

**STATE LIFE**Insurance Corporation of Pakistan
Sahiwal Zone2nd Floor Sattar Complex
Stadium Road Sahiwal
Ph. 040-9200027

Fax.040-9200024

Toll Free.0800-09099

Dated:-26th February,2021.**TENDER NOTICE PRINTING STATIONERY # P&GS/SWL/02/2021 SAHIWAL.**

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office phone/Fax number (if found contrary the tender will be rejected) preferable based at Sahiwal for the following items on given terms and conditions.

Sr. #	Item Name	Units	Quantity
1	Record Creation Advice (Paper 68 grams paper 100 sheet each pad)	Pad	0
2	Policy Loan Payment Voucher (68 grams paper 11.5"x9" 100 sheets each pad)	Pad	0
3	Claim Payment Voucher (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	0
4	Schedule PHS-10 (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	100
5	Rough Pad (68 grams paper A-4 size 100 sheet each pad)	Pad	25
6	S.R. Commission Payment Voucher as per sample	Pad	0
7	Claimat Effidevet (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	5
8	Petty Cash Voucher (68 grams paper 100 sheet each pad 7.5"x4.7" size)	Pad	10
9	Notice Loss of Policy Bond (68 grams paper 100 sheet each pad 9"x6" size)	Pad	0
10	Adjustment Advice (68 grams paper 100 sheet each pad 7.5"x5")	Pad	25
11	Conveyance Bill (68 grams paper 100 sheet each pad 7.5"x5")	Pad	0
12	Leave Application Form (68 grams paper 100 sheet each pad 7.2"x10")	Pad	0
13	Requisition Slip (68 grams paper 100 sheet each pad 7.3"x10")	Pad	5
14	Request for Photo state (68 grams paper 100 sheet each pad 6.5"x4.5")	Pad	5
15	A.I.B. Claim Processing Sheet (68 grams paper 100 sheet each pad 8.5"x13.5")	Pad	0
16	Medical Attendance Certificate (Form - B) (68 grams paper 100 sheet each pad 8.5"x13.5")	Pad	0
17	Existence Certificate (F.I.B) (68 grams paper 100 sheet each pad 8.5"x6.5")	Pad	0
18	Certificate of Identification (Claim PHS-64) (68 grams paper 100 sheet each pad 8.5"x13.5")	Pad	10
19	Certificate of Ajar (PHS- Form - D) (68 grams paper 100 sheet each pad 8.5"x13.5")	Pad	0
20	Jevenal Report Form (68 grams A-4 Size)	Pad	0
21	Proposal Register (68 grams paper 14"x17.5 size)	Sheet	0
22	Address Change Advice (68 grams paper 9"x5.5" 100 sheet each pad)	Pad	0
23	Letter Head (Large) (VRG paper 80 grams 100 sheet each pad)	Pad	5
24	Letter Head (Medium) (VRG paper 80 grams 100 sheet each pad)	Pad	20
25	J.V. Pad (68 grams paper 100 sheet each pad 11"x12")	Pad	10
26	Agency Alteration Advice (68 grams paper 100 sheet each pad 11.5"x9")	Pad	0
27	First Reminder (68 grams paper 100 sheet each pad A-4 size)	Pad	0
28	Re-Nomination Form (68 grams paper 100 sheet each pad 9"x6")	Pad	5
29	Alteration Advice (68 grams paper 100 sheet each pad 10"x7.5")	Pad	0

