

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

**TENDER NOTICE NO.FZ/P&GS/01/A/2013**

<b>Sr. No.</b>	<b>NAME OF ITEMS</b>	<b>REQ.QTY YEARLY</b>	<b>SIZE Measurement in Inches</b>	<b>SPECIFICATION</b>
1	Accident Claim Register	05 Reg	13 x 16½	70 gm offset or equivalent
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	25 "	8 1/2 X 13	70 gm offset or equivalent
4	Address change advice	100 "	8½ x 5½	68 Gram High Finish or equivalent
5	Adjustment of suspence	300 "	7½ x 9½	68 Gram High Finish or equivalent
6	AIB Claim Processing Sheet Fz 307	50 "	8 x 13	68 Gram High Finish or equivalent
7	AIB Claim Requirement Letter	30 Pads	A4 Size	68 gm H.F / equal
8	AIB/ADB Supplementary Contract	20"	8½ x 11¼	68 Gram High Finish or equivalent
9	Alteration Advice M 2 A	1000 "	7½ x 9½	68 Gram High Finish or equivalent (double side print )
10	Annaxture B	200Pads	8½ x 11¼	68 Gram High Finish or equivalent
11	Annaxture A	200Pads	8.5x11.5	68Gram High Finisg or equivalent
12	Annexure C	200 "	8 x 12½	70 Gram offset Paper
13	Annual Statement of Declaration	200 "	8½ x 13½	70 Gram Offset or equivalent
14	Annuity claim under policy (FZ-214)	50"	5½ x 9	68 Gram High Finish or equivalent
15	Anticipated claim J.V	50 Pads	8½ x 11½	55 gm W/R /or equal
16	App Ka Maktoob	300"	8½ x 11¼	68 Gram High Finish or equivalent
17	Application for grant of cash	25"	8½ x 13	70 Gram Offset or equivalent
18	Application for Promotion SO to SM 50x3	25"	8 1/2 X 13	68 Gram High Finish or equivalent 300 sheet
19	Application for Promotion SR to SO 50x3	25"	8 1/2 X 13	68 Gram High Finish or equivalent 300 sheet

