



STATE LIFE

Insurance Corporation of Pakistan
Bahawalpur Zone

TENDER NOTICE NO. P&GS/BWP/001/2022 10.03.2022

TENDER FOR PRINTING ITEMS

CLOSING DATE: 29.03.2022 11.00 am OPENING DATE: 29.03.2022 11.30 am

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/Stationers having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following Printing items on below mentioned terms and conditions:

No	ITEM NAME	Quality		REQURED QTY
1	Attendance Sheet	80g 100pages	As per Specimen mention in tender documents	1000 sheet
2	Office File Cover	As per specimen	As per Specimen mention in tender documents	500 file
3	Leave Application (Officer)	68 g 100 pages	As per Specimen mention in tender documents	10 pad
4	Photo state pad	68 g 100 pages	As per Specimen mention in tender documents	50 pad
5	Requisition Slip	68 g 100 pages	As per Specimen mention in tender documents	20 pad
6	Envelope 9X4	80 g Craft paper	As per Specimen mention in tender documents	500 Envelope
7	Envelope 11X15	80 g Craft paper	As per Specimen mention in tender documents	500 Envelope
8	Officer Medical Book	As per specimen	As per Specimen mention in tender documents	30 Envelope
9	Rough Pad	70 g Craft paper	As per Specimen mention in tender documents	50 pad
10	Payment Voucher General	68 g 100 pages	As per Specimen mention in tender documents	50 pad
11	Form Of Identity pad	80 g 100 pages	As per Specimen mention in tender documents	20 pad
12	Death Claim J.V Pad	68 g 100 Pages	As per Specimen mention in tender documents	20 pad
13	PHS-10	68 g 100 pages	As per Specimen mention in tender documents	100 pad
14	Loan Application pad	68 g 100 pages	As per Specimen mention in tender documents	100 pad
15	PHS-15	68 g 100 pages	As per Specimen mention in tender documents	500 pad
16	Sector Head Under Taking Pad	68 g 100 pages	As per Specimen mention in tender documents	100 pad
17	F.I.B Pad	68 g 100 pages	As per Specimen mention in tender documents	20 pad
18	Medical Attendance Certificate (B)	80 g 100 pages	As per Specimen mention in tender documents	20 pad
19	Maturity Claim Pad	68 g 100 pages	As per Specimen mention in tender documents	20 pad
20	Late Fee Pad	68 g 100 pages	As per Specimen mention in tender documents	150 pad
21	Death Claim D.V Pad	80 g 100 pages	As per Specimen mention in tender documents	20 pad
22	Policy Card Record Room	As per specimen	As per Specimen mention in tender documents	10000 card
23	Area Manager Payment Voucher	68 g 100 pages	As per Specimen mention in tender documents	30 pad
24	Amendment form	68 g 100 pages	As per Specimen mention in tender documents	50 pad
25	D.G.H Pad	68 g 100 pages	As per Specimen mention in tender documents	100 pad
26	Supplementary form	68 g 100 pages	As per Specimen mention in tender documents	50 pad
27	SM/AM confidential double page	As per specimen	As per Specimen mention in tender documents	200 pad
28	Three Specimen Signature	68 g 100 pages	As per Specimen mention in tender documents	200 pad
29	Proposal slip	68 g 100 pages	As per Specimen mention in tender documents	150 pad
30	Letter acceptance pad	68 g 100 pages	As per Specimen mention in tender documents	30 pad

31	Risk Profiling Sheet Policy	68 g 100 pages	As per Specimen mention in tender documents	300 pad
32	Medical form proposal	80 g imported	As per Specimen mention in tender documents	20000 form
33	Non-Medical Proposal	80 g imported	As per Specimen mention in tender documents	30000 form
34	Brief Sheet	80 g imported	As per Specimen mention in tender documents	20000 form
35	File Cover Proposal	300 g Korean	As per Specimen mention in tender documents	20000
36	Medical revival Form	80 g imported	As per Specimen mention in tender documents	10000 form
37	K.Y.C Pad	68 g 100 pages	As per Specimen mention in tender documents	150 pad
38	C.R.S Pad	68 g 100 pages	As per Specimen mention in tender documents	150 pad
39	Covid- 19 Pad	68 g 100 pages	As per Specimen mention in tender documents	500 pad
40	Application form for Renewal Set	As per specimen	As per Specimen mention in tender documents	1000 set
41	Application form for Registration SR/SM Set	As per specimen	As per Specimen mention in tender documents	1000 set
42	Over time register	As per specimen	As per Specimen mention in tender documents	400 sheet
43	Application for S.V Policy Holder	68 g 100 pages	As per Specimen mention in tender documents	500 pad

TERMS AND CONDITIONS

- Quotations shall be accepted only against on Tender Document (specimen, design, size, printing material and quality) to be collected from our Office on Payment of Rs.1000/- Cash as Tender Fee (Non Refundable).
- Security amount must be deposited equal to 5% of the approximate value (noted above) of the tender in form "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 CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2022 from the date of opening of tender.
- Tender closing date 29.03.2022 11:00 A.M. Tender opening date 29.03.2022 at 11:30 A.M. in the office of In charge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- 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.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e.10:00 am to 4.00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 4.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Total purchase up to 31.12.2022 for above tender items will not exceed 2(two) millions.
- Sample paper should be of same quality and gram as specified in tender or provided (specimen, design, size, printing material and quality) in tender office. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-9330033 or may contact with Mr.M.Saleem (suptt.) at cell # 03049356415 for any assistance

Mirza Asad Saeed Atif
Secretary Zonal Procurement Committee
Bahawalpur Zone