

RE:TENDER NOTICE #SLIC/HYD/P&GS/01/2019 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE;

Date:09/01/2019

State Life Insurance Corp. of Pakistan Hyderabad Zone invites sealed quotations in accordance with the PPRA Rules-2004, under "Single Stage- one Envelopes procedure" for the purchase the **printing** of following items from the reputed Firms/Suppliers/Distributors who are registered with Sales Tax and National Income Tax (FBR).

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	<u>Quantity 2019</u>
1	Policy Brief Sheet 4 pages each (as per Specimen)	50000
2	A.I.B Letter (containing 100 pages each) 68 Gm Flying high fish (NBS)	50 Pads
3	A.I.B Letter(U) (containing 100 pages each) 68 Gm Flying high fish (NBS)	50 Pads
4	A.I.B Claim Form A(containing 100 pages each) 68 Gm Flying high finish	50 Pads
5	A.I.B Claim Form B(containing 100 pages each) 68 Gm Flying high finish	50 Pads
6	N-D Form (containing 100 pages each) 68 Gm Flying high finish (NBS)	50 Pads
7	Counter Receiving Letter (PHS) containing 100 pages with 68 GM	200 Pads
8	Application form PHS department containg 100 pages with 68 GM	150 Pads
9	Maturity Claim Form(Urdu) containg 100 pages with 68 GM	50 Pads
10	Collection Advise Slip containg 100 pages with 68 GM Flying high finish	200 Pads
11	Late fee Waiver (PHS) containg 100 pages with 68 GM Flying high finish	100 Pads
12	Performa For Surrender Of Policy containg 100 pages with 68 GM	100 Pads
13	Cheque Dispatch Letter (Maturity), containg 100 pages with 68 GM	200 Pads
14	Cheque Dispatch Letter (Loan/Refund) containg 100 pages with 68 GM	300 Pads
15	Payment Voucher (General) containing 100 pages Flying High Finish	500 Pads
16	I.O.C Letters containg 100 pages with 68 GM	50 Pads
17	Requirement Letter AH(E) containg 100 pages with 68 GM	100 Pads
18	Emergency Loan Form containg 100 pages with 68 GM	200 Pads
19	Attachment/Detachment Sheet SM containg 100 pages with 68 GM	20 Pads
20	Cheque Covering Letter/Other Zone TCS containg 100 pages with 68 GM	300 Pads

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	Quantity 2019
21	Adjustment Advise Part-1 containg 100 pages with 68 Gm GM Flying	100 Pads
22	Adjustment Advise Part-11 containg 100 pages with 68 Gm GM Flying	100 Pads
23	Surrender Cheque Dispatcher Letter containg 100 pages with 68 GM	100 Pads
24	NOC Letter Part-1 containg 100 pages with 68 GM Flying High Finish	100 Pads
25	NOC Letter Part-11 containg 100 pages with 68 GM flying high finish	100 Pads
26	N-20 (Agency Admin) containg 100 pages with 68 GM flying high	500 Pads
27	D.G.H Form containg 100 pages with 68 flying high	500 Pads
28	S.M/AM confidential Reports containg 100 pages with 68 flying high	200 Pads
29	Application for Revival of Policy (Non Medical) as per specimen	10000 forms
30	Application for Revival of Policy (Medical) as per specimen	5000 forms
31	Proposal Form Non Medical (as per specimen) NBS	40000 forms
32	Proposal Form Medical (as per specimen) NBS	10000 forms
33	Loan Application containing 100 pages with 68 GM flying high finish	200 Pads
34	Loan Processing Sheet containing 100 pages with 68 GM flying high	200 Pads
35	Annual Statement Declaration (Agency) 68 Gm flying high finish	100 Pads
36	Renewal Registration form (Agency) 4 pages as per specimen	5000 forms
37	Registration form For SR/SO/SM 12 pages as per specimen	5000 forms
38	Policy File Card (PHS/NBS) Grey/Pink as per specimen	20000 No's
39	Policy Transfer Letters containing 100 pages 68 Gm flying high finish	50 Pads
40	Chanel Change Letter (PHS) containing 100 pages Gm flying high finish	100 Pads
41	Transfer Information Letters containing 100 pages Gm flying high finish	100 Pads
42	SR Information Letters containing 100 pages Gm flying high finish	50 Pads
43	Service Zone Change containing 100 pages Gm flying high finish	50 Pads
44	Requirement Letter maturity(E) containing 100 pages Gm flying high	100 Pads
45	Statement Of Cheque List (as per specimen)	50 Pads
46	P.O Underwriting containing 100 pages 68 Gm flying high finish	50 Pads
47	NON Resident Letters (PHS) containing 100 pages 68 Gm flying high	50 Pads
48	Insertion Of Policy Stamp Card containing 100 pages 68 GM flying	50 Pads

