

TENDER NOTICE (PRINTING, STATIONERY & Misc. Items) # P&GS/RAO-01A,01B, 01C & 01D-2017.

The Federal Government owned Autonomous Corporation invites sealed Tenders valid for the whole year 2017 with effect 01.01.2017 to 31.12.2017 from Printers/Stationer and General order Suppliers for supply of specified printing, Stationery & Misc. items on the below noted terms and conditions:-

The total value of the tender is estimated about **01A Rs.02 Million, 01B Rs.02 Million & 01C Rs.01 Million 01D Rs.1.5 Million**

TERMS AND CONDITIONS

- A. Security amount must be deposited equal to 5% each Slab separately of applied bidding items in the form of CDR by the bidders against receipt.
- B. The successful bidder will provide 10% of qualifying items in form of CDR as Performance Security against the replacement of already submitted CDR (5%).
- C. If the firm supplies sub-standard printing & Stationery items during the period of agreement, the security deposited may be forfeited in the favor of Corporation and legal action will be taken against him.
- D. The firm will be bound to supply the required items at 6th Floor, State Life Building, 2-Liaqat Road, Faisalabad on the very short notice preferably in the 1st week of each quarter – 2017 against purchase order.
- E. The bidder will have to attach copies of their Company Profile, Experience Certificate, Managerial Capacity, Financial Position, Active NTN & STN with the tender. This is the Evaluation Criteria for prequalification of Bidders.
- F. Income Tax & Sale Tax will be Applicable / Deducted according to (F B R) policies (Govt. of Pakistan).
- G. The sealed quotation must be reached, by post/courier/by hand to Manager (P&GS), State Life Insurance Corporation of Pakistan, 6th Floor, State Life Building, 2-Liaqat Road, Faisalabad up to 11.00 a.m on 16-03-17 or may drop the respective bid in the quotation box available at 6th floor. The time of opening the bid before the representative of the firms/supplier will be **11:30 a.m (sharp) on 16-03-17.**The envelope must bear the quotation for **Printing, Stationery or Misc. items** at its right corner for identification.
- H. The State Life reserves the right to cancel any bid or bids without assigning any reason. The quantity of items mentioned in tender may be less or excess during 01.01.2017 to 31.12.2017.
- I. The quotation must elaborate only the unit cost including all Taxes of the specified items.
- J. The payment will be made by cheque on receipt of shipment.
- K. All Printers are required to print Reference No. (Date etc.) on each page every time provided by P&GS Department.

L. Every bidders required to submit sample of each applied items for quality analysis, these samples are returnable to unsuccessful bidders.

M. For specification of printing, Stationery & Misc. Items please contact the undersigned.

Deptt./Organization	P&GS/State Life Ins. Corporation of Pakistan Faisalabad Zone.
Tender Title	Printing, Stationery & Misc. Items
Method of Procurement	Single Stage-One Envelop Procedure
Criteria for Evaluation	Lowest Evaluated Bid
Tender Enquiry No.	P&GS/RAO-<u>01A</u>,<u>01B</u>, <u>01C</u>&<u>01D</u> /2017
Tender Description/Specification	Specified Printing, Stationery & Misc. Items As per detailed attached
Tender Opening/Closing date	16-03-2017.
Tender closing time	11:00 A.M hours
Tender opening time	11:30 A.M hours
Person to be contacted	Muhammad Iqbal Sial Manager (P&GS) SLIC, 6th Floor, State Life Building, 2-Liaqat Road Faisalabad <u>Contact Nos.</u> Ph: 041-9201737 Cell: 0340-0681330, 0345-7712866

