



Insurance Corporation of Pakistan
Vehari Zone

TENDER NOTICE NO.P&GS/001/2020

February 20, 2020

Sealed financial bids are invited from pre-qualified/non pre-qualified GST/NTN registered firms/printers having own Printing Press/ Office Phone/Mobile/e-mail (if found contrary the tender will be rejected) preferably based at Vehari for the following Printing items on the below mentioned terms and conditions:-

Sr.	Name of Item	REQUIRED QTY
1.	Address Update Record (As per specimen)	30
2.	Adjustment Advice (As per specimen)	50
3.	Agency Alteration, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
4.	Agency Record Creation DP - 06A Pad, contain 100 Pages, 68 GM Flying H.F (A4 Size)	20
5.	Agency Recruitment Register (As per specimen)	5
6.	Alteration Advice M-2, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
7.	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
8.	Annuity Claim (As per specimen)	10
9.	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET)	2000
10.	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
11.	Application form for Provident Fund Loan,68 GM Flying High Finish (Legal Size)	10
12.	Application Transfer Policy Multan to Vehari Zone, contain 100 Pages, 68 GM Flying H.F	20
13.	Attachment Letter Pad containing 100 Pages, 68 GM Flying High	2000
14.	Attendance Sheet 80 GM Imported Paper (as per Specimen)	500



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15.	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
16.	Audit Memo Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
17.	Cash Register 700 Pages (as per Specimen)	8
18.	Cheque Covering Claim "Registered" contain 100 Pages, 68 GM Flying H. Finish (A4 Size)	40
19.	Cheque Dishonor Note (As per specimen)	10
20.	CHQ Dispatch Register, containing 300 Pages (as per Specimen)	8
21.	CHQ Entry Register, containing 300 Pages (as per Specimen)	6
22.	Commission List Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
23.	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	20
24.	Confidential Pad A.M, containing 100 Paged, 68 GM Flying High Finish (A4 Size)	100
25.	Currency Declaration Pad containing 100 Pages, 68 GM Flying High Finis(A-4Size)	15
26.	DCS Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
27.	Death Claim Calculation Sheet (As per specimen)	10
28.	Death Claim-Journal Voucher 100Pages, 75Gm (As per specimen)	10
29.	Debit - Credit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
30.	Declaration for issue of duplicate Policy contain 100 Pages, 68 GM Flying H.F (A4 Size)	10
31.	Declaration of Family Member Field (A4 Size)	5
32.	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
33.	Dual Nationality Pad containing 100 Pages, 68 GM Flying High Finish (A4.Size)	10
34.	Endorsement Advice 100Pages,68Gm (As per specimen)(PHS 001)	10
35.	Endorsement of ND Scheme (As per specimen)	10
36.	Envelops Simple 10"X12" (1000), 90 Gram White paper (as per Specimen)	4000
37.	Envelops Simple 11"X15" (1000), 110 Gram White paper (as per Specimen)	4000
38.	Envelops Simple 11"X5" (1000), 90 Gram White paper (as per Specimen)	2000



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39.	Envelops Simple 19"X15" (1000), 110 Gram White paper (as per Specimen)	1500
40.	Envelops Simple 9"X4" (1000), 90 Gram White paper (as per Specimen)	5000
41.	Envelops Window 9"X4" (1000) as per Specimen	7000
42.	F I B Existing Certificate (As per specimen)	10
43.	Field Attachment Application Pad containing 100 Pages, 68 GM Flying High	1000
44.	Field Promotion Set S.O,S.M, , contain 100 Pages, 68 GM Flying High Finish (A4 Size)	1000
45.	File Cover Agency as per Specimen	2000
46.	Fresh Appointment SR/SO/SM Pad, contain 100 Pages, 68 GM Flying High Finish (SET)	4000
47.	Indemnity Bond containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
48.	Intimation Register, containing 400 Pages (As per Specimen)	4
49.	Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	30
50.	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	50
51.	Leave Application Pad (Officers), 100 Pages, 68 GM Flying High Finish (A4 Size)	5
52.	Leave Application Pad (Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	5
53.	Leave Card Officer/Staff as per Specimen	100
54.	Letter of NOC 100Pages, 75 Gm (As per specimen)	10
55.	Loan Bank Application Pad,100 Pages, 68 GM Flying High Finish (A.4 Size)	100
56.	Loan Stamp PHS-10 Pad,100 Pages, 68 GM Flying High Finish (A.4 Size)	100
57.	Loan Receipt Pad, 100 Pages, 68 GM Flying High Finish (A.4 Size)	100
58.	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
59.	Medical (P&GS-106) as per Specimen	5
60.	Medical Attendance Certificate, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
61.	Medical Comparative Pad, containing 100 pages , 68 GM Flying High Finish (A 4Size)	10
62.	Medical Declaration Form for Officers, contain 100 Pages, 68 GM Flying High Finish A4	5