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
20	Application for Reg. SR,SO,SM	200 "	8½ x 13½	75 Gram Offset 2 Ply (double side print) 200 sheet
21	Application for Rnl. Of Registration (SR,SO,SM)	200 "	8½ x 13½	75 Gram Offset or equivalent (double side print)
22	Application to work as S.R	200 "	8½ x 13½	75 Gram Offset or equivalent (double side print)
23	Attendance Register Cover (Regualr) Yellow	500 Nos.	14 X 17	Colour Card 150 gm Imported every card
24	Attendance Register Cover (Late Coming) Pink	500 Nos.	14 X 17	Colour Card 150 gm Imported every card
25	Attendance Sheet (Large)	2000 Sheets	14 X 17	70 Gram Offset or equivalent
26	Attendance Sheet (Small)	2000 Sheets	17 X 7	70 Gram Offset or equivalent
27	Audit Observation Pad	50 Pads	A4 Size	70 gm Color paper Imported
28	Authority Letter Card (Double Side Print)	3000 Cards	9.5x7.5	300 Gram Alboster Card or equivalent
29	Beema Dar Ki Taraf Sa Khidmat Ki Darkhasat	24 Pads	A-4-Size	68 Gram High Finish or equivalent
30	Benefit FIB (sawalnama)	20 "	8¼ x 13	68 Gram High Finish or equivalent (double side print )
31	Budget Register Sheet (Double Side Print)	1000 "	13 x 11	75 Gram offset /E (Side cut)
32	Calculation Sheet Death	50	8¼ x 13	68 Gram High Finish or equivalent
33	Calculation Sheet Mty	50	8¼ x 13	68 Gram High Finish or equivalent
34	Certificate to be completed by Educationnal Inst.	25 "	8½ x 13½	68 Gram High Finish or equivalent
35	Change of Address & Status Change Advice	25	8½ x 13½	68 Gram High Finish or equivalent
36	Change Of Guardian	25	8½ x 13½	70 Gram Offset or equivalent
37	Change Of Nomination	25	8½ x 13½	70 Gram Offset or equivalent
38	Cheque Delivery Register	10No	Standard Size	68 Gram High Finish or equivalent (300 Leaves) Double Side Printing
39	Cheque Disbursment Pad	25 pads	9¾ x 13	68 Gram High Finish or equivalent
40	Cheque Dishoner letter urdu (phs)	50 Pads	8½ x 11¼	68 Gram High Finish or equivalent
41	Cheque Dishoner Note (jhang)	50 Pads	8½ x 11	68 Gram High Finish or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
42	Cheque Forwarding Letter F.z 17	20 pads	5½ x 8½	68 Gram High Finish or equivalent
43	Cheque Payment Register	50 Pads	Standard Size	68 Gram High Finish or equivalent (300 Leaves) Double Side Printing
44	CHQ Advise Pad Commission	20 "	8.5 x 13.5	68 gm H.F or equivalent
45	CHQ Schedule	50 "	8.5 x 11	3 Ply Color Paper Local
46	Claim Chq Forwarding Letter Urdu	100	8.5 x 11.25	68 gm H F or equall
47	Claim Covering Letter	25 Reg	8½ x 11½	70 Gram Offset or equivalent
48	Claim Form A	50 Pads	8½ x 11½	70 Gram Offset or equivalent
49	Claim Form AIB	20 Pads	8½ x 13½	68 Gram High Finish or equivalent
50	Claim Payment Voucher	200 "	8½ x 11¼	55 Gram (White Rose) or equivalent
51	Clinical Data Form	50 "	8½ x 11	68 Gram High Finish or equivalent
52	Commission Payment Voucher SR,SO,SM	50 "	14½ x 9½	68 Gram High Finish or equivalent
53	Conveyance Bill	20 Pads	5½ x 8½	68 Gram High Finish or equivalent
54	D C S Renewal	100 Pads	11 x12	68 Gram High Finish or equivalent
55	D- P.O 6-B	100 "	14½ x 9½	68 Gram High Finish or equivalent
56	D.P.O 4-A	50 "	8½ x 11	68 Gram High Finish or equivalent
57	D.P.O 6-A	100	8½ x 13½	68 Gram High Finish or equivalent (double Side Print)
58	D/C Cheque Forwarding FZ211	50	8½ x 11	68 Gram High Finish or equivalent
59	D/C Processing Sheet (3 Ply Single Print)	25 "	8 1/2 x 13	70 Gram Offset or equivalent 300 sheet
60	D/C. Advice	50"	8½ x 6½	68 Gram High Finish or equivalent
61	D/C. J.V	50 "	9x 11	68 Gram High Finish or equivalent
62	D/C. Intimation Ledger	5 Reg	13 x 16½	75 Gram Offset or equivalent
63	D/C/Letter Urdu	25 Pads	8½ x 13½	68 Gram High Finish or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
64	Daily cash Register (200 Leaves)	10 Reg	Standard Size	70 Gram Offset or euqivalent
65	Daily Cash Statement Register (200 Leaves)	10	Standard Size	70 Gram Offset or euqivalent
66	Dak Dispatch Register (250 Leaves)	15 Nos	Standard Size	68 Gram High Finish or equivalent
67	Dak Receipt Register (250 Leaves)	15 Nos	Standard Size	68 Gram High Finish or equivalent
68	Dak Receipt Slip	400 Pads	5½ x 8½	68 Gram High Finish or equivalent
69	Darkhawsat Bray Tajdeed Policy	25	8.5 x 11	68 Gram High Finish or equivalent
70	Dawedar ka bian (Form Alaf) (2 Ply Single Print)	25 "	8½ x 11	75 Gram Offset or equivalent