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
FAISALABAD ZONE**

TENDER DOCUMENT NO.FZ/P&GS/01/A/2017

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Accident Claim Register	05 Reg	13 x 16½	70 gm offset or equivalent (200 Leaves)
2	Accident claim under policy F.Z. 233	50 Pads	9 1/2 x 7½	68 Gram High Finish or equivalent
3	Accident indemnity benefit form C	10 Pads	8 1/2 X 13	70 gm offset or equivalent
4	Address change advice	100 Pads	8¼ x 5½	68 Gram High Finish or equivalent
5	Adjustment of suspence	300 Pads	7½ x 9½	68 Gram High Finish or equivalent
6	AIB Claim Processing Sheet Fz 307	50 Pads	8 x 13	68 Gram High Finish or equivalent
7	AIB Claim Requirement Letter	30 Pads	A4 Size	68 gm H.F / equal
8	Alteration Advice M 2 A	100 Pads	7½ x 9½	68 Gram High Finish or equivalent (double side print)
9	Annaxture B	200 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
10	Annaxture A	200 Pads	8.5x11.5	68Gram High Finisg or equivalent
11	Annexture C	200 Pads	8 x 12½	70 Gram offset Paper or Equivalent
12	Annual Statement of Declaration	200 Pads	8¼ x 13¼	70 Gram Offset or equivalent
13	App Ka Maktoob	50 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
14	Application for grant of cash	25 Pads	8¼ x 13	70 Gram Offset or equivalent

15	Application for Promotion SO to SM 50x3	25Pads	8 1/2 X 13	70 Gram ofset or equivalent 300 sheet
16	Application for Promotion SR to SO 50x3	25Pads	8 1/2 X 13	70 Gram ofset or equivalent 300 sheet
17	Application for Reg. SR,SO,SM	200 Pads	8¼ x 13¼	75 Gram Offest 2 Ply (double side print) 200 sheet
18	Application for Renwal of Registration (SR,SO,SM)	200 Pads	8¼ x 13¼	75 Gram Offest or equivalent (double side print)
19	Application to work as S.R	200 Pads	8¼ x 13¼	75 Gram Offest or equivalent (double side print)
20	Attendance Register Cover (Regualr) Yellow	500 Nos.	14 X 17	Colour Card 150 gm Imported every card
21	Attendance Register Cover (Late Coming) Pink	500 Nos.	14 X 17	Colour Card 150 gm Imported every card
22	Attendance Sheet (Large)	2000 Sheets	14 X 17	75 Gram Offset or equivalent
23	Attendance Sheet (Small)	2000 Sheets	17 X 7	75 Gram Offset or equivalent
24	Audit Observation Pad	100 Pads	A4 Size	70 gm Color paper Imported
25	Authority Letter Card (Double Side Print)	3000 Cards	9.5x7.5	290 Gram Alboster Card or equivalent
26	Budget Register Sheet (Double Side Print)	1000 Sheets	13 x 11	75 Gram offset /E (Side cut)
27	Calculation Sheet	10 Pads	8¼ x 11½	68 Gram High Finish or equivalent
28	Certificate to be completed by Educationnal Inst.	25 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
29	Certificate of Agy	25 pads	8¼ x 11½	68 Gram High Finish or equivalent
30	Change of Address & Status Change Advice	25 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
31	Change Of Guardian/ Nomination	25 Pads	8¼ x 13¼	70 Gram High Finish or equivalent
32	Cheque Forwarding Letter F.z 17	200 pads	5½ x 8¼	68 Gram High Finish or equivalent
33	CHQ Schedule	50 Pads	8.5 x 11	3 Ply Color Paper Local
34	Claim Covering Letter	200 Pads	8¼ x 11½	70 Gram Offset or equivalent
35	Claim Form A	50 Pads	8¼ x 11½	70 Gram Offset or equivalent
36	Claim Form AIB	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
37	Claim Payment Voucher	50 Pads	8¼ x 11¼	68 Gram (White Rose) or equivalent
38	Clinical Data Form	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
39	Conveyance Bill	20 Pads	5½ x 8¼	68 Gram High Finish or equivalent
40	D C S Renewal	200 Pads	11 x12	68 Gram High Finish or equivalent
41	D- P.O 6-B	100 Pads	14½ x 9½	68 Gram High Finish or equivalent
42	D.P.O 4-A	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
43	D.P.O 4 Processing Sheet	25 pads	8¼ x 13¼	68 Gram High Finish or equivalent
44	D.P.O 6-A	100	8¼ x 13¼	68 Gram High Finish or equivalent (double Side Print)
45	D/C Processing Sheet (3 Ply Single Print)	25 Pads	8 1/2 x 13	70 Gram Offset or equivalent 300 sheet
46	D/C. J.V	50 Pads	9x 11	68 Gram High Finish or equivalent
47	D/C. Intimation Ledger	5 Reg	13 x 16½	75 Gram Offset or equivalent (200 Sheet)
48	Daily cash Register	10 Reg	Standard Size	75 Gram Offset or equivalent

