

TENDER NOTICE NO.P&GS/VZ/002/2023 February 14, 2023

Sealed financial bids are invited (under single stage two envelopes) from pre-qualified/non pre-qualified GST/NTN registered firms/Stationers having own Office Phone/Mobile/e-mail (if found contrary the tender will be rejected) preferably based at Vehari for the following **Printing Stationery items** on the below mentioned terms and conditions:

Sr.No.	Items Name	Specification	Qty
1	Adjustment Advice Pad	68 GM Paper, A-4 Size	20
2	Amendment Pad	68 GM Paper, A-4 Size	50
3	Audit Memo Pad,	68 GM Paper, A-4 Size	20
4	Check List for AML/CFT Pad	68 GM Paper, A-4 Size	100
5	Corona Performa Pad	68 GM Paper, A-4 Size	100
6	Confidential Report A.M 03 Pages,	68 GM Paper, A-4 Size	200
7	CRS,2 Pages(N.B) Pad	68 GM Paper, A-4 Size	40
8	DGH Pad	68 GM Paper, A-4 Size	70
9	Envelops Simple 10"X12"	(Khakee) 80 GM	1500
10	Envelops Simple 11"X15"	(Khakee) 80 GM	2000
11	Envelops Simple 11"X5"	(Khakee) 80 GM	1000
12	Envelops Simple 19"X15"	(Khakee) 80 GM	300
13	Envelops Simple 9"X4"	(Khakee) 80 GM	8000
14	Envelops Window 9"X4"	(Khakee) 80 GM	10000
15	FIB Calculation Sheet Pad	68 GM Paper, A-4 Size	20
16	File Cover Agency with Steel Clip	300GM Bleach Card	2000
17	KYC Form Double Side Pad	68 GM Paper, A-4 Size	20

18	Late Fee Performa Pad	68 GM Paper, A-4 Size	100
19	Leave Application Staff Pad	68 GM Paper, A-4 Size	15
20	Loan Bank Application Pad	68 GM Paper, A-4 Size	80
21	Loan Stamp PHS-10 Pad	68 GM Paper, A-4 Size	80
22	Loan Receipt Pad	68 GM Paper, A-4 Size	80
23	Medical Attendance PHS Pad	68 GM Paper, A-4 Size	20
24	Medical Book Doctors Size 4"x10"	68 GM Paper, A-4 Size	50
25	Medical Book Officers Size 4"x10"	68 GM Paper, A-4 Size	50
26	Medical Declaration Officer/Staff	68 GM Paper, A-4 Size	10
27	Medical Expenses Card 10"x13"	As per Specemen	200
28	Medical Extra Pad	68 GM Paper, A-4 Size	30
29	ND Pad,	68 GM Paper, A-4 Size	10
30	Office File Cover with Steel Clip	300 gm Bleach Card	500
31	Payment Voucher A.M.Pad	68 GM Paper	25
32	Payment Voucher Death Claim	68 GM Paper	15
33	PHS -63 , Pad	68 GM Paper, A-4 Size	20
34	PHS -64, Sanad Pad	68 GM Paper, A-4 Size	20
35	PHS- 80, Ajir ke Sanad , Pad	68 GM Paper, A-4 Size	20
36	PHS-15 Pad	68 GM Paper, A-4 Size	50
37	Policy Brief Sheet	80 GM Imported Paper	25000
38	Policy Card	As per Specemen	5000
39	Policy File Cover with Steel Clip	300 GM Bleach Card PVC Tape Paste Back Side	25000
40	Proposal Deposit Slip Perforated	68 GM Paper, A-4 Size	40
41	Proposal Form Medical, 08 Pages	80 GM Imported Paper	20000
42	Proposal Non Medical, 06 Pages	80 GM Imported Paper	30000
43	PS Medical, 04 Pages	80 GM Imported Paper	8000
44	PS Non Medical, 4 Pages	80 GM Imported Paper	12000
45	Receipt Book perforated	68 GM Paper, A-4 Size	30
46	Record Creation Advice Pad	68 GM Paper, A-4 Size	15

47	Register Daily Cheque Payment Admin	400 Pages 10"x14" 70 GM	4
48	Register Daily Cheque Payment PHS	400 Pages 10"x14" 70 GM	4
49	Register Cash 500 Pages	As per Specemen	4
50	Register CHQ Dispatch	400 Pages 10"x14" 70 GM	6
51	Register CHQ Entery	400 Pages 10"x14" 70 GM	6
52	Requisition Slip Pad,	68 GM Paper, A-4 Size	40
53	Risk Profiling Sheet,Double Side	68 GM Paper, A-4 Size	300
54	Schedule Local / Out Station Pad	68 GM Paper, A-4 Size	30
55	S.M Report pad	68 GM Paper, A-4 Size	40
56	Supplementary Pad	68 GM Paper, A-4 Size	25
57	Urdu Application Lapse,Pad	68 GM Paper, A-4 Size	30
58	3.Specimen Signature Pad	68 GM Paper, A-4 Size	40

TERMS AND CONDITIONS

- (a) Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.2000/- Cash as Tender Fee (Non Refundable).
- (b) Security amount must be deposited equal to 02.00% 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 Vehari 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.
- (c) The rates provided should be included with all taxes and the rates validity of tender will be up to December 31, 2023 from the date of opening of tender.
- (d) Tender **Closing Date 02-03-2023 at 02:00 P.M.** Tender **Opening Date 02-03-2023 at 03:00 P.M.** in the office of Incharge-P&GS Secretary ZPC Vehari Zone, in the presence of the bidders who wish to be present.
- (e) On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
- (f) The Firm/Suppliers/Printers in quotation will be bound to supply the required items as whole consignment within 30 days after the issuance of Purchase Order.
- (g) State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.

- (h) The bidders will attach their respective copies of NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed.
- (i) 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.
- (j) All the applicable Taxes would be deducted as per Govt. of Pakistan Law.
- (k) The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
- (l) Samples should be of same quality and gramage as specified in tender are provided. The Committee will not consider any other sample attached by the vendor.
- (m) Successful bidders will bear the freight charges occurred in providing all items at State Life Insurance Corporation Vehari Zone (2nd Floor, ZTBL Building, V-Chowk Vehari)
- (n) **The Delivery Schedule is as under: -**
 - 1 ¼th of the whole consignment in 1st Quarter
 - 2 ¼th of the whole consignment in 2nd Quarter
 - 3 ¼th of the whole consignment in 3rd Quarter
 - 4 ¼th 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. 067- 9201135

Abdul Rauf Ahmad
Secretary Zonal Procurement Committee
Incharge P&GS, State Life Office, 2nd Floor,
ZTBL Building, Vehari