71	Death claim cheque forwarding letter(Reg./TCS)	50	8½ x 11	68 Gram High Finish or equivalent
72	Death claim form A-5	25	8.5 x13.5	70 Gram Offset or euqivalent
73	Death Claim Letter (FZ-210)	25 "	7½ x 10	68 Gram High Finish or equivalent
74	Death claim paid register	05 Reg	13 x16.5	70 Gram Offset or euqivalent
75	Death Claim Processing Sheet (Yellow)	10 "	8 x 13	3 Ply Single Print Colour Paper 70 gm(Imported) 300 sheet
76	Debit & Credit Note	50 "	8½ x 11	68 Gram High Finish or equivalent
77	Debit letter medical	25	8½ x 11	68 Gram High Finish or equivalent
78	Debit to SR	25 pads	8½ x 11	68 Gram High Finish or equivalent
79	Declaration for the grant of Education Allowance	20 "	8½ x 13½	68 Gram High Finish or equivalent
80	Decleration Form field	20 "	8½ x 13½	70 Gram Offset or equivalent
81	Decleration Rule - 2002	200 Pads	8½ x 13½	70 Gram ofset or equal
82	Disability form A	25Pads	8½ x 13½	70 Gram ofset or equal
83	Discharge of policy form No.XII	25 Pads	8½ x 11	70 Gram ofset or equal
84	Education Allowance Register	05No	Standard Size	70 Gram ofset or equal
85	Endorsement PHS/ALT	25Pads	8½ x 11	70 Gram ofset or equal
86	Enevelope Khaki 9 x 4	60000 Nos	9 x 4	Golden Craft Paper or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
87	Enevelope Policy Docoument Size	20000 Nos	10 x 12	Golden Craft Paper or equivalent
88	Enevelope X-Ray Size	5000 Nos	15 x 20	Golden Craft Paper or equivalent
89	Envelop Large X-Ray size	1000	15 x 20	White colour with cloth
90	Envelop Window	200000	5½ x 8½	55 Gram (White Rose) or equivalent
91	Envelope File Size	10000 Nos	11½ x 15	Golden Craft Paper or equivalent
92	Envelope White	30000 Nos	5 x 11	75 Gram Offset or equivalent
93	Envelope White (Medical) 5x11	30000 Nos	5 x11	75 Gram Offset or equivalent
94	Existence Certificate Claim 2	25 Pads	8½ x 11	68 Gram High Finish or equivalent
95	F.I.B 25/ (sawalnama)	25 "	8½ x 11¼	68 Gram High Finish or equivalent
96	File Movement Cheque Despatch	25 "	8½ x 11¼	68 Gram High Finish or equivalent
97	File Movement Discharge Voucher	25 "	8½ x 11¼	68 Gram High Finish or equivalent
98	File Movement Payment Voucher	25 "	8½ x 11¼	68 Gram High Finish or equivalent
99	Filecover office (Office + Field) (As per sample)	20000 Nos	22 x 13½	250 Gram Bleach Card or equivalent with steel clip + State Life Monogram etc.
100	Form -B (2 Ply single print) 2 x 100	25 Pads	8½ x 11½	75 Gram Offset or equivalent (200 Sheet)
101	Form D - 2	25 "	8 1/2 X 11	68 Gram High Finish or equivalent
102	Form -Jeem (1 Ply)	25 "	8½ x 11½	75 Gram ofset or equal
103	Form R - 2	25 "	8 1/2 X 11	68 Gram High Finish or equivalent
104	Fotgi Claim	25Pads	8.5 x13.5	68 Gram High Finish or equivalent
105	From Daal (1 Ply)	25 "	8½ x 11½	75 Gram Offset or equivalent (2 - colour print )
106	FZ 202	200 "	13 x 8¼	68 Gram High Finish or equivalent
107	FZ 223	50 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
108	Health card Agy.	2500 Nos	5 x 9½	Colour Card
109	Hospitalization	25 pads	8 x 12	68 Gram High Finish or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
110	Indent Pad	50 Pads	8½ x 11	68 Gram High Finish or equivalent
111	Inter Office Communciation Pad	50 Pads	8½ x 11	68 Gram High Finish or equivalent
112	Intimation Register (mty) 300 leave	3 Reg	13 x 16½	75 Gram offset paper or equivalent
113	Iqrar Nama	10Pads	8½ x 11	75 Gram offset paper or equivalent
114	J.V Petty cash	5 books	10x12	3 Ply paper local 300 sheets.
115	Journal Voucher	400 Pads	11½ x 12	55 Gram (White Rose) or equivalent
116	L. A. 3. New Business	200 Pads	8½ x 11	68 Gram High Finish or equivalent
117	L.A.3 N.B	25 Box	80 colmn	80 colmn golden form paper 1000 Sheets
118	L-A-3 (PHS)	40 Pads	8½ x 13½	68 Gram High Finish or equivalent
119	Leave Application English	40 "	8½ x 11	68 Gram High Finish or equivalent
120	Leave Application Urdu	50 "	7½ x 10	68 Gram High Finish or equivalent
121	Leave Encashment Pad	25 "	8½ x 11½	68 Gram High Finish or equivalent
122	Letter Head Pad 2 Colour Print	500 Pads	A4Size	90 Gram Offset or equivalent
123	Loan Adjustment Pad	100Pads	8½ x 13½	68 Gram High Finish or equivalent
124	Loan Assignment Register	10Reg	8½ x 13½	75 Gram offset paper or equivalent
125	Loan Cheque Despatch Register (300 Leaves)	10 Reg	Standard Size	68 Gram High Finish or equivalent
126	Loan Cheque Forwarding Letter Urdu	100Pads	8½ x 11½	68 Gram High Finish or equivalent