				(200 Sheet)
49	Daily Cash Statement Register (200 Leaves)	10	Standard Size	70 Gram Offset or euqivalent
50	Dak Dispatch Register (250 Leaves)	15 Nos	Standard Size	75 Gram Offset or equivalent (200 Sheet)
51	Dak Receipt Register (250 Leaves)	15 Nos	Standard Size	75 Gram Offset or equivalent (200 Sheet)
52	Dak Receipt Slip	400 Pads	5½ x 8¼	68 Gram High Finish or equivalent
53	Dawedar ka bian (Form Alaf) (2 Ply Single Print)	50 Pads	8¼ x 11	75 Gram Offset or equivalent
54	Death Claim Letter (FZ-210)	60 Pads	7½ x 10	68 Gram High Finish or equivalent
55	Death claim paid register	05 Reg	13 x16.5	70 Gram Offset or euqivalent (200 Leaves)
56	Debit & Credit Note	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
57	Debit letter medical	25	8¼ x 11	68 Gram High Finish or equivalent
58	Debit to Employee	25 pads	8¼ x 11	68 Gram High Finish or equivalent
59	Debit to SR	25 pads	8¼ x 11	68 Gram High Finish or equivalent
60	Declaration for the grant of Education Allowance	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
61	Decleration Form Staff	25	8¼ x 13¼	70 Gram High Finish 2 Ply or equivalent
62	Decleration Form Officer	25	8¼ x 13¼	70 Gram High Finish 2 Ply or equivalent
63	Decleration Form field for Medical	25	8¼ x 13¼	70 Gram High Finish 2 Ply or equivalent
64	Decleration Form field	50 Pads	8¼ x 13¼	70 Gram High Finish or equivalent
65	Decleration Rule - 2002	200 Pads	8¼ x 13¼	70 Gram ofset or equal
66	Discharge of policy form No.XII	25 Pads	8¼ x 11	70 Gram ofset or equal
67	Endorsement PHS/ALT	25Pads	8¼ x 11	70 Gram ofset or equal
68	Enevelope Khaki 9 x 4	60000 Nos	9 x 4	Golden Craft Paper or equivalent
69	Enevelope Policy Docoument Size	20000 Nos	10 x 12	Golden Craft Paper or equivalent
70	Enevelope X-Ray Size	5000 Nos	15 x 20	Golden Craft Paper or equivalent
71	Envelop Large X-Ray size	1000	15 x 20	White colour with cloth
72	Envelop Window	500000	5½ x 8¼	68 Gram (H.F) or equivalent
73	Envelope File Size	10000 Nos	11½ x 15	Golden Craft Paper or equivalent
74	Envelope White	30000 Nos	5 x 11	75 Gram Offset or equivalent
75	Envelope White (Medical) 5x11	30000 Nos	5 x11	75 Gram Offset or equivalent
76	Existence Certificate Claim 2	40 Pads	8¼ x 11	68 Gram High Finish or equivalent
77	Filecover office (Office) (As per sample)	10000 Nos	22 x 13¼	240 Gram Bleach Card or equivalent with steel clip + State Life Monogram etc.
78	Flexex	2000 sq.foot	Each order will diff. in size	Star Brand/China or equivalent
79	Form -B (2 Ply single print) 2 x 100	25 Pads	8¼ x 11½	75 Gram Offset or equivalent (200 Sheet)
80	Form D - 2	25 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
81	Form -Jeem (1 Ply)	70 Pads	8¼ x 11½	75 Gram ofset or equal
82	Form R - 2	25 Pads	8 1/2 X 11	68 Gram High Finish or equivalent

