

**STATE LIFE****Insurance Corporation of Pakistan
Sahiwal Zone****2nd Floor Sattar Complex
Stadium Road Sahiwal
Ph. 040-9200027
Fax.040-9200024**Dated:- 19th February,2018.**TENDER NOTICE PRINTING STATIONERY # P&GS/02/2018 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 | 60 |
| 5 | Rough Pad (68 grams paper A-4 size 100 sheet each pad) | Pad | 100 |
| 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 | 10 |
| 8 | Petty Cash Voucher (68 grams paper 100 sheet each pad 7.5"x4.7" size) | Pad | 20 |
| 9 | Notice Loss of Policy Bond (68 grams paper 100 sheet each pad 9"x6" size) | Pad | 10 |
| 10 | Adjustment Advice (68 grams paper 100 sheet each pad 7.5"x5") | Pad | 60 |
| 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 | 20 |
| 14 | Request for Photo state (68 grams paper 100 sheet each pad 6.5"x4.5") | Pad | 30 |
| 15 | A.I.B. Claim Processing Sheet (68 grams paper 100 sheet each pad 8.5"x13.5") | Pad | 10 |
| 16 | Medical Attendance Certificate (Form - B) (68 grams paper 100 sheet each pad 8.5"x13.5") | Pad | 10 |
| 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 | 10 |
| 20 | Jevel 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 | 10 |
| 23 | Letter Head (Large) (VRG paper 80 grams 100 sheet each pad) | Pad | 50 |
| 24 | Letter Head (Medium) (VRG paper 80 grams 100 sheet each pad) | Pad | 50 |
| 25 | J.V. Pad (68 grams paper 100 sheet each pad 11"x12") | Pad | 20 |
| 26 | Agency Alteration Advice (68 grams paper 100 sheet each pad 11.5"x9") | Pad | 20 |
| 27 | First Reminder (68 grams paper 100 sheet each pad A-4 size) | Pad | 0 |

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| 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 | 20 |
| 30 | Letter of Acceptance (M.E. Consent.) (68 grams paper 100 sheet each pad 8"x12") | Pad | 100 |
| 31 | Amendment to Proposal (68 grams paper 100 sheet each pad A-4 size) | Pad | 150 |
| 32 | Supplementary to Proposal (68 grams paper 100 sheet each pad A-4 size) | Pad | 20 |
| 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 | 100 |
| 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 | 10 |
| 37 | Nomination Form (Recruitment form) (VRG 80 grams paper 100 sheet each A-4 Size) | Pad | 100 |
| 38 | Annual Statement by Employer (68 grams paper 100 sheet each pad 8"x12") | Pad | 100 |
| 39 | Commission Authority Card | Card | 0 |
| 40 | Second Reminder (PHS) (68 grams paper 100 sheet each pad A-4 size) | Pad | 20 |
| 41 | Audit Observation Memo (68 grams paper 100 sheet each pad A-4 size) | Pad | 20 |
| 42 | Re-Change Organization | Pad | 0 |
| 43 | Petty cash J.V. | Pad | 0 |
| 44 | Declaration Rule-II (Agy.) (68 grams paper 100 sheet each pad A-4 size) | Pad | 100 |
| 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 | 30000 |
| 47 | Non Medical Proposal Form with Brief sheet (VRG 80 grams 50 sets each pad with numbering 5 pages) | Form | 70000 |
| 48 | Area Manager Imp rest Voucher(68 grams paper 100 sheet each pad 12"x12") | Pad | 20 |
| 49 | D.C.S. Statement of Remittance (68 grams paper 100 sheet each pad 12"x9") | Pad | 20 |
| 50 | Commission Payment Voucher (68 grams paper 100 sheet each pad 10"x15") | Pad | 20 |
| 51 | P.H.S.- 36 (68 grams paper 100 sheet each pad A-4 Size) | Pad | 20 |
| 52 | Field Medical Card (5.5"x10" Color Card) | Sheet | 400 |
| 53 | Zone Change Advice (PHS) (68 grams paper 100 sheet each pad 9.5"x6") | Pad | 20 |
| 54 | Debit Credit Note | Pad | 0 |
| 55 | Attendance Sheet (Office) (68 grams paper 14"x17.5") | Sheet | 100 |
| 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 | 100 |
| 60 | Application for Renewal (68 grams paper 8.5"x13.5" 100 sheet each pad) | Pad | 100 |
| 61 | Medical Attendance Certificate | Pad | 0 |
| 62 | Office File Cover (As per specimen) | file | 1000 |
| 63 | Brown Envelopes Policy Bond size (12.5"x10" 80 grams brown paper) | No | 2000 |
| 64 | Brown Envelops File Size (15.5"x12" 80 grams brown paper) | No | 800 |
| 65 | Brown Envelops Large Size (17.5"x14" 80 grams brown paper) | No | 500 |
| 66 | Envelops 5 x 11 White Imported Paper | No | 12000 |
| 67 | Envelops 9 x 4 White Imported Paper | No | 20000 |
| 68 | Dak Receipt Slip (68 grams paper 100 sheet each pad 5"x7.5") | Pad | 50 |
| 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 | 50 |
| 71 | Policy File Cover (350 grams Zaman Card legal Size with imported clip and Tap | file | 60000 |