127	Loan Cheque Forwording Letter English	100Pads	8½ x 11½	68 Gram High Finish or equivalent
128	Loan Cheque Forwording Letter Urdu	100Pads	8½ x 11½	68 Gram High Finish or equivalent
129	Loan Payment Voucher	100Pads	8½ x 11½	68 Gram High Finish or equivalent
130	Lona Cheque LetterFZ 130 A	100Pads	8½ x 11½	68 Gram High Finish or equivalent
131	Maturity Claim D.V	200 Pads	8½ x 11½	68 Gram High Finish or equivalent
132	Maturity Claim J.V	50 Pads	8½ x 11¼	68 Gram High Finish or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
133	Medical Expenditure Card Officer	1500 Sheets	13x11	75 gm offset or equal
134	Medical Fee statement	100 "	8½ x 11	68 Gram High Finish or equivalent
135	Medical Attendance Certificate Form B	20 "	8½ x 11½	75 Gram Offset Paper or equivalent (two ply)
136	Medical Attendance Scheme (Agy)	25 Pads	8½ x 13	75 Gram Offset or equivalent
137	Medical Bill Field	50 "	7½ x 10	68 Gram High Finish or equivalent
138	Medical Book Officer (55 Leaves) Double Print	250 Books	4¼ x 11	68 Gram High Finish or equivalent as per sample
139	Medical Exp card Staff	1500 Sheets	13x11	75 gm offset or equal
140	Medical Exp. Card field	2000 Sheets	10 x 15	75 Gram Offset or equivalent
141	Medical Exp. Card officer	1000 Sheets	13 x 11	75 Gram Offset or equivalent
142	Medical Reference Letter (Agency)	50 pads	8½ x 11	68 Gram High Finish or equivalent
143	Medical Re-imbursement pad	100 "	8½ x 13½	68 Gram High Finish or equivalent
144	MTY Claim Cheque Forwarding Letter English	100 "	8½ x 11	68 Gram High Finish or equivalent
145	MTY Claim Cheque Forwarding Letter Urdu	100 "	8½ x 11	68 Gram High Finish or equivalent
146	MTY Claim Letter Urdu	100 "	8½ x 11	68 Gram High Finish or equivalent
147	MTY Reminder Letter	100 "	8½ x 11	68 Gram High Finish or equivalent
148	MTY Requirement Letter Aap Ka Maktoob	100 "	8½ x 11	68 Gram High Finish or equivalent
149	N.D Form PHS	40 Pads	8½ x 13½	68 Gram High Finish or equivalent
150	Nomination Form (2 Colour Print)	200 Pads	8½ x 11	75 Gram Offset or equivalent
151	Observation Pad (IASE)	50 Pads	8½ x 11	70 Gram Offset (Colour Paper Imported)
152	Off Policy Advice	25 "	8½ x 5½	68 Gram High Finish or equivalent
153	Over Time Pad	30 Pads	8½ x 13½	68 Gram High Finish or equivalent
154	P.F Credit Voucher	20 "	8½ x 13	68 Gram High Finish or equivalent
155	P.F J.V	20 "	8½ x 13	68 Gram High Finish or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
156	P.R. Book Fresh (50 x 4) Four Colour Pages	1000 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
157	P.R. Book Renewal (50 x 4) Four Colour Pages	1500 Books	9 x 5½	4 Ply Colour Paper (Carbenless)
158	Part Of Endorsement	20 Pads	8½ x 11	70 Gram Offset or equivalent
159	Payment of your's Bill (Agency)	50 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
160	Payment Sheet Of Annuity Card	1000 cards	8½ x 13	Alboster 300 Grm. or equivalent
161	Payment Voucher Pads	500 Pads	8½ x 11½	55 Gram (White Rose) or equivalent
162	Performa For Surrender Of Policy	50 Pads	8½ x 11	68 Gram High Finish or equivalent
163	Personal Accident Claim Form A-2	25 "	8 x 13	70 Gram Offset or equivalent (double side print )
164	Personal Accident Claim Form B	200 "	8 1/2 X 13	70 gm offset doubl side print
165	PF debit voucher	25 "	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
166	Photo State Slip	50 Pads	5 x 7½	68 Gram High Finish or equivalent
167	Policy Particular PHS	200 pads	8½ x 13½	68 Gram High Finish or equivalent
168	Policy File Cover (Red)	50000	10 x30	300 gm local card (with steel clip) + 5" Sqash Tape
169	Policy File Cover (Yellow color) 5" Scoutch Tape	100000	10 x30	300 gm local card (with steel clip) + 5" Sqash Tape
170	Policy Indent Card	10000 "	9 x 13	300 Gram Alboster Card or equivalent
171	Policy Loan Letter Urdu	50 Pads	8½ x 3½	68 Gram High Finish or equivalent
172	Policy Loan Processing Sheet	100 Pads	13 x 8½	68 Gram High Finish or equivalent
173	Policy Loan Schedule (Loan Form)	100 Pads	9 x 11½	68 Gram High Finish or equivalent
174	Policy Record Received letter	20 Pads	8½ x 11½	68 Gram High Finish or equivalent
175	Policy Register (2 Ply) 300 x 2	50 Reg	15½ x 11	Ist Page 68 Gram,2nd 55 Gram w/Rose
176	Policy Revival Letter (FZ 121)	40 Pads	8½ x 11½	70 Gram Offset or equivalent
177	Policy Revival Register (200 Leaves)	06 Nos	Standard Size	68 Gram High Finish or equivalent



Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
178	Pre Receipt D. Voucher Annuity	50 pads	8½ x 11½	68 Gram High Finish or equivalent
179	Pre Receipt D.V FZ 205	50 Pads	8½ x 11½	68 Gram High Finish or equivalent
180	Pre- Receipt Discharge Voucher	100 Pads	8½ x 11½	68 Gram High Finish or equivalent
181	Pre-Receipt S.V, Discharge Voucher	200 Pads	11½ x 8½	68 Gram High Finish or equivalent
182	Prescription Form Field	50 Pads	7½ x 10	68 Gram High Finish or equivalent
183	Promotion evaluation Sheet	40 Pads	8 1/2 X 13 1/2	68 Gram High Finish or equivalent
184	Proposal Register Sheet / double side print	10000 "Sheets	13 x 16½	75 Gram Offset or equivalent
185	Proposal Slip pad	1500 pads	5 x 4	68 Gram High Finish or equivalent
186	Questioner for securing AIB/ADB	20 "	A-4 Size	68 Gram High Finish or equivalent
187	Record Creation Advice M-1-A	25 Pads	9 x 11	68 Gram High Finish or equivalent
188	Record Transfer pad urdu	25 Pads	8½x11½	68 gm H.F or equal
189	Referance Letter (agency)	200 Pads	8½ x 11½	68 Gram High Finish or equivalent
190	Referance Letter for Clinical Lab	50 "	8½ x 11	68 Gram High Finish or equivalent
191	Reference Slip Pad (Medical)	50 "	11x 4 1/2	68 Gram High Finish or equivalent
192	Reminder Letter Mty	50 "	8½ x 11½	68 Gram High Finish or equivalent
193	Rent Register (100 Pages)	5 Reg	1'.3" x 10½	100 Gram Offset or equivalent
194	Requirment Letter P.H.S	50 Pads	8½ x 11½	68 Gram High Finish or equivalent
195	Revival Of Policy Letter	25 Pads	A-4 Size	68 Gram High Finish or equivalent
196	Revival Of Policy Letter F.Z.115	25 Pads	7½ x 10	68 Gram High Finish or equivalent
197	Rujhanati Sawalnama	200 Pads	8½ x 13½	68 Gram High Finish or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
198	S.B Calculation Sheet	50Pads	8½ x 13½	68 Gram High Finish or equivalent
199	S.B Cheque Forwording LetterFZ 218	50Pads	8½ x 11½	68 Gram High Finish or equivalent
200	S.B Payment Voucher	50 "	8½ x 13	55 Gram White Rose or equivalent
201	S.B.Calculation Sheet F.Z,226.A	50 "	8½ x 11½	68 Gram High Finish or equivalent
202	S.B.Claim Register (100 Pages)	5 Reg	8½ x 11½	100 Gram Offset or equivalent
203	S.R.Appointment Letter	50 Pads	8½ x 11	68 Gram High Finish or equivalent
204	S.V Requirment Letter	50 Pads	8½x11½	68 gm H.F or equal
205	S.V.Convincing Letter Urdu	50 Pads	8½ x 11	68 Gram High Finish or equivalent
206	S.V.Payment Letter F.Z.01	200 Pads	8 x 11½	68 Gram High Finish or equivalent
207	Service Zone change Advice M-13-A	20 "	9 x 5½	68 Gram High Finish or equivalent
208	Special Re-instatement of Policy	25 Pads	8.5 x11.5	70 Gram Offset or equivalent
209	Special Revival Form / Increase or Decrease	25 Pads	8.5 x11.5	70 Gram Offset or equivalent
210	Special Revival Policy	25 Pads	8.5 x11.5	70 Gram Offset or equivalent
211	Special Revival/Reinstate Calculation Sheet	25 Pads	8.5 x11.5	70 Gram Offset or equivalent
212	SR Register Sheet	1000 Sheets	13 X 17	70 Gram ofset or equal
213	Statement of attandance Physian & Surgeon	25 Pads	8½ x 13	70 Gram Offset Paper
214	Status Change Advice M-11-A	25 "	9 x 5½	68 Gram High Finish or equivalent
215	Stop Payment Letter	10 Pads	9 x 5½	68 Gram High Finish or equivalent
216	Supply Order Book (100 x 3 Pages)	10 Books	8½ x 11½	3 Ply Colour Paper (Local)
217	Suspence Adj Book	200 Pads	11 x 8½	4 Ply Colour Paper (Local) 50 x 4 each pad 200 pages