83	From Daal (1 Ply)	40 Pads	8¼ x 11½	75 Gram Offset or equivalent (2 - colour print)
84	FZ 202	200 Pads	13 x 8¼	68 Gram High Finish or equivalent
85	FZ 223	50 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
86	Hospitalization	25 pads	8 x 12	68 Gram High Finish or equivalent
87	Indent Pad	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
88	Inter Office Communication Pad	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
89	Intimation Register (nty) 200 leave	3 Reg	13 x 16½	75 Gram offset paper or equivalent
90	Iqrar Nama	10Pads	8¼ x 11	75 Gram offset paper or equivalent
91	J.V Petty cash with Binding	5 books	10x12	3 Ply paper local 300 sheets.
92	Journal Voucher	200 Pads	11½ x 12	68 Gram (White Rose) or equivalent
93	L. A. 3. New Business	200 Pads	8¼ x 11	68 Gram High Finish or equivalent
94	L-A-3 (PHS)	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
95	Leave Application English	40 Pads	8¼ x 11	68 Gram High Finish or equivalent
96	Leave Application Urdu	50 Pads	7½ x 10	68 Gram High Finish or equivalent
97	Leave Card	1000 Sheets	11¼ x 13¼	75 Gram Offset or equivalent
98	Leave Encashment Pad (Staff)	25 Pads	8¼ x 11½	68 Gram High Finish or equivalent
99	Leave Encashment Pad (Officer)	25 Pads	8¼ x 11½	68 Gram High Finish or equivalent
100	Letter Head Pad 2 Colour Print	500 Pads	A4Size	90 Gram Offset or equivalent
101	Loan Assignment Register	10Reg	8¼ x 13¼	75 Gram offset paper or equivalent
102	Loan Cheque Despatch Register (300 Leaves)	10 Reg	Standard Size	68 Gram High Finish or equivalent
103	Loan Payment Voucher	100Pads	8¼ x 11½	68 Gram High Finish or equivalent
104	Maturity Claim D.V	200 Pads	8¼ x 11½	68 Gram High Finish or equivalent
105	Maturity Claim J.V	50 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
106	Mecical Expence Card Officer	1500Sheets	13x11	75 gm ofst or equal
107	Medical Fee statement	100 Pads	8¼ x 11	68 Gram High Finish or equivalent
108	Medical Attendance Certificate Form B	50 Pads	8¼ x 11½	75 Gram Offset Paper or equivalent (two ply)
109	Medical Attendance Scheme (Agy)	25 Pads	8¼ x 13	75 Gram Offset or equivalent
110	Medical Bill Field	50 Pads	7½ x 10	68 Gram High Finish or equivalent
111	Medical Book Officer (55 Leaves)	250 Books	4¼ x 11	68 Gram High Finish or equivalent as per sample
112	Medical Exp card Staff	1500Sheets	13x11	75 gm ofst or equal
113	Medical Exp. Card field	2000 Sheets	10 x 15	75 Gram Offset or equivalent
114	Medical Reference Letter (Agency)	50 pads	8¼ x 11	68 Gram High Finish or equivalent
115	Medical Re-imbusement pad	100 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
116	N.D Form PHS	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
117	Nomination Form (2 Colour Print)	200 Pads	8¼ x 11	75 Gram Offset or equivalent
118	Over Time Pad	30 Pads	8¼ x 13¼	68 Gram High Finish or

