

**STATE LIFE****Insurance Corporation of Pakistan
Sahiwal Zone****2nd Floor Sattar Complex
Stadium Road Sahiwal
Ph. 040-9200027
Fax.040-9200024**Dated:- 8th April,2019.**TENDER NOTICE PRINTING STATIONERY # P&GS/02/2019 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	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	40
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	20
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	10
17	Existence Certificate (F.I.B) (68 grams paper 100 sheet each pad 8.5"x6.5")	Pad	10
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	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	30
24	Letter Head (Medium) (VRG paper 80 grams 100 sheet each pad)	Pad	30
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	10
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	0
30	Letter of Acceptance (M.E. Consent.) (68 grams paper 100 sheet each pad 8"x12")	Pad	70
31	Amendment to Proposal (68 grams paper 100 sheet each pad A-4 size)	Pad	100
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	150
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	5
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	10
41	Audit Observation Memo (68 grams paper 100 sheet each pad A-4 size)	Pad	10
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	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	20000
47	Non Medical Proposal Form with Brief sheet (VRG 80 grams 50 sets each pad with numbering 5 pages)	Form	40000
48	Area Manager Imprest Voucher(68 grams paper 100 sheet each pad 12"x12")	Pad	10
49	D.C.S. Statement of Remittance (68 grams paper 100 sheet each pad 12"x9")	Pad	10
50	Commission Payment Voucher (68 grams paper 100 sheet each pad 10"x15")	Pad	10
51	P.H.S.- 36 (68 grams paper 100 sheet each pad A-4 Size)	Pad	10
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	10
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	2
59	Payment Voucher (68 grams paper 100 sheet each pad 11"x9" color printing)	Pad	60
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	800
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	600
65	Brown Envelops Large Size (17.5"x14" 80 grams brown paper)	No	300
66	Envelops 5 x 11 White Imported Paper	No	10000
67	Envelops 9 x 4 White Imported Paper	No	7000
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	file	50000

	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	10000
74	P.S. Non Medical (VRG 80 grams paper 4 pages printing)	Sheet	8000
75	P.S. Medical (VRG 80 grams paper 4 pages printing)	Sheet	5000
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	100
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	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 wih 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	100
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	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	50
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	10
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	10
99	Pre-Audit Processing Sheet (68 grams paper 100 sheet each pad 15"x13.5")	Pad	20
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 double side printing A-4 size)	Pad	50
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	10
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

	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	10
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	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	50
137	Surrender Motivation Form (68 grams paper 100 sheet each pad A- 4 size)	Pad	30
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	10
140	Instruction for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A-4 size)	Pad	10
141	Request for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A- 4 size)	Pad	10
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

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	20
149	Rent Register (70 grams paper size 11.5"x13")	Pad	10
150	Policy File Issue / Receipt Register with binding	Reg.	15

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 29-04-2019 at 11.00 a.m. Tender opening date 29-04-2019 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.
 - 01-04-2019 to 30-06-2019 : 1/4th of the whole consignment.
 - 01-07-2019 to 30-09-2019 : 1/4th of the whole consignment.
 - 01-10-2019 to 31-12-2019 : 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 29-04-2019 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.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 one 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.