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| | pasting on folding both side) | | |
| 72 | Loan Assignment Register (68 grams paper 100 sheet each pad 9"x12") | Pad | 0 |
| 73 | Window Envelops (21mm x 15 mm) | No | 50000 |
| 74 | P.S. Non Medical (VRG 80 grams paper 4 pages printing) | Sheet | 15000 |
| 75 | P.S. Medical (VRG 80 grams paper 4 pages printing) | Sheet | 10000 |
| 76 | Comparative Statement – Revival (68 grams paper 100 sheet each pad 8"x12") | Pad | 30 |
| 77 | Medical Expenses Card (250 grams card 17"x11") | Sheet | 800 |
| 78 | Application for Registration SO,SM Fresh (68 grams paper 8.5"x13.5" 100 sheet each pad) | Pad | 90 |
| 79 | Death Claim Processing Sheet | Pad | 0 |
| 80 | Annexure " C " (Fresh agency form) (68 grams paper 100 sheet each pad A-4 size) | Pad | 100 |
| 81 | Policy Loan Processing Sheet (68 grams paper 100 sheet each pad 8"x12") | Pad | 100 |
| 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 wih 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book) | Book | 200 |
| 86 | P.R.Book Renewal Sahiwal(68 grams paper wih 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book) | Book | 100 |
| 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 | 200 |
| 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 | 200 |
| 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 | 100 |
| 95 | Calculation Sheet Sp.Rev.Auto Paid (68 grams paper 100 sheet each pad A-4 Size) | Pad | 10 |
| 96 | D.P.O -4 Letter (68 grams paper 100 sheet each pad A-4 Size) | Pad | 20 |
| 97 | Covering Letter Death Claim FIB 68 grams paper 100 sheet each pad A-4 Size) | Pad | 10 |
| 98 | Received This F.I.B Claim Form 68 grams paper 100 sheet each pad A-4 Size) | Pad | 30 |
| 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 | 5 |
| 101 | Area Manager Inspection Report | Pad | 0 |
| 102 | A.M. Confidential Report (68 grams paper 100 double side printing A-4 size) | Pad | 100 |
| 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 | 5 |
| 105 | Maturity Claim Check List (68 grams paper 100 sheet each pad 5"x7.5") | Pad | 20 |
| 106 | Under Taking of NIC (68 grams paper 100 sheet each pad 8"x6") | Pad | 20 |
| 107 | Cheque Payment Register (80 grams VRG paper 13.5"x17" with two side printing and with Binding) | Pad | 5 |
| 108 | Attendance Sheet (A.M. Small) (68 grams paper 14"x9") | Sheet | 200 |
| 109 | Loan Receiving Form (D. V) (68 grams paper 100 double side printing A-4 size) | Pad | 50 |
| 110 | Declaration Issue Duplicate Policy (Annexure-A) (68 grams paper 100 sheet each | Pad | 10 |

