

**STATE LIFE**

INSURANCE CORP. OF PAKISTAN

PESHAWAR ZONE

Tender Notice No.Printing/P&GS/PSH/001/2024

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 2024.

S.#	Description of Items	Qty	Unit	Delivery Schedule 2023	Closing Date and Time of Bids for Submission	OpeningDate & Time of of Bids
1	Medical Proposal Forms (5 Leavs 10 pages) 80 Gm Imported Paper (best quality), Size 11*8.5 "	8000	Set	Within 10 days after placement of supply order	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
2	Non-Medical Proposal Forms (4 Leaves 8 pages) 80 Gm Imported Paper (best quality), Size 11*8.5	15000	Set	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
3	Medical Juvenile form 3 pages 80 GM A4 Size	500	Set	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
4	Non Medical Juvenile 80 GM A4 Size Double side printing	500	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
5	Health Register card 13.5 * 10.5 80 gm (MKTG)	500	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
6	Medical Expense Reimbursement form 68gm. Legal Size (MKTG)	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
7	Payment Voucher 12*11 68 gm.	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
8	Fresh Recruitment Form (3 pages) Legal Size 68 Gm	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
9	Sawalnama Form A4 68 gm (MKTG)	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
10	Nomination form A4 size 68gm.(MKTG)	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
11	Certificate Form SM & AM A4 Size 68 gm	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
12	Renewal of Registration (Double Side Printing) Legal size 68 Gm	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
13	Declaration & Statement form Legal Size (68 Gm)	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
14	Rule 11 form (Agcy) Legal Size 68 Gm	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
15	Requirement Letter for SR Appointment 68 Gm A4 Size	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
16	Renewal of Registration Letter/Notices A4 size (68 gm)	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
17	Attachment / Detachment Letter SO/SR/SM A4 Size 68 gm	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
18	File Cover (Bleech Card) Steel Clip with agent data printing	500	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
19	Coding Register (10 x 14) 80 gm 400 Leaves	3	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
20	Audit Progress report Legal size 70 gm	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
21	Audit Observation Sheet 10*7 68 gm	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
22	Sector Head/AM/SM Confidential Report(68 GM) Legal Size	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
23	Proposal Position Register 13*8 size 80gm. 400 pages	5	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
24	ND Decleration for Revival of policies 68gms Legal size	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
25	File Cover (Bleech Card) with State Life Monogram & with steel clip	500	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
26	N D Endorsement 68gm. Legal size	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
27	Insurance Mohtasib Proforma A4 Size 68gm (200 Pages)	50	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
28	Policy Issuing Register 13*8 size 80gm. 400 pages	5	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
29	Policy Envelop (Size 13 x 10)	8000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)

30	Medical Fee Proforma Legal Size 68 gm (Double Side Printing (MKTG))	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
31	Requirement Letter (500 Pages per pad) A4 Size 68 Gm	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
32	Policy File Covere with plastic tape from Top with Steel Clip12*8.75" from one side	8000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
33	Maturity Claim form A4 Size 68 Gm	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
34	Maturity Cheque Covering Letter A4 Size 68 gm	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
35	Maturity Requirement Letter A4 Size 80 gm.	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
36	Death Claim Covering Letter A4 Size 80gm.	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
37	Claim Form A (Dawidar Ka Bayan) 80 Gm A4 Size Containing 2 Pages	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
38	Claim Examiner Report Legal Size 80GM	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
39	Medical Attendant Certificate Containing 2 pages 80 Gm A4 Size	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
40	Claim Form – C (Sanade Shanakht) 80 Gm A4 Size	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
41	CLAIM Form "AJAR KE SANAD" 80 Gm A4 Size	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
42	Covering Letter of D.V. (Urdu) A4 Size 80gm (Claim)	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
43	Cheque Covering letter to Zonal Head A4 68 GM (Claim)	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
44	Urdu Letter (JAWAB ARZ) A4 Size 80 gm.	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
45	AIB Covering Letter Legal Size 68 GM	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
46	Claimants Statement (Legal Size) 68 gm. Containing 2 Pages	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
47	Medical Certificate A4 Size 68gm. (Contaning 2 Pages PHS	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
48	Cancellation Revalidation stubs 7*9 Size 68 gms	200	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
49	Declaration of Good health (DGH) A4 Size 68gms	100	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
50	Application for Revival PSF (Non Medical) Double side printing 4 pages A4 Size 80 gms	5000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
51	Application for Revival PSF (Medical) Double side printing 4 pages 80gms A4 size	1000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
52	Requirement Letter 3pages (3color) legal size 55gm. Flying paper	100	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
53	Cheque Dish. Intimimation letter legal size 68 gm.	30	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
54	Three Specimen Signature letter 68gms A4 size (Claim)	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
55	Acknowledgement Receipt 68gms 7*6 size (Policy Documents)	30	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
56	Surrender paid Register 13*8 size 200 pages 80 gm.	1	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
57	Surrrender Sector Head Proforma legal size 68GM	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
58	Policy Request Letter A4 size 68 gm.	30	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
59	Loan application form 68gms legal size	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
60	Loan Assignment letter 8*5+6*5 size 68 gm	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
61	Loan Schedule 68gm. Legal Size	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
62	Continuation of Previous Assignment Legal Size 68 gm.	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
63	Option Change Letter 68gm A4 Size	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
64	Loan Intimation & Requirement Letter Legal Size 68 gm.	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
65	Special Revival Plan (legal size 68 gm.)	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
66	Spcial Revival Requirement Letter (A4 size 80 gm.	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)

