



**STATE LIFE**

**INSURANCE CORPORATION OF PAKISTAN**

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TELEGRAM: STATE LIFE

**May 24, 2021**

**TENDER NOTICE NO. SLIC/GS/ISBZN/01/2021**  
**SUPPLY OF PRINTED DOCUMENTS/ OFFICE STATIONERY**

State Life Insurance Corporation of Pakistan Islamabad Zone invites sealed quotations / bids on single stage single envelop system for the **PRINTING AND SUPPLY OF STATIONERY/COMPUTER STATIONERY** from reputable firms [Rawalpindi/Islamabad based] who are qualified /eligible and possess required experience relevant job, registered with concerned tax department and have proper office phone/Fax, E mail and NTN etc.

**Printing documents required for 2021**

S.NO.	ITEM NAME	SIZE	SPECIFICATION	Qty. REQUIRED
1	Requirement Letter LA-2	9.5 x 7	70 Gram local white paper	50 Pad
2	N D Offer Letter	8.5 X 11.5	70 Gram local white paper	30 pad
3	N D Declaration Letter	8.5 X 11.5	70 Gram local white paper	30 pad
4	Suspense Refund voucher NTU policy	8.5 X 11.5	70 Gram local white paper	30 pad
5	Cheque refund letter against policy proposal	8.5 X 11.5	70 Gram local white paper	30 pad
6	Data form for expert (E-1) Re-insurance	8.5 X 11.5	70 Gram local white paper	30 pad
7	Data form for expert (E-2) Re-insurance	8.5 X 11.5	70 Gram local white paper	30 pad
8	Life reinsurance proforma "R-1"	8.5 X 11.5	70 Gram local white paper	30 pad
9	Risk Profiling Sheet	8.5 X 11.5	70 Gram local white paper both side print	100 pad
10	Know your customer	8.5 X 11.5	70 Gram local white paper both side print	30 pad
11	Letter of Acceptance LA-3	8.5 X 11.5	70 Gram local white paper both side print	30 pad
12	Proposal Noting Register (Page Numbering)	11 x 11.5	80 Gram local white paper	10 Register
13	Policy Noting Register Page Numbering	16.5 x 11	80 Gram local white paper	10 Register
14	Medical Register	13 x 8.5	80 Gram local white paper	05 Register
15	Policy File Cover (N B.) As per Sample	9.5 x 15	Steel Clip And Tape On Folding Area	15000 Nos.
16	Proposal Form Non Medical 4 Play with Sr. #	8.5 X 11.5	80 g imported paper both side print	10000 Nos.
17	Proposal Form Medical 5 Play with Sr. #	8.5 X 11.5	80 g imported paper both side print	5000 Nos.

