

TENDER NOTICE NO.02/2016 for General printing

Sealed financial bids are invited from reputable “A” class printers (who possess the press declaration) registered with Sales Tax Department, having Press Declaration, own offices and phone/fax numbers, (if found contrary the tender will be rejected), for the printing of general items whole year 2016, as per following specifications: -

S #	Description of Items.	Specification/ paper Gramage	Quantity
1	Non-Medical Form.	80 gram good Quality paper	30000
2	Full Medical Form.	80 gram good Quality paper	10000
3	Policy Brief Sheet	80 gram good Quality paper	20000
4	ZUC Brief Sheet	80 gram good Quality paper	5000
5	Non Medical Revival in 2 Colors printing	80 gram good Quality paper	4000
6	Medical Revival in 2 Colors printing	80 gram good Quality paper	1000
7	Policy file covers	350 gram bux-board imported card	25000
8	Office file covers	Liner card imported	2000
9	Windows Envelops with office monogram	Craft Paper A Quality	200000
10	Envelops size 9*4 with office monogram	Craft Paper A Quality	10000
11	Envelops size 11*5 with office monogram	Craft Paper A Quality	5000
12	Envelopssize10*12 with office monogram	Craft Paper A Quality	3000
13	Envelop XRay size with office monogram	Craft Paper A Quality	1000
14	Letter Heads (Each pad of 100 pages)	80 gram good Quality paper	200 pads
15	Loan Register	70 gram paper 200 pages	2
16	Policy Register lather binding	70 gram paper 300 pages	4
17	Proposal Register lather binding	70 gram paper 300 pages	4
18	Cheque deposit slip 1+3	NCR paper	200 books
19	GeneralRegister lather binding	70 gram paper 200 pages	10
20	(PHS) Receipt book100 pages in duplicate	68 gram paper	300 books
21	N-20 (Each pad of 100 pages)	68 gram paper	300 pad
22	DGH (Each pad of 100 pages)	68 gram paper	300 pad
23	PR book 100 pages1+3	NCR paper	300 books
24	Commission payment voucher (Each pad of 100 pages)	68 gram paper	300 pads
25	General Payment voucher (Each pad of 100 pages)	68 gram paper	300 pads
26	General Printing on one side paper Size 12*12	68 gram (Each pad of 100 pages)	On demand
27	General Printing on one side paper Size 8*13	68 gram (Each pad of 100 pages)	On demand
28	General Printing on one side paper Size 9*11	68 gram (Each pad of 100 pages)	On demand
29	General Printing on one side paper Size 7*10	68 gram (Each pad of 100 pages)	On demand
30	General Printing on both sides paper Size 12*12	68 gram (Each pad of 100 pages)	On demand
31	General Printing on both sides paper Size 8*13	68 gram (Each pad of 100 pages)	On demand
32	General Printing on both sides paper Size 9*11	68 gram (Each pad of 100 pages)	On demand
33	General Printing on both sides paper Size 7*10	68 gram (Each pad of 100 pages)	On demand
34	File Card	300 gram bux board card double paste.	3000
35	Attendance Sheet two colors	68 gram paper	1000
36	Death Claim Register 23*36 200 pages lather binding	80 gram paper	2
37	Policy loan register 17*13	80 gram paper	2
38	UT (Each pad of 100 pages)	68 gram paper	200 pad

39	Payment Vouher (Each pad of 100 pages)	68 gram paper	50 pad
40	Medical Register lather binding	70 gram paper 200 pages	3
41	Medical reference slip book 100 pages1+1	NCR paper	100 books
42	Medical Expenses card	300 gram bux board card.	1000

Delivery Schedule: -

Within 10 days issuance of work order. Order will be placed on quarterly basis or whenever needed.

- 2) The copy of Specimen of each form is available at the office of undersigned and may be seen/ got during office hours.
- 3) The bidder must submit an earnest money of Rs. 20000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan, which shall be returned to the unsuccessful bidders immediately and to the successful bidder after satisfactorily completion of 01 year i.e. 2016. The bids must reach to the office of the undersigned on or before 10th February 2016 at 11:00 a.m.
- 4) Bids will be opened on 10th February, 2016 @ 11.30 a.m. at the office of Incharge (Personnel & General Services), State Life Zonal Office, Ground Floor, State Life Building, Minara Road, Sukkur, in the presence of those bidders or their authorized agents, who wish to be present at the occasion.
- 5) The envelope should bear the “General Printing 2016”.
- 6) Competent Authority reserves the right to accept/reject any/all bids assigning reason thereof.

(SECRETARY)
Zonal Procurement Committee,
State Life Insurance Corporation,
of Pakistan, Zonal Office,
P&GS Department,
Ground Floor, State Life Building.
Minara Road,
Sukkur.
Phone # 071-9310506