

**STATE LIFE**Insurance Corporation of Pakistan
Sahiwal Zone6th Floor Azaan Heights

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Dated:-16th February,2024.**TENDER NOTICE PRINTING STATIONERY # P&GS/SWL/02/2024 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	80
5	Rough Pad (68 grams paper A-4 size 100 sheet each pad)	Pad	30
6	S.R. Commission Payment Voucher as per sample	Pad	0
7	Claimat Effidevit (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	10
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	20
11	Conveyance Bill (68 grams paper 100 sheet each pad 7.5"x5")	Pad	10
12	Leave Application Form (68 grams paper 100 sheet each pad 7.2"x10")	Pad	20
13	Requisition Slip (68 grams paper 100 sheet each pad 7.3"x10")	Pad	10
14	Request for Photo state (68 grams paper 100 sheet each pad 6.5"x4.5")	Pad	10
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	15
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	10
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	15
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	0
29	Alteration Advice (68 grams paper 100 sheet each pad 10"x7.5")	Pad	5

30	Letter of Acceptance (M.E. Consent.) (68 grams paper 100 sheet each pad 8"x12")	Pad	50
31	Amendment to Proposal (68 grams paper 100 sheet each pad A-4 size)	Pad	60
32	Supplementary to Proposal (68 grams paper 100 sheet each pad A-4 size)	Pad	30
33	P.H.S. – 15 68 grams paper 100 sheet each pad A-4 Size	Pad	300
34	Field Form (Sawalnama) (68 grams paper 100 sheet each pad A-4 size)	Pad	50
35	T.A / D.A Bill (68 grams paper 100 sheet each pad 15.5"x10")	Pad	5
36	Nomination Form (Recruitment form) (VRG 80 grams paper 100 sheet each A-4 Size)	Pad	30
37	Annual Statement by Employer (68 grams paper 100 sheet each pad 8"x12")	Pad	50
38	Commission Authority Card	Card	0
39	Second Reminder (PHS) (68 grams paper 100 sheet each pad A-4 size)	Pad	0
40	Audit Observation Memo (68 grams paper 100 sheet each pad A-4 size)	Pad	20
41	Re-Change Organization	Pad	0
42	Petty cash J.V.	Pad	0
43	Declaration Rule-II (Agy.) (68 grams paper 100 sheet each pad A-4 size)	Pad	50
44	Cheque Dishonor Note	Pad	0
45	Medical Proposal Form with Brief sheet (VRG 80 grams 50 sets each pad with numbering 6 pages)	Form	20,000
46	Non Medical Proposal Form with Brief sheet (VRG 80 grams 50 sets each pad with numbering 5 pages)	Form	80,000
47	Area Manager Imprest Voucher(68 grams paper 100 sheet each pad 12"x12")	Pad	5
48	D.C.S. Statement of Remittance (68 grams paper 100 sheet each pad 12"x9")	Pad	0
49	Commission Payment Voucher (68 grams paper 100 sheet each pad 10"x15")	Pad	0
50	P.H.S.- 36 (68 grams paper 100 sheet each pad A-4 Size)	Pad	10
51	Field Medical Card (5.5"x10" Color Card)	Sheet	500
52	Zone Change Advice (PHS) (68 grams paper 100 sheet each pad 9.5"x6")	Pad	0
53	Debit Credit Note	Pad	0
54	Attendance Sheet (Office) (68 grams paper 14"x17.5")	Sheet	500
55	Claim Deptt. Calculation sheet	Pad	0
56	Medical Bill New Business	Pad	10
57	Inter Zone Current A/C Statement	Pad	0
58	Payment Voucher (68 grams paper 100 sheet each pad 11"x9" color printing)	Pad	0
59	Application for Renewal (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	50
60	Medical Attendance Certificate	Pad	0
61	Office File Cover (As per specimen)	file	1000
62	Brown Envelopes Policy Bond size (12.5"x10" 80 grams brown paper)	No	5000
63	Brown Envelops File Size (15.5"x12" 80 grams brown paper)	No	2000
64	Brown Envelops Large Size (17.5"x14" 80 grams brown paper)	No	500
65	Envelops 5 x 11 White Imported Paper	No	5000
66	Envelops 9 x 4 White Imported Paper	No	15000
67	Daak Receipt Slip (68 grams paper 100 sheet each pad 5"x7.5")	Pad	200
68	Suspense Payment Voucher (68 grams paper 100 sheet each pad 12"x9")	Pad	0
69	Commission Payment Voucher SO (68 grams paper 100 sheet each pad 15.5"x10")	Pad	0
70	Policy File Cover (350 grams Zaman Card legal Size with imported clip and Tap pasting on folding both side)	file	30,000
71	Loan Assignment Register (68 grams paper 100 sheet each pad 9"x12")	Pad	0
72	Window Envelops (21mm x 15 mm)	No	10,000