				equivalent
119	P.F Credit Voucher	20 Pads	8¼ x 13	68 Gram High Finish or equivalent
120	P.F J.V	20 Pads	8¼ x 13	68 Gram High Finish or equivalent
121	P.R. Book Fresh (50 x 4) Four Colour Pages	1000 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
122	P.R. Book Renewal (50 x 4) Four Colour Pages	1500 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
123	Payment of your's Bill (Agency)	50 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
124	Payment Sheet Of Annuity Card	1000 cards	8¼ x 13	Alboster 300 Grm. or equivalent
125	Payment Voucher Pads	500 Pads	8¼ x 11½	68 Gram (White Rose) or equivalent
126	Performa For Surrender Of Policy	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
127	Personal Accident Claim Form A-2	10 Pads	8 x 13	70 Gram Offset or equivalent (double side print)
128	Personal Accident Claim Form B	10 Pads	8 1/2 X 13	70 gm offset doubl side print
129	PF debit voucher	25 Pads	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
130	Photo State Slip	50 Pads	5 x 7½	68 Gram High Finish or equivalent
131	Policy Particular PHS	100 pads	8¼ x 13¼	68 Gram High Finish or equivalent
132	Policy File Cover (Brown)	150000	10 x30	300 gm card (by Polo Century) with steel clip + 5" Sqash Tape or equivalent
133	Policy Indent Card	10000 Pads	9 x 13	300 Gram Alboster Card or equivalent
134	Policy Loan Processing Sheet	100 Pads	13 x 8¼	68 Gram High Finish or equivalent
135	Policy Loan Schedule (Loan Form)	200 Pads	9 x 11½	68 Gram High Finish or equivalent
136	Policy Record Shifting Pads	25 pads	8¼ x 13¼	68 Gram High Finish or equivalent
137	Policy Register (2 Ply) 300 x 2	05 Reg	15½ x 11	68 Gram High Finish or equivalent
138	Policy Revival Letter (FZ 121)	50 Pads	8¼ x 11½	70 Gram Offset or equivalent
139	Policy Revival Register (200 Leaves)	06 Nos	Standard Size	68 Gram High Finish or equivalent
140	P. O Underwriting Sheet	25 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
141	Pre Receipt D. Voucher Annuity	10 pads	8¼ x 11½	68 Gram High Finish or equivalent
142	Pre Receipt D.V FZ 205	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
143	Pre- Receipt Discharge Voucher	100 Pads	8¼ x 11½	68 Gram High Finish or equivalent
144	Pre-Receipt S.V, Discharge Voucher	200 Pads	11½ x 8¼	68 Gram High Finish or equivalent
145	Prescription Form Field	50 Pads	7½ x 10	68 Gram High Finish or equivalent
146	Promotion evaluation Sheet	40 Pads	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
147	Proposal Register Sheet double side print	10000 Pads Sheets	13 x 16½	75 Gram Offset or equivalent
148	Proposal Slip pad	1500 pads	5 x 4	68 Gram High Finish or equivalent
149	Record Creation Advice M-1-A	25 Pads	9 x 11	68 Gram High Finish or equivalent
150	Record Transfer pad urdu	25 Pads	8¼x11½	68 gm H.F or equal
151	Referance Letter (agency)	200 Pads	8¼ x 11½	68 Gram High Finish or equivalent
152	Referance Letter for Clinical Lab	50 Pads	8¼ x 11	68 Gram High Finish or equivalent

153	Reference Slip Pad (Medical)	50 Pads	11x 4 1/2	68 Gram High Finish or equivalent
154	Register of Agents	5 Reg	12.5 x 16½	80 Gram 90 Gram Offset or equivalent
155	Rent Register	5 Reg	1'3" x 10½	100 Gram Offset or equivalent (100 Leaves)
156	Requirment Letter P.H.S	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
157	Requirment Letter D/C	100 Pads	8¼ x 11½	68 Gram High Finish or equivalent
158	Revival Of Policy Letter	25 Pads	A-4 Size	68 Gram High Finish or equivalent
159	Revival Of Policy Letter F.Z.115	25 Pads	7½ x 10	68 Gram High Finish or equivalent
160	Rujhanati Sawalnama	500 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
161	R. O Underwriting Sheet	25 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
162	S.B.Claim Register (100 Pages)	5 Reg	8¼ x 11½	100 Gram Offset or equivalent (100 Leaves)
163	S.B.Caclulation Sheet	10 Pads	8¼ x 11½	68 Gram High Finish or equivalent
164	S.R.Appointment Letter	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
165	S.V.Payment Letter F.Z.01	400 Pads	8 x 11½	68 Gram High Finish or equivalent
166	Service Zone change Advice M-13-A	20 Pads	9 x 5½	68 Gram High Finish or equivalent
167	Special Re-instatement of Policy	25 Pads	8.5 x11.5	70 Gram Offset or equivalent
168	Special Revival Form Increase or Decrease	25 Pads	8.5 x11.5	70 Gram Offset or equivalent
169	Special Revival Policy	25 Pads	8.5 x11.5	70 Gram Offset or equivalent
170	SR Register Sheet	1000 Sheets	13 X 17	70 Gram ofset or equal
171	Statement of Cheque List	25 Pads	8¼ x 11½	68 Gram High Finish or equivalent
172	Status Change Advice M-11-A	25 Pads	9 x 5½	68 Gram High Finish or equivalent
173	Stop Payment Letter	10 Pads	9 x 5½	68 Gram High Finish or equivalent
174	Supply Order Book (100 x 3 Pages)	10 Books	8¼ x 11½	3 Ply Colour Paper (Local)
175	T.A. D.A. Form	20 Pads	13 x 11½	68 Gram High Finish or equivalent
176	Termination Letter (Agency)	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
177	Under Writing Continues Sheet (N.B)	1000 Sheets	A-4 Size	68 Gram High Finish or equivalent (double side print)
178	Visiting Cards	5000 Nos Per order 500 No.	5 x 8.5 cm	350 Gram Art Paper UV Coated 02 Colour or equivalent
179	Zakat Deduction Refund Register	5 Reg	13 x 16½	75 Gram Offset or equivalent (200 Leaves)
180	Zero Item No.01	30 Pads	8¼ x 13¼	70 Gram Offset or equivalent
181	Zero Item No.02 Double Side Print	30 Pads	8¼ x 13¼	70 Gram Offset or equivalent
182	Zero Item No.03	30 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
183	Zero Item No.04	30 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
184	Zero Item No.05	30 Pads	8¼ x 11¼	68 Gram High Finish or equivalent

