

**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

**TENDER NOTICE NO.P&GS/SLIC/RVK/001/2019****February 21, 2019**

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

S.No	NAME OF ITEMS	REQ.QTY YEARLY/Size		Specifications
		Measurement	Inches	
1	Alteration Advice	100 Pads	7½ x 9½	70 Gram Imported Paper or equivalent
2	Amendment to proposal for Policy	60 Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
3	Annaxture A	50 Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
4	Annexure C	60 Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
5	Annual Statement of Declaration	60 Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
6	Application for New Registration. SR,SM 2 Pages	100 Pads	Legal	70 Gram Imported Paper or equivalent Double side print
7	Application for Renewal of Registration (SR,SM)	60 Pads	8¼ x 13	70 Gram Imported Paper or equivalent 2 Leave 04 Pages double side print) 01 Pad Contain 200 Leaves
8	Application to work as S.R	100 Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
9	Calculation Sheet Death	50Pads	8¼ x 13¼	70 Gram Imported Paper or equivalent
10	Cheque Dispatch Letter	800 Pads	9x13	70 Gram Imported Paper or equivalent
11	Claim Payment Voucher	50Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
12	Confidential Report S.M	100Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
13	Confidential Report SM, A.M, Two pages	100 Pads	A4 Size	80 Gram Imported Paper or equivalent
14	Confidential Report SM, A.M, Two pages	100 Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent 01 Pad Contain 200 Leaves
15	D.G.H Form	100 Pads	Legal	70 Gram Imported Paper or equivalent
16	D/C Processing Sheet (3Ply Single Print)	25Pad	8¼ x 13¼	70 Gram Imported Paper or equivalent
17	D/C. J.V	30Pads	9x 11	70 Gram Imported Paper or equivalent
18	Dawedar ka bian (Form Alaf)	80 Pads	8¼ x 11	70 Gram Imported Paper or equivalent
19	Envelope Khaki 19 x 14 state life Monograph	2000 Nos	19 x 14	80Grm Golden Craft Paper or equivalent
20	Envelope Khakhi state life Monograph	1500 Nos	5 x 9	80Gram Golden Craft Paper or equivalent
21	Envelope Khakhi state life Monograph	2000Nos	9 x 11½	80Gram Golden Craft Paper or equivalent

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22	FIB Payment Certificate two pages (As per specimen)	40Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
23	Filecover Agency As per sample	2000Nos	22 x 13	300Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
24	Filecover Office As per sample	300Nos	22 x 13	300Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
25	J.V Pad	50 Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
26	Leave Application English	30 Pads	8¼ x 11	70 Gram Imported Paper or equivalent
27	Letter Head Pad 2 Colour Print	15 pads	A4 Size	90 Gram Offset or equivalent
28	Medical Re-imburement pad	50 Pads	8¼ x 13¼	70 Gram Imported Paper or equivalent
29	N D Forms	50 Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
30	Nomination Form (2 Colour Print)	100 Pads	8¼ x 11	75 Gram Offset or equivalent
31	Non Medical PS Form	15000 Nos.	A4 Size Two Pages	75 Gram Imported Paper or equivalent
32	Medical PS Form	5000 Nos.	A4 Size Two Pages.	75 Gram Imported Paper or Equivalent
33	Payment Voucher Pads	150 Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
34	Petty Cash Voucher	20 Pads	7.25 x 4.5	70 Gram Imported Paper or equivalent
35	PHS Document Receipt	800Pad	4.5 x 7.25	70 Gram Imported Paper or equivalent
36	Policy Brief Sheet(4 Ply Double Print	15000Nos	8¼ x 11¼	80 g ram Imported Paper or equivalent
37	Policy File Cover (Any Colour) As per Sample	35000 No.s	14 x11	300 gm card (by Polo Century) with steel clip + 4.75" Sqash Tape or Same with Bleach Card and Double side printing on 1 page. or equivalent.
38	Policy Indent Card	5000 No.	10 x 13	300 Gram Alboster Card or equivalent
39	Policy Loan Schedule (Loan Form)	300 Pads	9 x 11½	70 Gram Imported Paper or equivalent
40	Premium deposit Slip	100 Pads	As per Specimen	70 Gram Imported Paper or equivalent
41	Proposal Form Medical (4 Ply Double Print)	25000 No.s	8¼ x 11¼	80 Gram Imported Paper or equivalent
42	Proposal Form Non- Medical(3 Ply double side print)	70000.Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
43	Sanad Ki Shanakhat	20 Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
44	Status Change Advise	20 Pads	7½ x 9½	70 Gram Imported Paper or equivalent
45	TADA Form As per Sample	10Pad	13 x 11.5	70 Gram Imported Paper or equivalent
46	Zaati kowaif	60 Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print



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## **TERMS AND CONDITIONS**

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 05% 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” 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.
- iii. The rate validity of tender will be upto December 31, 2019 from the date of opening of tender.
- iv. **Tender closing date 14-03-2019 at 11:00 A.M. Tender opening date 14-03-2019 at 11:30 A.M.** in the office of Incharge P&GS Secretary ZPC Rahim Yar Khan Zone in the presence of the bidders who wish to be present.
- v. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- vi. The Firm/Suppliers/Stationers will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order, otherwise the Corporation has a right to Cancel the Purchase Order.
- vii. State Life Insurance Corporation has the right to decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- viii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
- ix. 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)



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except Saturday and Sunday till the closing date and time as mentioned above.

The Income Tax will be deducted as per Rules.

- x. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xi. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xii. The Delivery Schedule during the whole year is as under: -
  1. 1/4th of the whole consignment in 1st Quarter.
  2. 1/4th of the whole consignment in 2nd Quarter
  3. 1/4th of the whole consignment in 3rd Quarter
  4. 1/4<sup>th</sup> 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. 068-9230036.

**Makhdoom Shahrukh Jamil**

Secretary Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan  
2nd Floor, Iqbal Complex  
Rahim Yar Khan

This Tender is available at the following web sites

[www.ppra.org.pk](http://www.ppra.org.pk)

[www.statelife.com.pk](http://www.statelife.com.pk)