



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TENDER NOTICE NO.P&GS/001/2019

January 31, 2019

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	REQU IRED QTY
1	Leave Application Pad (Officers), contain 100 Pages, 68 GM Flying High Finish (A4 Size)	10
2	Leave Application Pad (Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
3	Medical Expenses Card Officer/Staff as per Specimen	100
4	Medical Reimbursement Pad (A), contain 100 Pages, 68 GM Flying High Finish Legal Size	10
5	Medical Reimbursement Pad (B), contain 100 Pages, 68 GM Flying High Finish Legal Size	10
6	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50
7	TA/DA Bill Pad, containing 100 Pages, 75 GM Flying High Finish (as per Specimen)	8
8	Attendance Sheet 80 GM Imported Paper (as per Specimen)	500
9	Leave Card Officer/Staff as per Specimen	100
10	Office File Cover as per Specimen	1000
11	Medical (P&GS-106) as per Specimen	50
12	Envelops Window 9"X4" (1000) as per Specimen	5000
13	Envelops Simple 9"X4" (1000), 90 Gram White paper (as per Specimen)	5000
14	Envelops Simple 11"X5" (1000), 90 Gram White paper (as per Specimen)	2000
15	Envelops Simple 10"X12" (1000), 90 Gram White paper (as per Specimen)	4000
16	Envelops Simple 11"X15" (1000), 110 Gram White paper (as per Specimen)	4000
17	Envelops Simple 19"X15" (1000), 110 Gram White paper (as per Specimen)	2500
18	Purchase Order Book as per Specimen	4
19	Audit Memo Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
20	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
21	Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	100
22	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	20
23	Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	30
24	Payment Voucher Allied Pad, containing 100 Pages, 68 GM Flying High Finish	20



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25	Commission List Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
26	Debit - Credit Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
27	DCS Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
28	Schedule Local / Out Station Pad, contain 100 Pages, 68 GM Flying High Finish	40
29	PR Book Fresh Cantt Carbon Sheet (as per Specimen)	300
30	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	300
31	Cash Register 700 Pages (as per Specimen)	08
32	Payment Voucher A.M. Imprest Pad, contain 100 Pages, 68 GM Flying High Finish	60
33	Proposal Form Non Medical 80 GM Imported (as per Specimen)	60000
34	Proposal Form Medical 80 GM Imported (as per Specimen)	50000
35	Policy Brief Sheet 80 GM Imported (as per Specimen)	60000
36	Policy File Cover as per Specimen	60000
37	Policy Register Sheet 80 GM Imported (as per Specimen)	2500
38	Medical Fee Statement Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	25
39	Application form for Provident Fund Loan,68 GM Flying High Finish (Legal Size)	10
40	PF Refundable Loan Processing Sheet, 68 GM Flying High Finish (Legal Size)	10
41	File Cover Agency as per Specimen	3000
42	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	50
43	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
44	Medical Comparative Pad, containing 100 pages , 68 GM Flying High Finish (A 4Size)	20
45	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
46	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	125
47	Confidential Pad A.M, containing 100 Paged, 68 GM Flying High Finish (A4 Size)	200
48	Medical Health Card as per Specimen	3000
49	Risk Profiling Sheet as per Specimen	50000
50	Re-Insurance Performa (E-1, E-2,R-1) Each as per Specimen	1000
51	Zonal Underwriting Committee Sheet as per Specimen	1000
52	Proposal Deposit Slip as per Specimen	40000
53	Fresh Appointment SR/SO/SM Pad, contain 100 Pages, 68 GM Flying High Finish (SET)	6000
54	Attachment Letter Pad containing 100 Pages, 68 GM Flying High	2000
55	S.R,S.O,S.M Appointment Letter Pad containing 100 Pages, 68 GM Flying High	5000
56	Field Attachment Application Pad containing 100 Pages, 68 GM Flying High	2000
57	Field Promotion Set S.O,S.M, , contain 100 Pages, 68 GM Flying High Finish (A4 Size)	1000
58	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET)	5000
59	Medical Expense Card (as per Specimen)	1000
60	Declaration of Family Member (A4 Size)	20
61	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100



