

Tender Notice No.Printing/P&GS/PSH/004/2018

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 2019 (from 01-01-2019 to 31-12-2019)

S.#	Description of Items	Qty	Delivery Schedule 2018	CLOSING Date and Time of Bids for Submission	OpeningDate & Time of 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	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
2	Non-Medical Proposal Forms (4 Leaves 8 pages) 80 Gm <i>Imported Paper (best quality), Size 11*8.5</i>	60000 Sets	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
3	Medical Juvenile form 3 pages 80 GM A4 Size	500 Sets	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
4	Non Medical Juvenile 80 GM A4 Size Double side printing	500 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
5	Health Register card 13.5 * 10.5 80 gm (MKTG)	500 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
6	Payment Voucher for S&AF 11*9" size 68 gm	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
7	Medical Expense Reimbursement form 68gm. Legal Size (MKTG)	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
8	Payment Voucher Marketing 12*11 68 gm.	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
9	Fresh Recruitment Form (3 pages) Legal Size 68 Gm	60 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
10	Sawalnama Form A4 68 gm (MKTG)	60 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
11	Nomination form A4 size 68gm.(MKTG)	60 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
12	Certificate Form SM & AM A4 Size 68 gm	60 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
13	Renewal of Registration (Double Side Printing) Legal size 68 Gm	60 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
14	Declaration & Statement form Legal Size (68 Gm)	60 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
15	Rule 11 form (Agcy) Legal Size 68 Gm	60 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
16	SA&F Form A4 Size 68 gm.	10 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
17	Requirement Letter for SR Appointment 68 Gm A4 Size	40 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
18	Renewal of Registration Letter/Notices A4 size (68 gm)	30 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
19	DP - 04 A Proforma 68 gm Legal size	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
20	Attachment / Detachment Letter SO/SM A4 Size 68 gm	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
21	Attachment / Detachment Letter SR A4 Size 68 gm	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
22	File Cover (Bleech Card) Steel Clip with agent data printing	3000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
23	Coding Register (10 x 14) 80 gm 400 Leaves	06 Nos	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
24	Audit Progress report Legal size 70 gm	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
25	Audit Observation Sheet 10*7 68 gm	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
26	SM Confidential Report(68 GM) Legal Size	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
27	Proposal Position Register 13*8 size 80gm. 400 pages	15 Registers	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
28	ND Decleration for Revival of policies 68gms Legal size	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
29	File Cover (Bleech Card) with State Life Monogram & with steel clip	3000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
30	N D Endorsement 68gm. Legal size	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)

31	Policy Issuing Register 13*8 size 80gm. 400 pages	15 Registers	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
32	Policy Envelop (Size 13 x 10)	25000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
33	Medical Fee Proforma Legal Size 68 gm (Double Side Printing (MKTG)	15 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
34	Requirement Letter (500 Pages per pad) A4 Size 68 Gm	30 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
35	Policy File Covere with plastic tape from Top with Steel Clip 12*8.75" from one side	25000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
36	Maturity Claim form A4 Size 68 Gm	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
37	Maturity Cheque Covering Letter A4 Size 68 gm	50 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
38	Maturity Requirement Letter A4 Size 80 gm.	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
39	Death Claim Covering Letter A4 Size 80gm.	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
40	Claim Form A (Dawidar Ka Bayan) 80 Gm A4 Size Containing 2 Pages	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
41	Claim Examiner Report Legal Size 80GM	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
42	Medical Attendant Certificate Containing 2 pages 80 Gm A4 Size	40 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
43	Claim Form – C (Sanade Shanakht) 80 Gm A4 Size	40 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
44	CLAIM Form "AJAR KE SANAD" 80 Gm A4 Size	40 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
45	Covering Letter of D.V. (Urdu) A4 Size 80gm (Claim)	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
46	Discharge Voucher legal Size 68 gm (Claim)	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
47	Cheque Covering letter to Zonal Head A4 68 GM (Claim)	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
48	Cheque Covering Letter to Bank Legal Size 68gm. (Claim)	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
49	Urdu Letter (JAWAB ARZ) A4 Size 80 gm.	300 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
50	AIB Covering Letter Legal Size 68 GM	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
51	Claimants Statement (Legal Size) 68 gm. Containing 2 Pages	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
52	Medical Certificate A4 Size 68gm. (Contaning 2 Pages	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
53	Cancellation Revalidation stubs 7*9 Size 68 gms	200 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
54	Declaration of Good health (DGH) A4 Size 68gms	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
55	Application for Revival (Non Medical) Double side printing 4 pages A4 Size 80 gms	10000 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
56	Application for Revival (Medical) Double side printing 4 pages 80gms A4 size	2000 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
57	Requirement Letter 3pages (3color) legal size 55gm. Flying paper	200 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
58	Pre Receipt Discharge Voucher A4 size 68gm (Claim)	20pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
59	Cheque Dish. Intimimation letter legal size 68 gm.	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
60	Three Specimen Signature letter 68gms A4 size (Claim)	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
61	Acknowledgement Receipt 68gms 7*6 size (Policy Documents)	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
62	Surrender paid Register 13*8 size 200 pages 80 gm.	5 Registers	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
63	Surrender Covering letter (Urdu) 68gms A4 size	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
64	Surrender Sector Head Proforma legal size 68GM	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
65	Policy Request Letter A4 size 68 gm.	400 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
66	Surrender Cheque Covering letter A4 size 68 gm	200 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
67	Manual Surrender Voucher legal size 68GM	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)