30	Letter of Acceptance (M.E. Consent.) (68 grams paper 100 sheet each pad 8"x12")	Pad	20
31	Amendment to Proposal (68 grams paper 100 sheet each pad A-4 size)	Pad	50
32	Supplementary to Proposal (68 grams paper 100 sheet each pad A-4 size)	Pad	20
33	P.H.S. – 15 (Carbon less duplicate copy 50 sets each pad paper size 6.5"x8")	Pad	200
34	Field Form (Sawalnama) (68 grams paper 100 sheet each pad A-4 size)	Pad	60
35	D.C.S. Large (Renewal)	Pad	0
36	T.A / D.A Bill (68 grams paper 100 sheet each pad 15.5"x10")	Pad	5
37	Nomination Form (Recruitment form) (VRG 80 grams paper 100 sheet each A-4 Size)	Pad	50
38	Annual Statement by Employer (68 grams paper 100 sheet each pad 8"x12")	Pad	40
39	Commission Authority Card	Card	0
40	Second Reminder (PHS) (68 grams paper 100 sheet each pad A-4 size)	Pad	0
41	Audit Observation Memo (68 grams paper 100 sheet each pad A-4 size)	Pad	5
42	Re-Change Organization	Pad	0
43	Petty cash J.V.	Pad	5
44	Declaration Rule-II (Agy.) (68 grams paper 100 sheet each pad A-4 size)	Pad	50
45	Cheque Dishonor Note	Pad	0
46	Medical Proposal Form with Brief sheet (VRG 80 grams 50 sets each pad with numbering 6 pages)	Form	10,000
47	Non Medical Proposal Form with Brief sheet (VRG 80 grams 50 sets each pad with numbering 5 pages)	Form	30,000
48	Area Manager Imprest Voucher(68 grams paper 100 sheet each pad 12"x12")	Pad	5
49	D.C.S. Statement of Remittance (68 grams paper 100 sheet each pad 12"x9")	Pad	0
50	Commission Payment Voucher (68 grams paper 100 sheet each pad 10"x15")	Pad	0
51	P.H.S.- 36 (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
52	Field Medical Card (5.5"x10" Color Card)	Sheet	0
53	Zone Change Advice (PHS) (68 grams paper 100 sheet each pad 9.5"x6")	Pad	0
54	Debit Credit Note	Pad	0
55	Attendance Sheet (Office) (68 grams paper 14"x17.5")	Sheet	200
56	Claim Deptt. Calculation sheet	Pad	0
57	Medical Bill New Business	Pad	0
58	Inter Zone Current A/C Statement	Pad	0
59	Payment Voucher (68 grams paper 100 sheet each pad 11"x9" color printing)	Pad	30
60	Application for Renewal (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	60
61	Medical Attendance Certificate	Pad	0
62	Office File Cover (As per specimen)	file	200
63	Brown Envelopes Policy Bond size (12.5"x10" 80 grams brown paper)	No	3000
64	Brown Envelops File Size (15.5"x12" 80 grams brown paper)	No	200
65	Brown Envelops Large Size (17.5"x14" 80 grams brown paper)	No	100
66	Envelops 5 x 11 White Imported Paper	No	1000
67	Envelops 9 x 4 White Imported Paper	No	12,000
68	Dak Receipt Slip (68 grams paper 100 sheet each pad 5"x7.5")	Pad	100
69	Suspense Payment Voucher (68 grams paper 100 sheet each pad 12"x9")	Pad	0
70	Commission Payment Voucher SO (68 grams paper 100 sheet each pad 15.5"x10")	Pad	0
71	Policy File Cover (350 grams Zaman Card legal Size with imported clip and Tap pasting on folding both side)	file	20,000
72	Loan Assignment Register (68 grams paper 100 sheet each pad 9"x12")	Pad	0
73	Window Envelops (21mm x 15 mm)	No	0

