

**TENDER NOTICE NO. P&GS/PRINTING STATIONARY -ITEMS/02/2012****DATED: 07-02-2012**

Sealed financial bids are invited from GST/NTN registered Firms/Printers/Stationers/suppliers having own office phone/ Fax number (if found contrary the tender will be rejected) Preferably based at Bahawalpur for the purchase of following items on the below mentioned terms and conditions;

S.No	Name of Printing Items	Total Quantity Approved
A	B	J
1	Attendance Sheet	2000 sheet
2	Letter Head pad small	10 pad
3	Letter Had Pad (Medium)	10 pad
4	Letter Had Pad (Large)	30 pad
5	Letter Head Pad (E) Large	10 pad
6	Leave Application Officer	10 pad
7	Patty Cash Voucher	50 pad
8	Over Time pad	20 pad
9	Photo state pad	20 pad
10	Requisition Slip	05 pad
11	Payment Voucher General	30 pad
12	Iqrar nama (officer & staff)	05 pad
13	Death claim Journal voucher	05 pad
14	PHS 15	150 pad
15	PHS 23	10 pad
16	PHS-10	200 pad
17	PHS-80	20 pad
18	Renomintion form	10 pad
19	Record creation Advice	10 pad
20	Death Claim From 2-B	05 pad
21	Death Claim Processing Sheet	05 pad
22	Loan Processing Sheet	50 pad
23	Calculation Sheet	10 pad
24	Registered for mail PHS	20 pad
25	Loan assignment register	05 register
26	Loan application form	20 pad
27	Claim payment voucher	10 pad

28	PHS 36	10 pad
29	PHS registered pad	50 pad
30	Re .policy NOC form	10 pad
31	Advice register PHS (Sheets)	200 sheet
32	Schedule Local Station F&S 27	20 pad
33	Commission Payment Voucher	10 pad
34	Journal voucher	30 pad
35	Inter Office Communication Pad	30 pad
36	P.R Book Renewal (Hasilpur)	150 book
37	P.R Book Fresh ( Hasilpur)	100 book
38	Journal voucher Patty Cash	05 pad
39	Amendment form	150 pad
40	DGH Pad	300 pad
41	N.D Pad	100 pad
42	Supplementary form	60 pad
43	SM/AM confidential Pad	400 pad
44	SM confidential Pad	100 pad
45	Proposal slip	450 pad
46	Three specimen signature Form	300 pad
47	Medical bill	40 pad
48	Letter acceptance pad	10 pad
49	Proposal Register green sheet	5000 sheet
50	Proposal Register policy	6000 sheet
51	Medical proposal form	35000 form
52	Non-Medical Proposal form	110000 form
53	Policy Brief Sheet	80000 sheet
54	Policy File Cover Proposal Korean or equivalent	65000 file cover
55	Medical P/S Revival form	12000 form
56	Prescription form for Field Medical	50 pad
57	Non- medical P/S Revival form	15000 form
58	S.A.F Pad	10 pad
59	Medical card of SM. SO.	1000 card
60	Field Medical Register SO/SM	03 register

61	Recruitment Form Set	10000 set
62	Renewal of Registration set	5000 set
63	Recruitment Register	05 register
64	Payment Voucher A.M. Imprest	10 pad

**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 Bahawalpur 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, Bahawalpur Zone, Barq Poly Clinic building 1<sup>st</sup> & 2<sup>nd</sup> Floor Ahmedpur Road, Bahawalpur on or before **28<sup>th</sup> February 2012** 11:45 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 12:45 PM. 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 be reached to the undersigned by Courier Service and by Registered Mail during the office hours i.e 8:30 am to 5:00 pm (sharp) expect Saturday & Sunday till closing date (28.02.2012) .
6. The Income Tax will be deducted @ 3.5 % at source or 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) of PPRA.
8. Payments will be released after supplying the above said items and after checking quality etc
9. Order will be placed as per quantity as and when required on quarterly basis in accordance with available budget. Quantity may be reduced in accordance with received quotation/ available budget.

(Note: The valued more than two million is not available).

For further details or any clarification the undersigned and dealing officer may be contacted during working hours in person or telephonically on phone # 062-9255363/9239183

**Mirza Asad Saeed Atif**  
Secretary Zonal Procurement Committee  
BAHAWALPUR ZONE.

