



STATE LIFE

INSURANCE CORP. OF PAKISTAN

PESHAWAR ZONE

Tender Notice No. Printing/P&GS/PSH/001/2016

Sealed Financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms/Printers having own Office Phone/Fax Number (if found contrary the tender will be rejected) for the following Printing Items on below mentioned terms and conditions for the year 2016:

S.#	Description of Items	Qty	Delivery Schedule 2016	Closing Date and Time of Bids for Submission	Opening Date & Time of Bids
1	Medical Proposal Forms (5 Leavs 10 pages) 80 Gm <i>Imported Paper (best quality), Size 11*8.5 "</i>	30000 Sets	Within 15 days after placement of supply order	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
2	Non-Medical Proposal Forms (4 Leaves 8 pages) 80 Gm Imported Paper (best quality), Size 11*8.5	60000 Sets	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
3	Medical Juvenile form 3 pages 80 GM A4 Size	500 Sets	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
4	Non Medical Juvenile 80 GM A4 Size Double side printing	500 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
5	Health Register card 13.5 * 10.5 80 gm	500 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
6	Payment Voucher for S&AF 11*9" size 68 gm	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
7	Medical Expense Reimbursement form 68gm. Legal Size	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
8	Payment Voucher Marketing 12*11 68 gm.	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
9	Fresh Recruitment Form (3 pages) Legal Size 68 Gm	60 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
10	Sawalnama Form A4 68 gm	60 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
11	Nomination form A4 size 68gm.	60 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
12	Certificate Form SM & AM A4 Size 68 gm	60 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
13	Renewal of Registration (Double Side Printing) Legal size 68 Gm	60 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
14	Declaration & Statement form Legal Size (68 Gm)	60 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
15	Rule 11 form (Agcy) Legal Size 68 Gm	60 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
16	SA&F Form A4 Size 68 gm.	10 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
17	Requirement Letter for SR Appointment 68 Gm A4 Size	40 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
18	Renewal of Registration Letter/Notices A4 size (68 gm)	30 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
19	DP - 04 A Proforma 68 gm Legal size	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
20	Attachment / Detachment Letter SO/SM A4 Size 68 gm	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)

21	Attachment / Detachment Letter SR A4 Size 68 gm	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
22	File Cover (Bleech Card) Steel Clip with agent data printing	3000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
23	Medical Declaration Form (double side printing) Legal Size 68 gm.	05 Nos	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
24	Coding Register (10 x 14) 80 gm 400 Leaves	06 Nos	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
25	Audit Progress report Legal size 70 gm	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
26	Audit Observation Sheet 10*7 68 gm	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
27	SM Confidential Report(68 GM) Legal Size	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
28	Proposal Position Register 13*8 size 80gm. 400 pages	15 Registers	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
29	Policy Issuing Register 13*8 size 80gm. 400 pages	15 Registers	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
30	Policy Envelop (Size 13 x 10)	25000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
31	Medical Fee Proforma Legal Size 68 gm (Double Side Printing	15 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
32	Requirement Letter (500 Pages per pad) A4 Size 68 Gm	30 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
33	Policy File Cover with plastic tape from Top with Steel Clip12*8.75" from one side	25000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
34	Maturity Claim form A4 Size 68 Gm	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
35	Maturity Cheque Covering Letter A4 Size 68 gm	50 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
36	Maturity Requirement Letter A4 Size 80 gm.	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
37	Death Claim Covering Letter A4 Size 80gm.	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
38	Claim Form A (Dawidar Ka Bayan) 80 Gm A4 Size Containing 2 Pages	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
39	Medical Attendant Certificate Containing 2 pages 80 Gm A4 Size	40 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
40	Claim Form – C (Sanade Shanakht) 80 Gm A4 Size	40 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
41	CLAIM Form "AJAR KE SANAD" 80 Gm A4 Size	40 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
42	Covering Letter of D.V. (Urdu) A4 Size 80gm	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
43	Discharge Voucher legal Size 68 gm	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
44	Cheque Covering letter to Zonal Head A4 68 GM	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
45	Cheque Covering Letter to Bank Legal Size 68gm.	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
46	Urdu Letter (JAWAB ARZ) A4 Size 80 gm.	300 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
47	AIB Covering Letter Legal Size 68 GM	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
48	Claimants Statement (Legal Size) 68 gm. Containing 2 Pages	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
49	Medical Certificate A4 Size 68gm. (Contaning 2 Pages	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
50	Cancellation Revalidation stubs 7*9 Size 68 gms	200 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)