18	Amendment form policy Proposal	8.5 X 11.5	70 Gram local white paper both side print	50 pad
19	Covid-19 Questioner Form	8.5 X 11.5	80 Gram local white paper	50 Pad
20	Application registration form	8.5 x 13	70 Gram local white paper both side print	30 pad
21	Declaration by introducer	8.5 x 13	70 Gram local white paper	30 pad
22	Nomination Form	8.5 X 11.5	70 Gram local white paper	30 pad
23	Rujhanati Sawalnama Key For	8.5 X 11.5	70 Gram local white paper both side print	30 pad
24	Declaration for The purpose of Rule-11	8.5 X 11.5	70 Gram local white paper	30 pad
25	SM And AM interview proforma	8.5 X 11.5	70 Gram local white paper	30 pad
26	Authority Letter	8.5 X 11.5	70 Gram local white paper	30 pad
27	Annual statement & declaration by agent	8.5 x 13	70 Gram local white paper	50 pad
28	Application Form for renewal of registration	8.5 x 13	70 Gram local white paper both side print	50 pad
29	Budget Register	11"x15.5"	80 Gram Local Paper 150 Leaf	10 Nos.
30	Field medical Entry register	8.5 x 13	80 Gram Local Paper 250 Leaf	4 Nos.
31	SR Appointment Register	13 x 17	70 Gram Imported white paper 200 Leaf	2 Nos.
32	SR's File Envelope	12 x 9.5	Khakhi Fine quality thick	3000 Nos.
33	Particular of medical card	8.5 x 11.5	70 Gram local white paper	10 Pad
34	Medical Declaration Form (Health Card)	8.5 x 11.5	70 Gram local white paper	10 Pad
35	Proforma for monthly data	7 X 8¼	70 Gram local white paper	20 pad
36	Profroma for bank Advice general	8.5 X 11.5	70 Gram local white paper	10 pad
37	Profroma for bank Advice PHS.	8.5 X 11.5	70 Gram local white paper	10 pad
38	Payment Voucher General A-cc3	12 x 11	63 Gram local paper Both side print	100 Pad
39	J V Voucher type-F	12 x 11	63 Gram local paper	50 Pad
40	Commission Payment Voucher Single A-cc4	11 x11.5	63 Gram local paper	30 pad
41	Commission Payment Voucher multiple	11 x11.5	63 Gram local paper	30 pad
42	Cheque Payment Book Register PHS	10 X 13	70 Gram local white paper	10 Nos.
43	Cash Register out station	10 X 13	70 Gram local white paper 200 Leaf	10 Nos.
44	Cash Register Local station	10 X 13	70 Gram local white paper 200 Leaf	4 Nos.
45	MIS - B Form F&A	8.5 X 11.5	70 Gram local white paper Binding Books	10 Books
46	Anti money laundering deposit slip	8.5 X 11.5	70 Gram local white paper	10 pad
47	Maturity Claim J.V	12 X 11	63 Gram local paper	20 Pad
48	Maturity Claim Cheque Dispatch Letter	8.5 x 11.5	70 Gram local white paper	60 Pad
49	General Letter PHS.	8.5 x 11.5	70 Gram local white paper	50 Pad
50	Maturity Claim Payment Voucher	8.5 x 11.5	63 Gram local paper	30 Pad
51	Request For Exemption Of Zakat	8.5 x 11.5	70 Gram local white paper	15 Pad
52	Declaration Form CZ-50	8.5 x 11.5	70 Gram local white paper	30 Pad
53	Maturity Claim Discharge Voucher	8.5 x 11.5	70 Gram local white paper	50 Pad
54	AIB Claim Payment Request DV.	8.5 x 11.5	70 Gram local white paper	30 Pad
55	Death Claim Discharge Voucher Form No XII	8.5 x 11.5	70 Gram local white paper	25 Pad

