

TENDER DOCUMENTS

TENDER FOR PRINTING ITEMS

CLOSING DATE: 19.02.2025 11.00 am OPENING DATE: 19.02.2025 11.30 am

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

No	ITEM NAME	Quality		REQUIRRED QTY
1	Attendance Sheet	80 g 100pages	As per Specimen mention in tender documents	1500 sheet
2	Office File Cover	As per specimen	As per Specimen mention in tender documents	1000 file cover
3	Petty Cash Voucher	68 g 100 pages	As per Specimen mention in tender documents	50 pad
4	Envelope 11x5 for premium notice	As per specimen	As per Specimen mention in tender documents	100000 Envelope
5	TADA PAD	As per specimen	As per Specimen mention in tender documents	10 pad
6	Envelope 9X4	As per specimen	As per Specimen mention in tender documents	2000 Envelope
7	Envelope 11X 5	As per specimen	As per Specimen mention in tender documents	2000 Envelope
8	Envelope 11X 15	As per specimen	As per Specimen mention in tender documents	1500 Envelope
9	Envelope 19X14	80 g Craft paper	As per Specimen mention in tender documents	1000 Envelope
10	MEDICAL Form -B	68 g 100 pages	As per Specimen mention in tender documents	10 pad
11	MEDICAL Form -A	68 g 100 pages	As per Specimen mention in tender documents	10 pad
12	Rough Pad	75 g 100 pages	As per Specimen mention in tender documents	50 pad
13	Requisition slip pad	68 g 100 pages	As per Specimen mention in tender documents	20 pad
14	M-2 Pad	68 g 100 pages	As per Specimen mention in tender documents	20 pad
15	Form Of Identity pad	80 g 100 pages	As per Specimen mention in tender documents	30 pad
16	PHS-15	68 g 100 pages	As per Specimen mention in tender documents	400 pad
17	Policy Holder Slip	80 g 100 pages	As per Specimen mention in tender documents	50 pad
18	Sector Head Undertaking pad	70 g 100 pages	As per Specimen mention in tender documents	100 pad
19	Adjustment Advice pad	68 g 100 pages	As per Specimen mention in tender documents	30 pad
20	Loan Application pad	70 g 100 pages	As per Specimen mention in tender documents	400 pad
21	Medical Attendance Certificate form - B	75 g 100 pages	As per Specimen mention in tender documents	50 pad
22	Claim Form -A	75 g 100 pages	As per Specimen mention in tender documents	50 pad
23	Maturity Claim form	75 g 100 pages	As per Specimen mention in tender documents	50 pad



24	Late Fee Pad	68 g 100 pages	As per Specimen mention in tender documents	100 pad
25	Policy Card Record Room	Blue Box Board 400 gm	As per Specimen mention in tender documents	10000 Card
26	Application For S.V Policy Holder	68 g 100 pages	As per Specimen mention in tender documents	200pad
27	Area Manager Payment Voucher	68 g 100 pages	As per Specimen mention in tender documents	100 pad
28	Amendment form	68 g 100 pages	As per Specimen mention in tender documents	100 pad
29	D.G.H Pad	68 g 100 pages	As per Specimen mention in tender documents	200 pad
30	Supplementary form	68 g 100 pages	As per Specimen mention in tender documents	50 pad
31	SM/AM confidential Pad	68 g 100 pages	As per Specimen mention in tender documents	100 pad
32	SM/AM confidential double page	As per specimen	As per Specimen mention in tender documents	200 pad
33	Three Specimen Signature	68 g 100 pages	As per Specimen mention in tender documents	400 pad
34	Proposal slip	68 g 100 pages	As per Specimen mention in tender documents	200 pad
35	Currency Declaration Pad	68 g 100 pages	As per Specimen mention in tender documents	50 pad
36	Refund Voucher Pad	75 g 100 pages	As per Specimen mention in tender documents	30 pad
37	Letter acceptance pad	68 g 100 pages	As per Specimen mention in tender documents	50 pad
38	Risk Profiling Sheet Policy	68 g 100 pages	As per Specimen mention in tender documents	400 pad
39	K.Y.C Pad	68 g 100 pages	As per Specimen mention in tender documents	200 pad
40	C.R.S Pad	68 g 100 pages	As per Specimen mention in tender documents	200 pad
41	Medical proposal form	80 g imported	As per Specimen mention in tender documents	10000 form
42	Non-Medical Proposal form	80 g imported	As per Specimen mention in tender documents	60000 form
43	Brief Sheet	80 g imported	As per Specimen mention in tender documents	40000 sheet
44	File Cover Proposal	300 g Korean	As per Specimen mention in tender documents	40000 file cover
45	Medical revival Form	80 g imported	As per Specimen mention in tender documents	10000 form
46	Non-Medical revival Form	80 g imported	As per Specimen mention in tender documents	5000 form
47	Application Form for Renewal of Registration SR,SO,SM,SSM (03 pages)	70 g 100 pages	As per Specimen mention in tender documents	2000 Set
48	Application Form for SR,SO,SM,SSM (07 pages)	70 g 100 pages	As per Specimen mention in tender documents	1000 set

TERMS AND CONDITIONS

- Technical bids would be invited through EPADS.
- Quotations shall be accepted only against on Tender Document (specimen, design, size, printing material and quality) to be collected from our Office.



- Security amount must be deposited equal to 2% of the approximate value (50000/=thousand) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2025 from the date of opening of tender.
- Tender closing date 19.02.2025 11:00 A.M. Tender opening date 19.02.2025 at 11:30 A.M. in the office of In charge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- Sealed Tenders duly completed in all respect must reach to the undersigned by EPADS during till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 5.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Sample paper should be of same quality and gram as specified in tender or provided (specimen, design, size, printing material and quality) in tender documents. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-2201120 or may contact with Mr. M.Saleem (suptt.) at cell # 03049356415 for any assistance


Syed Nazar Askari
Secretary Zonal Procurement Committee Bahawalpur Zone

