



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Siddique Plaza, Paris Road, Sialkot Zone

Phone # 052-9250101-108

Fax # 052-9250109

**TENDER DOCUMENTS**

**Tender Notice # Skt/Prtg/03/2024 (Tender Closing Time= Aug 08, 2024 at 11:00 Hrs , Bids Opening Aug 08, 2024 at 11:45 Hrs )**

Sealed financial bids as per Single Stage Single Envelope procedure are invited from reputable Printers registered & Active Status with Sales Tax department, having own offices and phone /fax numbers (if found contrary the quotation will be rejected) for the supply of different Printing Materials, detail of which is given in following.

<b>Bidder</b>	_____	NTN #	_____	NTN Status	Active
	_____	CNIC #	_____	/ Inactive	_____
<b>Proprietor</b>	_____	Sales Tax	_____	GST Status	Active
<b>/ Representative</b>	_____	Registration #	_____	/ Inactive	_____

Sr. #	Description	Specifications	Unit	Qty	Bidder Rate inclusive GST per Item	Bidder Rate inclusive GST for Total Quantity	Bidders Remarks
1	Attendance Sheets	80-Gm Imported, Green Color, 01-Side Laminated, Size (17"*13")	Pad	20			
2	Envelope 11*5	80-Gm Local, 100-Envelope = 01-Pkt, White Color	Nos	5000			
3	Envelope 9*4	68-Gm Local, 100-Envelope = 01-Pkt, (Khaki Color)	Nos	4000			
4	Envelope A-4	80-Gm Local, White Color 100-Envelope = 01-Pkt	Nos	5000			
5	Envelope 13*16	Craft Paper Imported, Size 13*16 inch	Nos	1000			
6	Envelope Cloth	Craft Paper with Fabric 100-Envelope - 01Pkt, Size 13*16 inch	Nos	1000			
7	File Covers (Green, Blue & White Color)	Bleach card, 300 gm, Steel / Plastic Clip, 4-Crease cover with tape (Size 12"*14")	Nos	4000			
8	Leave Application Form	70-Gm Imported / VRG Paper (A4)	Pad	5			
9	Letter Head	80-Gm Imported / VRG Paper A-4 (white)	Pad	30			
10	Letter Head Copy	70-Gm Imported / VRG A-4 (White)	Pad	30			
11	Photocopy Slip	68-Gm Local (6"*3.5")	Pad	12			
12	Budget Register	70-Gm Imported / VRG White, (14"*9.5") 500-Pages = 01-Register	Register	2			
13	Cheque Register	70-Gm Imported / VRG White, (A-4) 250-Pages = 01-Register	Register	5			
14	Cash Collection Register	70-Gm Imported / VRG White, (A-4) 250-Pages = 01-Register	Register	2			
15	Area Manager Report (1-Page)	70-Gm Imported / VRG Paper (A4)	Pad	100			
16	Acceptance Letter	70-Gm Imported / VRG Paper (A4)	Pad	30			

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**Proprietor**  
**/ Representative**

NTN # CNIC #  
 Sales Tax  
 Registration #

NTN Status Active /  
 Inactive  
 GST Status Active /  
 Inactive

Sr. #	Description	Specifications	Unit	Qty	Bidder Rate inclusive GST per Item	Bidder Rate inclusive GST for Total Quantity	Bidders Remarks
17	Amendment Letter	70-Grm Imported / VRG Paper (9.5"*7") Double Side printing	Pad	30			
18	Brief Sheets	70-Grm Imported / VRG Paper, A-4, 2-Leaves Double Side Printing	Nos These forms binded together by top side	10000			
	Deposit Slip	80-Grm local paper (Size = 7"*8.5")					
	Medical Proposal Form	70-Grm Imported / VRG Paper, 4-Leaves, Double Side Printing along Sr No					
	KYC Form Annex A	70 gm Imported / VRG Paper Legal Size, Double Side Printing					
	Risk Profile Sheet	70-Grm Imported / VRG Paper, A4 Size					
19	Brief Sheets	70-Grm Imported / VRG Paper, A-4, 2-Leaves Double Side Printing	Nos These forms binded together by top side	30000			
	Deposit Slip	80-Grm local paper (Size = 7"*8.5")					
	Non Medical Proposal	70-Grm Imported / VRG Paper, 3-Leaves, Double Side Printing along Sr no					
	KYC Form Annex A	70 gm Imported / VRG Paper Legal Size, Double Side Printing					
	Risk Profile Sheet	70-Grm Imported / VRG Paper, A4 Size					
20	Currency Declaration	70-Gm, Imported / VRG Paper A5 Size	Pad	30			
21	DGH	70-Gm VRG / Imported Paper (legal Size)	Pad	30			
22	W-9 Form	70-Grm Imported / VRG Paper (Legal Size)	Pad	30			
23	KYC Form Annex B	70 gm Imported / VRG Paper Legal Size, Double Side Printing	Pad	30			
24	SM/AM/SH Confidential Report	70 gm imported / VRG Paper Legal Size, Double Side Printing	Pad	100			
25	Zonal Head Confidential Report	70 gm imported / VRG Paper Legal Size, Double Side Printing	Pad	30			
26	CRS Form	70-gm imported / VRG Paper Legal Size, Double Side Printing	Pad	30			