185	Zero Item No.06	5000 No. 1000 per order Each order diff.	9 x 11	128 Gram Art Paper Multi Colours or equivalent
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TENDER DOCUMENT NO.FZ/P&GS/01/B/2017

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Ammandment to proposal for policy	400 Pads	8¼ x 11	70 Gram Ofset or equivalent
2	Certificate by Manager	300 Pads	6½ x 8¼	68 Gram High Finish or equivalent
3	Confidencial Report above 1-M	300 Pads	8¼ x 11	70 Gram Ofset or equivalent (double Side Print)
4	Confidencial Report below 1-M	400 Pads	8¼ x 11	70 Gram Ofset or equivalent
5	D. G. H Form	1000 Pads	8¼ x 11	70 Gram ofset or equivalent
6	Policy Brief Sheet (2 Ply double side print)	300000 Nos	8 x 11.25	68 Gram High Finish or equivalent
7	Proposal Form Medical (4 Ply double print) with Sr.#	100000 Nos	8¼ x 11	75 Gram Offset or equivalent
8	Proposal Form Non Medical (3 Ply double side) with Sr.#	250000 Nos	8¼ x 11	75 Gram Offset or equivalent
9	Revival Application (Non Medical)	30000 Nos	8¼ x 11	75 Gram Offset or equivalent 2 ply (double side print)
10	Supplimentary Form	300 Pads	7½ x 9½	70 Gram ofset or equivalent
11	Revival Application (Medical)	20000Nos	8¼ x 11	75 Gram Offset or equivalent 2 ply (double side print)
12	J. R. F. Non medical (1Ply) Double Side Print	1000 Sheet	8.50 x 11.25	75 Gram Offset or equivalent
13	J. R. F. Medical (2Ply) Double Side Print	1000 Sheet	8 x 11.25	75 Gram Offset or equivalent
14	N D Forms	400 Pads	7.25 x 9.50	70 Gram Offset or equivalent
15	Petti Cash Voucher	150Pads	5 x 7.25	68 Gram High Finish or equivalent

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
FAISALABAD ZONE**

TENDER DOCUMENT NO.FZ/P&GS/01/C/2017

LIST OF STATIONERY ITEMS

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2017
1	Abro Tape	1" width Length 15 Meter or equvilant	300 Nos.
2	Air Freshner large	Fridi mix lavovder 300 ML or equvilant	300 Nos
3	Ball Point (Mix Colors)	Piano Simple or equivalent	300 Pkts
4	Ball Point Piano Click	Point 0.8 mm or equvilant	500. Pakts

