



STATE LIFE INSURANCE CORPORATION
MIR ALAM SHOPPING PLAZA
MANSHERA ROAD JHANGI
ABBOTTABAD.

PH: 0992-9311014
FAX: 0992-9311015

DATE: 25/01/2019

TENDER NOTICE NO. GS/ABTZ/PRIN-SLIC/0001/2019

Sealed tenders are invited from reputable firms general order suppliers registered with Sales Tax Department having own office and fax number (if found contrary the tender/s will be rejected), for the printing of stationery containing various items description/specification of which is available at State Life Insurance Corporation of Pakistan, Zonal Office, Mir Aalam Shopping Plaza Manshera Road Abbottabad.

TERMS AND CONDITIONS:

- 1). Tender will be opened on **18.02.2019** in the office of In charge/Manager (P&GS)/Member Secretary ZPC, Abbottabad Zone at **12:30PM**. in the presence of the bidders who wish to be present.
- 2). The tenders received after the due date and time will not be entertained. Responsibility of in time delivery of tenders rest with the bidders.
- 3). The rate validity of tender will be up to 31st. December 2019 from the date of opening of tender.
- 4). The supply should be made as per schedule. In case of failure, penalty @5% weekly will be imposed on late delivery of the order can be cancelled and earnest money will be forfeited without serving any notice.
- 5). The offers received incomplete and not according to criteria shall not be considered.
- 6). Only those firms should participate who agree to our terms and conditions. **At no cost**, black listed vendors, astray vendors or impersonating vendors will be allowed to participate.
- 7). State Life Insurance Corporation has right to increase or decrease the quantity without consultation as and when required. Similarly items can also be reduced.
- 8). State Life Insurance Corporation of Pakistan has the right to modify the schedule of deliveries. Supply order will be placed keeping in view our requirement and budget position.

- 09). The tenders shall be required to **quote their rates inclusive of all taxes and quoted rate must be in the form of per unit.**
- 10). Any defective delivery will be taken back by supplier at his risk and cost.
- 11). Supplier must be registered with General Sales Tax Department and mention the Sales Tax Registration Number, NTN Number. Also attach clearance certificate of tax on profession and trade from Excise & Taxation Department.
- 12). The envelope should invariably bear the word **TENDER FOR PRINTING STATIONERY.**
- 13). Earnest money must be deposited equal to 5% of the approximate value (noted above) of the tender in form of “Call Deposit Receipts” in favor of State Life Insurance Corporation Abbottabad Zone.
- 14). Deduction at source on account of income tax as per laid down Government policy shall be enforced on all payments.
- 15). Order will be placed in piece meal as and when required to successful bidders, during the period **DATED: 18/02/2019 AND 31/12/2019.**
- 16). State Life reserves the right to accept/reject any or all bids without assigning reason thereof.
- 17). The sealed tenders must reach the under sign **on or before 18/02/2019 but not later than 12:00Noon. Detail attached on annexure “A”**

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. **0992-9311014 Fax No: 0992-9311015.** (Saturday & Sunday Off)

(IMRAN AHMAD KAZI)

Secretary

Zonal Procurement Committee

P&GS Department

State Life Insurance Corporation

Of Pakistan

Mir Alam Shopping Plaza P.O. Jehangi

Mansehra Road, Abbottabad.

Annexure A

S.#	Description of Items
1	Medical Proposal Forms (5 Leaves 10 pages) 80 Gm <i>Imported Paper (best quality)</i> , Size 11*8.5 "
2	Non-Medical Proposal Forms (4 Leaves 8 pages) 80 Gm Imported Paper (best quality), Size 11*8.5
3	Medical Juvenile form 3 pages 80 GM A4 Size
4	Non Medical Juvenile 80 GM A4 Size Double side printing
5	Health Register card 13.5 * 10.5 80 gm (MKTG)
6	Payment Voucher for S&AF 11*9" size 68 gm
7	Medical Expense Reimbursement form 68gm. Legal Size (MKTG)
8	Payment Voucher Marketing 12*11 68 gm.
9	Fresh Recruitment Form (3 pages) Legal Size 68 Gm
10	Sawalnama Form A4 68 gm (MKTG)
11	Nomination form A4 size 68gm.(MKTG)
12	Certificate Form SM & AM A4 Size 68 gm
13	Renewal of Registration (Double Side Printing) Legal size 68 Gm
14	Declaration & Statement form Legal Size (68 Gm)
15	Rule 11 form (Agcy) Legal Size 68 Gm