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62	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	80
63	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	80
64	Policy Card as per Specimen	4000
65	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	30
66	Loan Application Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	80
67	Receipt Form Loan Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	80
68	Agency Record Creation DP - 06A Pad, contain 100 Pages, 68 GM Flying H.F (A4 Size)	20
69	PS Non Medical 80 GM Imported (as per Specimen)	10000
70	PS Medical 80 Gm Imported (as per Specimen)	8000
71	CHQ Dispatch Register, containing 300 Pages (as per Specimen)	8
72	CHQ Entry Register, containing 300 Pages (as per Specimen)	6
73	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	30
74	Yad Dehani Notice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
75	Intimation Register, containing 400 Pages (As per Specimen)	4
76	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
77	Agency Recruitment Register (As per specimen)	10
78	Declaration for issue of duplicate Policy contain 100 Pages, 68 GM Flying H.F (A4 Size)	20
79	Cheque Covering Claim "Registered" contain 100 Pages, 68 GM Flying H. Finish (A4 Size)	40
80	Adjustment Advice (As per specimen)	50
81	Performa " S V " containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
82	Indemnity Bond containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
83	Succession Certificate containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
84	PHS- 80 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
85	F I B Existing Certificate (As per specimen)	10
86	Annuity Claim (As per specimen)	10
87	PHS- 50 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
88	PHS -36 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
89	PHS -63 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
90	PHS -64 containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
91	Suspense Payment Voucher, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
92	Pre Receipt Discharge Voucher, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
93	Alteration Advice M-2, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	10
94	Notice DP 04, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
95	Medical Attendance Certificate, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
96	Application Transfer Policy Multan to Vehari Zone, contain 100 Pages, 68 GM Flying H.F	30
97	Agency Alteration, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
98	Medical Declaration Form for Officers, contain 100 Pages, 68 GM Flying High Finish A4	10



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99	Medical Declaration Form for Staff, contain 100 Pages, 68 GM Flying High Finish (A4 Size)	10
100	Policy Proposal Sheet NB 80 GM (As per Specimen)	
101	Pregnancy Form Pad containing 100 Pages, 68 GM Flying High Finish (A4 Size)	15
102	3. Specimen Signature pad containing 100 Pages, 68 GM Flying High Finish (A4 Size)	200
103	S.M Report pad containing 100 Pages, 68 GM Flying High Finish (A4 Size)	15
104	Currency Declaration Pad containing 100 Pages, 68 GM Flying High Finis(A-4Size)	15
105	Dual Nationality Pad containing 100 Pages, 68 GM Flying High Finish (A4.Size)	15
106	Death Claim-Journal Voucher 100Pages, 75Gm (As per specimen)	10
107	Payment Voucher Death Claim100 Pages, 75Gm(As per specimen)	
108	Zone Change Advice 100Pages,68Gm (As per specimen) M-13A	10
109	Endorsement Advice 100Pages,68Gm (As per specimen)(PHS 001)	10
110	Record Creation Advice 100Pages, 68 Gm (As per specimen)	20
111	MZ/PHS -74 Transfer policy 100Pages,68Gm (As per specimen)	20
112	Letter of NOC 100Pages, 75 Gm (As per specimen)	20
113	Special Reinstatement Of Policy 100Pages, 68Gm (As per specimen)	15
114	Special Revive Of Lapse Policy 100Pages, 68Gm (As per specimen)	15
115	Address Update Record (As per specimen)	40
116	Death Claim Calculation Sheet (As per specimen)	10
117	Urdu Application Lapse/Auto paid-up (As per specimen)	10
118	Receipt Book (As per specimen)	30
119	Re-Nomination Form (As per specimen)	10
120	Medical Revival Application PHS (As per specimen)	10
121	Endorsement of ND Scheme (As per specimen)	10
122	Cheque Dishonor Note (As per specimen)	10



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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 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 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, 2019 from the date of opening of tender.
 04. Tender closing date 19-02-2019 at 2:30 P.M. Tender opening date 19-02-2019 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.
 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 15 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. 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 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



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Note for Zonal Scrutinizing Committee

We need certain "Printing Stationery Items" (mentioned in the enclosed list) for different departments of Vehari Zone, for the year 2019.

ZSC is requested to please scrutinize the matter and allow us to call the quotations through PPRA.

Abdul Rauf Ahmad
Incharge P&GS
Secretary/Member

Muhammad Saleem
Zonal Accountant
Convener

Aslam Pervaiz
Incharge P.H.S.
Member

Shoukat Ali Chaudhry
Incharge P.H.S.
Member

Ch. Tariq Siddique
Zonal Head