

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE.

TENDER NOTICE NO.P&GS/RZ/03/2022/PRINTING

Sealed financial bids are invited from reputable printers registered with Sales Tax Department having own Press and Phone/Fax No. for the printing of 109 different printing items as per detail given here under. No bid will be entertained without 2% earnest money. Bidders would have to provide duly stamped samples of the paper along with quotation.

S.#	Description of Job	Closing Date for Submission of bids	Date of Opening of bids
1	109 items for printing	Upto 28-04-2022 at 11:00 a.m.	28-04-2022 at 11:30 a.m.

Tender documents could be obtained from P&GS Department (Stationery Section) 1st floor, State Life Building No.1, The Mall, Rawalpindi during working hours (09:00 a.m. to 05:00 p.m.) from Monday – Friday, **with a written request on firm's Letter Head Pad without any cost.**

In case of any query please contact with Mr. **Ghulam Mustafa, Assistant Manager, (Stationery Section), Phone No.9271371-80 (Ext. 201)** during office time.

(NISAR AHMED)
DGM (P&GS)/Secretary ZPC
State Life Insurance Corporation of Pakistan
State Life Building No.1, The Mall,
Rawalpindi.
Ph.# 051-9271295

GENERAL TERMS & CONDITIONS

1. Tender will be opened on 28-04-2022 in the office of DGM (P&GS) Rawalpindi Zone at 11:30 a.m. in the presence of the bidders or their representatives who wish to be present.
2. The tenders received after the due date and time will not be entertained. Responsibility of in time delivery of quotation rest with the bidders.
3. The rate validity of quotation will be **upto 31st December, 2022** from the date of opening of tender.
4. The supply should be made as per schedule. In case of failure, penalty @ 5% weekly will be imposed on late delivery or the order can be cancelled and earnest money will be forfeited without serving any notice.
5. The quotation received incomplete and not according to criteria shall not be considered.
6. Only those firms should participate who may agree to our terms and conditions.
7. Due to budgetary constraints State Life Insurance Corporation has right to increase or decrease the quantity without consultation as and when required. Similarly items can also be reduced. Supply order will be placed, keeping in view our budget and requirement position during the year.
8. State Life Insurance Corporation of Pakistan has the right to modify the schedule of deliveries.
9. **The tenderers shall be required to quote their rates inclusive of all taxes and quoted rate must be in the form of per unit.**
10. Any defective delivery will be taken back by supplier at his own risk and cost.
11. Supplier must be registered with General Sales Tax Department and mention the Sales Tax Registration Number and National Tax Number. Also attach clearance certificate of tax on Profession and Trade from Excise & Taxation Department.
12. The envelope should invariably bear the word **“TENDER OF PRINTING ITEMS 2022”**.
13. It will be responsibility of supplier to supply the required items at 1st floor, State Life Building No.1, The Mall, Rawalpindi within delivery time.
14. Sample Paper should be of same quality and grammage as specified in Tender, not considering attached samples.
15. Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposals. However, State Life on request shall communicate to any supplier or contractor who submitted a bid or proposals, the grounds for its rejection of all bids or proposals, **but not bound to justify these grounds.**