56	AIB Claim form A	8.5 x 11.5	70 Gram local white paper 2 Leaf 3 side print	20 pad
57	AIB Claim form B	8.5 x 11.5	70 Gram local white paper 2 Leaf 3 side print	20 pad
58	AIB Claim form C	8.5 x 11.5	70 Gram local white paper	15 Pad
59	FIB Annuity Cheque Dispatch Letter	8.5 x 11.5	70 Gram local white paper	20 Pad
60	Death Claim Form Set 1x6 = (50) Set Per Pad	8.5 x 11.5	70 Gram local white paper	20 pad
61	Death Claim Processing Sheet 1x2 = 100 Set Per Pad	8.5 x 11.5	70 Gram local white paper	30 pad
62	Death Claim JV "Acc-8	12 X 11	63 Gram local paper	20 Pad
63	D G H. Form	8.5 x 11.5	70 Gram local white paper	100 pad
64	Application For Revival "Medical" and N/M Form	8.5 x 11.5	70 Gram local white paper 1x2 Both Side Print	5000 Nos
65	Surrender on Request Payment Voucher	8.5 x 11.5	70 Gram local white paper	10 pad
66	Re-nomination Form Endorsement	6 x 5	70 Gram local white paper	10 pad
67	Alteration Endorsement	6 x 5	70 Gram local white paper	10 pad
68	Endorsement Mode Change	6 x 8	70 Gram local white paper	10 pad
69	Service Application PHS	8.5 x 11.5	70 Gram local white paper	50 pad
70	Surrender Zonal Head Proforma	8.5 x 11.5	70 Gram local white paper	30 pad
71	Indemnity Bond Maturity Clam Rs.100	13 X 8.5	70 Gram local white paper	10 pad
72	Indemnity Bond For issuance duplicate policy Rs.100	8.5 x 11.5	70 Gram local white paper	10 pad
73	Declaration Of Issuance of Duplicate Document	8.5 x 11.5	70 Gram local white paper	10 pad
74	Indemnity Bond Surrender Policy Rs.100	8.5 x 11.5	70 Gram local white paper	10 pad
75	Surrender Cheque Dispatch Letter	8.5 x 11.5	70 Gram local white paper	100 pad
76	Loan Request Form	8.5 x 11.5	70 Gram local white paper	30 pad
77	Schedule PHS Loan-2	8.5 x 13	70 Gram local white paper	30 pad
78	Advice To Cash Section	8.5 x 11.5	63 Gram local Green Paper 1 x 200	100 Pad
79	Observation Memo Audit	8.5 x 11.5	70 Gram Imported Pink Paper	30 Pad
80	Chronological Entries Register	13 X 8.5	70 Gram Imported Paper	8 Nos.
81	Medical Reference Letter (20Each	4.2" x 11.2"	65 Gram Local White, pink, Yellow Paper	60 Pads
82	Medical Prescription Form "C"	4 x 11.4"	Carbonized Paper 1x2 White Pink	50 Pad
83	Medical Declaration Form	8.5 x 11.5	70 Gram local white paper both side print	15 pad
84	Reimbursement Form Medical (B)	8.5 x 11.5	70 Gram local white paper	30 pad
85	Medical Expense Cards	10 X 13	As per sample Both side print	300 Nos
86	Leave Application Form English	8.5 x 11.5	70 Gram local white paper	30 pad
87	Leave Application Form Urdu	8.5 x 11.5	70 Gram local white paper	30 pad
88	Local Conveyance Form (1 X 200)	8.5 x 11.5	70 Gram local white paper	20 pad
89	Window Envelope (As per sample)	8.5 x 5.3	70 Gram local Paper	100000 Nos
90	White Envelope	9 "x 4"	80 Gram white Imported Paper	3000 Nos.
91	Khakhi Envelop	11 x 5"	Khakhi Glased Fine Quality Paper	5000 Nos.
92	Khakhi Envelop	A-4	As per sample	5000 Nos.

93	Khakhi Envelop	12 X 15	As per sample	2000 Nos.
94	Office File Cover		Clip Type As per Sample	1000 Nos.
95	Letter Head Pad	A- 4	Imported Paper 90 Grams	10 pads