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63.	Medical Declaration Form for Staff, contain 100 Pages, 68 GM Flying High Finish (A4 Size)	5
64.	Medical Expense Card Field (as per Specimen)	300
65.	Medical Expenses Card Officer/Staff as per Specimen	100
66.	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50
67.	Medical Fee Statement Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
68.	Medical Health Card Field as per Specimen	300
69.	Medical Reimbursement Pad (A), contain 100 Pages, 68 GM Flying High Finish Legal Size	5
70.	Medical Reimbursement Pad (B), contain 100 Pages, 68 GM Flying High Finish Legal Size	5
71.	Medical Revival Application PHS (As per specimen)	10
72.	MZ/PHS -74 Transfer policy 100Pages,68Gm (As per specimen)	10
73.	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
74.	Notice DP 04, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
75.	Office File Cover as per Specimen	1000
76.	Payment Voucher A.M. Imprest Pad, contain 100 Pages, 68 GM Flying High Finish	60
77.	Payment Voucher Allied Pad, containing 100 Pages, 68 GM Flying High Finish	20
78.	Payment Voucher Death Claim 100 Pages, 75Gm(As per specimen)	10
79.	Payment Voucher Office Pad, containing 100 Pages, 68 GM Flying High Finish	100
80.	Performa " S V " containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
81.	PF Refundable Loan Processing Sheet, 68 GM Flying High Finish (Legal Size)	10
82.	Petty Cash Slip 5"x7' Size 100 pages 68 GM Flying High Finish	20
83.	PHS -36 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
84.	PHS- 50 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
85.	PHS -63 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
86.	PHS -64 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20



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87.	PHS- 80 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
88.	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
89.	Policy Brief Sheet 80 GM Imported (as per Specimen)	60000
90.	Policy Card as per Specimen	10000
91.	Policy File Cover as per Specimen	50000
92.	Policy Proposal Sheet NB 80 GM (As per Specimen)	4000
93.	Policy Register Sheet 80 GM Imported (as per Specimen)	2500
94.	PR Book Fresh Cantt Carbon Sheet (as per Specimen)	300
95.	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	300
96.	Pre Receipt Discharge Voucher, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
97.	Pregnancy Form Pad containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
98.	Proposal Deposit Slip as per Specimen	40000
99.	Proposal Form Medical 80 GM Imported (as per Specimen)	50000
100.	Proposal Form Non Medical 80 GM Imported (as per Specimen)	60000
101.	PS Medical 80 Gm Imported (as per Specimen)	8000
102.	PS Non Medical 80 GM Imported (as per Specimen)	10000
103.	Purchase Order Book as per Specimen	4
104.	Receipt Book (As per specimen)	30
105.	Record Creation Advice 100Pages, 68 Gm (As per specimen)	20
106.	Re-Insurance Performa (E-1, E-2,R-1) Each as per Specimen	1000
107.	Re-Nomination Form (As per specimen)	10
108.	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50
109.	Risk Profiling Sheet as per Specimen	50000
110.	S.M Report pad containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30



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111.	S.R,S.O,S.M Appointment Letter Pad containing 100 Pages, 68 GM Flying High	3000
112.	Schedule Local / Out Station Pad, contain 100 Pages, 68 GM Flying High Finish	40
113.	Special Reinstatement Of Policy 100Pages, 68Gm (As per specimen)	10
114.	Special Revive Of Lapse Policy 100Pages, 68Gm (As per specimen)	10
115.	Succession Certificate containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
116.	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50
117.	Suspense Payment Voucher, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
118.	TA/DA Bill Pad, containing 100 Pages, 75 GM Flying High Finish (as per Specimen)	10
119.	Urdu Application Lapse/Auto paid-up (As per specimen)	20
120.	Yad Dehani Notice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
121.	Zonal Underwriting Committee Sheet as per Specimen	1000
122.	Zone Change Advice 100Pages,68Gm (As per specimen) M-13A	10
123.	3.Specimen Signature Pad , containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50

TERMS AND CONDITIONS

01. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash as Tender Fee (Non Refundable).
02. Security amount must be deposited equal to 3% of the approximate value (noted above) of the tender in form of "Cash Payment" or "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the unsuccessful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.
03. The rate validity of tender will be up to December 31, 2020 from the date of opening of tender.
04. Tender closing date 09-03-2020 at 2:30 P.M. Tender opening date 09-03-2020 at 03:00 P.M. in the office of Incharge-P&GS Secretary ZPC Vehari Zone, in the presence of the bidders who wish to be present.



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05. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
06. The Firm/Suppliers/Printers in quotation will be bound to supply the required items as whole consignment within 30 days after the issuance of Purchase Order.
07. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
08. The bidders will attach their respective copies of NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed.
09. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 9:00 am to 5: 00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
10. The Income Tax will be deducted @ 4.5% at source.
11. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
12. Sample paper should be of same quality and gramage as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
13. Successful bidders will bear the freight charges occurred in providing all items at State Life Insurance Corporation Vehari Zone (2nd Floor, ZTBL Building, V-Chowk Vehari)
14. The Delivery Schedule is as under: -
 1. ¼th of the whole consignment in 1st Quarter
 2. ¼th of the whole consignment in 2nd Quarter
 3. ¼th of the whole consignment in 3rd Quarter
 4. ¼th of the whole consignment in 4th Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 067-9201135.

Abdul Rauf Ahmad

Secretary Zonal Procurement Committee
Incharge P&GS, State Life Office, 2nd Floor,
ZTBL Building, Vehari