

RE:TENDER NOTICE #SLIC/HYD/P&GS/02/2018 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE:

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 2018</u>
1	Policy Brief Sheet 4 pages each (as per Specimen)	30000
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	100 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) containg 100 pages with 68 GM	200 Pads
15	Payment Voucher (General) containig 100 pages 68 GM Flying High Finish	400 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	100 Pads
20	Cheque Covering Letter/TCS containg 100 pages with 68 GM	100 Pads

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	Quantity -2018
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	500 Pads
29	Application for Revival of Policy (Non Medical) as per specimen	5000 forms
30	Application for Revival of Policy (Medical) as per specimen	5000 forms
31	Proposal Form Non Medical (as per specimen) NBS	30000 forms
32	Proposal Form Medical (as per specimen) NBS	30000 forms
33	Loan Application containing 100 pages with 68 GM flying high finish	150 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	10000 forms
38	03 Forms 68 Gm flying high finish (Agency)	150 Pads
39	File Card (PHS) as per specimen	1000 No's
40	Policy Transfer Letters containing 100 pages 68 Gm flying high finish	50 Pads
41	Chanel Change Letter (PHS) containing 100 pages Gm flying high finish	100 Pads
42	Transfer Information Letters containing 100 pages Gm flying high finish	100 Pads
43	SR Information Letters containing 100 pages Gm flying high finish	50 Pads
44	Service Zone Change containing 100 pages Gm flying high finish	50 Pads
45	Requirement Letter maturity(E) containing 100 pages Gm flying high	100 Pads
46	Statement Of Cheque List (as per specimen)	50 Pads
47	P.O Underwriting containing 100 pages 68 Gm flying high finish	100 Pads
48	NON Resident Letters (PHS) containing 100 pages 68 Gm flying high	50 Pads
49	Insertion Of Policy Stamp Card containing 100 pages 68 GM flying	50 Pads

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	Quantity 2018
50	Endorsement No:1 containing 100 pages, 68 GM Flying High Finish	100 Pads
51	Reversal/Revalidation Sheet (F&A)	100 Pads
52	Policy File Covers (NBS) as per specimen	30000
53	PO underwriting Sheets as per specimen	25 Pads
54	Journal Voucher (F&A) as per specimen	300 Pads
55	Commission Voucher (F&A) as per specimen	300 Pads
56	Cheque Acknowledgment List 68 Gram (NBS)	100 Pads
57	Agency Alterations containing 100 pages, 68 GM Flying High Finish	200 Pads
58	Letters of Acceptance containing 100 pages, 68 GM Flying High Finish	40 Pads
59	Medical Reference letter (Field) as per specimen	50 Pads
60	Envelope Size 12/10 (White)	2000 No's
61	Envelope large Size 12/15 (Khakee)	5000 No's
62	Policy Size Envelop 9/4 (Khakee) without window	3000 No's
63	Envelope Size 11/5 (Khakee)	5000 No's
64	Envelope Size 9/4 (Khakee) with window	40000 No's
65	Leave Application Urdu containing 100 pages, 68 GM Flying High	50 pads
66	Leave Application English containing 100 pages, 68 GM Flying High	50 pads
67	Over Time Performa containing 100 pages , 68 GM Flying High Finish	50 Pads
68	Leave Cards as per specimen	400 No's
69	Personal file as er specimen	400 No's
70	Attendance Sheets 80 GM imported papers	500 No's
71	Audit Memo Pad (containing 100 pages, 68 GM flying High finish (A4 size)	15 Pads
72	Medical Payment Voucher Part-1 as per specimen	40 Pads
73	Medical Payment Voucher K Type as per specimen	40 Pads
74	Medicine Prescription as per specimen	100 Pads

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	Quantity 2018
75	Indentent Form as per specimen	50 Pads
76	P.F Form for Loan contianing 100 pages, 68 GM Flying High Finish	100 Pads
77	P.F (Undertaking) Form containing 100 pages, 68 GM Flying High	20000
78	P.F Payment Voucher , containing 100 pages, 68 Gm Flying High Finish	25 Pads
79	P.F J.V containing 100 pages, 68 GM Flying High Finish	100 Pads
80	P.F Credit Voucher, containing 100 pages,68 GM Flying High Finish	200 Pads
81	Commission Voucher (Banking cell) as per spicemen	100 Pads
82	Certificate of premium payment, containing 100 pages, 68 GM	50 Pads
83	I.T Certificate (PHS) , containing 100 pages, 68 GM Flying High Finish	20 Pads
84	Revival Decision Performa, containing 100 pages ,68 GM	50 Pads
85	Declaration in respect of policy y, containing 100 pages, 68 Gm	50 Pads
86	Promorma for surrender of policy (Undertaking by the Zonal Head)	100 Pads
87	Photostat Indentent as per specimen	100 Pads
88	Gate Pass Containing 100 pages (as per specimen)	10 Pads
89	PHS complaint Register containing 400 pages (as per specimen)	2 Register
90	Letter Head containing 100 pages as per specimen	1000 Pads
91	03 Forms containing 100 pages as per specimen (Agency Admin)	200 Pads
92	Renewal of Retirement containing 100 pages as per specimen (Agency)	50 Pads
93	Application form for promoted for SR to SO 4 pages as per specimen	500 Sets
94	Application form for promotion from Sales officer to Sales Manager 4 pages as per specimen	500 sets
95	Emergency Advance Against Renewal 3 pages as per specimen	500 sets
96	Promotion Sheet regulars containing 100 pages as per specimen	30 Pads
97	Promotion Evaluation Sheet containing 100 pages as per specimen	30 Pads
98	SM/SO/SR Register for Agency Admin 500 pages as per specimen	02 Register
99	Field Conveyance Loan Application containing 100 pages	10 Pads
100	Field Conveyance Sheets containing 100 pages as per specimen	10 Pads
101	Area Manager Conveyance Loan Form containing 100 pages as per specimen	10 Pads
102	Area Manger Conveyance Loan Sheet 100 pages as per specimen	10 Pads
103	Conveyance Loan offer letter containing 100 pages as per specimen	10 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 **15/03/2018** 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 (**15/03/2018**).
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.1500/= (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 31-12-2018 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 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 (Mr. Sheraz Ahmed Akhund) 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.