51	Declaration of Good health (DGH) A4 Size 68gms	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
52	Application for Revival (Non Medical) Double side printing 4 pages A4 Size 80 gms	10000 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
53	Application for Revival (Medical) Double side printing 4 pages 80gms A4 size	2000 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
54	Requirement Letter 3pages (3color) legal size 55gm. Flying paper	200 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
55	Pre Receipt Discharge Voucher A4 size 68gm	20pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
56	Cheque Dish. Intimimation letter legal size 68 gm.	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
57	Three Specimen Signature letter 68gms A4 size	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
58	Acknowledgement Receipt 68gms 7*6 size	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
59	Surrender paid Register 13*8 size 200 pages 80 gm.	5 Registers	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
60	Surrender Covering letter (Urdu) 68gms A4 size	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
61	Policy Request Letter A4 size 68 gm.	400 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
62	Surrender Cheque Covering letter A4 size 68 gm	200 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
63	Loan application form 68gms legal size	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
64	Loan Assignment letter 8*5+6*5 size 68 gm	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
65	Loan Schedule 68gm. Legal Size	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
66	Continuation of Previous Assignment Legal Size 68 gm.	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
67	Loan Cheque covering letter (Urdu) 68gms A4 size	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
68	Loan & Interest Calculation Sheet (color paper) A4 size 80 gm.	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
69	Three Specimen Signature letter for loan 68gms A4 size	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
70	Option Change Letter 68gm A4 Size	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
71	Loan Intimation & Requirement Letter Legal Size 68 gm.	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
72	Special Revival Plan (legal size 68 gm.)	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
73	Spical Revival Requirement Letter (A4 size 80 gm.	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
74	Special Revival endorsement 68gms A4 size	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
75	Special Revival Reinstatement of policy (A4 size 68gm.	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
76	Policy Transfer Letter A4 size 68 gm.	15 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
77	ND Declaration for Revival of policies 68gms Legal size	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
78	N.O.C. for transfer of policy (A4 size) 80gm.	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
79	N D Endorsement 68gm. Legal size	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
80	Change of Nomination letter 68gm A4 size	5 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
81	Change in policy letter 68gm. A4 size	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
82	Premium deposit slip A4 size 68 gm.	10 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
83	Reconciliation Pad Legal Size 63 Gm	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
84	Cheque Intimation Letter to NB A4 size 68gm	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
85	Loan & Advances Register 80 Gm Size 13*9.5 * (Double Side Printing) 250 Leaves	2 ledger	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
86	Petty Cash adjustment Register 2 pages color graphing 11*11(80 gm)	3 Registers	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
87	Schedule Book 4 color 400 pages 7 x 9 55 Gm	2000 Books	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
88	PR Books (4 color 400 pages) 6 x 8 (55 Gm)	2000 books	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
89	Daily Collection Statement legal Size 68 Gm	300	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
90	Cheque Issued Advice Legal Size 68 gm	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
91	Credit note 68GM Legal size	25pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
92	Debit Note 68 gm Legal size	25Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
93	Inter Office current account statement 68gm. Legal size	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)