5	Ball Point (Click)	Master Pin Point Gel or equivalent	500. Pakts
6	Box File (Large)	Ideal BF 556 # or equivalent	100 Nos.
7	Bull Dog Clip (02")	51mm China brand or equivalent	100 Nos.
8	Carbon Paper (Fresh material Blue & Black)	100 Sheet 21cm*33cm KCR Brand or equivalent	100 Pkts.
9	Calculator	14 Digit Citizon CD 780/Casio Original or Equivalent	50 No.
10	Dumper Water	Plastic/Rubber Body or Equivalent	500
11	Duster	Falalan Yellow Size 18 x 29 or Equivalent	1000 Nos
12	File Board Double (As Per Sample)	Fine quality or Equivalent	300 No.
13	Foker Cash Counter use	Stainless Steel Fine Quality Standard Size or Equivalent	50 No.
14	Foot (steel) 12" Thick	Dux or Equivalent	08 Dozens
15	Foot 12"	Plastic Dux or Equivalent	100 Nos.
16	Franking Machine Ink	473 ml Red Fluorescent Postage Meter Ink (Pitney Bowes USA) Original or Equivalent	02 No.
17	Glass Cleaner 500ml	Gilint or Equivalent	24
18	Gum Stick	40 gm UHU Germany brand or equivalent	150 No.
19	High Lighter (Mix colors)	Dollar/Pelikon 1-4.5 HLS 90 or equivalent	20 Dozens
20	Led Pencil	Gold Fish HB-5000 Autocrate or equivalent	72 Dozens
21	Marker No. 70,90 (Mix Colors)	Dollar/All Mark or Equivalent	50 Dozens
22	Packing Tape	03" White or Brown (35 Yards) or Equivalent	72 Nos
23	Paper Pin Pkt.	50 gm Grash or equivalent	100 Pkts
24	Paper Cutter	SBI Taiwan 18mm Steel Based covered plastic body or Equivalent	100 Nos
25	Paper Clip Pkt. 30mm 80 Nos.approx.	Tri flower brand (Yellow) or equivalent	500 pkts
26	Paper Clip Pkt. 52mm 80 Nos.approx.	52 mm or No.5 T.F or Equivalent	300 pkts
27	Paper Tray	Fresh Material Plastic 11.75*15.5*4 or Equivalent	144 Nos
28	Pin Tray (Plastic)	Dux or equivalent	70 Nos
29	Plastic File Cover Legal Size	Fine Hard Plastic Crystle or equivalent	50 No.
30	Punch Machine (Medium)	KW.tri 96*8 Kido brand or equivalent	200 Nos.
31	Register No. 25 (Large)	150 Leaves/68 Gram (Rulled) or Equivalent	200 Nos.

32	Rough Pad (Large)	Legal Size 68 gm H.F 50 Pages (8 X 13) or Equivalent	600 Nos
33	Rough Pad (Small)	7.5 x 10 Size 68 gm Ruled 50 pages or Equivalent	800 Nos
34	Rubber AL-30	AL-30/Pelikon Germany or equal	24 Dozens
35	Rubber Band Pkt. 1/2 kg (Large+Large)	Red Colour Imported or Sensa or Equivalent	150 Pkts.
36	Rubber Band Pkt. 1/2 kg (Medium)	Bata or equal (Fine Quality) or Equivalent	100 Pkts
37	Scotch Tape 1/2"	60 Yards Opal or Equivalent	12 Dozens
38	Shorpnor	Dux or equivalent	200 Nos
39	Squatch Tape Large 1"	Large Deer Brand 1" 60 Yards or Equivalent	36 Nos
40	Stamp Pad (Mix color)	Huhua No.2 or equivalent	48 Nos.
41	Stamp Pad Endorsing Ink (Mix Color)	Huhua/Crystle 28.5ml or equivalent	24 Dozens
42	Stapler Remover	ICW/SDI brand or equivalent	144 Nos.
43	Stapler Pin 12N/17	Max Japan or Equivalent	150 Pkts
44	Stappler Machine Large	Max Japan HD-12N/17 or equivalent	20 Nos
45	Stappler Machine	OPAL brand (24/6) HD-30N or equivalent	200 Nos
46	Stappler Pin 24/6	Dollar (x1000) or equivalent	1500 Pkts
47	Table Diary Stand (Black Color)	Plastic Fine quality or Equivalent	48 Nos
48	Typing Paper 80 gm offset A-4 Size	A.A 500 sheets or Equivalent	72 Rim
49	Typing Paper 80 gm offset Legal Size	A.A 500 sheets or Equivalent	200 Rim
50	Typing Paper Local Legal Size	Copy Mate Brand or equivalent 70 gm	50 Rim
51	Uni Ball (Mix colors)	Signo Japan or Equivalent	100 Dozens
52	Waste Basket (Medium/Plastic)	Plastic Fresh material or Equivalent	144 Nos
53	White Marker	Snowman White Japan Permanent Ink or Equivalent	25 No.

