 68 GM Paper 11" x 11"	15
33	PHS -63 , Pad 68 GM Paper, A-4 Size	20
34	PHS -64,Sanad Pad 68 GM Paper, A-4 Size	20
35	PHS- 80,Ajir ke Sanad , Pad 68 GM Paper, A-4 Size	20
36	PHS-15 Pad 68 GM Paper, A-4 Size	50
37	Policy Brief Sheet 80 GM Imported Paper	30000
38	Policy Card As per Specemen	5000
39	Policy File Cover with Steel Clip 300 GM Bleach Card PVC Tape Paste inner Side	30000
40	Policy Record Update pad 68 GM Paper, A-4 Size	100
41	Proposal Deposit Slip Perforated 68 GM Paper, A-4 Size	200
42	Proposal Form Medical,08 Pages 80 GM Imported Paper	25000
43	Proposal Non Medical, 06 Pages 80 GM Imported Paper	30000
44	PS Medical, 04 Pages 80 GM Imported Paper	10000
45	PS Non Medical, 4 Pages 80 GM Imported Paper	15000
46	Receipt Book perforated 68 GM Paper, A-4 Size	30
47	Record Creation Advice Pad 68 GM Paper, A-4 Size	15

48	Register Daily Cheque Payment Admin 400 Pages 10"x14" 70 GM	6
49	Register Daily Cheque Payment PHS 400 Pages 10"x14" 70 GM	6
50	Register Cash 500 Pages As per Specemen	6
51	Register CHQ Dispatch 400 Pages 10"x14" 70 GM	6
52	Register CHQ Entery 400 Pages 10"x14" 70 GM	6
53	Requisition Slip Pad, 68 GM Paper, A-4 Size	40
54	Risk Profiling Sheet,Double Side 68 GM Paper, A-4 Size	400
55	Schedule Local / Out Station Pad 68 GM Paper, A-4 Size	30
56	S.M Report pad 68 GM Paper, A-4 Size	40
57	Supplementary Pad 68 GM Paper, A-4 Size	25
58	Urdu Application Lapse,Pad 68 GM Paper, A-4 Size	100
59	3.Specimen Signature Pad 68 GM Paper, A-4 Size	200
60	Attendance Sheet 80 GM Imported Paper 16"x13" As per specimen	1000
61	KYC-A Forms Annexure A&B 02 Pages each 68 GM Paper, A-4 Size	30
62	CHECK LIST FOR AML/CFT POLICY – 2020 Pad 68 GM Paper, A-4 Size	200
63	Refund A/C 568 N.B 68 GM Paper, A-4 Size	50
64	Progress Sheet Audit 70GM, Legal Size	20

TERMS AND CONDITIONS

- (a) 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).
- (b) 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.
- (c) The rates provided should be included with all taxes and the rates validity of tender will be up to December 31, 2024 from the date of opening of tender.
- (d) Tender closing date 05-03-2024 at 02:00 P.M. Tender opening date 05-03-2024 at 03:00 P.M. in the office of Incharge-P&GS Secretary ZPC Vehari Zone, in the presence of the bidders who wish to be present.

- (e) On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
- (f) 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.
- (g) State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
- (h) 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.
- (i) 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.
- (j) All the applicable Taxes would be deducted as per Govt. of Pakistan Law.
- (k) The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
- (l) Samples should be of same quality and gramage as specified in tender are provided. The Committee will not consider any other sample attached by the vendor.
- (m) 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)
- (n) 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**