

**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

TENDER NOTICE NO.P&GS/SLIC/RYP/001/2023**February 08, 2023**

Sealed financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms Printing having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Rahim Yar Khan for the following Printing Items on below mentioned terms and conditions:-

S.No	PRINTING ITEMS	REQ.QTY YEARLY/Size			Specifications
		Measurement Inches			
1	Proposal Register Pages	5000	Nos	13 x 10	80 Gram Imported Paper or equivalent
2	Envelope Khaki 19 x 14 state life Monograph	1000	Nos	19 x 14	80Grm Golden Craft Paper or equivalent
3	Policy Loan Process Sheet	200	Pads	Legal Size	70 Gram Imported Paper or equivalent
4	Policy Loan Schedule (Loan Form)	300	Pads	9 x 11½	70 Gram Imported Paper or equivalent
5	Filecover Office As per sample	300	Nos	22 x 13	300Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
6	Wavier of Late Fee	50	Pads	A4	70 Gram Imported Paper or equivalent
7	Cheque Dispatch Letter	100	Pads	9x13	70 Gram Imported Paper or equivalent
8	Non Medical PS Form	15000	Nos	A4 Size Two Pages	75 Gram Imported Paper or equivalent
9	Medical PS Form	5000	Nos	A4 Size Two Pages.	75 Gram Imported Paper or Equivalent
10	Premium deposit Slip	100	Pads	As per Specimen	70 Gram Imported Paper or equivalent
11	Policy File Cover (Any Colour) As per Sample	35000	Nos	14 x11	350 gm card (by Polo Century) with steel clip + 4.75" Sqash Tape or Same

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					with Bleach Card and Double side printing on 1 page. or equivalent.
12	Amendment to proposal for Policy	30	Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
13	Nomination Form (2 Color Print)	30	Pads	8¼ x 11	75 Gram Offset or equivalent
14	Zaatikowaif	10	Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
15	File cover Agency As per sample	2000	Nos	22 x 13	300Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
16	PHS Document Receipt	50	Pads	4.5 x 7.25	70 Gram Imported Paper or equivalent
17	Proposal Form Non-Medical 5 Pages (3 Ply double side print)	70000	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
18	Proposal Form Medical 6 Pages (4 Ply Double Print)	25000	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
19	N D Forms	10	Pads	8¼ x 11¼	70 Gram Imported Paper or equivalent
20	Envelop (File Size)	2000	Nos	File Size	70 Gram Imported Paper or equivalent
21	Sanad Ki Shanakhat	20	Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
22	Application for Renewal of Registration (SR,SM) (Photo New Agency)	50	Pads	8¼ x 13	70 Gram Imported Paper or equivalent 2 Leave 04 Pages double side print) 01 Pad Contain 200 Leaves
23	Agency Form for New Registration. SR,SM 2 Pages Complete Set	100	Pads	Legal	70 Gram Imported Paper or equivalent Double side print

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24	Rujhanati Sawalnama	10	Pads	A4	70 Gram Imported Paper or equivalent
25	Dawedarkabian (Form Alfa and Bay)	50	Pads	8¼ x 11	70 Gram Imported Paper or equivalent
26	Envelope Window (polithine)	1000	Nos	As per Specimen	80Gram Paper or equivalent
27	Envelope Khakhi state life Monogram	2000	Nos	5 x 9	80Gram Golden Craft Paper or equivalent
28	Envelope Khakhi state life Monogram	2000	Nos	9 x 11½	80Gram Golden Craft Paper or equivalent
29	TADA Form As per Sample	10	Pads	13 x 11.5	70 Gram Imported Paper or equivalent
30	Annual Statement of Declaration Two Pages	10	Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
31	D/C. J.V	10	Pads	9x 11	70 Gram Imported Paper or equivalent
32	DPO4 Form	20	Pads	Legal Size	70 Gram Imported Paper or equivalent
33	Policy Register pages	2000	Nos	15 x 13¼	80 Gram Imported Paper or equivalent
34	Brief Sheet	1000	Pads	As per Specimen	70 Gram Imported Paper or equivalent
35	Covid-19	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
36	CNIC Certificate	30	Pads	As per Specimen	70 Gram Imported Paper or equivalent
37	CRS Performa	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
38	Three Pages SM A.M Sector Head Confidential Pad	1000	Pads	A4	70 Gram Imported Paper or equivalent



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TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash/Pay Order as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 02% of the approximate value (noted above) of the tender in form of “Pay Order/Demand Draft” or “Call Deposit receipts” in favour of “State Life Insurance Corporation of Pakistan” as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.
- iii. The rate validity of tender will be upto **December 31, 2023** from the date of opening of tender.
- iv. **Tender closing date 27-02-2023 at 10:00 A.M. Tender opening date 27-02-2023 at 10:30 A.M.** In the office of In charge P&GS Secretary ZPC Rahim Yar Khan Zone in the presence of the bidders who wish to be present.
- v. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- vi. The Firm/Suppliers/Stationers will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order, otherwise the Corporation has a right to Cancel the Purchase Order.
- vii. State Life Insurance Corporation has the right to decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- viii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.



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- ix. 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. The Income Tax will be deducted as per Rules.
- x. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xi. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xii. The Delivery Schedule during the whole year is as under: -
 1. 1/3rd of the whole consignment in 1st Quarter.
 2. 1/3rd of the whole consignment in 2nd Quarter
 3. 1/3rd of the whole consignment in 3rd Quarter

For further details, the undersigned may be contacted during working hours in person or telephonically on phone No. 068-9230036.

Makhdoom Shahrukh Jamil

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
State Life Building Abu Dhabi Road
Rahim Yar Khan

This Tender is available at the following web sites