

## TENDER NOTICE NO. P&GS/001/2019

**30.01.2019**

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/Stationers having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following Printing items on below mentioned terms and conditions:

No	ITEM NAME	Quality		REQUIRED QTY
1	Attendance Sheet	80g	As per Specimen mention in tender documents	1000 sheet
2	Envelop window for Premium Notices (7x5)	As per Specimen	As per Specimen mention in tender documents	200000 Envelop
3	Leave Application staff	As per Specimen	As per Specimen mention in tender documents	10 pad
4	Over Time Pad	55g100 pages	As per Specimen mention in tender documents	10 pad
5	Envelop Small (9x4 khaki	As per Specimen	As per Specimen mention in tender documents	3000 Envelop
6	Envelop Medium(11x5) khaki	As per Specimen	As per Specimen mention in tender documents	4000 Envelop
7	Envelop (10x12) khaki	As per Specimen	As per Specimen mention in tender documents	1000 Envelop
8	Envelop (11x15 khaki	As per Specimen	As per Specimen mention in tender documents	1000 Envelop
9	Envelop (14x19 khaki)	As per Specimen	As per Specimen mention in tender documents	500 Envelop
10	Medical book Officer	As per Specimen	As per Specimen mention in tender documents	50 book
11	Rough Pad	70 g 50 pages	As per Specimen mention in tender documents	100 pad
12	Audit Memo Sheet pad	55 g 100 pages	As per Specimen mention in tender documents	05 pad
13	M-2 pad	55 g 100 pages	As per Specimen mention in tender documents	30 pad
14	Phs.10	55 g 100 pages	As per Specimen mention in tender documents	100 pad
15	Phs.15	55 g 100 pages	As per Specimen mention in tender documents	500 pad
16	Policy Holder Slip	55 g 100 pages	As per Specimen mention in tender documents	70 pad
17	Death claim Discharge voucher	70 g 100 pages	As per Specimen mention in tender documents	20 pad
18	Adjustment Advice	55 g 100 pages	As per Specimen mention in tender documents	50 pad
19	Medical Attendance Certificate (B)	70 g 100 pages	As per Specimen mention in tender documents	10 pad
20	Claimant certificate	70g 100 pages	As per Specimen mention in tender documents	20 pad
21	Loan application form	55 g 100 pages	As per Specimen mention in tender documents	200 pad
22	Maturity Claim Form	70 g 100 pages	As per Specimen mention in tender documents	20 pad
23	Claim payment voucher	55 g 100 pages	As per Specimen mention in tender documents	50 pad
24	Sector Head Under Taking form	55 g 100 pages	As per Specimen mention in tender documents	50 pad
25	Loan Assignment Register	55 g 100 pages	As per Specimen mention in tender documents	10 register
26	Amendment form	55 g 100 pages	As per Specimen mention in tender documents	60 pad
27	N.D Pad	55 g 100 pages	As per Specimen mention in tender documents	10 pad
28	D.G.H PAD	55 g 100 pages	As per Specimen mention in tender documents	200 pad
29	SM confidential Pad	55 g 100 pages	As per Specimen mention in tender documents	250 pad
30	SM/AM confidential Pad	55 g 100 pages	As per Specimen mention in tender documents	350 pad
31	Three specimen signature Form	55 g 100 pages	As per Specimen mention in tender documents	300 pad
32	Proposal slip	55 g 100 pages	As per Specimen mention in tender documents	200 pad
33	Risk Profiling sheet pad	55 g 100 pages	As per Specimen mention in tender documents	400 pad
34	Medical proposal form	As per Specimen	As per Specimen mention in tender documents	30000 form
35	Non-Medical Proposal form	As per Specimen	As per Specimen mention in tender documents	60000 form
36	Policy Brief Sheet	As per Specimen	As per Specimen mention in tender documents	30000 sheet
37	Policy File Cover Proposal Korean	As per Specimen	As per Specimen mention in tender documents	30000 file cover
38	Medical P/S Revival form	As per Specimen	As per Specimen mention in tender documents	10000 form
39	Non- medical P/S Revival form	As per Specimen	As per Specimen mention in tender documents	15000 form
40	K.Y.C Form-A	As per Specimen	As per Specimen mention in tender documents	60 pad
41	Medical register S.O/SM	As per Specimen	As per Specimen mention in tender documents	02 register
42	Recruitment Register	As per Specimen	As per Specimen mention in tender documents	02 register
43	K.Y.C Form -B	As per Specimen	As per Specimen mention in tender documents	60 pad

## **TERMS AND CONDITIONS**

- Quotations shall be accepted only against on Tender Document (specimen, design, size, printing material and quality) to be collected from our Office on Payment of Rs.1000/- Cash as Tender Fee (Non Refundable).
- Security amount must be deposited equal to 5% of the approximate value (noted above) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2019 from the date of opening of tender.
- Tender closing date 20.02.2019 11:00 A.M. Tender opening date 20.02.2019 at 11:45 A.M. in the office of In charge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- 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) except Saturday and Sunday till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 4.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Total purchase up to 31.12.2019 for above tender items will not exceed 2(two) millions.
- Sample paper should be of same quality and gram as specified in tender or provided (specimen, design, size, printing material and quality) in tender office. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-9330033 or may contact with Mr. Syed Nazar Askari (AM) at cell # 03049921506 for any assistance

**Mirza Asad Saeed Atif**  
**Secretary Zonal Procurement Committee**  
**Bahawalpur Zone**