



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Principal Office
State Life Building No.9
Dr. Ziauddin Ahmed Road
Karachi -75530
Phone : 99202800-9 Lines
Fax No. 92-91-99204577
UAN No. 111-111-888

TENDER NOTICE NO.06/2013

**PRINTING OF 11 DIFFERENT ITEMS OF COMPUTER STATIONERY
FOR THE YEAR 2013 - PERTAINING TO IT DIVISION.**

Sealed tenders are invited from reputable Computer Stationery Printers registered with Sales Tax Department, having Press Declaration, own offices and phone/fax numbers, (if found contrary the tender will be rejected), for the supply of 11 different computer stationery items as per following details:-

S #	Description of Items Enquiry No. GS/PO/PRTG/24/13	Quantity	Delivery Schedule (2013)	Closing date and time for submission of Bids	Date/Time of opening
1	Cash Counter Receipts - Size: 9½" x 8" – Paper: 68 grams Pak Century OR Equivalent Paper (with one vertical perforation). Printing: 1+1 Color Printing.	2,350 Boxes. Each Box of 2,000 Cont. Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
2	Commission Statement – Size: 15" x 10" Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 Colors Printing one side.	630 Boxes. Each Box of 2,000 Cont. Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
3	FPR Schedule (Policy- holder's Copy) – Size: 9.2" x 11" Paper: 110 grams Offset Imported Paper. Printing: 2 colors printing with ground on one side.	800 Boxes. Each Box of 1,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
4	FPR Schedule (Field-worker's Copy) – Size: 9½" x 11" (with one horizontal perforation). Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side.	1,025 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.

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5	FPR Schedule (Office Copy) – Size: 9½” x 11” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Printing: 2 colors printing with ground on one side.	560 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
6	Premium Notice - Size: Sheets: 10”x 8” Notices: 5” x 8” Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation. Printing: 2+1 colors printing.	520 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
7	Yaddehani (Reminder) Notice – Size: Sheets: 10”x 8” Notices: 5” x 8” Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation. Printing: 2+1 colors printing.	120 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
8	Cash Loan Statement - Size: Sheets 10”x 8” Notices 5” x 8” Paper: 80 grams Offset Imported Paper (each sheet consisting 2 Notices with one vertical perforation). Printing: 2+1 colors printing.	65 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
9	Policy Status Slip (Palin Paper) – Size: 8” x 9½” Paper: 68 grams Century Paper OR Equivalent Paper. Printing: Ruling on one side.	110 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
10	Address Change Advice - Size: 9½” x 8” Paper: 68 grams Pak Century Paper OR Equivalent Paper. Paper. 1 color printing and ground with one vertical perforation.	25 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.

11	I-Part Ruled Paper – Size: 15” x 11” Paper: 68 grams Century Paper OR Equivalent paper. Printing: Ruling on one side.	460 Boxes. Each Box of 2,000 Continuous Sheets.	15.12.2013	18.11.2013 at 11:00 A.M.	18.11.2013 at 11:30 A.M.
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- 2) Bids may accompany a Pay order/Bank draft of 2% of the bid value in favour of State Life Insurance Corporation of Pakistan as earnest money. The same will be returned immediately to un-successful bidders after completing formal procedure and to successful bidder after completion of job.
- 3) Bids will be opened in the office of Offg. Asstt. General Manager (GS), State Life Principal Office, 2nd Floor, State Life Building # 9, Dr. Ziauddin Ahmed Road, Karachi, 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.
- 4) All the bids must include the rate of G.S.T. and all other taxes.
- 5) No bid will be accepted without earnest money.
- 6) Envelope should bear the phrase “Printing of 11 different items of Computer Stationery-2013-14 for IT Division”.
- 7) The quotation (validity of rate) submitted shall hold good for a minimum period of 60 days from the date of receipt thereof.
- 8) **Sample of paper** etc., is a must requirement to consider the validity of the quotation.
- 9) The earnest money will be forfeited if the lowest bidder fails to supply the material as per purchase order & the difference of amount of 2nd lowest bidder will be recovered from the defaulter (1st lowest bidder).
- 10) State Life reserves the right to send any authorized person (s) to visit the site of the printer to check whether the printer has all the necessary facilities to meet the requirements of Computer Stationery Printer.
- 11) Competent Authority reserves the right to reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier or printer who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

(M. QAISER SIDDIQUI)
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