

**STATE LIFE**Insurance Corporation of Pakistan
Dera Ghazi Khan Zone**TENDER NOTICE NO.P&GS/004/2020****Jun 11, 2020**

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

Sr.	Name of Form	REQUIRED QTY
1	Letter Head Pad (A4 Size), 100 Pages, Japan 80 GM Imported (as per Specimen)	50
2	Leave Card Officer/Staff as per Specimen	300
3	Office File Cover as per Specimen	300
4	Envelops Window 9"X4" 90 Gram White Paper as per Specimen	20000
5	Envelops 9"X4" 90 Gram White Paper as per Specimen	5000
6	Envelops Simple 11"X5" , 90 Gram White paper (as per Specimen)	5000
7	Envelops Simple 10"X12" , 90 Gram White paper (as per Specimen)	6000
8	Envelops Simple 11"X15" , 110 Gram White paper (as per Specimen)	4500
9	Envelops Simple 19"X15" , 110 Gram White paper Cloth Land (as per Specimen)	4500
10	Medical Performa A , 100 Pages pad, 68 GM (as per Specimen)	5
11	Medical Performa B, 100 Pages pad, 68 GM (as per Specimen)	5
12	Attendance Register Pad 100 Pages, 80 GM (as per Specimen)	10
13	Payment Voucher Pad, 100 Pages, 68 GM (as per Specimen)	50
	F&A	
14	Chq Payment Book ,100 Pages, 68 GM (as per Specimen)	5
15	Cash Register Large, 300 Pages, 80 GM (as per	5



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	Specimen)	
	N.B	
16	Proposal Form Non Medical 80 GM Imported (as per Specimen) A4 Size	25000
17	Proposal Form Medical 80 GM Imported (as per Specimen) A4 Size	15000
18	Refund Form 80 GM Imported (as per Specimen)	
19	Policy Brief Sheet 80 GM Imported (as per Specimen)	50000
20	Policy File Cover as per Specimen	50000
21	Risk Profile pad 80 GM Imported (as per Specimen)	2000
22	Policy Register (Sheets)	1500
23	Medical Extra Pad , 100 Pages pad, 80 GM (A4 Size)	80
24	Refund form pad80 GM Imported (as per Specimen)	20
25	Currency Declaration pad80 GM Imported (as per Specimen)	50
26	Amendment Form pad80 GM Imported (as per Specimen)	100
27	AM Confidential Pad, 100 Page pad, 80 GM (A4 Size)	120
28	SM Confidential Pad,100 Pages pad, 80 GM (A4 Size)	120
29	ZH Confidential Pad, 100 Pages pad, 80 GM (A4 Size)	120
30	Proposal sheet (as per Specimen)	1800
31	Atomic Energy Form Pad, 100 Pages pad, 80 GM (A4 Size)	10
32	NB Deposit Slip (With Carbon Copy 04 on each page) 100 pages pad	500
	AGENCY	
33	Application Form for ISR, 68 GM (as per Specimen)	8000
34	Annexure 'C Form containing 100 Paged, 68 GM (A4 Size) pad	100
35	Authority Letter Form containing 100 Paged, 68 GM (A4 Size) pad	50
36	Nomination Form ,100 Paged, 68 GM Flying High Finish (A4 Size) pad	100
37	Declaration for the purpose of Rules ,100 Paged, 68 GM (A4 Size) pad	200
	PHS	
38	Agency Alteration DPO4 Pad,100 Pages, 68 GM (A4 Size)	20
39	ND Declaration For Revival of Policies Form 100 Page 68 GM (as per Specimen)	20
40	Update record of Policy Performa Pad,100 Page 68 GM (as per Specimen)	40
41	Lapse policies Performa Pad ,100 Page 68 GM (as per Specimen)	50
42	DGH Pad,100 Pages, 68 GM (A4 Size)	30



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43	FIB Existing Certificate Pad ,100 Page 68 GM (as per Specimen)	20
44	FIB Certificate -1 , Bank Verification Pad, 100 Page 68 GM (as per Specimen)	20
45	FIB Calculation Sheet Yearly Pad,100 Page 68, GM (as per Specimen)	12
46	Receipt Book as per Specimen Pad,100 Pages, 68 GM (A4 Size)	40
47	PHS-15 Pad,100 Pages, 68 GM (A4 Size)	400
48	Loan Application Form Pad,100 Pages, 68 (Legal Size)	50
49	PS Non Medical 80 GM Imported (as per Specimen)	12000
50	PS Medical 80 Gm Imported (as per Specimen)	6000
51	Sector Head Performa ,100 Pages, 68 GM Flying High Finish (A4 Size)	150

TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 5% of the approximate value (noted above) of the tender in form of “Call Deposit receipts” in favor 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 CDR will be detained of the successful parties till the completion of Tender.
3. The rate validity of tender will be up to December 31, 2020 from the date of opening of tender.
4. Tender closing date 30-06-2020 11:00 A.M. Tender opening date 30-06-2020 at 11:30 A.M. in the office of Incharge (P&GS) Secretary ZPC Dera Ghazi Khan Zone, in the presence of the bidders who wish to be present.
5. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
6. The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. 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.
9. 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.
10. The Income Tax will be deducted @ 4.5% at source.



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11. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
12. Sample paper should be of same quality and gram mage as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
13. 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.064-9260036.

MUHAMMAD AKHTAR BHATTI
Secretary Zonal Procurement Committee
Dera Ghazi Khan Zone