

Dated:- 26th March. 2012.

(REVISED)

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 (68 grams Flying paper 11.5" x 9" 100 sheet each pad)	Pad	30
2	Claim Payment Voucher (68 grams Flying paper 11.5" x 9" 100 sheets each pad)	Pad	35
3	Late Fee waiver Memorandum (68 grams Flying paper 9" x 11" 100 sheets each pad)	Pad	0
4	Pre-Receipt Discharge Voucher (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0
5	Schedule PHS-10 (68 grams Flying paper 8.5" x 13.5" 100 sheet each pad	Pad	0
6	Claimant Effidevet (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0
7	Notice Loss of Policy Bond (68 grams Flying paper 9" x 6" 100 sheets each pad)	Pad	0
8	Adjustment Advice (68 grams Flying paper 7.5" x 5" 100 sheets each pad)	Pad	0
9	A.I.B. Claim Processing Sheet (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0
10	Existence Certificate (F.I.B) (68 grams Flying paper 8.5" x 6.5" 100 sheets each pad)	Pad	0.0
11	Juvenal Report Form (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0.0
12	Personal Accidental Claim Form-B (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0.0
13	Certificate of Identification (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0
14	Address Change Advice (68 grams Flying paper 9" x 5.5" 100 sheets each pad)	Pad	0
15	Re-Nomination Form (68 grams Flying paper 9" x 6" 100 each pad)	Pad	10
16	Alteration Advice (68 grams Flying paper 10" x 7.5" 100 sheets each pad)	Pad	0
17	P.H.S. – 15 (68 grams Flying paper 5" x 8" 100 sheets each pad)	Pad	50
18	List of Endorse Policy (68 grams Flying paper)	Pad	0

19	Calculation & Data Sheet (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0
20	P.H.S.- 36(68 grams Flying paper 10" x 11 " 100 sheets each pad)	Pad	10
21	Second Reminder (68 grams Flying paper 8.5" x 11" 100 sheets each pad)	Pad	0
22	Re-Change Organization (68 grams Flying paper 7" x 9" 100 sheets each pad)	Pad	6
23	Lowazmaat (68 grams Flying paper 8.5" x 14" 100 sheet each pad)	Pad	5
24	Service Zone Change Advice (68 grams Flying paper 9.5" x 6" 100 sheets each pad)	Pad	0
25	Revival Form (68 grams Flying paper 6" x 9" 100 sheets each pad)	Pad	0
26	Claim Deptt. Calculation sheet (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0
27	Dak Receipt Slip (68 grams Flying paper 5" x 7.5" 100 sheet each pad)	Pad	30
28	Loan Assignment Register (68 grams Flying paper 9" x 12 " 100 sheet each pad)	Pad	1
29	Comparative Statement Revival (68 grams Flying paper 5" x 13.5" 100 sheet each pad)	Pad	335
30	Death Claim Processing Sheet (68 grams Flying paper 9" x 11.5 " 100 sheets each pad)	Pad	0
31	Policy Loan Processing Sheet (68 grams Flying paper 100 sheet each pad)	Pad	30
32	Loan Application Form (68 grams Flying paper 8.5" x 13.5" 100 sheets each pad)	Pad	0
33	Status Change Advice (68 grams Flying paper 9" x 5.5" 100 sheets each pad)	Pad	0
34	Calculation Sheet Sp.Rev.Auto Paid (68 grams Flying paper 9" x 11" 100 sheets each pad)	Pad	0
35	Covering Letter Death Claim F-B (68 grams Flying paper 9" x 11" 100 sheets each pad)	Pad	0
36	Received This F.I.B Claim Form (68 grams Flying paper 8.5 " x 7" 100 sheets each pad)	Pad	0
37	Death Claim J.V. (68 grams Flying paper 11.5" x 12" 100 sheet each pad)	Pad	0
38	Zakkat Collection Report (68 grams Flying paper 4 pages printing 9" x 10.5 " 100 sheets each pad)	Pad	0
39	Maturity Claim Check List (68 grams Flying paper 5" x 7.5" 100 sheets each pad)	Pad	10
40	Loan Receiving Form DV (68 grams Flying paper 9" x 10.5" 100 sheets each pad)	Pad	0
41	PHS-36 (A) FIB Covering Letter (68 grams Flying paper 6" x 9" 100 sheet each pad)	Pad	5
42	PHS-36 (C) FIB Covering Letter (68 grams Flying paper 6"x9" 100 sheet each pad)	Pad	5
43	PHS-36 (B) FIB Covering Letter (68 grams Flying paper 6"x9" 100 sheet each pad)	Pad	5
44	Declaration Issue of Duplicate Policy (68 grams Flying paper 8" x 13.5" 100 sheets each pad)	Pad	0
45	Calculation sheet F.I.B (68 grams Flying paper 100 sheets each pad)	Pad	5
46	Discharge of Policy (68 grams Flying paper)	Pad	3
47	Policy File Card (250 grams 13" x 9.5" Both side printing)	Card	3600
48	S.V. Zakaat Deduction Register (As per Specimen)	Register	0