67	Special Revival endorsement 68gms A4 size	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
68	Special Revival Reinstatement of policy (A4 size 68gm.	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
69	Policy Transfer Letter A4 size 68 gm.	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
70	N.O.C. for transfer of policy (A4 size) 80gm.	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
71	Change of Nomination letter 68gm A4 size PHS	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
72	Change in policy letter 68gm. A4 size PHS	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
73	Premium deposit slip A4 size 68 gm. PHS	100	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
74	Indeminty Bond legal size 68GM	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
75	Affidavit legal size 68GM	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
76	Cheque Intimation Letter to NB A4 size 68gm	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
77	Loan & Advances Register 80 Gm Size 13*9.5 " (Double Side Printing) 250 Leaves (PAYROLL)	2	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
78	Petty Cash adjustment Register 2 pages color graphing 11*11(80 gm)	3	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
79	Schedule Book 4 color 400 pages 7 x 9 55 Gm	50	Book	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
80	Cheque Register for Commission Section	5	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
81	Cheque Issued Advice Legal Size 68 gm	30	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
82	Cheque Realization Pad F&A legal size 68GM	20	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
83	B.M. Book (7.5 x 4) 55 GM Triplicate included carbon	50	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
84	Dr. consultation slip 12*6 68 gm.	50	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
85	Reference slip 12*6 - 68gm (double side printing)	100	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
86	Medical Expense Reimbursement form 68gm. Legal Size	30	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
87	Iqrar Nama form 80gm legal size double side printing (Medical Cell) 100 pages	500	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
88	Health card 13*10 size 80gm (double side printing) (Ledger P&GS)	400	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
89	Photo requisition slip 6*5 (68gm)	30	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
90	Stationery demand form 8*10 size (68gm)	30	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
91	Leave application form A4 size (68gm)	50	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
92	Late Sitting form A4 size (68gm)	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
93	Tour approval form A4 size (68gm)	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
94	Application for two months salary advance legal size 68gm	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
95	J.V. PAD 12*11size 68gm	100	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
96	G.D.V. PAD legal size 68gm (double side printing)	50	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
97	Overtime form 13*8 size 68gm	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
98	Travelling proforma 13*8 size 68gm	5	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
99	Courier service ledger 15*9.5 size 80gm (double side printing)250 leaves 500 pages	1	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
100	Letter Register 15*10 size 80gm (double side printing 250 leaves 500 pages (or Chq Deposit Reg)	1	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
101	Envelop 7*4.5 size White Window 80 gm	5000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
102	Envelope 8.5*5.5 size White window 80gm	5000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
103	Envelope 9*4 size Brown	2000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)

104	Envelope 11*5 size Brown	2000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
105	Envelope 12.5*10.5 size Brown	5000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
106	Envelope 18*15 Brown	2000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
107	Envelope 18*15 Brown (with cloth)	1000	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
108	General Pad A4 size 80gm	10	Pads	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
109	Circular 4 color Art paper 115 gm Legal Size	100	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
110	Circular 3 color Art paper 115gm legal size	100	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
111	Circular 2 color Art paper 115gm legal size	100	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
112	Circular 1 color Art paper 115gm legal size	100	Pc	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
113	KYC (form) Double side printing A4 Size 80 gm 100 pages	30	Pad	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
114	Check List for AML/CFT/Policy - 2020 (100 Pages)	50	Pad	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
115	Risk Profiling Sheets A4 size 80gm Double side (100 pages)	50	Pad	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
116	Claim Pymtent Vouchers	50	Pad	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
117	Paid For Register for NB	10	Pad	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)
118	Payment Register for Payment Section F&A	10	Pad	= do =	29.01.2024 11:00 (AM)	29.01.2024 11.30 (AM)

TERMS & CONDITIONS:

1. Single Stage-one envelope procedure will be adopted for open competitive bidding. The bid found to be lowest evaluated bid (lowest evaluated cost) shall be accepted.
2. Bid/tender 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 2% earnest money/bid security.
3. The rates should be valid for 1 (one) Year. No increase of rates will be acceptable after the submission of tender.
4. On finding sub-standard quality as and when noticed during process, the deposit bid security may be forfeited in favor of the Corporation and the tender may be treated as cancelled.
5. 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.
6. The bidders should attach their respective copies of NTN and Sales Tax Certificates.
7. 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 during Office hours i.e. 09:30 am to 04:30 pm except Saturday and Sunday till the closing date / time as mentioned above.
8. The Rates provided should include all the Government Taxes.
9. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rules of PPRA.
10. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.
11. The number of quantity of items may DECREASE or INCREASE keeping in view the available budget.
12. The sealed tenders will be opened at the office of Incharge (P&GS) 3rd Floor, State Life Building 34 the Mall, Peshawar Cantt on 29-01-2024 at 11:30 (AM)

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

INCHARGE (P&GS)

State Life Insurance Corporation of Pakistan
Peshawar Zone, State Life Building, 3rd Floor
34 The Mall, Peshawar Cantt

Contact: 091-9211588 /091-9211576-79
Email: pgspshzn@statelife.com.pk