TENDER DOCUMENT NO.FZ/P&GS/01/D/2017

LIST OF MISSING ITEMS

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req.Qty. 2017
1	Battery Cells	Eneron Heavy Duty AA Size or Equivalent	200 Nos.

2	Battery Cells	Eneron Heavy Duty AAA Size or Equivalent	100 Nos.
3	Computer Paper 132 Colmn	Local 1000 Sheets (63 gm) or Equivalent	700 Boxes
4	Computer Paper 80 Colmn	Local 800 Sheets (63 gm) or Equivalent	1000 Boxes
5	Computer Ribbon IBM 6400	IBM 6400 - I Original or Equivalent	216 Nos
6	Computer Ribbon LQ-300	Printrite or Equivalent	100 Nos
7	Computer Ribbon LQ-300	Printrite or Equivalent	500 Nos
8	Computer Ribbon LQ-2180/2190	Printrite or Equivalent	500 Nos
9	Electric Tube Rods 02 Feet Blue/LED	Philips TL-D18W (Note Checking Use)or Equivalent	30 No.
10	Electric Tube Rods 02 Feet White/LED	Philips TL-D18W or Equivalent	30 No.
11	Electric Tube/LED Rods 04 Feet	Philips TL-D36W/54-765 or Equivalent	100 No.
12	Electrical Extention Lead	40/76 Copper wire 06 Yards 06 switch	50 No.
13	Electrical Kettle	Deuron Cordless Jug Kettle 1.7 Leter 2000w or Equivalent	10 No.
14	Energy Saver/LED 24 Watt	Philips or Equivalent	12 No.
15	Energy Saver/LED 45 Watt	Philips or Equivalent	12 No.
16	Energy Saver/LED 80 Watt	Philips or Equivalent	12 No.
17	Glass Table	5 mm Tariq/Ghani as per Table measurement or equivalent	1000 sq.feet
18	Hard Disk External	WD 01 TB SATA or equivalent	04 No
19	Hard Disk External	WD 02 TB SATA or equivalent	02 No
20	Jug	China Fine Quality Glass Covered or equivalent	20 No.
21	Keyboard Wirless/Wired	New HP or equivalent	50 No.
22	Lemon Max with Scoutch Brite	Dishwashing Past 450 Gram or Equivalent	120 Nos.
23	Mouse Wirless/Wired	New Microsoft or equivalent	50 No.
24	Office Bell	Excelent Company Cell Supported with remote or Equivalent	40 No.
25	Plastic Dori	Rolled Packing Approx wt 200 gram	50 No.
26	Plates Medium	Bone China Fine Quality or Equivalent	100 No.

27	Plates Rice Large	Bone China Fine Quality or Equivalent	100 No.
28	Polythin Bag Large	Fine quality Plastic 100 kg Capacity or Equivalent	200 No.
29	Soap 140 gm	Lux by Unilever Pak or equivalent	500 Nos
30	Spoon Rice (Large)	Stainless Steel or Equivalent	100 No.
31	Spoon Tea (Small)	Stainless Steel or Equivalent	100 No.
32	Tea Cup with Pirach	Churas China fine quality or equivalent	24 Dozens
33	Tea Cup with Pirach	Gol New China fine quality or equivalent	24 Dozens
34	Tissue Paper Box	Tulip 80*2 ply or equivalent	300Pkts
35	Towel	27x54 Cotton (20 Double Goli) White/Ofwhite or equivalent	50 No.
36	Tumbler 280 ml	Falcon or equivalent	60 Dozens
37	USB	H.P/Sony 16 GB 3G Steel Body or Equivalent	30 No.
38	Wall Clock	Original Champion 16.5" Round PVC Brown with white Background including State Life Monogram or Equivalent	20 No.