49	Application for Renewal (68 grams Flying paper 100 sheets each pad)	Pad	20
50	P.S. Non Medical (80 grams VRG paper 4 pages printing)	Sheet	9000
51	P.S. Medical (80 grams VRG paper 4 pages printing)	Sheet	6000
52	Petty Cash Voucher (68 grams Flying paper 5" x 7.5 "100 sheets each pad)	Pad	33
53	Conveyance Bill (68 grams Flying paper 8" x 5.5 " 100 sheet each pad)	Pad	0.0
54	Leave Application Form (68 grams Flying paper 7.5" x 10 " 100 sheets each pad)	Pad	0
55	Requisition Slip (68 grams Flying paper 8" x 10 " 100 sheets each pad)	Pad	15
56	Request for Photo state (68 grams Flying paper 5" x 7" 100 sheets each pad)	Pad	18
57	Letter Head Large (80 grams VRG paper 8.5" x 12" 100 sheets each pad)	Pad	65
58	Letter Head Medium (80 grams VRG paper 8" x 10 " 100 sheets each pad)	Pad	40
59	Payment Voucher (68 grams Flying paper 12 " x 12.5 " 100 sheets each pad)	Pad	45
60	Rough Pad (68 grams Flying paper 7 " x 10.5 " 100 sheets each pad)	Pad	20
61	Officer Medical Book (68grams Flying paper 10.5" x 6" Duplicate 100 sheets each book)	Book	0
62	Payment Voucher Small (68 grams Flying paper 7.5" x 10" 100 sheets each pad)	Pad	0
63	T.A D.A Bill (68 grams Flying paper 15.5" x 10" 100 sheets each pad)	Pad	0
64	Office File Cover (As per Specimen)	file	2000
65	Brown Envelopes Policy Bond size Century Paper 12.5" x 10"	No	0
66	Brown Envelops File Size (Century paper 15.5" x 12")	No	800
67	Brown Envelops Large Size (Century paper As per Specimen)	No	550
68	Brown Envelops 5 x 11 (Century paper 5 x 11)	No	7000
69	Brown Envelops 9 x 4 (Century paper 9x4)	No	10000
70	Medical Attendance Certificate (68 grams Flying paper 100 sheet each pad)	Pad	5
71	Attendance Sheet (ledger paper 14" x 17.5")	Sheet	800
72	Window Envelops (21mm x 15 mm)	No	70000
73	Medical Expenses Card (Al-Baster 250 grams Card 17" x 11")	Card	900
74	Leave Card (Al – Baster 250 grams Card 11.5 " x 9.5")	Card	0
75	Attendance Sheet A.M. (Ledger paper 9.5" 18")	Sheet	0
76	S.M. Commission Payment Voucher (68 grams Flying paper 10"x15")	Pad	0
77	J.V. Pad (68 grams Flying paper 11" x 12" 100 sheets each pad)	Pad	10
78	D.C.S. Large (Renewal) (68 grams Flying paper 11.5" x 13" 100 sheet each pad)	Pad	10
79	Cheque Dishonor Note (68 grams Flying paper 9" x 11.5 " 100 sheets each pad)	Pad	0
80	D.C.S. Statement of Remittance (68 grams Flying paper 12" x 9" 100 sheets each pad)	Pad	15
81	Commission Payment Voucher (68 grams Flying paper 10"x15" 100 sheet each pad)	Pad	10
82	Suspense Payment Voucher (68 grams Flying paper 12" x 9" 100 sheets each pad)	Pad	0
83	Commission Payment Voucher SO (68 grams Flying paper 15.5" x 10 " 100 sheets each pad)	Pad	0
84	P.R.Book Fresh Sahiwal (68 grams with 3 carbon copy 3 colors page	Book	0