16	SA&F Form A4 Size 68 gm.
17	Requirement Letter for SR Appointment 68 Gm A4 Size
18	Renewal of Registration Letter/Notices A4 size (68 gm)
19	DP - 04 A Performa 68 gm Legal size
20	Attachment / Detachment Letter SO/SM A4 Size 68 gm
21	Attachment / Detachment Letter SR A4 Size 68 gm
22	File Cover (Bleech Card) Steel Clip with agent data printing
23	Coding Register (10 x 14) 80 gm 400 Leaves
24	Audit Progress report Legal size 70 gm
25	Audit Observation Sheet 10*7 68 gm
26	SM Confidential Report(68 GM) Legal Size
27	Proposal Position Register 13*8 size 80gm. 400 pages
28	ND Declaration for Revival of policies 68gms Legal size
29	File Cover (Bleech Card) with State Life Monogram & with steel clip
30	N D Endorsement 68gm. Legal size
31	Policy Issuing Register 13*8 size 80gm. 400 pages
32	Policy Envelop (Size 13 x 10)

33	Medical Fee Performa Legal Size 68 gm (Double Side Printing (MKTG)
34	Requirement Letter (500 Pages per pad) A4 Size 68 Gm
35	Policy File Cover with plastic tape from Top with Steel Clip12*8.75" from one side
36	Maturity Claim form A4 Size 68 Gm
37	Maturity Cheque Covering Letter A4 Size 68 gm
38	Maturity Requirement Letter A4 Size 80 gm.
39	Death Claim Covering Letter A4 Size 80gm.
40	Claim Form A (Dawidar Ka Bayan) 80 Gm A4 Size Containing 2 Pages
41	Claim Examiner Report Legal Size 80GM
42	Medical Attendant Certificate Containing 2 pages 80 Gm A4 Size
43	Claim Form – C (Sanad e Shanakht) 80 Gm A4 Size
44	CLAIM Form "AJAR KE SANAD" 80 Gm A4 Size
45	Covering Letter of D.V. (Urdu) A4 Size 80gm (Claim)
46	Discharge Voucher legal Size 68 gm (Claim)
47	Cheque Covering letter to Zonal Head A4 68 GM (Claim)
48	Cheque Covering Letter to Bank Legal Size 68gm. (Claim)
49	Urdu Letter (JAWAB e ARZ) A4 Size 80 gm.

50	AIB Covering Letter Legal Size 68 GM
51	Claimants Statement (Legal Size) 68 gm. Containing 2 Pages
52	Medical Certificate A4 Size 68gm. (Containing 2 Pages
53	Cancellation Revalidation stubs 7*9 Size 68gms
54	Declaration of Good health (DGH) A4 Size 68gms
55	Application for Revival (Non Medical) Double side printing 4 pages A4 Size 80gms
56	Application for Revival (Medical) Double side printing 4 pages 80gms A4 size
57	Requirement Letter 3pages (3color) legal size 55gm. Flying paper
58	Pre Receipt Discharge Voucher A4 size 68gm (Claim)
59	Cheque Dish. Intimation letter legal size 68 gm.
60	Three Specimen Signature letter 68gms A4 size (Claim)
61	Acknowledgement Receipt 68gms 7*6 size (Policy Documents)
62	Surrender paid Register 13*8 size 200 pages 80 gm.
63	Surrender Covering letter (Urdu) 68gms A4 size
64	Surrender Sector Head Performa legal size 68GM
65	Policy Request Letter A4 size 68 gm.
66	Surrender Cheque Covering letter A4 size 68 gm

67	Manual Surrender Voucher legal size 68GM
68	Loan application form 68gms legal size
69	Loan Assignment letter 8*5+6*5 size 68 gm
70	Loan Schedule 68gm. Legal Size
71	Continuation of Previous Assignment Legal Size 68 gm.
72	Loan Cheque covering letter (Urdu) 68gms A4 size
73	Loan & Interest Calculation Sheet (color paper) A4 size 80 gm.
74	Three Specimen Signature letter for loan double side 68gms A4 size
75	Option Change Letter 68gm A4 Size
76	Loan Intimation & Requirement Letter Legal Size 68 gm.
77	Special Revival Plan (legal size 68 gm.)
78	Special Revival Requirement Letter (A4 size 80 gm.
79	Special Revival endorsement 68gms A4 size
80	Special Revival Reinstatement of policy (A4 size 68gm.
81	Policy Transfer Letter A4 size 68 gm.
82	N.O.C. for transfer of policy (A4 size) 80gm.
83	Change of Nomination letter 68gm A4 size PHS