**A. LIST OF STATIONERY FOR THE YEAR 2021**

S.No	NAME OF ITEMS	SPECIFICATION	Specification	Zone	H&AI	Grand Total
1	Ball Point pen	Piano Crystal or equivalent	Packets	120	40	160
2	Calculator Large	14 digits Casio or Equv. Original	Nos	15	10	25
3	Dumper Water	fine quality	Nos	20	8	28
4	Sharpener	Dux or equivalent	Nos	30	30	60
5	Glue Stick 35 Grams	Amos or equivalent	Nos	36	48	84
6	Signature pen (1x12) PKt.	Green Pilot V7 Tec point Grip or equivalent	Packets	15	40	55
7	High Lighter Pen	Doller / Mercury or equivalent	Nos	36	6	42
8	Packing Tape 60/75 Yards	2" Nichiban or Equivalent	Nos	15	12	27
9	Scotch Tape 1"	60 yards olympia or equivalent	Nos	20	30	50
10	File Tray table basket	Fine quality plastic	Nos	20	0	20
11	Signature pen liquid Ink	Uni ball Eye 0.8 or fine quality (1x12)Pkt	Packets	10	10	20
12	Ruled Register No.20	Imported paper	Nos	20	8	28
13	Stamp Pad Large 4.5"x 3"	shiny/ Colp Brand Or equ. Violet Color	Nos	15	20	35
14	Stamp Pad Ink bottle	Doller or equivalent	Bottles	60	12	72
15	Stapler Pin 24/6 Steel	Hard Metal Japan or Equv.	Packets	250	30	280
16	Offset Paper A-4 80 G	500 sheets Paper one Or Equivalent	Rims	120	120	240
17	Offset Paper F/S Legal 80G	500 sheets Paper one Or Equivalent	Rims	70	5	75
18	Glass (Tumbler) 280ML 6 Set	Fine quality Glass toyo/omroc or Equ.	Dozen	3	1	4
19	Tissue Paper Box	Rose petal Luxury Or equv. 100x2 play	Boxes	80	50	130

20	Box File Large	Uni/ Executive Or Equivalent	Nos	40	50	90
21	Fluid Correction Pen	Fine Quality	Nos	15	10	25
22	Electric wire extension for PC	5 points 5 meter Cable Heavy Local	Nos	15	10	25
23	Flash Drive USB	16 GB Kingston Or Equivalent	Nos	15	10	25
24	Paper Cutter Knife	Fine Quality	Nos	10	10	20
25	Foot Steel 12" Thick	Dux or equivalent	Nos	-	15	15
26	Gel Ink Pen Blue	Dollar Gel 1 or Equivalent	Packets	-	10	10
27	Gel Ink Pen Red	Dollar Gel 1 or Equivalent	Packets	-	10	10
28	Lead Pencil	Gold Fish HB Accurate or Equivalent	Packets	-	15	15
29	White Board Marker	Dollar All Mark or Equivalent	Packets	-	10	10
30	White Board Marker Ink	Dollar All Mark or Equivalent	Bottles	-	10	10
31	Paper Clip Pkts.	50 MM Deli Essential	Packets	-	20	20
32	Plastic File Cover A-4	Fine Hard Plastic Crystal	Nos	-	100	100
33	Rubber Eraser	Pelikan AL-30 Pelikan or Equivalent	Nos	-	100	100
34	Stapler Pin Remover	ICW/SDI or Equivalent	Nos	-	10	10
35	Stapler Machine	Fine Quality 24/6 Japan or Equivalent	Nos	-	12	12
36	Waste Basket Medium Plastic	Plastic Fresh Material	Nos	-	12	12
37	Paper Punch Machine (2 Holes)	KW-Trio 912 or Equivalent	Nos	-	6	6
38	Sticky Notes Multi colour	1*3" 100 Sheets	Packets	-	50	50
39	Notes Sheets Green	Legal Size Paper Ream Green	Packets	-	5	5
40	Tag File Card	Hard Card Office File	Nos	-	100	100
41	Stapler Pin large	Max Japan or Equivalent	Packets	-	20	20
42	Large Basket	Laundry Basket Fine Quality Plastic	Nos	-	6	6
43	Rubber Band 1/2	Natural Colour Imported	Packets	-	4	4
44	Water Dumper		Nos	-	8	8
45	Air Freshener		Nos	-	6	

