



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

D. G. KHAN ZONE

TENDER NOTICE # 01 / P&GS / DGK / 2012 DT. MAY 9, 2012

Sealed financial BIDS are invited from pre-qualified/Non-pre-qualified, GST/NTN registered firms/Suppliers having their own Office, Phone & Fax # (if, found contrary tender will be rejected at once), preferably based at D G. Khan for the supply of CAPITAL ITEMS (Furniture) as per terms & conditions given below:

GENERAL TERMS & CONDITIONS

The list of Printings material is given in **“ANNEXURE-“A”** , stationery items in **ANNEXURE B** & Computer items in **ANNEXURE C** .The TENDER DOCUMENTS with complete specifications can be obtained from office of the undersigned. The deposited security money may be forfeited in favor of the CORPORATION, (1) On finding substandard quality, as and when noticed during the official process of the matter. Successful supplier / vender will withdraw from consignment given to him before its completion.

02-The security amount must be deposited equal to 5% of **TOTAL BID VALUE** of the tender in the form of cash payment on call deposit receipt or pay order which will be refundable to the un-successful parties on spot & the refundable to successful parties after completion of job/tender. The envelop containing bid/tender must bear the “QUOTATION FOR” at its left hand corner. The bidding price of each item shall include **GST 16 %** as imposed by Government.

03-The closing date of tender notice is **May 30, 2012 at 11 AM** & opening date of tender is also **May 30, 2012 at 11.30 AM**. The tender will be opened in at the office of I/C-P&GS in the presence of bidders or their representatives. The purchase order will be issued to lowest rate providers, subject to availability of budget. The bidders can quote rates of all items in single quotation or may quote rate for single item separately.

04- The firms/Suppliers will be bound to supply required items, on very short notice, at prescribed site. No change will be acceptable in given specification of required items after approval of the sample or rates.

05-The Firm/Supplier in question will be bound to provide the required items as mentioned in supply order within due date of delivery. In case of failure, a penalty equal to **05%** payment on remaining items to vender/supplier may be imposed. The estimated quantity of items required herein may vary at the time of issuing job orders.

06-The BIDDER have to attach attested copies of NTN/Sales Tax Certificates along with their bids.

07-THE SEALED TENDERS DULY COMPLETED IN ALL RESPECTS MUST REACH TO THE UNDERSIGNED BY COURRIER/BY POST DURING THE OFFICE HOURS I.E. 0900 HOURS TO 1730 HOURS (SHARP) EXCEPT SATURDAY & SUNDAY & PUBLIC HOLIDAYS TILL THE CLOSING DATE AS MENTIONED ABOVE.

08-The income tax will be deducted as per income tax rules or as per policy of the Govt.

9-The Competent authority reserves the right to reject all bids or proposals at any time prior to acceptance of a Bid or proposal. How ever, Stale Life on request shall communicate to any Supplier or Contractor who submitted a Bid or Proposal, the grounds for its rejection of all Bids or proposals.

For further details, the undersigned may be contacted in person or phonically on **phone # 064-9239136** during office hours (i.e. **09 : A.M to 05 : 30 P.M**)

Note: Quotations will be accepted separately annexure wise accordingly.

(SECRETARY)