73	P.S. Non Medical (VRG 80 grams paper 4 pages printing)	Sheet	13000
74	P.S. Medical (VRG 80 grams paper 4 pages printing)	Sheet	5000
75	Comparative Statement – Revival (68 grams paper 100 sheet each pad 8"x12")	Pad	20
76	Medical Expenses Card (250 grams card 17"x11")	Sheet	100
77	Application for Registration SO,SM Fresh (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	200
78	Death Claim Processing Sheet	Pad	0
79	Annexure " C " (Fresh agency form) (68 grams paper 100 sheet each pad A-4 size)	Pad	50
80	Policy Loan Processing Sheet (68 grams paper 100 sheet each pad 8"x12")	Pad	0
81	Loan Application Form (68 grams paper 100 sheet each pad 8"x12")	Pad	0
82	Leave Card (250 grams card 11.5"x9.5")	Sheet	0
83	Policy Brief Sheet	Sheet	0
84	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	100
85	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	100
86	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
87	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
88	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	100
89	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	100
90	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	0
91	Budget Register sheets (68 grams paper 12"x12")	Pad	10
92	Status Change Advice	Pad	0
93	Declaration N.D Form (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
94	Calculation Sheet Sp.Rev.Auto Paid (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
95	D.P.O -4 Letter (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
96	Covering Letter Death Claim FIB 68 grams paper 100 sheet each pad A-4 Size)	Pad	0
97	Received This F.I.B Claim Form 68 grams paper 100 sheet each pad A-4 Size)	Pad	0
98	Pre-Audit Processing Sheet (68 grams paper 100 sheet each pad 15"x13.5")	Pad	10
99	Death Claim J.V. (68 grams paper 100 sheet each pad 11.5"x12")	Pad	0
100	Area Manager Inspection Report	Pad	0
101	A.M. Confidential Report (68 grams paper 100 sheet each pad double side printing A-4 size)	Pad	300
102	D.G.H (68 grams paper 100 sheet each pad A-4 Size)	Pad	100
103	Zakaat Collection Report (68 grams paper 4 pages printing 9"x10.5" 100 sheet printing)	Pad	0
104	Maturity Claim Check List (68 grams paper 100 sheet each pad 5"x7.5")	Pad	30
105	Under Taking of NIC (68 grams paper 100 sheet each pad 8"x6")	Pad	0
106	Cheque Payment Register (80 grams VRG paper 13.5"x17" with two side printing and with Binding)	Pad	5
107	Attendance Sheet (A.M. Small) (68 grams paper 14"x9")	Sheet	1000
108	Loan Receiving Form (D. V) (68 grams paper 100 double side printing A-4 size)	Pad	50
109	Declaration Issue Duplicate Policy (Annexure-A) (68 grams paper 100 sheet each pad 8"x13.5")	Pad	0
110	Calculation sheet F.I.B (68 grams paper 100 sheet each pad 8"x13.5")	Pad	0
111	Officer Medical Book (68 grams paper sheets each book 4.5"x11")	Pad	20
112	Policy File Card (350 grams card 13"x9.5" both side printing)	Sheet	10,000
113	Bank Schedule (68 grams paper duplicate copy two color 12"x9" 100 sheets each pad	Pad	0