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49	Endorsement No:1 containing 100 pages, 68 GM Flying High Finish	100 Pads
50	Reversal/Revalidation Sheet (F&A)	100 Pads
51	Policy File Covers with steel clips (NBS) as per specimen	30000
52	Journal Voucher (F&A/PHS/P&GS) as per specimen	300 Pads
53	Commission Voucher (F&A) as per specimen	500 Pads
54	Cheque Acknowledgment List 68 Gram (NBS)	100 Pads
55	Agency Alterations containing 100 pages, 68 GM Flying High Finish	200 Pads
56	Letters of Acceptance containing 100 pages, 68 GM Flying High Finish	40 Pads
57	Envelope Size 12/10 (White)	2000 No's
58	Envelope large Size 12/15 (Khakee)	5000 No's
59	Policy Size Envelop 9/4 (Khakee) without window	5000 No's
60	Envelope Size 11/5 (Khakee)	5000 No's
61	Envelope Size 9/4 (Khakee) with window	30000 No's
62	Leave Application Urdu containing 100 pages, 68 GM Flying High	50 pads
63	Leave Application English containing 100 pages, 68 GM Flying High	50 pads
64	Over Time Performa containing 100 pages , 68 GM Flying High Finish	50 Pads
65	Leave Cards as per specimen	400 No's
66	Personal file as er specimen	100 No's
67	Attendance Sheets 80 GM imported papers	500 No's
68	Audit Memo Pad (containing 100 pages, 68 GM flying High finish (A4 size)	20 Pads
69	Medical Payment Voucher Part-1 as per specimen	50 Pads
70	Medical Payment Voucher K Type (Agency/Medical) as per specimen	60 Pads
71	Medicine Prescription as per specimen	100 Pads
72	Medical Reference letter (Field) as per specimen	50 Pads
73	Medical Reference letter (Officer/Staff) as per specimen	100 Pads
74	Hospitalization Process Sheet as per specimen	50 Pads
75	Medical Processing Sheet as per specimen	50 Pads
76	Hospitalization Form as per specimen	10 Pads
77	Reimbursement form "A" as per specimen	30 Pads
78	Reimbursement form "B" as per specimen	30 Pads

