

TENDER NOTICE NO.P&GS/2/2012

January 24, 2012

Sealed financial bids are invited from pre-qualified/non pre-qualified GST/NTN registered firms/printers having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Multan for the following Printing items on the below mentioned terms and conditions:-

Sr.	Name of Form	Qty
1	Letter Head Pad (L) 50 Page Japan 80 GM Imported	180
2	Letter Head Pad (M) 50 Page Japan 80 GM Imported	200
3	Letter Head Pad (S) 50 Page Japan 80 GM Imported	100
4	Leave Application Officer 100 Page 68 GM Flying High Finish	40
5	Leave Application Staff 100 Page 68 GM Flying High Finish	120
6	Petty Cash Voucher 100 Page 68 GM Flying High Finish	10
7	Medical Card Officer as per Specimen	600
8	Medical Reimbursement 100 Page 68 GM Flying High Finish	50
9	Medical Reimbursement (A) 100 Page 68 GM Flying High Finish	25
10	Medical Reimbursement (B) 100 Page 68 GM Flying High Finish	25
11	Requisition Slip Pad 100 Page 68 GM Flying High Finish	40
12	Over Time Pad 100 Page 68 GM Flying High Finish	10
13	Photostat Slip 100 Page 68 GM Flying High Finish	80
14	TA/DA Bill 100 Page 68 GM Flying High Finish	20
15	Local Conveyance Bill Pad 100 Page 68 GM Flying High Finish	10
16	Attendance Sheet 80 GM Imported Paper	4000
17	Leave Card Officer/Staff as per Specimen	600
18	Office File Cover as per Specimen	2000
19	Medical (P&GS-104) as per Specimen	40
20	Medical (P&GS-105) as per Specimen	40
21	Medical (P&GS-106) as per Specimen	200
22	Envelops Window 9"X4" (1000) as per Specimen	40000
23	Envelops Simple 9"X4" (1000) as per Specimen	25000
24	Envelops Simple 11"X5" (1000) as per Specimen	2000
25	Envelops Simple 10"X12" (1000) as per Specimen	10000
26	Envelops Simple 11"X15" (1000) as per Specimen	3000
27	Envelops Simple 19"X15" (1000) as per Specimen	2000
28	Purchase Order Book as per Specimen	5
29	Gate Pass 100 Page 68 GM Flying High Finish	10
30	Audit Memo Sheet 100 Page 68 GM Flying High Finish	30
31	Audit Entry Sheet 100 Page 68 GM Flying High Finish	30
32	Payment Voucher Pad 100 Page 68 GM Flying High Finish	400
33	Commission Voucher Pad 100 Page 68 GM Flying High Finish	100
34	General Voucher Pad 100 Page 68 GM Flying High Finish	120
35	Payment Voucher Allied 100 Page 68 GM Flying High Finish	120
36	Commission List Pad 100 Page 68 GM Flying High Finish	60
37	Debit - Credit Pad 100 Page 68 GM Flying High Finish	80

38	DCS Pad 100 Page 68 GM Flying High Finish	200
39	Schedule Local / Out Station 100 Page 68 GM Flying High Finish	80
40	P.F. Debit Credit Voucher 100 Page 68 GM Flying High Finish	80
41	PR Book Fresh Cantt as per Specimen	800
42	PR Book Renewal/130-AA as per Specimen	800
43	P. F. Form 100 Page 68 GM Flying High Finish	20
44	Scroll Payment Pad 100 Page 68 GM Flying High Finish	40
45	Payment Voucher A.M. Imprest 100 Page 68 GM Flying High Finish	120
46	Proposal Form Non Medical 80 GM Imported	250000
47	Proposal Form Medical 80 GM Imported	200000
48	New Business - 01 100 Page 68 GM Flying High Finish	40
49	New Business - 02 100 Page 68 GM Flying High Finish	40
50	Policy Brief Sheet 80 GM Imported	200000
51	Policy File Cover as per Specimen	125000
52	Policy Proposal Sheet 80 GM Imported	15000
53	Policy Register Sheet 80 GM Imported	6000
54	Medical Fee Statement 100 Page 68 GM Flying High Finish	60
55	File Cover Agy as per Specimen	7000
56	Supplementary Pad 100 Page 68 GM Flying High Finish	80
57	Medical Extra Pad 100 Page 68 GM Flying High Finish	80
58	ND Pad 100 Page 68 GM Flying High Finish	80
59	Amendment Pad 100 Page 68 GM Flying High Finish	250
60	Confidential Pad 100 Page 68 GM Flying High Finish	10
61	DP-06-A 100 Page 68 GM Flying High Finish	60
62	Medical Health Card as per Specimen	1000
63	Re Nomination Form 100 Page 68 GM Flying High Finish	20
64	Claim Payment Voucher 100 Page 68 GM Flying High Finish	80
65	Death Claim Journal Voucher 100 Page 68 GM Flying High Finish	80
66	Alteration Advice M-2 100 Page 68 GM Flying High Finish	120
67	Agy Alteration 100 Page 68 GM Flying High Finish	80
68	DGH 100 Page 68 GM Flying High Finish	250
69	Adjustment Advice 100 Page 68 GM Flying High Finish	80
70	Annuity Claim 100 Page 68 GM Flying High Finish	30
71	FIB Existing Certificate 100 Page 68 GM Flying High Finish	30
72	Status Change Advise 100 Page 68 GM Flying High Finish	20
73	Maturity Claim Form 100 Page 68 GM Flying High Finish	80
74	Medical Attendance Certificate 100 Page 68 GM Flying High Finish	80
75	PHS-63 100 Page 68 GM Flying High Finish	60
76	Receipt Book as per Specimen	60
77	PHS-64 100 Page 68 GM Flying High Finish	80
78	PHS-50 100 Page 68 GM Flying High Finish	20
79	PHS-10 100 Page 68 GM Flying High Finish	120
80	PHS-15 100 Page 68 GM Flying High Finish	200
81	PHS-36 100 Page 68 GM Flying High Finish	100
82	Calculation Sheet Claim 100 Page 68 GM Flying High Finish	60
83	Service Zone Change Advise 100 Page 68 GM Flying High Finish	30
84	Policy Card as per Specimen	3000
85	Loan Processing Sheet 100 Page 68 GM Flying High Finish	120