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
218	Suspence Adj Book 1	50 Pads	11 x 8½	4 Ply Colour Paper Local 50 x 4 each pad 200 page
219	Suspence Adj Book 2	50 "	11 x 8½	4 Ply Colour Paper Local 50 x 4 each pad 200 page
220	Suspence Adj Book 3	50 "	11 x 8½	4 Ply Colour Paper Local 50 x 4 each pad 200 page
221	T.A. D.A. Form	20 "	13 x 11½	68 Gram High Finish or equivalent
222	Termination Letter (Agency)	50 Pads	8½ x 11½	68 Gram High Finish or equivalent
223	Under Writing Continues Sheet (N.B)	1000 Sheets	A-4 Size	68 Gram High Finish or equivalent (double side print )
224	Vehical Loan Register Sheet	500 Sheets	13 x 11	70 Gram Offest/equivalent
225	Zakat Deduction Register (200 Leaves)	5 Reg	13 x 16½	75 Gram Offset or equivalent
226	Zakat Deduction Refund Register	5 Reg	13 x 16½	75 Gram Offset or equivalent

**TENDER NOTICE NO.FZ/P&GS/01/B/2013**

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Ammandment to proposal for policy	500 "	8½ x 11¼	70 Gram Offset or equivalent
2	Certificate by Manager	300 "	6½ x 8½	68 Gram High Finish or equivalent
3	Confidencial Report above 1-M	400 Pads	8½ x 11	70 Gram Ofset or equivalent (double Side Print)
4	Confidencial Report below 1-M	400 Pads	8½ x 11	70 Gram Ofset or equivalent
5	D. G. H Form	1000 "	11½ x 9	70 Gram ofset or equivalent
6	Policy Brief Sheet (2 Ply double side print)	300000 Nos	8 x 11½	68 Gram High Finish or equivalent
7	Proposal Form Medical (4 Ply double print)	100000 Nos	8 x 11½	75 Gram Offset or equivalent
8	Proposal Form Non Medical (3 Ply double side)	200000 Nos	8 x 11½	75 Gram Offset or equivalent

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
9	Revival Application (Non Medical)	30000 Nos	8½ x 11½	75 Gram Offset or equivalent 2 ply (double side print )
10	Supplimentary Form	300 Pads	7½ x 10½	70 Gram offset or equivalent
11	Revival Application (medical)	20000Nos	8½ x 11½	75 Gram Offset or equivalent 2 ply (double side print )
12	J. R. F. Non medical (1Ply) Double Side Print	1000 Sheet	8 x11.5	75 Gram Offset or equivalent
13	J. R. F. Medical (2Ply) Double Side Print	1000 Sheet	8 x11.5	75 Gram Offset or equivalent
14	N D Forms	400 Pads	7.5 x10	70 Gram Offset or equivalent
15	Petti Cash Voucher	150Pads	5 x 7.5	68 Gram High Finish or equivalent

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

**TENDER NOTICE NO.FZ/P&GS/01/C/2013**

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
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**LIST OF STATIONERY ITEMS**