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	Quantity 2019
79	Indentent Form as per specimen	50 Pads
80	P.F Form for Loan containing 100 pages, 68 GM Flying High Finish	100 Pads
81	P.F (Undertaking) Form containing 100 pages, 68 GM Flying High	20000
82	P.F Payment Voucher , containing 100 pages, 68 Gm Flying High Finish	25 Pads
83	P.F J.V containing 100 pages, 68 GM Flying High Finish	100 Pads
84	P.F Credit Voucher, containing 100 pages,68 GM Flying High Finish	200 Pads
85	Commission Voucher (Banking cell) as per spacemen	100 Pads
86	Certificate of premium payment, containing 100 pages, 68 GM	50 Pads
87	I.T Certificate (PHS) , containing 100 pages, 68 GM Flying High Finish	20 Pads
88	Revival Decision Performa, containing 100 pages ,68 GM	50 Pads
89	Declaration in respect of policy y, containing 100 pages, 68 Gm	50 Pads
90	Promorma for surrender of policy (Undertaking by the Zonal Head)	100 Pads
91	Photostat Indentent as per specimen	100 Pads
92	Gate Pass Containing 100 pages (as per specimen)	10 Pads
93	PHS complaint Register containing 400 pages (as per specimen)	2 Register
94	Letter Head containing 100 pages as per specimen	1000 Pads
95	03 Forms containing 100 pages as per specimen (Agency Admin)	200 Pads
96	Renewal of Retirement containing 100 pages as per specimen (Agency)	05 Pads
97	Application form for promoted for SR to SO 4 pages as per specimen	300 Sets
98	Application form for promotion from Sales officer to Sales Manager 4 pages as per specimen	300 sets
99	Emergency Advance Against Renewal 3 pages as per specimen	10 sets
100	Promotion Sheet regulars containing 100 pages as per specimen	30 Pads
101	Promotion Evaluation Sheet containing 100 pages as per specimen	10 Pads
102	SM/SO/SR Register for Agency Admin 500 pages as per specimen	02 Register
103	Field Conveyance Loan Application containing 100 pages	10 Pads
104	Field Conveyance Sheets containing 100 pages as per specimen	05 Pads
105	Area Manager Conveyance Loan Form containing 100 pages as per specimen	10 Pads
106	Area Manger Conveyance Loan Sheet 100 pages as per specimen	10 Pads
107	Conveyance Loan offer letter containing 100 pages as per specimen	10 Pads

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	Quantity 2019
108	Single Line Letter in Urdu containing 100 pages as per specimen	50 Pads
109	Requirement Letter Death Claim containing 100 ages as per specimen	100 Pads
110	AIB (Processing Forms) as per specimen	100 Pads
111	AIB Pre-discharge Vouchers containing 100 pages as per specimen	100 Pads
112	Maturity Register as per specimen	06 registers
113	Claim Form 'Death' as per specimen	100 Pads
114	WAN Printing Entries Register as per specimen	04 registers
115	ND forms for Revivals as per specimen	200 Pads
116	PHS counter receipts as per specimen	20 Pads
117	Office File Covers as per specimen	3000 files
118	Area Managers Payment Voucher containing 100 pages as per specimen	20 Pads
119	Audit Register (Dak) as per specimen 500 pages as per specimen	10 register
120	Application Form for PHS department containing 100 pages as per spmn	500 pads
121	TADA From containing 100 pages as per specimen	05 Pads

TERMS AND CONDITIONS:

1. Security amount must be deposited equal to **02%** of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favour of the State Life Insurance Corporation of Pakistan Zonal Office Hyderabad which will be refunded to the un-successful parties on the spot and the refundable cash payment of CDR will be detained of the successful parties till the completion of job as per quotation/purchase order. No quotation will be acceptable without earnest money.
Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- (P&GS) State Life Insurance Corporation of Pakistan, Hyderabad Zone, 5th Floor, State Life Building, Thandi Sarak Hyderabad on or before **25/01/2019** 11:00 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 11:30 Am. in the presence of Tenders representative who choose to attend.
2. On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favour of the Corporation.
3. The Firms/ Suppliers / Distributors in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order.
4. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
5. Sealed Quotation duly completed in all respects must reach to the undersigned by Courier Service and by Registered Mail during the office hours i.e 9:00 am to 5:30 pm (sharp) expect Saturday & Sunday till closing date **(25/01/2019)** .
6. The Income Tax will be deducted as per Govt. of Pakistan Law.

7. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
8. The Tender fee Rs.2000/= (Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
9. Payments will be released after supplying the above said items and after checking quality etc.
10. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
11. The rate validity of bid should be upto 31-12-2019 from the date of the opening of tender. Bidders must quote one rate, incomplete, ambiguous , conditional bids will not be accepted.
12. Sample paper should be of same quality and grammage as specified in tender or provided. The Committee will not consider any sample not according to our specification, attached by the vendor.
13. The Delivery Schedule during the whole year on need basis or detail 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 or any clarification the undersigned and dealing officer (Ms. Yasmin Darksha) may be contacted during working hours in person or telephonically on phone # 022-9200128/9201282.

Shahid Hussain Malik
(Secretary/Member Zonal Procurement Committee-(P&GS)
Hyderabad Zone.