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| | pad 8"x13.5") | | |
| 111 | Calculation sheet F.I.B (68 grams paper 100 sheet each pad 8"x13.5") | Pad | 10 |
| 112 | Officer Medical Book (68 grams paper sheets each book 4.5"x11") | Pad | 20 |
| 113 | Policy File Card (350 grams card 13"x9.5" both side printing) | Sheet | 6000 |
| 114 | Bank Schedule (68 grams paper duplicate copy two color 12"x9" 100 sheets each pad | Pad | 20 |
| 115 | Imprest Entry Register (68 grams paper with binding as per sample) | Regis | 5 |
| 116 | Re-Instatement of Policy (68 grams paper 16"x12" 100 sheet each pad) | Pad | 20 |
| 117 | S.R. Recruitment Register (80 gram paper 12.5"x16.5" 200 pages both side printing with binding) | Reg. | 5 |
| 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 | 10 |
| 120 | Field Medical Exp. Voucher (68 grams paper 11"x11" 100 sheet each pad) | Pad | 10 |
| 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. | 5 |
| 125 | S.V. Zakaat Deduction Register | Regis | 5 |
| 126 | G.P.O. Dispatch Letter (A- Size) | Pad | 5 |
| 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 | 10 |
| 129 | Agent Register (S.O., S.M.) with binding | Reg. | 5 |
| 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 | 10 |
| 132 | Cash Counter Register (68 grams paper 100 sheet each pad A-4 size) | Pad | 0 |
| 133 | Cash Counter Register Okara (68 grams paper 100 sheet each pad A-4 size) | Pad | 0 |
| 134 | Cash Counter Register Bahawal Nagar (68 grams paper 100 sheet each pad A-4 size) | Pad | 0 |
| 135 | Cash Counter Register Haroon abad (68 grams paper 100 sheet each pad A-4 size) | Pad | 0 |
| 136 | Three Specimen Signature form (68 grams paper 100 sheet each pad) | Pad | 50 |
| 137 | Surrender Motivation Form (68 grams paper 100 sheet each pad A- 4 size) | Pad | 50 |
| 138 | Waiver of Late Fee Form (68 grams paper 100 sheet each pad A- 4 Size paper) | Pad | 50 |
| 139 | Maturity Claim Pre-Receipt (68 grams paper 100 sheet each pad A- 4A-4 Size Paper) | Pad | 20 |
| 140 | Instruction for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A-4 size) | Pad | 20 |
| 141 | Request for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A- 4 size) | Pad | 20 |
| 142 | Re-Guardian Ship Form (68 grams paper 100 sheet each pad A- 4 A- 4 size) | Pad | 10 |
| 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 | 5 |
| 146 | Indemnity Bond for Issue of Duplicate Policy Bond & Surrender (68 grams paper 100 sheet each pad A-4 Size) | Pad | 5 |

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| 147 | Indemnity Bond for Release of Maturity Proceeds Under lost Policy (68 grams paper 100 sheet each pad A-4 size) | Pad | 10 |
| 148 | Declaration (Form CZ-50) (68 grams paper 100 sheet each pad A-4 Size) | Pad | 0 |
| 149 | Rent Register (70 grams paper size 11.5"x13") | Pad | 10 |
| 150 | Policy File Issue / Receipt Register with binding | Reg. | 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 on the spot 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 14-03-2018 at 11.00 a.m. Tender opening date 14-03-2018 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.
 - 01-04-2018 to 30-06-2018 : 1/4th of the whole consignment.
 - 01-07-2018 to 30-09-2018 : 1/4th of the whole consignment.
 - 01-10-2018 to 31-12-2018 : 1/4th of the whole consignment.
9. Sealed Tenders duly completed in all respects along with sample articles must be reached to the undersigned by Courier Service/by post **latest by 14-03-2018 at 11.00 a.m** excepted 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.300/- 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 on or all the Tenders.

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 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.