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2013
1	Abro Tape	1" width & 15m Length or equivalent	400 Nos.
2	Air Freshner large	Afridi mix lavovder or equivalent	200 Nos
3	Ball Point (Mix Colors)	Piano Simple or equivalent	1250 Pkts
4	Ball Point (Piano Crystal)	Crystal / Click or equivalent	200. Pakts
5	Box File (Large)	Alfalah brand or equivalent	100 Nos.
6	Bull Dog Clip (2")	China brand or equivalent	100 Nos.
7	Carbon Paper Pencil Blue (Fresh material)	KCR Brand or equivalent	150 Pkts.
8	Carbon Paper Type (100 Piece) Pkt.	KCR Black or equivalent	40 Pkts
9	Dumper	Plastic Body	500
10	Duster Cotton	20" X 30"	1000 Nos
11	Foot 12"(Plastic Fine Quality)	Plastic 12"	100 Nos.
12	Foot (steel) 12"	Fine quality	08 Dozens
13	Franking Ink (Red)	28 gm Lion brand or equivalent	48 Nos
14	Glass Cleaner 500ml / Gilint	Glint	24
15	Gum Stick	40 gm UHU brand or equivalent	144
16	Gum Bottle	Dollar Large or equivalent	24 Nos
17	High Lighter (Mix colors)	Dollar or equivalent	20 Dozens
18	Ink pot (small/mix colors) (R.B.Black)	Dollar or equivalent	6 Dozens
19	Key board branded	Multimedia or equal	48 Nos

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
20	led pencil	Gold Fish HB-5000 Autocrate or equivalent	72 Dozens	
21	Marker No. 70,90 (Mix Colors)	Dollar mix color	50 Dozens	
22	Note Book	70 Leaves (approx)	72 Nos	
23	Paper Pin Pkt.	40 gm China or equivalent	700 Pkts	
24	Paper Cutter (Sharp/Large)	8mm Steel Based covered in plastic box	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	400 pkts	
27	Paper Tray	File Try (Plastic)	144 Nos	
28	Pin Tray (Plastic)	Dux or equivalent	70 Nos	
29	Punch Machine (Large)	Kido band or equivalent	200 Nos.	
30	Register No. 25 (Large)	160 Leaves/Local (Rulled)	200 Nos.	
31	Register No. 16 (Small)	100 Leaves/Local (Rulled)	300 Nos.	
32	Rough Pad (Large)	Legal Size 63 g H.F 50 Pages	600 Nos	
33	Rough Pad (Small)	7.5 x 10 Size 63 gm Rulled 50 pages	800 Nos	
34	Rubber Band (Packet)150 Nos.Approx	Q.Brand or equivalent	100 Pkts	
35	Rubber AL-30	AL-30/Pelicon Germony or equal	24 Dozens	
36	Rubber Band Pkt. 1/2 kg.(Large) No.4	Ba ta or equal (Red Colour)	50 Pkts.	
37	Rubber Band Pkt. 1/2 kg.(Medium)	Bata or equal (Red Colour)	100 Pkts	
38	Scotch Tape (Large)	1/2"	12 Dozens	
39	Shorpner	Dux or equivalent	200 Nos	
40	Soap Large 130 gm (Mix color)	Lux (large) or equivalent mix color	500 Nos	
41	Squatch Tape Large 1"	Large Deer Brand 1"	36 Nos	
42	Stamp Pad (Mix color)	2" m Dollar or equivalent	200 Nos	

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
43	Stamp Pad Endorsing Ink (Mix Color)	Dollar or equivalent	24 Dozens	
44	Stapler Remover	0303 brand or equivalent	144 Nos.	
45	Stapler Pin 12N/17	Max Japan/or equivalent	150 Pkts	
46	Stappler Machine	PMP brand (24/6) or equivalent	200 Nos	
47	Stappler Pin 24/6	Dollar or equivalent	1500 Pkts	
48	Stappler Pin Medium 23/13	Heavy Duty Pak Made or equivalent	36 Pkts	
49	Table Diary Stand (Black Color)	Plastic Fine quality	48 Nos	
50	Tissue Paper Box	Tulip (Mix color) or equivalent	300Pkts	
51	Tumbler 280 ml	Falcon or equivalent	60 Dozens	
52	Typing Paper 80 gm Local Legal Size	63 gm H.F	50 Rim	
53	Typing Paper 80 gm offset Legal Size	A.A 500 stects	150 Rim	
54	Uni Ball (Mix colors)	Signo brand or equivalent	100 Dozens	
55	Vim Bottle 500 gm	Boottle/bage 500gm	200 Nos	
56	Waste Basket (Medium/Plastic)	Plastic Fresh or material	144 Nos	