68	Loan application form 68gms legal size	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
69	Loan Assignment letter 8*5+6*5 size 68 gm	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
70	Loan Schedule 68gm. Legal Size	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
71	Continuation of Previous Assignment Legal Size 68 gm.	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
72	Loan Cheque covering letter (Urdu) 68gms A4 size	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
73	Loan & Interest Calculation Sheet (color paper) A4 size 80 gm.	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
74	Three Specimen Signature letter for loan double side 68gms A4 size	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
75	Option Change Letter 68gm A4 Size	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
76	Loan Intimation & Requirement Letter Legal Size 68 gm.	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
77	Special Revival Plan (legal size 68 gm.)	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
78	Special Revival Requirement Letter (A4 size 80 gm.)	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
79	Special Revival endorsement 68gms A4 size	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
80	Special Revival Reinstatement of policy (A4 size 68gm.)	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
81	Policy Transfer Letter A4 size 68 gm.	15 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
82	N.O.C. for transfer of policy (A4 size) 80gm.	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
83	Change of Nomination letter 68gm A4 size PHS	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
84	Change in policy letter 68gm. A4 size PHS	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
85	Premium deposit slip A4 size 68 gm. PHS	10 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
86	Complaint against Policy legal size 68GM	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
87	Indeminty Bond legal size 68GM	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
88	Affidavit legal size 68GM	5 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
89	Cheque Intimation Letter to NB A4 size 68gm	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
90	Loan & Advances Register 80 Gm Size 13*9.5 " (Double Side Printing) 250 Leaves (PAYROLL)	2 ledger	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
91	Petty Cash adjustment Register 2 pages color graphing 11*11 (80 gm)	3 Registers	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
92	Schedule Book 4 color 400 pages 7 x 9 55 Gm	2000 Books	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
93	Cheque Register for Commission Section	10 Register	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
94	PR Books (4 color 400 pages) 6 x 8 (55 Gm)	2000 books	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
95	Daily Collection Statement legal Size 68 Gm (DCS)	300	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
96	Cheque Issued Advice Legal Size 68 gm	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
97	Cheque Realization Pad F&A legal size 68GM	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
98	Credit note / Debit Note 68GM Legal size	25pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
99	Inter Office current account statement 68gm. Legal size	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
100	SMS Alert paid legal size 68 GM	150 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
101	B.M. Book (7.5 x 4) 55 GM Triplicate included carbon	200 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
102	Dr. consultation slip 12*6 68 gm.	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
103	Reference slip 12*6 - 68gm (double side printing)	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
104	Prescription slip 12*6 68gm (double side printing)	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)

105	Medical Expense Reimbursement form 68gm. Legal Size	30 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
106	Medical Declaration Form (double side printing) Legal Size 68 gm.	05 Nos	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
107	Iqrar Nama form 80gm legal size double side printing (Medical Cell)	1000 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
108	Health card 13*10 size 80gm (double side printing) (Ledger P&GS)	400 card	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
109	Photo requisition slip 6*5 (68gm)	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
110	Stationery demand form 8*10 size (68gm)	50 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
111	Leave application form A4 size (68gm)	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
112	Late Sitting form A4 size (68gm)	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
113	Tour approval form A4 size (68gm)	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
114	Application for two months salary advance legal size 68gm	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
115	Petty cash voucher A4 size 68gm.	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
116	J.V. form 12*11 size 68gm	1000 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
117	G.D.V. Form legal size 68gm (double side printing)	2000 Pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
118	Overtime form 13*8 size 68gm	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
119	Travelling proforma 13*8 size 68gm	20 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
120	Courier service ledger 15*9.5 size 80gm (double side printing) 250 leaves 500 pages	2 Register	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
121	Letter Register 15*10 size 80gm (double side printing) 250 leaves 500 pages (or Chq Deposit Reg)	2 Register	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
122	Envelop 7*4.5 size White Window 80 gm	200000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
123	Envelope 8.5*5.5 size White window 80gm	200000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
124	Envelope 9*4 size Brown	50000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
125	Envelope 11*5 size Brown	50000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
126	Envelope 12*10 size Brown	50000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
127	Envelope 18*15 Brown	2000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
128	Envelope 18*15 Brown (with cloth)	1000	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
129	General Pad A4 size 80gm	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
130	General Pad A4 size 68gm.	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
131	General Pad Legal size 80gm	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
132	General Pad Legal size 68gm.	100 pads	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
133	Circular 4 color Art paper 115 gm Legal Size	2000 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
134	Circular 3 color Art paper 115gm legal size	2000 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
135	Circular 2 color Art paper 115gm legal size	2000 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 11.30 (AM)
136	Circular 1 color Art paper 115gm legal size	2000 forms	= do =	02.01.2019 11:00 (AM)	02.01.2019 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 rates should be valid for 1 Year. No increase of rates will be acceptable after the submission of tender.
3. 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 treated as cancelled.
4. 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 Valid for a period of 1 Year and **all the orders will be placed accordingly to our budget and need.**
5. The bidders should attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to bidders on lowest item rates.
6. 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.
7. The Rates provided should include all the Government Taxes.
8. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
9. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.
10. The number of quantity of items may DECREASE keeping in view the available budget.
11. The sealed tenders will be opened at the office of Incharge (P&GS) 3rd Floor, State Life Building 34 the Mall, Peshawar Cantt on 02/01/2019 11:30 AM

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

CONVENOR /INCHARGE (P&GS)

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: 091-9211593

Email: pgspshzn@statelife.com.pk