86	Loan Application Form 100 Page 68 GM Flying High Finish	120
87	Receipt Form Loan 100 Page 68 GM Flying High Finish	120
88	Pre Receipt Discharge Voucher 100 Page 68 GM Flying High Finish	50
89	PHS-81 Loan Interest Sheet 100 Page 68 GM Flying High Finish	20
90	CHQ Covering Claim 100 Page 68 GM Flying High Finish	200
91	Agy Record Creation DP - 06A 100 Page 68 GM Flying High Finish	50
92	Address Change Advice 100 Page 68 GM Flying High Finish	40
93	PS Non Medical 80 GM Imported	20000
94	PS Medical 80 Gm Imported	15000
95	Suspense Payment Voucher 100 Page 68 GM Flying High Finish	80
96	Re Assignment 100 Page 68 GM Flying High Finish	40
97	Re Guardian Ship 100 Page 68 GM Flying High Finish	40
98	PHS-65 100 Page 68 GM Flying High Finish	40
99	PHS - 80 100 Page 68 GM Flying High Finish	40
100	Performa SV 100 Page 68 GM Flying High Finish	100
101	Record Register as per Specimen	5
102	Claim Letter 100 Page 68 GM Flying High Finish	30
103	CHQ Dispatch Register 300 Page	30
104	CHQ Entery Register 300 Page	30
105	DV Covering Letter 100 Page 68 GM Flying High Finish	50
106	Personal Accidental Claim - PHS 100 Page 68 GM Flying High Finish	20
107	AIB Calculation Sheet 100 Page 68 GM Flying High Finish	20
108	Tour Program Letter 100 Page 68 GM Flying High Finish	20
109	FIB Covering Letter 100 Page 68 GM Flying High Finish	15
110	Fresh Appointment SR/SO/SM 100 Page 68 GM Flying High Finish	7000 Set
111	Application for Renewal 100 Page 68 GM Flying High Finish	7000 Set
112	Medical Expense Card as per specimen	1500
113	Declaration of Family Members	20
114	Medical Register	2
115	PHS - 4 Record Creation	40

TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 05% of the approximate value (noted above) of the tender in form of "Cash Payment" or " Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.
3. Tender closing date 10/02/2012 11:00 A.M. Tender opening date 10/02/2012 at 11:30 A.M.
4. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.

5. The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 10 days after the issuance of supply order.
6. The bidders will attach their respective copies of NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed.
7. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 8:30 am to 5: 00 pm (sharp) except Saturday and Sunday till the closing date as mentioned above.
8. The Income Tax will be deducted @ 3.5% at source.
9. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
10. Delivery Schedule: -
 1. Within 10 days of issuance of first order ¼th of the whole consignment
 2. First Week of April ¼th of the whole consignment
 3. First Week of July ¼th of the whole consignment
 4. First Week of October ¼th of the whole consignment

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.061/9200678.

NOTE: The Tender valued more than two million is not available.

MUHAMMAD ASHRAF BHATTI
Secretary Zonal Procurement Committee
Multan Zone