94	B.M. Book (7.5 x 4) 55 GM Triplicate included carbon	200 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
95	Dr. consultation slip 12*6 68 gm.	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
96	Reference slip 12*6 - 68gm (double side printing)	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
97	Prescription slip 12*6 68gm (double side printing)	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
98	Medical Expense Reimbursement form 68gm. Legal Size	30 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
99	Iqrar Nama form 80gm legal size double side printing	1000 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
100	Health card 13*10 size 80gm (double side printing)	400 card	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
101	Photo requisition slip 6*5 (68gm)	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
102	Stationery demand form 8*10 size (68gm)	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
103	Cheque covering letter 8*6 (68gm)	50 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
104	Leave application form A4 size (68gm)	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
105	Late Sitting form A4 size (68gm)	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
106	Tour approval form A4 size (68gm)	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
107	Application for two months salary advance legal size 68gm	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
108	Petty cash voucher A4 size 68gm.	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
109	J.V. form 12*11 size 68gm	1000 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
110	G.D.V. Form legal size 68gm (double side printing)	2000 Pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
111	Overtime form 13*8 size 68gm	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
112	Travelling proforma 13*8 size 68gm	20 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
113	Courier service ledger 15*9.5 size 80gm (double side printing) 250 leaves 500 pages	2 Register	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
114	Letter Register 15*10 size 80gm (double side printing) 250 leaves 500 pages	2 Register	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
115	Envelop 7*4.5 size White Window 80 gm	200000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
116	Envelope 8.5*5.5 size White window 80gm	200000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
117	Envelope 9*4 size Brown	50000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
118	Envelope 11*5 size Brown	50000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
119	Envelope 12*10 size Brown	50000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
120	Envelope 18*15 Brown	2000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
121	Envelope 18*15 Brown (with cloth)	1000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
122	File Cover (Bleech Card) with State Life Monogram & with steel clip	3000	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
123	General Pad A4 size 80gm	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
124	General Pad A4 size 68gm.	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
125	General Pad Legal size 80gm	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
126	General Pad Legal size 68gm.	100 pads	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
127	Circular 4 color Art paper 115 gm Legal Size	2000 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
128	Circular 3 color Art paper 115gm legal size	2000 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)
129	Circular 2 color Art paper 115gm legal size	2000 forms	= do =	01.06.2016 11:00 (AM)	01.06.2016 11:30 (AM)

TERMS & CONDITIONS:

1. Bids should be sent along with a Pay Order / Bank Draft of the 2% of the value in favour State Life Insurance Corporation of Pakistan, Peshawar Zone as earnest money which will be returned immediately after completion of ZPC process to the un-successful bidders. No tender will be acceptable without earnest money.
2. The Specimen of the Forms /Documents/Items are available in the office of Incharge (P&GS) State Life Peshawar Zone which can be inspected during the office hours. Please note that all samples on request cannot be dispatched via DAK / Courier upon request.
3. The rates should be valid for 1 Year. No increase of rates will be acceptable after the submission of tender.
4. On finding sub-standard quality as and when noticed during process, the deposit security will be forfeited in favor of the Corporation and the tender will be cancelled.
5. The Firm/Suppliers in question will be bound to supply the required items within 15 days from the issuance date of supply order, on the address provided when ordered. The mentioned tender is for a period of 1 Year and all the orders will be placed accordingly to our budget and need throughout the year. It will be responsibility of contractor to deliver the order to 3rd Floor SLIC Building Peshawar All and / any cost of transportation to Office will be responsibility of the contractor and no additional charges will be given.
6. The bidders should attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to bidders on lowest item rates.
7. The envelopes should be marked as "QUOTATION FOR PRINTING" and properly sealed. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post during Office hours i.e. 09:00 am to 05:00 pm except Saturday and Sunday till the closing date / time as mentioned above.
8. The order placed will be subjected to Income and other Government Taxes.
9. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
10. The firm has to submit an affidavit being not black listed, from any department /organization.
11. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.
12. The number of quantity of items may decrease keeping in view the available budget.
13. Bids will be opened in the office of Manager (Personnel & General Services), State Life, 3rd Floor, State Life Building, 34 – The Mall Peshawar Cantt, on the date and time as specified above in the presence of those bidders or their authorized agents, who wish to be present at the occasion of opening of bids.

For further details the undersigned may be contacted during working hours in person or telephonically.

SECRETARY

Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Peshawar Zone, State Life Building, 3rd Floor
34 The Mall, Peshawar Cantt
Contact: 091-9211588 /091-9211576-79
Fax: 091-9211580
Email: pgspszhn@statelife.com.pk