



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Zonal Office  
State Life Building  
Minara Road  
Sukkur –65200  
Phone: 9310514-6  
Fax No. 071-9310502  
UAN No. 111-111-888

Dated: 18-02-2021

**TENDER NOTICE NO.P&GS/SUK/03/2021 for General Printing Material**

Sealed financial bids are invited from reputable “A” class printers (who possess the press declaration) registered with Sales Tax Department, having Press Declaration, own offices and phone/fax numbers, (if found contrary the tender will be rejected), for the printing of general items whole year 2021, as per following specifications: -

S #	Description of Items.	Specification/ paper Gram	Quantity
1	Non-Medical Form.	80 gram good Quality paper	On demand
2	Full Medical Form.	80 gram good Quality paper	On demand
3	Policy Brief Sheet	80 gram good Quality paper	On demand
4	Non Medical Revival in 2 Colors printing	80 gram good Quality paper	On demand
5	Medical Revival in 2 Colors printing	80 gram good Quality paper	On demand
6	Policy file covers	350 gram bux-board Indonesia imported card	On demand
7	Office file covers	Craft card imported 300g	On demand
8	Windows Envelops with office monogram	Craft Paper A Quality	On demand
09	Envelops size 9*4 with office monogram	Craft Paper A Quality	On demand
10	Envelops size 11*5 with office monogram	Craft Paper A Quality	On demand
11	Envelopssize10*12 with office monogram	Craft Paper A Quality	On demand
12	Envelop XRay size with office monogram	Craft Paper A Quality	On demand
13	Letter Heads (Each pad of 100 pages)	80 gram good Quality paper	On demand
14	Loan Register 8*13 300 pages pages lather binding	70 gram paper 200 pages	On demand
15	Policy Register lather binding 8*13 300 pages pages lather binding	70 gram paper 300 pages	On demand
16	Proposal Register lather binding 8*13 300 pages pages lather binding	70 gram paper 300 pages	On demand
17	Cheque deposit slip 1+3	NCR paper	On demand
18	GeneralRegister lather binding	70 gram paper 200 pages	On demand
19	(PHS) Receipt book100 pages in duplicate	68 gram paper	On demand
20	N-20 (Each pad of 100 pages)	68 gram paper	On demand
21	DGH (Each pad of 100 pages)	68 gram paper	On demand
22	Renewal PR book 50Sets 1+3	NCR paper	On demand
23	Fresh PR book 50Sets 1+3	NCR paper	On demand
24	Commission payment voucher (Each pad of 100 pages)	68 gram paper	On demand
25	General Payment voucher (Each pad of 100 pages)	68 gram paper	On demand
26	General Printing on one side paper Size 12*12	68 gram (Each pad of 100 pages)	On demand
27	General Printing on one side paper Size 8*13	68 gram (Each pad of 100 pages)	On demand
28	General Printing on one side paper Size 9*11	68 gram (Each pad of 100 pages)	On demand
29	General Printing on one side paper Size 7*10	68 gram (Each pad of 100 pages)	On demand
30	General Printing on both sides paper Size 12*12	68 gram (Each pad of 100 pages)	On demand
31	General Printing on both sides paper Size 8*13	68 gram (Each pad of 100 pages)	On demand

32	General Printing on both sides paper Size 9*11	68 gram (Each pad of 100 pages)	On demand
33	General Printing on both sides paper Size 7*10	68 gram (Each pad of 100 pages)	On demand
34	File Card	310 gram Art Card	On demand
35	Attendance Sheet two colors	68 gram paper	On demand
36	Death Claim Register 23*36 200 pages lather binding	80 gram paper	On demand
37	Policy loan register 17*13	80 gram paper	On demand
38	UT (Each pad of 100 pages)	68 gram paper	On demand
39	Payment Vouher (Each pad of 100 pages)	68 gram paper	On demand
40	Medical Register lather binding	70 gram paper 200 pages	On demand
41	Medical reference slip book 100 pages1+1	NCR paper	On demand
42	Medical Expenses card	310 gram Art card.	On demand

Delivery Schedule: -

Within 10 days after issuance of work order. Order will be placed on quarterly basis or whenever needed.

- 2) The copy of Specimen of each form is available at the office of undersigned and may be seen/ got during office hours.
- 3) The bidder must submit an earnest money of Rs. 20000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan, which shall be returned to the unsuccessful bidders immediately and to the successful bidder after satisfactorily completion of 01 year i.e. 2021. The bids must reach to the office of the undersigned on or before 8<sup>th</sup> March 2021 at 11:00 a.m.
- 4) During opening of bid the bidders must submit specimen of each item before Zonal Procurement Committee for quality checking.
- 5) Bids will be opened on 8<sup>th</sup> March, 2021 @ 11:30 a.m. at the office of In-charge (Personnel & General Services), State Life Zonal Office, Ground Floor, State Life Building, Minara Road, Sukkur, in the presence of those bidders or their authorized agents, who wish to be present at the occasion.
- 6) On the sealed envelope "General Printing 2021" should be mentioned.
- 7) Competent Authority reserves the right to accept/reject any/all bids assigning reason thereof.

**(SECRETARY)**

Zonal Procurement Committee,  
State Life Insurance Corporation,  
of Pakistan, Zonal Office,  
P&GS Department,  
Ground Floor, State Life Building.  
Minara Road,  
Sukkur.  
Phone # 071-9310506