ZONAL PROCUREMENT COMMITTEE

PERSONNEL & GENERAL SERVICES DEPARTMENT

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

DUBAI TRADE CENTER JAM PUR ROAD DERA GHAZI KHAN

TOTAL SUMMRY FOR ANN-X-A				
Sr. #	Agency Admin	Dep Req Qty		
1	APPLICATION FORM FOR REGISTRATION Agy form	PAD	Agy	50
2	APPLICATION FORM FOR REGISTRATION ISR Agy form	PAD	Agy	50
3	NOMINATION FORM AGY FORM	PAD	Agy	50
4	SAWAL NAMA AGY FORM	PAD	Agy	50
5	ANNEXURE C AGY FORM	PAD	Agy	50
6	CHANGE OF ORGANIZATION FORM ATTACHMENT FORM	PAD	Agy	10
7	ONE TIME CASH COMPENSATION FORM	PAD	Agy	5
8	FIELD RETIREMENT FORM (OPTED UNDER AMNESTY SCH)	PAD	Agy	5
9	FIELD MEDICAL EXPENSE CARD	CRD	Agy	500
10	FIELD MEDICAL SCHEME HEALTH CARD GREEN COLOR	CRD	Agy	500
11	SHORT MEDICAL REPORT FOR SO SM	PAD	Agy	10
12	DECLARATION OF FAMILY MEMBERS SO / SM	PAD	Agy	5
13	PROMOTION APPLICATION FOR SO / SM	PAD	Agy	10
14	PROMOTION EVALUATION SHEET	PAD	Agy	5
15	APPLICATION FOR RENEWAL OF REGISTRATION (A)	PAD	Agy	50
16	DECLARATION FOR RULE 11 FOR RULES -2002 (FOR REG -B)	PAD	Agy	50
17	ANNUAL STATEMENT AND DECLARATION FORM (REG - C)	PAD	Agy	100
18	APPOINTMENT REGISTER ISR	SHT	Agy	500
19	APPOINTMET REGISTER FOR SO	SHT	Agy	300
20	APPOINTMENT REGISTER SM	SHT	Agy	300
21	AGY FILE COVER STEEL CLIP 350 GMS	FLE	Agy	2000
F&A		Dep Req Qty		
22	DCS PAD	PAD	F&A	20
23	PR BOOK (M.GARH) FRESH (8.5 X 5.5 200 carbon less pages)	Pad	F&A	150
24	P.R BOOK RNL (M.GARH) (8.5 X 5.5 200 carbon less pages)	Pad	F&A	250
25	PR BOOK (FRESH LAYYAH) (8.5 X 5.5 200 carbon less pages)	Pad	F&A	350
26	PR BOOKS RNL LAYYAH (8.5 X 5.5 200 carbon less pages)	Pad	F&A	400
IA&C		Dep Req Qty		
27	AUDIT PROGRESS SHEET	PAD	IA&C	10
28	AUDIT OBSERVATION PAD	PAD	IA&C	10
N.B		Dep Req Qty		
29	JUVENILE FORM N/MED	Pad	N.B	30
30	JUVENILE SUPPLIMENTARY PROPOSAL MEDICAL	Pad	N.B	30
31	SUPPLIMENTARY PROP FORM N.B 4	PAD	N.B	20
32	AMMEDEMENT PROP. FORM N.B 5	Pad	N.B	50
33	CONFIDENTAL REPORT FORM N.B 6	Pad	N.B	10
34	ATOMIC ENERGY FORM FOR EMPLOYEES N.B 10	PAD	N.B	10
35	PROPOSAL DEPOSIT SLIP LIST N.B12	PAD	N.B	100
36	POLICY NUMBER REGISTER SHEET	PAD	N.B	2000
37	POLICY BRIEF SHEET	PAD	N.B	50000
38	POLICY FILE COVER	PAD	N.B	50000
39	N.D DECLARATION FORM	PAD	N.B	30

40	PROPOSAL REGISTER SHEET	SHT	N.B	5000
41	PROPOSAL FORM MEDICAL	FRM	N.B	70000
42	PROPOSAL FORM NON MEDICAL	FRM	N.B	150000
P&GS		Dep Req Qty		
43	LEAVE APPLICATION FORM OFFICERS	PAD	PGS	10
44	PETTEY CASH VOUCHER	PAD	PGS	20
45	LOCAL CONVEYANCE BILL	PAD	PGS	10
46	LETTER HEAD PAD LARGE	PAD	PGS	50
47	OVER TIME PAD	PAD	PGS	10
48	REQUISITION SLIP	PAD	PGS	10
49	LEAVE CARD	PAD	PGS	100
50	REQUEST PHOTO STATE	PAD	PGS	30
51	MEDICAL CARD (STAFF&OFFICER)	PAD	PGS	100
52	PAYMENT VOUCHER	PAD	PGS	50
53	J.V PAD	PAD	PGS	50
54	OFFICE FILE COVER P&GS 350 GMS	PAD	PGS	500
55	MEDICAL BOOK OFFICER	PAD	PGS	50
56	ENVELOP WINDOW8*5	PAD	PGS	150000
57	ENVELOP 4*9	PAD	PGS	2000
58	ENVELOP 10*12	PAD	PGS	1000
59	ENVELOP 11*15	PAD	PGS	1000
60	ENVELOP 15*19	PAD	PGS	1000
61	ENVELOP 5*11	PAD	PGS	3000
PHS		Dep Req Qty		
62	PRE RECEIPT SURRENDER VOUCHER PHS-23	PAD	PHS	15
63	PRE RECEIPT SURRENDER VOUCHER D/CLAIM	PAD	PHS	15
64	MEDICAL CERTIFICATE PHS	PAD	PHS	10
65	PS MEDICAL	FRM	PHS	20000
66	PS NON MEDICAL	FRM	PHS	40000
67	REGISTERED DP 04	PAD	PHS	30
68	DECLARATION IN RESPECT OF PROPOSAL / POLICY NO.DGH	PAD	PHS	15
69	NOMINEE CORRECTION FORM	PAD	PHS	10
70	SUSPENSE TRANSFER LETTER	PAD	PHS	20
71	CHANGE OF NOMINATION UNDER GUARDIANSHIP	PAD	PHS	10
72	CHANGE IN GUARDIAN SHIP	PAD	PHS	10
73	REVIVAL REINSTATEMENT LATE FEE REGISTER	PAD	PHS	50
74	ADJUSTMENT ADVICE FOR A/C DEPT. (SUSPENSE) CARBONLESS	PAD	PHS	20
75	IDEMNITY BOND FOR ISSUE OF DUPLICATE BOND & SURRENDER	PAD	PHS	10
76	MATURITY CLAIM PRE RECEIPT DISCHARGE VOUCHER	PAD	PHS	10
77	LETTER OF ACEPTANCE/MEDICAL EXTRA (PHS)	PAD	PHS	20
78	ADVISE CONTROL REGISTER	PAD	PHS	10
79	FILE INDENT CARD (GATTA)	PAD	PHS	10000
80	EXISTANCE CERTIFICATE	PAD	PHS	20
81	BANK FORM PHS	PAD	PHS	20