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req.Qty. 2013
1	Computer Paper 80 Colmn	Local 800 Sheets	1000 Boxes
2	Computer Paper 132 Colmn	Rulled 1000 Sheets	500 Boxes
3	Computer Ribbon LQ-300	Printrite	144 Nos
4	Computer Ribbon LQ-1170	Printrite	72 Nos
5	Computer Ribbon LQ-2180/2170	Printrite	500 Nos
6	Computer Ribbon IBM 6400	IBM 6400 - I Original	144 Nos
7	Data Cartridge DDS-4	HP Brand or equivalent	40 Nos
8	Data Cartridge DDS-5	HP Brand or equivalent	40 Nos

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

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
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## **TENDER FOR SUPPLY OF PRINTING ITEMS**

### **TERMS & CONDITIONS**

- 1- **The Tenders are invited from the Printing Firms/Compaies/General Order Suppliers preferably registered with Sales Tax and Incom Tax mandatory preferably based at Faisalabad. The Security amount @ 6% of the Bid value in form of Pay Order/Bank draft in favour of State Life Insurance Corporation of Pakistan will have to be deposited by the Bidder at the time of opening of the bid which will be returned immediately to the bid looser (s). The Firm/Company/General Order Supplier in question will have to supply the required item (s) as not a whole consignment .Firstly, 1/4th shipment in the 4th week of February, or so 2010 subject to and as per order. Secondly, 2/4th shipment in the Ist week of the 2nd quarter, 2010 subject to and as per ord. 3/4th shipment will be delivered in the Ist week of 3rd quarter - 2010 subject to or as per order. whereas the final shipment will be delivered i.e 4th in the Ist week of 4th quarter-2010 subject to or as per order. The payment will be made by cheque after deducting imposed levies i.e GST and withholding tax on receipt of quarterly received shipment. The quotations must elaborate only the unit cost of the specified item including Sales Tax etc.Those firms having registered with Sales Tax authorities, their Sales Tax will be deducted @ 1/5th of the Sales Tax Value in addition to deduciton of withholding tax @ 3.5% whereas those firms/printers having no registration with Sales Tax, the payment will be made . to the firm after deduction of complete 16% Sales Tax and withholding tax @ 3.5%.**
- 2- **NTN will be provided by the firm mendatory. The quarterely shipment must be based on our purchase order. The shown quantity against each item does not mean the provision of the whole quantity but it is furnished for assessment of the cost to be incurred. The store's evaluation about the availability of the item in the printing store will be the final. However, the given purchase order on quarterly basis will be treated as final or absolute for supply of the items in question which may be approximately the same as quantity shown. However, there may be difference which cannot be challengable**
- 3- **Non GST registered Firms/Suppliers/Companies/Printers may also take part in biding but deduction of**



Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
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**General Sales Tax @ 16% will be mandatory 3.5% Income Tax will also be applicable. All taxes will be applicable as per orders of the CBR.**

- 4- **The items will be provided at Zonal Office, State Life, 2-Liaquat Road, Faisalabad Zone by the concerned bidding firm.**
- 5- **The Competent Authority reserves the right to cancel the bid/tender or may ammend the tender/required items.**
- 6- **The bidding firms may contact to the under singed for any clarification and submission of bids. The sealed bid must be reached to the undersigned as per schedule noted below.**
- 7- **The quotations will be opened before the available representatives of the firms in question on 16th February'2010 at 11:30 A.M sharp. whereas the quotaitons will be received upto 11:00 A.M of 19.02.2010 by hand, by courier, by or by registered dak etc.**
- 8- **The quotation will be approved of the firm having the lowest rate basis on each item. The bidding firm must have its own permanent office with PTCL telephone facility. On having contrary, the quotation may be rejected.**
- 9- **The competent authority reserves the right to cancel any bid/tender on assigning the reason/ground for rejection which will be initiated on the written request of the concerned Firm/Printers.**
- 10- **For any information/clarifications, the parties may contact to the undersigned within the office hours or on Phone given below expect of Gazetted Holiday, Saturday and Sunday.**
- 11- **The tender fee Rs.500/- will be non-refundable.**

Secretary

Zonal Procurement Committee

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
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**State Life Insurance Corporation of Pakistan**







