				12		18
46	Punch Machine Heavy Duty	Heavy Duty 150 Plus	Nos	-	2	2
47	Stapler Machine	Heavy Duty 100 Plus	Nos	-	1	1
48	Drafting Pad	Small Draft Pad Al-Farooq	Nos	-	40	40
49	Files White Office	Hard card clip type	Nos	300	2000	2,300
<b>B</b>	<b><u>COMPUTER</u></b>	<b><u>STATIONERY</u></b>				
1	Ribbon Dot matrix Epson	LQ-300+ print write or Equv. Fullmark	Nos	10		10
2	Ribbon Dot matrix Epson	LQ-350 print write or Equv. Fullmark	Nos	80		80
3	Ribbon Dot matrix Epson	LQ- 2180 Print write or Equv. Fullmark	Nos	30		30
4	Ribbon Dot matrix Epson	LQ- 2090 Print write or Equv.Fullmark	Nos	50		50
5	Toner Laser Printer HP	85-A HP Success Fine quality	Nos	50		50
6	Toner Laser Printer HP	79-A HP Success Fine quality	Nos	30		30
7	Toner Laser Printer Hp	12-A HP Success Fine quality	Nos	6		6
8	Toner Laser Printer Canon	Canon LBP 6030 Cartridge 325	Nos	5		5
9	Tonner Laser Printer HP	107-A HP Success Fine quality	Nos	5		5
10	Toner Laser Printer Hp	35-A HP Success Fine quality	Nos	5		5
11	Ribbon Line printer P-7005	IBM P#255049-101	Nos	8		8
12	Computer Paper 132 Col.	P-I Ruled 63g 2000 Sheets Box	Box	50		50
13	Computer Paper 132 Col.	P-II Ruled 63g 1000 Sets Box With Carbon	Box	6		6
14	Computer Paper 80 Col.	P-I Ruled 63g 2000 Sheets Box	Box	70		70

## **GENERAL TERMS AND CONDITIONS**

1. The bidders are required to submit single sealed bid in a single envelop for the said supply of Printing material and stationery items separately in a single sealed envelope .
2. The tenders shall be accompanied with the Earnest Money [Refundable] equivalent to 5% of the bid price along with the offer in shape of pay

order/Bank draft in the name of State Life Insurance Corporation of Pakistan and shall be delivered to the Incharge Personnel & General Service, State Life Islamabad Zone.

3. The envelopes should invariably bear the phrases "QUOTATION FOR SUPPLY OF STATIONERY ITEMS" AND "QUOTATION FOR PRINTED DOCUMENTS".
4. The bids will be accepted up to 20<sup>TH</sup> June 2021 at 03.00 p.m. and will be opened on the same day at 03.30 p.m. in the Office of Incharge P&GS Islamabad Zone in the presence of bidders.
5. The State Life reserves the rights to reject any or all bids as per provisions of PPRA Rules.
6. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of tenders rest with the bidders.
7. The supply should be made as per Schedule. In case of failure, **penalty @ of 5%** weekly will be imposed on late delivery or the order can be cancelled and earnest money will be forfeited without serving any notice.
8. The offer received incomplete or not according to criteria shall not be considered.
9. Only those firms should participate that agree to our terms and conditions.
10. State Life Insurance Corporation has rights to increase or decrease the Quality and Quantity without consulting as and when required.
11. The Tender shall be required to quote their rates inclusive of all taxes.
12. Any defective delivery will be taken back by suppliers at their own risk and cost.
13. It will be the responsibility of the supplier to supply the required items within 15 days after receiving of purchase order.
14. The tender documents can be obtained from the office of undersigned during the working hours (Monday – Friday) from 9.00 a.m to 4.30 p.m. on a written request along with fee of Rs. 1000/- (non-refundable).
15. Quotations for Printing material and stationery items must be submitted separately in a single sealed envelop.
16. The rate validity of tender should be up to 31<sup>st</sup> December 2021 from the date of opening of tender.

**DATE OF CLOSING OF BIDS**

**17th June 2021 at 03.00 p.m**

**DATE OF OPENING OF BIDS**

**17th June 2021 at 03.30 p.m.**

**(Dildar Khan)**

**SECRETARY Z.P.C/INCHARGE P&GS**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**BUILDING NO. 9, 33-E, BLUE AREA**

**ISLAMABAD**