



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TENDER NOTICE NO.P&GS/001/2018

February 12, 2018

Sealed financial bids are invited from pre-qualified/non pre-qualified GST/NTN registered firms/printers having own Printing Press/ Office Phone/Fax number (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 Form	REQUIRED QTY
1	Letter Head Pad (Large Size), containing 50 Pages, Japan 80 GM Imported or Equivalent (as per Specimen)	30
2	Letter Head Pad (Medium Size), containing 50 Pages, Japan 80 GM Imported or Equivalent (as per Specimen)	20
3	Leave Application Pad (Officers), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
4	Leave Application Pad (Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
5	Medical Expenses Card Officer/Staff as per Specimen	100
6	Medical Reimbursement Pad (A), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	10
7	Medical Reimbursement Pad (B), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	10
8	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
9	TA/DA Bill Pad, containing 100 Pages, 75 GM Flying High Finish (as per Specimen)	8
10	Attendance Sheet 80 GM Imported Paper (as per Specimen)	500
11	Leave Card Officer/Staff as per Specimen	100
12	Office File Cover as per Specimen	1000
13	Medical (P&GS-106) as per Specimen	50
14	Envelops Window 9"X4" (1000) as per Specimen	5000
15	Envelops Simple 9"X4" (1000), 90 Gram White paper (as per Specimen)	5000
16	Envelops Simple 11"X5" (1000), 90 Gram White paper (as per Specimen)	2000
17	Envelops Simple 10"X12" (1000), 90 Gram White paper (as per Specimen)	2000
18	Envelops Simple 11"X15" (1000), 110 Gram White paper (as per Specimen)	1000
19	Envelops Simple 19"X15" (1000), 110 Gram White paper (as per Specimen)	500
20	Purchase Order Book as per Specimen	4



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21	Audit Memo Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
22	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
23	Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	100
24	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
25	Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	30
26	Payment Voucher Allied Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
27	Commission List Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
28	Debit - Credit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
29	DCS Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
30	Schedule Local / Out Station Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
31	PR Book Fresh Cantt Carbon Sheet (as per Specimen)	300
32	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	300
33	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	50
34	Proposal Form Non Medical 80 GM Imported (as per Specimen)	50000
35	Proposal Form Medical 80 GM Imported (as per Specimen)	40000
36	New Business - 01 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
37	Policy Brief Sheet 80 GM Imported (as per Specimen)	50000
38	Policy File Cover as per Specimen	50000
39	Policy Register Sheet 80 GM Imported (as per Specimen)	2000
40	Medical Fee Statement Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
41	Application form for Provident Fund Loan, 68 GM Flying High Finish (Legal Size)	10
42	PF Refundable Loan Processing Sheet, 68 GM Flying High Finish (Legal Size)	10
43	File Cover Agy as per Specimen	4000
44	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
45	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
46	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
47	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
48	Confidential Pad, containing 100 Paged, 68 GM Flying High Finish (A4 Size)	200
49	Medical Health Card as per Specimen	1000



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50	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	4000
51	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	5000
52	Medical Expense Card (as per Specimen)	1000
53	Declaration of Family Member (A4 Size)	20
54	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
55	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
56	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
57	Policy Card as per Specimen	4000
58	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	30
59	Loan Application Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
60	Receipt Form Loan Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
61	Agency Record Creation DP - 06A Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
62	PS Non Medical 80 GM Imported (as per Specimen)	10000
63	PS Medical 80 Gm Imported (as per Specimen)	8000
64	CHQ Dispatch Register, containing 300 Pages (as per Specimen)	8
65	CHQ Entry Register, containing 300 Pages (as per Specimen)	4
66	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
67	Yad Dehani Notice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
68	Intimation Register, containing 400 Pages (As per Specimen)	4
69	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
70	Agency Recruitment Register (As per specimen)	10
71	Over time Pad containing 100 Pages, 68 GM Flying High Finish (Legal Size)	10
72	Declaration for issue of duplicate Policy containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
73	Cheque Covering Claim "Registered" containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
74	Calculation Sheet containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
75	Adjustment Advice (As per specimen)	50
76	Re-Assignment form containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
77	Performa " S V " containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
78	Indemnity Bond containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10



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79	Successional Certificate containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
80	PHS 80 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
81	F I B Existing Certificate (As per specimen)	10
82	Annuity Claim (As per specimen)	10
83	PHS 50 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
84	PHS 36, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
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
87	Suspense Payment Voucher, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
88	Pre Receipt Discharge Voucher, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
89	Alteration Advice M-2, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
90	Approval Letter, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
91	Notice DP 04, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
92	Medical Attendance Certificate, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
93	Application Transfer Policy Multan to Vehari Zone, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
94	Agency Alteration, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
95	Medical Declaration Form for Officers, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
96	Medical Declaration Form for Staff, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
97	Policy Proposal Sheet NB 80 GM (As per Specimen)	3000
98	Pregnancy Form Pad containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
99	3. Specimen Signature pad containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
100	S.M Report pad containing 100 Pages, 68 GM Flying High Finish (A4 Size).	15
101	Currency Declaration Pad containing 100 Pages, 68 GM Flying High Finish (A-4Size)	15
102	Dual Nationality Pad containing 100 Pages, 68 GM Flying High Finish (A4.Size)	15



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103	Death Claim-Journal Voucher 100Pages, 75Gm (As per specimen)	10
104	Payment Voucher Claim 100Pages, 75Gm(As per specimen)	10
105	Zone Change Advice 100Pages,68Gm (As per specimen) M-13A	10
106	Endorsement Advice 100Pages,68Gm (As per specimen)(PHS 001)	10
107	Record Creation Advice 100Pages, 68 Gm (As per specimen)	20
108	MZ/PHS -74 Transfer policy 100Pages,68Gm (As per specimen)	20
109	Letter of NOC 100Pages, 75 Gm (As per specimen)	20
110	Zone Change Advice 100Pages, 68Gm (As per specimen)	15
111	Special Reinstatement Of Policy 100Pages, 68Gm (As per specimen)	15
112	Special Revive Of Lapse Policy 100Pages, 68Gm (As per specimen)	15



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TERMS AND CONDITIONS

1. 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).
2. Security amount must be deposited equal to 5% 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 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.
3. The rate validity of tender will be upto December 31, 2018 from the date of opening of tender.
4. Tender closing date 27-02-2018 2:30 P.M. Tender opening date 27-02-2018 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.
5. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
6. The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. 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.
9. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 8:30 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 gram mage 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
Vehari Zone