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<b>Proprietor</b>	_____	CNIC #	_____	Inactive
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27	Swissre Financial Questionnaire	70 gm Imported / VRG Paper Legal Size, Double Side Printing	Pad	10			
28	Policy File Covers	300 Gm Bleach Card Printed, Top Side Clip Steel / Plastic, 04-Crease covered with tape 100-Files = 01-Pkt (size 15*10 inch)	Nos	25000			
29	Application Revival (M)	70-gm Imported / VRG Paper Double A4 (two side printing)	Pad	100			
30	Application Revival (NM)	70 Grm imported / VRG paper Double A4 (two side printing)	Pad	150			
31	Adjustment Advice	70-Gm, Imported / VRG Paper A5 Size	Pad	50			
32	DAK Slip	68-Gm Local (7"*5" )	Pad	100			
33	CZ 50 Form	70-Gm, Imported / VRG Paper A4 Size	Pad	50			
34	File Movement Register	70-Grm imported / vrg paper 250-leaves register(Legal size)	Register	20			
35	Indent Card	250-grm ivory card (Legal size) Double side printing	Nos	20000			
36	Loan Instructions Form	70-Gm, Imported / VRG Paper A4 Size	Pad These forms binded together by top side	30			
	Loan Application / Schedule Form	70 Gm imported / VRG paper (A4), Double side printing)					
37	Policy File Transfer Letter	70-Gm VRG / Imported Paper A4 Size	Pad	10			
38	Service Zone	70-Gm, Imported / VRG Paper A5 Size	Pad	15			
39	Policy Surrender Instructions	68-Grm Local (A4)	Pad These forms binded together by top side	50			
	Policy Surrender Proforma	68-Grm Local (A4)					
	Policy Surrender Application	68-Grm Local (A4)					
40	Employer Certificate	68-Grm LocalA4 Size	Pad These forms binded together by top side	20			
	Medical Attendance Form B	68-Gm Local Legal					
	Sand -e- Shanakhat	68-Gm Local A4					
	Daway Dar ka Byan	68-Grm local (A4)					

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41	Imprest Voucher Area Managers	68-Gm Local, 4-Color Printing on Paper	Pad	30			
42	Personal Accident Claim	68-Gm Local Legal	Pad	10			
43	Policy Maturity Instructions	68-Gm Local A4	Pad	20			
	Good News Letter	70-Gm, Imported / VRG Paper A4 Size					
44	Audit Observation Memo	68-Gm Local A4	Pad	50			
45	Audit Dak Register	70-Gm imported / VRG Paper , Legal 250-Pages = 01-Register	Register	10			
46	Appointment letter as SR	70 gm imported / VRG, A4	Nos These forms binded together by top side	5000			
	Application SM/SO/SR	70-Gm imported / VRG, Legal					
	Annual Statement Declaration	70-Gm imported / VRG, Legal					
	Application Renewal Registration	70-Gm imported / VRG, Legal					
	Authority Letter	70 gm imported / VRG, A4					
	Declaration by Introducer	70-Gm imported / VRG, Legal					
	Declaration Purpose Rule 12	70-Gm imported / VRG, Legal					
	Nomination Form	70 gm imported / VRG , A4, 1-Color Printing					
	Ruhjanati Swalnama	70 gm imported / VRG, A4					
	Marks Sheet Ruhjanati Swalnama	70 gm imported / VRG, A4					
	Registration SR/SO/SM	70-Gm imported / VRG, Legal					
	Sector Head Recommendations for	70 gm imported / VRG, A4					

**Earnest Money for Rs. 50000/- in form of Call Deposit Receipt / Demand Draft / Pay Order**

Issued by Bank	in Favor of	CDR /PO/DD # & Issue Date	Amount	Remarks

Bidder Signature& Seal with complete address & active phone numbers \_\_\_\_\_

ZPC Members opened Sealed Quotation on \_\_\_\_\_ at \_\_\_\_\_ in office of \_\_\_\_\_

## **Conditions - Tender Notice # Skt/Prtg/03/2024**

- Bidders shall deliver earnest money before tender closing time to undersigned office, in original form of a Pay Order / Bank Draft for Rs. 50000/- (Fifty Thousand only) in favor of State Life Insurance Corporation of Pakistan which will be returned immediately after issuance of Supply / Work Order to un-successful bidders and after satisfactory completion of job to successful bidder.
- 2 **The bid security envelope should be marked subject referred tender number**
  - 3 No Bid will be accepted without earnest money & other than EPAD Platform, prescribed Bidding Document are available on PPRA, EPADS, State Life website
  - 4 Bids will be opened / downloaded from EPADS w/r to prescribed bidding document in the office of Incharge HR & Admin Department of SLIC, Micro Plaza, Paris Road, Sialkot Zone on the date and time as specified above as per PPRA rule / EPADS
  - 5 **Bidder must submit sample of paper / card specimens which shall be examined on bids opening date, Irrelevant or low quality sample w/r to prescribed specification shall not be considered**
  - 6 The Most Advantageous Bidder for each item shall be considered item wise
  - 7 The rate validity of tender will be 31-12-2024 from the date of opening the tender.
  - 8 **Delivery Schedule = Successful Bidder shall supply the Printing Material to Stationery Store located at Zonal Office Building 3rd Floor within 15-Days upon issuance / receipt of Supply Order**
  - 9 01-Pad Contains 100-leaves
  - 10 Financial evaluation bid shall be free from all types of errors e.g. computational, arithmetical & cutting / overwriting etc, overwritten, cutting offered rates shall not be considered
  - 11 Supply should be according to tender specifications. Any defective delivery / Material will be taken back by supplier at his own risk & cost.
  - 12 Procurement Committee reserves the right to decrease / increase the quantity for Supply as per requirement or may be float the schedule for items delivery as per availability of place for stock
  - 13 Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment.
  - 14 Quotation is acceptable for this tender through EPADS only, other than EPADS platform, quotation shall not be entertained
- Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

(Secretary)

Zonal Procurement Committee,  
State Life Insurance Corporation,  
Micro Plaza, Paris Road, Sialkot Zone.  
052-9250104