

Dated:- 1st March, 2012.

STATE LIFE
Insurance Corporation of Pakistan,
2nd Floor Sattar Complex Stadium Road,
Sahiwal Zone.

TENDER NOTICE STATIONERY # P&GS/02/2012
SAHIWAL.

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office phone/Fax number (if found contrary the tender will be rejected) preferable based at Sahiwal for the following items on given terms and conditions.

Sr. #	Item Name	Units	Required Stock for 2012
1	Policy Loan Payment Voucher	Pad	30
2	Claim Payment Voucher	Pad	35
3	Late Fee waiver Memorandum	Pad	0
4	Pre-Receipt Discharge Voucher	Pad	0
5	Schedule PHS-10	Pad	0
6	Claimant Affidavit	Pad	0
7	Notice Loss of Policy Bond	Pad	0
8	Adjustment Advice	Pad	0
9	A.I.B. Claim Processing Sheet	Pad	0
10	Existence Certificate (F.I.B)	Pad	0.0
11	Juvenal Report Form	Pad	0.0
12	Personal Accidental Claim Form-B	Pad	0.0
13	Certificate of Identification	Pad	0
14	Address Change Advice	Pad	0
15	Re-Nomination Form	Pad	10
16	Altration Advice	Pad	0
17	P.H.S. - 15	Pad	50
18	List of Endorse Policy	Pad	0
19	Calculation & Data Sheet	Pad	0
20	P.H.S.- 36	Pad	10
21	Second Reminder	Pad	0
22	Re-Change Organization	Pad	6
23	Lowazmaat	Pad	5
24	Service Zone Change Advice	Pad	0
25	Revival Form	Pad	0
26	Claim Deptt. Calculation sheet	Pad	0

27	Dak Receipt Slip	Pad	30
28	Loan Assignment Register	Pad	1
29	Comparative Statement Revival	Pad	335
30	Death Claim Processing Sheet	Pad	0
31	Policy Loan Processing Sheet	Pad	30
32	Loan Application Form	Pad	0
33	Status Change Advice	Pad	0
34	Calculation Sheet Sp.Rev.Auto Paid	Pad	0
35	Covering Letter Death Claim F-B	Pad	0
36	Received This F.I.B Claim Form	Pad	0
37	Death Claim J.V.	Pad	0
38	Zakkat Collection Report	Pad	0
39	Maturity Claim Check List	Pad	10
40	Loan Receiving Form DV	Pad	0
41	PHS-36 (A) FIB Covering Letter	Pad	5
42	PHS-36 (C) FIB Covering Letter	Pad	5
43	PHS-36 (B) FIB Covering Letter	Pad	5
44	Declaration Issue of Duplicate Policy	Pad	0
45	Calculation sheet F.I.B	Pad	5
46	Discharge of Policy	Pad	3
47	Policy File Card	Sheet	3600
48	S.V. Zakaat Deduction Register	Regis	0
49	Application for Renewal	Pad	20
50	P.S. Non Medical	Sheet	9000
51	P.S.Medical	Sheet	6000
52	Petty Cash Voucher	Pad	33
53	Conveyance Bill	Pad	0.0
54	Leave Application Form	Pad	0
55	Requisition Slip	Pad	15
56	Request for Photostate	Pad	18
57	Letter Head Large	Pad	65
58	Letter Head Medium	Pad	40
59	Payment Voucher	Pad	45
60	Rough Pad	Pad	20