85	P.R.Book Renewal Sahiwal (68 grams with 3 carbon copy 3 colors page	Book	0
86	P.R.Book Fresh Okara (68 grams 6" x 8.5" with 3 carbon copy 3 colors pages 50 sets of 4 pages in each book)	Book	135
87	P.R.Book Renewal Okara (68 grams 6" x 8.5" with 3 carbon copy 3 colors pages 50 sets of 4 pages in each book)	Book	135
88	B.M.Book U.B.L (68 grams paper 6" x 8.5" with 3 carbon copy 3 colors pages 50 sets of 4 pages in each book)	Book	70
89	Budget Register sheets (68 grams Flying paper 12 "x 12" 100 sheets each pad)	Pad	5
90	J.V. Small (68 grams Flying paper 7.5" x 10" 100 sheets each pad)	Pad	0
91	Cheque Payment Register (80 grams VRG paper 13.5" x 17" with two side printing)	Pad	0
92	Debit Credit Note (68 grams Flying paper 8.5" x 11.5" 100 sheet each pad)	Pad	10
93	Bank Schedule (68 grams Flying with duplicate copy ledger paper 12" x 9")	Pad	15
94	Imprest Entry Register (As per specimen)	Regis	1
95	S.R. Commission Payment Voucher (68 grams Flying paper 10" x 15")	Pad	0
96	Proposal Register (68 grams 2 pages printing 14" x 17.5")	Sheet	3500
97	Medical Bill New Business (68 grams Flying 11.5" x 9" 100 sheets each pad)	Pad	0
98	Letter of Acceptance (M.E. Consent 68 grams Flying paper 8.5"x13.5" 100 sheets each pad both side printing .)	Pad	0
99	Amendment to Proposal (68 grams Flying paper 8"x10" 100 sheet each pad)	Pad	120
100	Supplementary to Proposal (68 grams Flying paper 8"x10" 100 sheets each pad)	Pad	0
101	Medical Proposal Form with Brief sheet (80 grams VRG paper 11 pages both sides printing 8.5" x 11.5" with Slip 68 grams flying paper 6" x 4.5")	Form	32000
102	Non Medical Proposal Form with Brief sheet (80 grams VRG paper 8 pages both sides printing 8.5"x11.5" with Slip 68 grams flying paper 6"x4.5")	Form	56000
103	Policy File Cover (350 grams Zaman Card)	file	45000
104	Policy Brief Sheet (80 grams VRG paper 4 pages both sides printing)	Sheet	1000
105	Declaration N.D Form (68 grams Flying paper 7.5" x 10" 100 sheets each pad)	Pad	30
106	Area Manager Inspection Report (68 grams Flying paper 7.5" x 10" Both sides printing 100 sheets each pad)	Pad	0
107	A.M. Confidential Report (68 grams Flying paper 7.5"x10" two side printing 100 sheets each pad)	Pad	60
108	D.G.H (68 grams Flying paper 9" x 12" 100 sheets each pad)	Pad	80
109	Under Taking of NIC (68 grams Flying paper 8 "x 6" 100 sheets each pad)	Pad	10
110	Policy Register (68 grams Flying paper 15.5" x 14" 100 sheets each pad)	Pad	10
111	Audit Observation Memo (68 grams Flying paper 9" x 12" 100 sheets each pad)	Pad	4
112	Pre-Audit Processing Sheet (68 grams Flying paper 15" x 13.5 " 100 sheets each pad)	Pad	5
113	Agency Alteration Advice (68 grams Flying paper 11.5" x 9" 100 sheets each pad)	Pad	0
114	Field Medical Card (5.5" x 10" color card)	Card	500
115	D.P.O 06-A (68 grams Flying paper 9" x 12" 100 sheets each pad)	Pad	0
116	D.P.O -4 Letter (68 grams Flying paper 9" x 12" 100 sheets each pad)	Pad	0
117	Field Form (Sawalnama) (68 grams Flying paper 9" x 12" 100 sheets each pad)	Pad	50
118	Nomination Form (80 grams VRG paper 9" x 12 " 100 sheets each pad two color printing)	Pad	60
119	Annual Statement by Employer (68 grams Flying paper 8.5" 13.5" 100 sheets each pad)	Pad	0

120	Declaration Rule-II (68 grams Flying paper 13.5" x 8.5" 100 sheets each pad)	Pad	0
121	Area Manager Imprest Voucher (68 grams Flying paper 12 x 12" duplicate copy two color printing)	Pad	10
122	Application for Registration SO,SM (68 grams Flying paper 3 pages printing 50 sets each pad)	Pad	90
123	Annexure " C " (68 grams Flying paper 7" x 8.5" 100 sheets each pad)	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 11-04-2012 at 11.00 am. Tender opening date 11-04-2012 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 with in 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 11-04-2012 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.