SUMMARY FOR ANNEX-B

Sr. #	DESCRIPTION	QTY
1	BOX FILE (Ghuri) OR EQUIVALENT	50
2	BUDGET REGISTER KOHI NOOR # 6	3
3	CALCULATOR CITIZEN CT9914 D	20
4	CARBON PAPER BOX KCR OR EQUIVALENT	10
5	COMPUTER PAPER 80 COLUMN 1000 SHEETS IMPORTED	50
6	COMPUTER PAPER 132 COLUMN 1000 SHEETS IMPORTED	20
7	DAK RECEIVING REGISTER HERO / QARNI	6
8	DAK DISPATCH REGISTER HERO / QARNI	6
9	TAPE 3 "	24
10	TAPE 1 "	20
11	SCOTCH 1/2 "	24
12	ERAZER PELICAN AL-30 OR EQUIVALENT	24
13	DAMPER	40
14	GUMSTICK UHU	12
15	LEAD PENCIL SHAH SONS	20
16	PAPER CUTTER	12
17	A-4 PAPER IMPORTED AA RIM	20
18	LEGAL PAPER IMPORTED AA RIM	20
19	DESK TRAY EVERY- EV-110	18
20	PRINTER RIBBION LQ 300 PRNT RITE	40
21	PANA SONIC INK ROLE	6
22	PRINTER RIBBION IBM 6400 BOX	2
23	METAL INK RED LION	6
24	STAPLER MACHINE LARGE OPAL	4
25	SHARPER STEEL BAHADUR	20
26	REGISTER 16 HERO	10
27	REGISTER 12 HERO	10
28	REGISTER NO. 25 HERO	10
29	RING BINDER FILE COVER	24
30	STOCK REGISTER	2
31	SIGNATURE PEN Black PILOT G-1	36
32	SIGNATURE PEN Blue PILOT G-1	36
33	SIGNATURE PEN Red PILOT G-1	24
34	SIGNATURE PEN Green PILOT G-1	12
35	SIGNATURE PEN REFILL Blue & Black SIGNO	70
36	SIGNATURE PEN REFILL Green & Red SIGNO	40
37	STAMP PAD LANCER OR EQUIVALENT	24
38	STAMP PAD INK CRYSTAL OR EQUIVALENT	24
39	Rough PAD LEGAL SIZE 70 GMS p&gs 25 PAGES	50
ALLIED		
40	Rough PAD LEGAL SIZE 70 GMS ALLIED 25 PAGES	8036
41	Agency FILE COVER FOR ALLIED	6240
42	OFFICE PAPER PIN FOR ALLIED (PKT)	1436
43	PAPER CLIP FOR ALLIED (PKT) 3 FLOWER	1218

TOTAL SUMMRY FOR ANN-X-C		
Sr. #	Agency Admin	QTY
1	System unit (CORE I-4 NON BRANDED)	12
2	OPERATING SYSTEM + M/S OFFICE BUSINESS ADDITION (9+9)	12+12
3	Epson LQ-300 PRINTER OR EQUIVELENT	6
4	HP- 1102 LAZER PRINTER OR EQUIVILENT	5
5	AVR 10 KV	1
6	LED 17 " SAMSUNG / VIEWSONIC OR EQUIVELENT	12
System Specification		
CASING	Casing ATX	
Processor	Intel Core Tm 13-540(4mb Cache (3.06 Ghz or Equivalent)	
Main Board	Intel h-55 PC OR EQUIVELENT	
Ram	2 GB DDR II	
HDD	500 GB SATA II OR EQUIVELENT	
OPD	COMBO DRIVE ASUS / SONY / SAMSUNG or Equivalent	
chasis	MIN-320 W POWER SUPPLY OR BETTER AS PER SYS	
KEY BOARD	DELL OR EQUIVILENT STAND usb	
MOUSE	DELL OR EQUIVILENT STAND usb	
DISPLAY	17 " TFT BRANDED PREFERABLY MULTIMEDIA	
ETHERNET	GEGA BIT NET WORK + WIFI ENABLED	
PORTS	2 USB OR MORE 1 SERIAL ORMORE	
OPT SYS	WINDOW 7 (STARTER AND M S OFFICE SMAL BUSINESS ADDITION	
SOFT WARE	M S OFFICE (SMAL BUSINESS ADDITION / OPN OFFCE FREE WARE	
WARRANTY	3 YEAR ON SITE WARRANTY + HARDWARE + Labor	

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