114	Imprest Entry Register (68 grams paper with binding as per sample)	Regis	0
115	Re-Instatement of Policy (68 grams paper 16"x12" 100 sheet each pad)	Pad	5
116	S.R. Recruitment Register (80 gram paper 12.5"x16.5" 200 pages both side printing with binding)	Reg.	3
117	Policy Register (68 grams paper 15.5"x14" 100 sheet each register with binding)	Reg.	0
118	Field Medical Payment (68 grams paper 11"x11" 100 sheet each pad)	Pad	0
119	Field Medical Exp. Voucher (68 grams paper 11"x11" 100 sheet each pad)	Pad	0
120	Staff Medical Books (68 grams paper 100 sheet each book 4.5"x11")	Pad	10
121	Seating & Allied Facility (Voucher) (68 grams paper 11"x11" 100 sheet each pad)	Pad	0
122	First Reminder (68 grams paper A- 4 Size) (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
123	J.V. Register (with binding)	Reg.	0
124	S.V. Zakaat Deduction Register	Regis	0
125	G.P.O. Dispatch Letter (A- Size)	Pad	0
126	P.H.S. - 5 (68 grams paper 100 sheet each pad A- 4 Size)	Pad	0
127	P.H.S. - 7 (68 grams paper 100 sheet each pad A- size)	Pad	0
128	Agent Register (S.O., S.M.) with binding	Reg.	5
129	Personal File Covers (As per specimen)	File	0
130	Family Declaration form (P&GS) Iqrar Nama (68 grams paper 100 sheet each pad A- size)	Pad	0
131	Cash Counter Register (68 grams paper 100 sheet each pad A-4 size)	Pad	5
132	Cash Counter Register Okara (68 grams paper 100 sheet each pad A-4 size)	Pad	5
133	Cash Counter Register Bahawal Nagar (68 grams paper 100 sheet each pad A-4 size)	Pad	5
134	Cash Counter Register Haroon abad (68 grams paper 100 sheet each pad A-4 size)	Pad	5
135	Three Specimen Signature form (68 grams paper 100 sheet each pad)	Pad	50
136	Surrender Motivation Form (68 grams paper 100 sheet each pad A- 4 size)	Pad	120
137	Waiver of Late Fee Form (68 grams paper 100 sheet each pad A- 4 Size paper)	Pad	100
138	Maturity Claim Pre-Receipt (68 grams paper 100 sheet each pad A- 4A-4 Size Paper)	Pad	50
139	Instruction for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A-4 size)	Pad	0
140	Request for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A- 4 size)	Pad	0
141	Re-Guardian Ship Form (68 grams paper 100 sheet each pad A- 4 A- 4 size)	Pad	0
142	Calculation sheet Special Revival of Auto Paid up (68 grams paper 8"x12") paper A-4 Size	Pad	0
143	Special Revival Plan (68 grams paper A-4 size)	Pad	0
144	Indemnity Bond for Issue of Duplicate Policy (68 grams paper 100 sheet each pad A-4 Size)	Pad	5
145	Indemnity Bond for Issue of Duplicate Policy Bond & Surrender (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
146	Indemnity Bond for Release of Maturity Proceeds Under lost Policy (68 grams paper 100 sheet each pad A-4 size)	Pad	5
147	Medical Reimbursement form (68 grams paper 100 sheet each pad A-4 Size)	Pad	5
148	Rent Register (70 grams paper size 11.5"x13")	Pad	2
149	Policy File Issue / Receipt Register with binding	Reg.	5
150	S.M.S. Alert Letter PHS (68 grams paper A-4 Size 100 sheets each pad)	Pad	10
151	Laps Policy Performa A-4 Size 100 sheets each pad 68 gram paper urdu printing	Pad	40
152	Risk Profiling Sheet two side printing 68 grams paper A-4 size paper 100 sheet each pad	Pad	300
153	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	10
156	KYC Form Annexure – A (For third party) 2 pages each set 50 sets in each pad 68 gram paper A- 4 Size.	Pad	30
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	0
159	Declaration Zakaat (Form CZ – 50) A- 4 Size paper 68 grams paper 100 sheet in each pad	Pad	0
160	Personal Accident Claim Form – B, Double side printing 68 grams paper 100 sheets in each pad, A- 4 size paper	Pad	0
161	Personal Accident Claim Form “ A-2” Double side printing 68 grams paper 100 sheets each pad legal size paper	Pad	0

TERMS AND CONDITIONS.

- Security amount must be deposited equal to **2%** 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.
- Rates should be valid for One Year (till 31-12-2024) . Tender closing date 11-03-2024 at 11.00 a.m. Tender opening date 11-03-2024 at 11.30 a.m positively.**
- On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.
- Price must be quoted with G.S.T. as per Govt. Rules.**
- 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.
- Successful bidder will provide the items in State Life Zonal Office situated at 6th Floor Azaan Heights Jahaz Chowk, Sahiwal.
- 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.
 - 01-04-2024 to 30-06-2024 : 1/4th of the whole consignment.
 - 01-07-2024 to 30-09-2024 : 1/4th of the whole consignment.
 - 01-10-2024 to 31-12-2024 : 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 11-03-2024 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 Zone.