

Tender Notice No.02/2024/SLIC/LARK/ZONE for Printing Stationary

Date of Issue: 13-11-2024
Closing date of Tender: 28-11-2024 Time: 12.00 p.m.
Date of opening Bid: 28-11-2024 Time: 3.00 p.m.
Venue: Zonal Office State Life Building Qaim Shah Bukhari Road Larkana.

Sealed Bids are invited for the supply of following items from GST registered suppliers.

S#	Description of Items.	Specification/Paper Gramage
1	Journal Voucher	70 grams good quality paper
2	Declaration	70 grams good quality paper
3	AMCR form (as per specimen) two page 3 side	70 grams good quality paper
4	Envelopes 5X11 With SLIC Monogram	Good quality paper
5	Brief Sheet (as per specimen)	80 grams good quality paper
6	Agency Alteration advice	70 grams good quality paper
7	Non Medical Revival Form (as per specimen)	80 grams good quality paper
8	KYC A two side	70 grams good quality paper
9	DGH form (as per specimen)	80 grams good quality paper
10	Declaration of Introducer	70 grams good quality paper
11	Office file covers with SLIC monogram (as per specimen)	230 grams file card coloured indonisha
12	Green Voucher payment	70 grams good quality paper
13	Medical Revival Form (as per specimen)	80 grams good quality paper
14	Change Agency Channel revival case sheet	70 grams good quality paper
15	Annual Statement	70 grams good quality paper
16	Death Claim DV issuance letter	70 grams good quality paper
17	N-20 forms (as per specimen)	80 grams good quality paper
18	Policy revival sheet	70 grams good quality paper
19	Cheque despatch letter	70 grams good quality paper
20	3 Specimen Signature MB-58	70 grams good quality paper
21	Bonafide Certificate Annexure C	70 grams good quality paper
22	Non Medical Proposal forms (as per specimen)	80 grams good quality paper
23	Death claim intimation application	70 grams good quality paper
24	Death claim processing sheet two page	70 grams good quality paper
25	KYC B two side	70 grams good quality paper
26	Authority Letter	70 grams good quality paper
27	Policy File Covers	350 grams good quality paper
28	Accounting Stub/advice	70 grams good quality paper
29	Annexure -I	70 grams good quality paper
30	Nomination Form	70 grams good quality paper
31	Medical Proposal forms (as per specimen)	80 grams good quality paper
32	Annexure -III	70 grams good quality paper
33	Envelopes 11X15 With SLIC Monogram	Good quality paper
34	Medical Reference letter (Two Pages)	70 grams good quality paper
35	Policy file transfer letter	70 grams good quality paper
36	Leave application	70 grams good quality paper
37	Record Creation advice	70 grams good quality paper
38	Re-Insurance E-1	70 grams good quality paper
39	Re-Insurance E-2	70 grams good quality paper
40	Re-Insurance R-1	70 grams good quality paper
41	Risk Profiling Sheet two side	70 grams good quality paper
42	Rujhanti Sawalnama (Urdu)	70 grams good quality paper
43	Service Change Advice	70 grams good quality paper
44	SMCRform (as per specimen) two page 3 side	70 grams good quality paper
45	SR Recruitment Application Form (both side)	70 grams good quality paper
46	003 form (as per specimen)	70 grams good quality paper
47	Chennai Change Advice	70 grams good quality paper
48	Chennai Change Letter	70 grams good quality paper
49	Cheque Stop Payment	70 grams good quality paper
50	Covid-19	70 grams good quality paper
51	E M Letter (two side)	70 grams good quality paper
52	Electrical Qustion Form	70 grams good quality paper
53	Medical Sheet CMO	70 grams good quality paper
54	N-D Declaration	70 grams good quality paper
55	Policy Loan Processing Sheet	70 grams good quality paper
56	S.M/A.M/Sector Heads Confidential report (2/ pages 3sides)	70 grams good quality paper
57	SM Inspection Report (1 page 2 side) urdu	70 grams good quality paper
58	SMCRform (as per specimen)	70 grams good quality paper
59	Stup Advice	70 grams good quality paper
60	Surrender Application	70 grams good quality paper
61	ZH Direct Confidential Report (2 pages 3 side)	70 grams good quality paper

Terms and Conditions:-

1. Security Amount must be deposited equal to **5%** of the total value of the Tender Cost by the bidders
2. If the firm / supplier provides / supplies sub-standard product, the Security Deposit will be forfeited in favor of the Corporation.
3. The firm / supplier will be bound to supply/affix the required items on above mentioned address of State Life Larkana Zone, within prescribed time to be notified.
4. The bidders will have to attach copies of their NTN, GST Payer Number with the Tender.
5. Income Tax and GST or as per Government Policy will be deducted on the total value of the Tender.
6. No change will be acceptable of required items. Such bid(s) will be rejected.
7. Security deposit will be refunded after the completion of one year warranty Period.
8. The sealed quotations must be reached by Post / Courier / by hand to Secretary Zonal Procurement Committee, State Life Insurance Corporation of Pakistan, 2nd floor, State Life Building Qaim Shah Bukhari Road, Larkana till closing date.
9. Bids will be opened in the office of Incharge (HR & Admin), State Life, Zonal Office, State Life Building Qaim Shah Bukhari Road, Larkana, in the presence of bidders on the above specified day.
10. Envelop must bear the "**Quotation for Printing Stationary**" on right corner of the sealed envelope for identification.
11. The State Life reserves the right to cancel any bid or bids assigning reason thereof.

(SECRETARY)

Zonal Procurement Committee,
State Life Insurance Corporation of Pakistan,
Zonal Office, HR&A Department,
2nd Floor, State Life Building,
Qaim Shah Bukhari Road
Larkana
071-9410805