84	Change in policy letter 68gm. A4 size PHS
85	Premium deposit slip A4 size 68 gm. PHS
86	Complaint against Policy legal size 68Gm
87	Indemnity Bond legal size 68GM
88	Affidavit legal size 68GM
89	Cheque Intimation Letter to NB A4 size 68gm
90	Loan & Advances Register 80 Gm Size 13*9.5 " (Double Side Printing) 250 Leaves (PAYROLL)
91	Petty Cash adjustment Register 2 pages color graphing 11*11(80 gm)
92	Schedule Book 4 color 400 pages 7 x 9 55 Gm
93	Cheque Register for Commission Section
94	PR Books (4 color 400 pages) 6 x 8 (55 Gm)
95	Daily Collection Statement legal Size 68 Gm (DCS)
96	Cheque Issued Advice Legal Size 68 gm
97	Cheque Realization Pad F&A legal size 68GM
98	Credit note / Debit Note 68GM Legal size
99	Inter Office current account statement 68gm. Legal size
100	SMS Alert paid legal size 68 GM

101	B.M. Book (7.5 x 4) 55 GM Triplicate included carbon
102	Dr. consultation slip 12*6 68 gm.
103	Reference slip 12*6 - 68gm (double side printing)
104	Prescription slip 12*6 68gm (double side printing)
105	Medical Expense Reimbursement form 68gm. Legal Size
106	Medical Declaration Form (double side printing) Legal Size 68 gm.
107	Iqrar Nama form 80gm legal size double side printing (Medical Cell)
108	Health card 13*10 size 80gm (double side printing) (Ledger P&GS)
109	Photo requisition slip 6*5 (68gm)
110	Stationery demand form 8*10 size (68gm)
111	Leave application form A4 size (68gm)
112	Late Sitting form A4 size (68gm)
113	Tour approval form A4 size (68gm)
114	Application for two months salary advance legal size 68gm
115	Petty cash voucher A4 size 68gm.
116	J.V. form 12*11size 68gm
117	G.D.V. Form legal size 68gm (double side printing)

118	Overtime form 13*8 size 68gm
119	Travelling Performa 13*8 size 70gm
120	Courier service ledger 15*9.5 size 80gm (double side printing)250 leaves 500 pages
121	Letter Register 15*10 size 80gm (double side printing 250 leaves 500 pages (or Chq Deposit Reg)
122	Envelop 7*4.5 size White Window 80 gm
123	Envelope 8.5*5.5 size White window 80gm
124	Envelope 9*4 size Brown 70gm
125	Envelope 11*5 size Brown 70gm
126	Envelope 12*10 size Brown 70gm
127	Envelope 18*15 Brown 70gm
128	Envelope 18*15 Brown (with cloth)
129	General Pad A4 size 80gm
130	General Pad A4 size 68gm.
131	General Pad Legal size 80gm
132	General Pad Legal size 68gm.
133	Circular 4 color Art paper 115 gm Legal Size
134	Circular 3 color Art paper 115gm legal size

135	Circular 2 color Art paper 115gm legal size
136	Circular 1 color Art paper 115gm legal size
137	Follow Up Register PHS size 11.5" x 18" 68gm
138	Proposal Register 500 pages size 13" x 12.1"
139	Medical Expenses card Area Managers size 13" x 11" x 100 pages fine quality White color
140	Medical Expenses card Rtd Officers size 13" x 11" x 50 pages fine quality Orange color
141	Health Card size 13" x 11" x 100 pages 300gm