74	P.S. Non Medical (VRG 80 grams paper 4 pages printing)	Sheet	10,000
75	P.S. Medical (VRG 80 grams paper 4 pages printing)	Sheet	4000
76	Comparative Statement – Revival (68 grams paper 100 sheet each pad 8"x12")	Pad	10
77	Medical Expenses Card (250 grams card 17"x11")	Sheet	0
78	Application for Registration SO,SM Fresh (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	40
79	Death Claim Processing Sheet	Pad	0
80	Annexure " C " (Fresh agency form) (68 grams paper 100 sheet each pad A-4 size)	Pad	20
81	Policy Loan Processing Sheet (68 grams paper 100 sheet each pad 8"x12")	Pad	0
82	Loan Application Form (68 grams paper 100 sheet each pad 8"x12")	Pad	50
83	Leave Card (250 grams card 11.5"x9.5")	Sheet	0
84	Policy Brief Sheet	Sheet	0
85	P.R.Book Fresh Sahiwal (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
86	P.R.Book Renewal Sahiwal(68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
87	P.R.Book Fresh Okara (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	100
88	P.R.Book Renewal Okara (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	100
89	P.R.Book Haroonabad Fresh (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	50
90	P.R.Book Haroonabad Renewal (68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	50
91	B.M.Book U.B.L 68 grams paper 6"x8.5" with carbon copy 3 colors pages 4 pages each set 50 sets in each book)	Book	100
92	Budget Register sheets (68 grams paper 12"x12")	Pad	1000
93	Status Change Advice	Pad	0
94	Declaration N.D Form (68 grams paper 100 sheet each pad A-4 Size)	Pad	20
95	Calculation Sheet Sp.Rev.Auto Paid (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
96	D.P.O -4 Letter (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
97	Covering Letter Death Claim FIB 68 grams paper 100 sheet each pad A-4 Size)	Pad	5
98	Received This F.I.B Claim Form 68 grams paper 100 sheet each pad A-4 Size)	Pad	0
99	Pre-Audit Processing Sheet (68 grams paper 100 sheet each pad 15"x13.5")	Pad	10
100	Death Claim J.V. (68 grams paper 100 sheet each pad 11.5"x12")	Pad	0
101	Area Manager Inspection Report	Pad	0
102	A.M. Confidential Report (68 grams paper 100 sheet each pad double side printing A-4 size)	Pad	200
103	D.G.H (68 grams paper 100 sheet each pad A-4 Size)	Pad	100
104	Zakaat Collection Report (68 grams paper 4 pages printing 9"x10.5" 100 sheet printing)	Pad	0
105	Maturity Claim Check List (68 grams paper 100 sheet each pad 5"x7.5")	Pad	10
106	Under Taking of NIC (68 grams paper 100 sheet each pad 8"x6")	Pad	10
107	Cheque Payment Register (80 grams VRG paper 13.5"x17" with two side printing and with Binding)	Pad	0
108	Attendance Sheet (A.M. Small) (68 grams paper 14"x9")	Sheet	0
109	Loan Receiving Form (D. V) (68 grams paper 100 double side printing A-4 size)	Pad	100
110	Declaration Issue Duplicate Policy (Annexure-A) (68 grams paper 100 sheet each pad 8"x13.5")	Pad	0
111	Calculation sheet F.I.B (68 grams paper 100 sheet each pad 8"x13.5")	Pad	0
112	Officer Medical Book (68 grams paper sheets each book 4.5"x11")	Pad	10
113	Policy File Card (350 grams card 13"x9.5" both side printing)	Sheet	10,000
114	Bank Schedule (68 grams paper duplicate copy two color 12"x9" 100 sheets each pad	Pad	10

115	Imprest Entry Register (68 grams paper with binding as per sample)	Regis	0
116	Re-Instatement of Policy (68 grams paper 16"x12" 100 sheet each pad)	Pad	5
117	S.R. Recruitment Register (80 gram paper 12.5"x16.5" 200 pages both side printing with binding)	Reg.	2
118	Policy Register (68 grams paper 15.5"x14" 100 sheet each register with binding)	Reg.	0
119	Field Medical Payment (68 grams paper 11"x11" 100 sheet each pad)	Pad	0
120	Field Medical Exp. Voucher (68 grams paper 11"x11" 100 sheet each pad)	Pad	0
121	Staff Medical Books (68 grams paper 100 sheet each book 4.5"x11")	Pad	10
122	Seating & Allied Facility (Voucher) (68 grams paper 11"x11" 100 sheet each pad)	Pad	0
123	First Reminder (68 grams paper A- 4 Size) (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
124	J.V. Register (with binding)	Reg.	0
125	S.V. Zakaat Deduction Register	Regis	0
126	G.P.O. Dispatch Letter (A- Size)	Pad	0
127	P.H.S. - 5 (68 grams paper 100 sheet each pad A- 4 Size)	Pad	0
128	P.H.S. - 7 (68 grams paper 100 sheet each pad A- size)	Pad	5
129	Agent Register (S.O., S.M.) with binding	Reg.	0
130	Personal File Covers (As per specimen)	File	0
131	Family Declaration form (P&GS) Iqrar Nama (68 grams paper 100 sheet each pad A- size)	Pad	0
132	Cash Counter Register (68 grams paper 100 sheet each pad A-4 size)	Pad	5
133	Cash Counter Register Okara (68 grams paper 100 sheet each pad A-4 size)	Pad	5
134	Cash Counter Register Bahawal Nagar (68 grams paper 100 sheet each pad A-4 size)	Pad	5
135	Cash Counter Register Haroon abad (68 grams paper 100 sheet each pad A-4 size)	Pad	5
136	Three Specimen Signature form (68 grams paper 100 sheet each pad)	Pad	20
137	Surrender Motivation Form (68 grams paper 100 sheet each pad A- 4 size)	Pad	100
138	Waiver of Late Fee Form (68 grams paper 100 sheet each pad A- 4 Size paper)	Pad	100
139	Maturity Claim Pre-Receipt (68 grams paper 100 sheet each pad A- 4A-4 Size Paper)	Pad	10
140	Instruction for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A-4 size)	Pad	0
141	Request for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A- 4 size)	Pad	0
142	Re-Guardian Ship Form (68 grams paper 100 sheet each pad A- 4 A- 4 size)	Pad	0
143	Calculation sheet Special Revival of Auto Paid up (68 grams paper 8"x12") paper A-4 Size	Pad	0
144	Special Revival Plan (68 grams paper A-4 size)	Pad	0
145	Indemnity Bond for Issue of Duplicate Policy (68 grams paper 100 sheet each pad A-4 Size)	Pad	1
146	Indemnity Bond for Issue of Duplicate Policy Bond & Surrender (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
147	Indemnity Bond for Release of Maturity Proceeds Under lost Policy (68 grams paper 100 sheet each pad A-4 size)	Pad	5
148	Medical Reimbursement form (68 grams paper 100 sheet each pad A-4 Size)	Pad	10
149	Rent Register (70 grams paper size 11.5"x13")	Pad	0
150	Policy File Issue / Receipt Register with binding	Reg.	0
151	S.M.S. Alert Letter PHS (68 grams paper A-4 Size 100 sheets each pad)	Pad	0
152	Laps Policy Performa A-4 Size 100 sheets each pad 68 gram paper urdu printing	Pad	50
153	Risk Profiling Sheet two side printing 68 grams paper A-4 size paper 100 sheet each pad	Pad	400
154	CRS Form 2 pages each set 68 gram paper 50 sets each pad 68 gram paper	Pad	20