Sr. #	Item Name	Units	Required Stock for 2012
61	Officer Medical Book	Pad	0
62	Payment Voucher Small	Pad	0
63	T.A D.A Bill	Pad	0
64	Office File Cover	file	2000
65	Brown Envelopes Policy Bond size	No	0
66	Brown Envelops File Size	No	800
67	Brown Envelops Large Size	No	550
68	Brown Envelops 5 x 11	No	7000
69	Brown Envelops 9 x 4	No	10000
70	Medical Attendance Certificate	Pad	5
71	Attendance Sheet	Sheet	800
72	Window Envelops (21mm x 15 mm)	No	70000
73	Medical Expenses Card	Sheet	900
74	Leave Card	Sheet	0
75	Attendance Sheet A.M.	Sheet	0
76	S.M. Commission Payment Voucher	Pad	0
77	J.V. Pad	Pad	10
78	D.C.S. Large (Renewal)	Pad	10
79	Cheque Dishonor Note	Pad	0
80	D.C.S. Statement of Remittance	Pad	15
81	Commission Payment Voucher	Pad	10
82	Suspence Payment Voucher	Pad	0
83	Commission Payment Voucher SO	Pad	0
84	P.R.Book Fresh Sahiwal	Book	0
85	P.R.Book Renewal Sahiwal	Book	0
86	P.R.Book Fresh Okara	Book	135
87	P.R.Book Renewal Okara	Book	135
88	B.M.Book U.B.L	Book	70
89	Budget Register sheets	Pad	550
90	J.V. Small	Pad	0
91	Cheque Payment Register	Pad	0
92	Debit Credit Note	Pad	10
93	Bank Schedule	Pad	15
94	Imprest Entry Register	Regis	1
95	S.R. Commission Payment Voucher	Pad	0
96	Proposal Register	Sheet	3500
97	Medical Bill New Business	Pad	0
98	Letter of Acceptance (M.E. Consent.)	Pad	0
99	Ammendment to Proposal	Pad	120
100	Supplementary to Proposal	Pad	0
101	Medical Proposal Form with Brief sheet	Form	32000

102	Non Medical Proposal Form with Brief sheet	Form	56000
103	Policy File Cover	file	45000
104	Policy Brief Sheet	Sheet	1000
105	Declaration N.D Form	Pad	30
106	Area Manager Inspection Report	Pad	0
107	A.M. Confidential Report	Pad	60
108	D.G.H	Pad	80
109	Under Taking of NIC	Pad	10
110	Policy Register (100 sheets each pad)	Pad	10
111	Audit Observation Memo	Pad	4
112	Pre-Audit Processing Sheet	Pad	5
113	Agency Altration Advice	Pad	0
114	Field Medical Card	Sheet	500
115	D.P.O 06-A	Pad	0
116	D.P.O -4 Letter	Pad	0
117	Field Form (Sawalnama)	Pad	50
118	Nomination Form	Pad	60
119	Annual Statement by Employer	Pad	0
120	Declaration Rull-II	Pad	0
121	Area Manager Imprest Voucher	Pad	10
122	Application for Registration SO,SM	Pad	90
123	Annexure " C "	Pad	0

TERMS AND CONDITIONS.

1. Security amount must be deposited equal to 05% of the approximate value of the tender in form of “ Cash Payment “ , “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal 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. No tender will be acceptable without earnest money.
2. Rates should be valid for 30 days . **Tender closing date 19-03-2012 at 11.00 am. Tender opening date 19-03-2012 at 11.30 am positively.**
3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.
4. Price must be quoted with Income Tax and G.S.T. as per Govt. Rules.
5. The firm/suppliers in-question will be bound to supply the required items as whole consignment within 10 Days from the issuance date of supply order/ work order.
6. Successful bidder will provide the items in State Life Zonal Office situated at 2nd Floor Sattar Complex Stadium Road Sahiwal.

7. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Order will be placed to bidders on lowest items rates.

8. Delivery Schedule:-

- Within 10 days of first order : 1/3rd of the whole consignment.
- 01-04-2012 to 30-06-2012 : 1/3rd of the whole consignment.
- 01-07-2012 to 30-09-2012 : 1/3rd of the whole consignment.
- 01-10-2012 to 31-12-2012 : 1/3rd of the whole consignment.

9. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post **latest by 19-03-2012 at 11.00 am** excepted Sunday as per above mentioned data/time.

10. The Income Tax will be deducted @ 3.5% plus 16% surcharge on Income Tax at source on the total value of tender.

11. The order will be placed to the item wise lowest bidders.

12. Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.100/- as tender fee (non refundable) in shape of Pay Order/Bank Draft in favor of State Life Insurance Corporation of Pakistan.

13. The Corporation reserves the rights to cancel/reject any on or all the Tenders.

14. The envelop should be marked **QUOTATION STATIONERY** the rate should be include transportation/Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on Phone No. 040-9200027.

Secretary/Member
Zonal Procurement Committee,
Sahiwal.