

**STATE LIFE**Insurance Corporation of Pakistan  
Rahim Yar Khan Zone**TENDER NOTICE NO.P&GS/SLIC/RYP/001/2022****February 22, 2022**

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	PRINTING ITEMS	REQ.QTY YEARLY/Size Measurement Inches			Specifications
1	Payment Voucher Pads	150	Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
2	Proposal Register Pages	5000	Nos	13 x 10	80 Gram Imported Paper or equivalent
3	Envelope Khaki 19 x 14 state life Monograph	2000	Nos	19 x 14	80Grm Golden Craft Paper or equivalent
4	Policy Loan Process Sheet	30	Pads	Legal Size	70 Gram Imported Paper or equivalent
5	Policy Loan Schedule (Loan Form)	300	Pads	9 x 11½	70 Gram Imported Paper or equivalent
6	Filecover Office As per sample	300	Nos	22 x 13	300Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
7	Wavier of Late Fee	100	Pads	A4	70 Gram Imported Paper or equivalent
8	Petty Cash Voucher	20	Pads	7.25 x 4.5	70 Gram Imported Paper or equivalent
9	Cheque Dispatch Letter	800	Pads	9x13	70 Gram Imported Paper or equivalent
10	Non Medical PS Form	15000	Nos	A4 Size Two Pages	75 Gram Imported Paper or equivalent
11	Medical PS Form	5000	Nos	A4 Size Two Pages.	75 Gram Imported Paper or Equivalent
12	Premium deposit Slip	100	Pads	As per Specimen	70 Gram Imported Paper or equivalent

**STATE LIFE**Insurance Corporation of Pakistan  
Rahim Yar Khan Zone

13	Policy File Cover (Any Colour) As per Sample	35000	Nos	14 x11	350 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.
14	Amendment to proposal for Policy	60	Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
15	Nomination Form (2 Colour Print)	100	Pads	8¼ x 11	75 Gram Offset or equivalent
16	Zaatikowaif	60	Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
17	Filecover Agency As per sample	2000	Nos	22 x 13	300Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
18	PHS Document Receipt	800	Pads	4.5 x 7.25	70 Gram Imported Paper or equivalent
19	Proposal Form Non-Medical 5 Pages (3 Ply double side print)	70000	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
20	Proposal Form Medical 6 Pages (4 Ply Double Print)	25000	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
21	N D Forms	50	Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
22	Envelop (File Size)	1000	Nos	File Size	70 Gram Imported Paper or equivalent
23	Sanad Ki Shanakhat	50	Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
24	Application for Renewal of Registration (SR,SM) (Photo New Agency)	60	Pads	8¼ x 13	70 Gram Imported Paper or equivalent 2 Leave 04 Pages double side print) 01 Pad Contain 200 Leaves

**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

25	Application for New Registration. SR,SM 2 Pages	100	Pads	Legal	70 Gram Imported Paper or equivalent Double side print
26	Rujhanati Sawalnama	20	Pads	A4	70 Gram Imported Paper or equivalent
27	Dawedarkabian (Form Alaf)	50	Pads	8¼ x 11	70 Gram Imported Paper or equivalent
28	Envelope Khakhi state life Monograph	1500	Nos	5 x 9	80Gram Golden Craft Paper or equivalent
29	Envelope Khakhi state life Monograph	2000	Nos	9 x 11½	80Gram Golden Craft Paper or equivalent
30	TADA Form As per Sample	10	Pads	13 x 11.5	70 Gram Imported Paper or equivalent
31	Annual Statement of Declaration Two Pages	60	Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
32	D/C. J.V	30	Pads	9x 11	70 Gram Imported Paper or equivalent
33	DPO4 Form	20	Pads	Legal Size	70 Gram Imported Paper or equivalent
34	Policy Register pages	2000	Nos	15 x 13¼	80 Gram Imported Paper or equivalent
35	Three Pages SM A.M Sector Head Confidential Pad	500	Pads	A4	70 Gram Imported Paper or equivalent

**TERMS AND CONDITIONS**

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash/Pay Order as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 02% of the approximate value (noted above) of the tender in form of "Pay Order/Demand Draft" or "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan"



**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

- 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, 2022 from the date of opening of tender.
  - iv. **Tender closing date 11-03-2022 at 10:00 A.M. Tender opening date 11-03-2022 at 10:30 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 5:00 pm (sharp) 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



**STATE LIFE**

Insurance Corporation of Pakistan  
Rahim Yar Khan Zone

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. 1/3<sup>rd</sup> of the whole consignment in 1<sup>st</sup> Quarter.
2. 1/3<sup>rd</sup> of the whole consignment in 2<sup>nd</sup> Quarter
3. 1/3<sup>rd</sup> of the whole consignment in 3<sup>rd</sup> 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)