155	KYC Form Annexure – B (For Individual) 3 pages each set 33 sets in each pad 68 gram paper A-4 size	Pad	20
156	KYC Form Annexure – A (For third party) 2 pages each set 50 sets in each pad 68 gram paper A- 4 Size.	Pad	20
157	Swiss Re-Financial Questionnaire for Proposer Annexure – D, 4 pages each set 25 sets in each pad 68 gram paper A – 4 Size	Pad	20
158	Zonal Head Direct Confidential Report Annexure – C,3 pages each set, 33 sets in each pad 68 gram paper	Pad	10
159	Declaration Zakaat (Form CZ – 50) A- 4 Size paper 68 grams paper 100 sheet in each pad	Pad	20
160	Personal Accident Claim Form – B, Double side printing 68 grams paper 100 sheets in each pad, A- 4 size paper	Pad	20
161	Personal Accident Claim Form “ A-2” Double side printing 68 grams paper 100 sheets each pad legal size paper	Pad	20

TERMS AND CONDITIONS.

1. Security amount must be deposited equal to **5%** of the approximate value of the tender including all Taxes form of “ Cash Payment “ , “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal which will be refunded to the un-successful parties and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. No tender will be acceptable without earnest money.
2. **Rates should be valid for One Year . Tender closing date 17-03-2021 at 11.00 a.m. Tender opening date 17-03-2021 at 11.30 a.m positively.**
3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.
4. **Price must be quoted with G.S.T. as per Govt. Rules.**
5. The firm/suppliers in-question will be bound to supply the required items as whole consignment with in 10 Days from the issuance date of supply order/ work order.
6. Successful bidder will provide the items in State Life Zonal Office situated at 2nd Floor Sattar Complex Stadium Road Sahiwal.
7. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Order will be placed to bidders on lowest items rates.
8. **Delivery Schedule:-**
 - Within 10 days of first order : 1/4th of the whole consignment.
 - 01-04-2021 to 30-06-2021 : 1/4th of the whole consignment.
 - 01-07-2021 to 30-09-2021 : 1/4th of the whole consignment.
 - 01-10-2021 to 31-12-2021 : 1/4th of the whole consignment.

9. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post / by Hand **latest by 17-03-2021 at 11.00 a.m** excepted Saturday and Sunday as per above mentioned date/time.

10. The Income Tax and sales Tax will be deducted at source on the total value of tender.

11. The order will be placed to the item wise lowest bidders.

12. Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.500/- as tender fee (non refundable) in shape of Pay Order/Bank Draft in favor of State Life Insurance Corporation of Pakistan.

13. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations or reduce / increase the quantity of Tender.

14. **The all bidders are require to submit the rates of all items even zero quantity shown in tender.**

15. The envelop should be marked **QUOTATION PRINTING STATIONERY** the rate should be include transportation/Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on Phone No. 040-9200027.

Secretary
Zonal Procurement Committee,
Sahiwal.