



STATE LIFE

Insurance Corporation of Pakistan
Bahawalpur Zone

TENDER NOTICE NO. P&GS/BWP/004/2020

08.06.2020

TENDER FOR PRINTING ITEMS

CLOSING DATE: 29.06.2020 11.00 am OPENING DATE: 29.06.2020 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		REQUIRED QTY
1	Attendance Sheet	80g	As per Specimen mention in tender documents	1000 sheet
2	Conveyance Bill Pad	68 g 100 pages	As per Specimen mention in tender documents	10 pad
3	Office File Cover	300 g100 pages	As per Specimen mention in tender documents	2000 File Cover
4	Letter Head Pad Small	80 g100 pages	As per Specimen mention in tender documents	10 pad
5	Letter Head Pad Large	80 g100 pages	As per Specimen mention in tender documents	30 pad
6	Letter Head Pad Medium	80 g100 pages	As per Specimen mention in tender documents	20 pad
7	Leave Application Officer	68 g100 pages	As per Specimen mention in tender documents	20 pad
8	Leave Application staff	68g100 pages	As per Specimen mention in tender documents	20 pad
9	TADA PAD	68 g100 pages	As per Specimen mention in tender documents	10
10	Envelop window (7x5)	As per Specimen	As per Specimen mention in tender documents	50000 Envelop
11	Envelop Small (9x4 khaki	As per Specimen	As per Specimen mention in tender documents	3000 Envelop
12	Envelop Medium(11x5) khaki	As per Specimen	As per Specimen mention in tender documents	3000 Envelop
13	Envelop (10x12) khaki	As per Specimen	As per Specimen mention in tender documents	1000 Envelop
14	Envelop (11x15 khaki	As per Specimen	As per Specimen mention in tender documents	500 Envelop
15	Envelop (14x19 khaki)	As per Specimen	As per Specimen mention in tender documents	500 Envelop
16	Medical Exp Up TO 500	68 g100 pages	As per Specimen mention in tender documents	10
17	Medical Form -A	68 g100 pages	As per Specimen mention in tender documents	10
18	Payment Voucher pad	68 g100 pages	As per Specimen mention in tender documents	100
19	Requisition Pad	68 g100 pages	As per Specimen mention in tender documents	10
20	Form Of Identity Pad	70g 100 pages	As per Specimen mention in tender documents	30
21	Phs.10	70 g 100 pages	As per Specimen mention in tender documents	100 pad
22	Loan application form	70 g 100 pages	As per Specimen mention in tender documents	100 pad
23	Phs.15	70 g 100 pages	As per Specimen mention in tender documents	300 pad
24	Claim Repudiate Form	70 g 100 pages	As per Specimen mention in tender documents	10
25	Policy Holder Slip	80 g 100 pages	As per Specimen mention in tender documents	100 pad
26	F.I.B Pad	70 g 100 pages	As per Specimen mention in tender documents	20 pad
27	Medical Attendance Certificate (B)	70 g 100 pages	As per Specimen mention in tender documents	10 pad

28	Late fee Pad	68 g100 pages	As per Specimen mention in tender documents	100 pad
29	Death Claim D.V pad	70 g 100 pages	As per Specimen mention in tender documents	30 pad
30	D.C.S Pad	70 g 100 pages	As per Specimen mention in tender documents	20 pd
31	Amendment form	68 g 100 pages	As per Specimen mention in tender documents	60 pad
32	N.D Pad	68 g 100 pages	As per Specimen mention in tender documents	20 pad
33	D.G.H PAD	68 g 100 pages	As per Specimen mention in tender documents	200 pad
34	Supplementary Pad	68 g 100 pages	As per Specimen mention in tender documents	50 pad
35	Three specimen signature Form	68 g 100 pages	As per Specimen mention in tender documents	100 pad
36	Proposal slip	68 g 100 pages	As per Specimen mention in tender documents	200 pad
37	Letter Acceptance pad	68 g 100 pages	As per Specimen mention in tender documents	50 pad
38	Medical proposal form	As per Specimen	As per Specimen mention in tender documents	15000 form
39	Non-Medical Proposal form	As per Specimen	As per Specimen mention in tender documents	50000 form
40	Policy Brief Sheet	As per Specimen	As per Specimen mention in tender documents	20000 sheet
41	Policy File Cover Proposal Korean	As per Specimen	As per Specimen mention in tender documents	20000 file cover
42	Medical P/S Revival form	As per Specimen	As per Specimen mention in tender documents	10000 form
43	Non- medical P/S Revival form	As per Specimen	As per Specimen mention in tender documents	15000 form
44	Recruitment Register	As per Specimen	As per Specimen mention in tender documents	02 register
45	Medical Register SM	As per Specimen	As per Specimen mention in tender documents	02 register
46	Policy Card for raced room	As per Specimen	As per Specimen mention in tender documents	15000card
47	S.M/AM/Sector Head Confidential Report	70 g 100 pages	As per Specimen mention in tender documents	150 pad
48	Zonal Heads Direct Confidential Report	70 g 100 pages	As per Specimen mention in tender documents	150 pad
49	Leave C Card	As per Specimen	As per Specimen mention in tender documents	500 card
50	Advice Register DPO-4	70 G 100 pages	As per Specimen mention in tender documents	500 sheet
51	Payment sheet of annuity card	As per Specimen	As per Specimen mention in tender documents	200 card

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, 2020 from the date of opening of tender.
- Tender closing date 29.06.2020 11:00 A.M. Tender opening date 29.06.2020 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 31.12.2020 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. Syed Nazar Askari (DM) at cell # 03049921506 for any assistance

Mirza Asad Saeed Atif
Secretary Zonal Procurement Committee
Bahawalpur Zone