S.#	Item Description	12
142	Pad, Legal Size, 55 gm, 1 color	
143	Pad, Legal Size, 55 gm, 2 color	
144	Pad, Legal Size, 68 gm, 1 color	
145	Pad, Legal Size, 68 gm, 2 color	
146	½ Legal Size, 55 gm, 1 color	
147	½ Legal Size, 55 gm, 2 color	
148	½ Legal Size, 68 gm, 1 color	
149	½ Legal Size, 68 gm, 2 color	
150	A4 Size, 55 gm, 1 color	
151	A4 Size, 55 gm, 2 color	
152	A4 Size, 68 gm, 1 color	
153	A4 Size, 68 gm, 2 color	
154	½ A4 Size, 55 gm, 1 color	
155	½ A4 Size, 55 gm, 2 color	
156	½ A4 Size, 68 gm, 1 color	
157	½ A4 Size, 68 gm, 2 color	
158	1/5 Size, 7 ½ X 10, 55 gm, 1 color	
159	1/5 Size, 7 ½ X 10, 55 gm, 2 color	
160	1/5 Size, 7 ½ X 10, 68 gm, 1 color	
161	1/5 Size, 7 ½ X 10, 68 gm, 2 color	
162	Journal Voucher-Ledger paper Green color size 12"x12" 70gm	
163	Rough Pad size 11"x8.5"	
164	Policy File cover with 300 gram weight + 3 ½" Cloth size 15"x10"	
165	Payment voucher size 11"x8.5" x 100 Pages 70gm	
166	Daily Collection report, 1x3x50 (w+w+w) size 16.5"x12.5" x 200 pages 70gm	
167	Envelop 10x12- khaki window 70gm	
168	Appointment as sales rep size 11"x8.5" x 100 pages68gm	
169	Juvenile Report size 11"x8.5" x 100 pages68gm	
170	First Reminder size 11"x8.5" x 100 pages68gm	
171	2nd. Reminder size 11"x8.5" x 100 pages68gm	
172	Registered Reminder size 11"x8.5" x 100 pages68gm	
173	Provisional Report 1x4x100 (NCR Paper) size 8.5" x 6" x 4 x 100 pages	
174	Envelop 14x8 with cloth 70gm	
175	Certification in lieu of off. Receipt size 6" x 4" x 100 pages 68gm	
176	Book of UBL A/C NCR Paper size 8.5" x 6" x 4 x 100 pages	
177	Entry Card size 11" x 8.5" 80gm	
178	Daily Cash Collection Statement register size 16.5" x 12.5" x 200 pages	
179	Application for Revival (Medical) Form size 23" x 8.5" (double side printing) 68gm	
180	Application for Revival (Non-Medical) size 23" x 8.5" (double side printing)68gm	
181	Claim Payment Voucher size 11" x 8.5" x 100 pages 70gm	
182	File cover 300 gm Bleach Board size 14" x 10"	
183	Progress sheet of IAD size 13" x 8.5" x 100 pages 70gm	
184	Sales Representative Register size 13" x 11" x 200 pages 80gm	
185	Envelop Khaki 11 x 15 70gm	
186	Cheque Payment Book size 12" x 11" x 200 pages	
187	Medical Expenses card officers size 13" x 11" x 100 pages fine quality 80gm Yellow color	
188	Medical Expenses card staff size 13" x 11" x 100 pages fine quality 80gm Blue color	
189	Prescription form size 11" x 4" x 100 pages 68gm	
190	Medical Bill form size 11" x 4" x 100 pages68gm	
191	Observation Memo size 13" x 8.5" x 100 pages 70gm	
192	Follow Up Register PHS size 11.5" x 18" 68	

193	Proposal Register 500 pages size 13" x 12.1" 70gm
194	Certificate Form SM & AM A4 Size 68 gm

Secretary

Zonal Procurement Committee
P&GS Department
State Life Insurance Corporation
Of Pakistan
Mir Alam Shopping Plaza P.O. Jhangi
Mansehra Road, Abbottabad

**TO BE SUBMITTED BY THE FRIM / SERVICE PROVIDER
ON THEIR LETTER HEAD**

Annexure "A"

INCHARGE (P&GS),
State Life Insurance Corp.of Pakistan,
Mir Alam Shopping Plaza Manshera Road
ABBOTTABAD.

SUB:- TENDER NOTICE NO.GS/ ABTZ/ OLS/04/2018
PURCHASE OF COMPUTER S, PRINTERS AND UPS.

Dear Sir,

Having gone through the Tender Document, terms & conditions, we hereby offer to provide the above services for a total amount of Rs._____ (Rupees _____) as per Tender Document attached.

PO/DD/DR/CDR No. _____ dated _____ from
_____ Bank for Rs. _____ is enclosed as
Earnest Money/Security Deposit.

Thanking you,

Yours faithfully,

For and on behalf of Firm / Service Provider

Seal of Firm / Supplier with Signature

VENDOR/ SELLER PROFILE

Annexure "B"

Name of Vendor/ Bidder _____

Registered Address _____

Telephone No. _____

Cell No. _____

Fax No. _____

E-Mail _____

Name of Official _____
(Who will represent vendor/
seller on the day of tender
opening)

NTN No. _____

Sales Tax No. _____

Vendor/ Sellers Signature _____

CNIC No. _____

