



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان



Tender Notice No.HR &Admin/G&P/LHR/01/2025

Date: February 07, 2025

Purchase of Printing & Stationery Items for Group & Pension Lahore Zone.

State Life Insurance Corporation of Pakistan (SLIC) invites sealed financial bids through (EPADS) in accordance with PPRA Rules, under “Single Stage-single envelope procedure” from well recognized firms dealing in subject mentioned items for Group & Pension Lahore Zone. Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own office in Lahore and telephone/Fax no (if found contrary Tender will be rejected)

Title of Work	Tender Closing Date & Time	Tender Opening Date and Time
Purchase of Printing & Stationery items (Specifications, Details, QTY and Terms & Conditions as per list attached)	26-02-2025 At 10:00 a.m.	26-02-2025 At 10:30 a.m.

- Tender Notice along with Tender Documents can be seen/downloaded from PPRA website i.e. www.ppra.org.pk also tender notice along with tender documents has been uploaded on EPADS system and State Life website i.e. www.statelife.com.pk as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E- PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- Filled tenders must be submitted through their e-mail address latest by 26-02-2025 before 10:00 am. Bids will be opened on the same day at 10:30 am
- No tender will be entertained without bid **security/earnest Money/CDR of 2% for Purchase of said items**. Original Bid Security in form of bank draft/Pay order/CDR in favor of “**State Life Insurance Corporation of Pakistan**” must be submitted to undersigned before the opening of Bids.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Incharge HR & Admin (Group & Pension)

Lahore Zone. Ph. No.042-99200303

HR &ADMIN DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR AGHA KHAN ROAD LAHORE. PHONE: 99200303 FAX: 99200302



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Tender enquiry No.	HR&Admin/G&P/LHR/01/2025
Closing date & time for submission of bids	26-02-2025 up to 10:00 a.m.
Date & time of opening of financial bids	26-02-2025 at 10:30 a.m.
Earnest Money	CDR amount 2% of the quoted value

Delivery of Consignment:

Delivery of items as per delivery schedule provided by the under-signed at State Life Insurance Corporation of Pakistan's Group & Pension Lahore Zone, situated at 15-A, Davis Road (Lower ground Floor) Lahore.



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Date: February 07, 2025

TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
 - a) Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage single-envelope method and clearly marked as **“Purchase of Printing & Stationery items for G&P Lahore Zone”**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
 - b) The bids will be opened and downloaded from EPADS on the opening date and time as given in tender notice and will be announced on EPADS system accordingly.
2. The order will be placed to the item wise lowest bidders.
3. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidders after issuance of purchase order/ signing of contract. However, successful bidders will be required to submit performance guarantee of 5% in shape of bank guarantee (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.
4. No bid will be accepted without bid security.
5. All the bids must include all government taxes.
6. Most Advantageous bidder will be required to deliver items within (15) days after issuance of Purchase Order.
7. The bids submitted shall hold good for a minimum period of 30 days from the date of bid opening.
8. The quantity of items may vary at the time of issuing purchase order.
9. Supply items shall be according to tender specification and sample provided by the under signed. Any defective delivery / Material will be replaced by supplier at his own risk & cost.



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10. Successful bidder will have to provide samples of each item as mentioned in this tender documents, at his own cost which will be examined by Zonal Procurement Committee, Supply / Work Order shall be issued upon grant of Final approval of sample by Zonal Procurement Committee Members.
11. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
12. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
13. All the information provided by the bidder must be verifiable and wrong information provided by any vendor will be rejected straight-away.
14. Bid Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
15. If the 1st lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.

(Sher Muhammad)

Incharge HRA&P

State Life Building, 15-A, Davis Road

Group & Pension Lahore Zone.

Ph.042-99200303



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Date: _____

Price Schedule/ Financial Cost Sheet:-

(For the procurement of Printing & stationery items F.Y-2025)

PURCHASE OF PRINTING & STATIONERY ITEMS (As per specifications mentioned and give the same serial number as per list attached)						
S.No.	Item Description	Qty	Unit Price (Excluding GST but including Income Tax)	Amount of GST /% of GST	Unit Price Including All Taxes	Total Cost (No.of Units x Unit Price including all taxes)
Total Bid Price						

Total Bid Price (in words)

Rs. _____

(Filled financial proposal to be submitted on your company letter head in the givern format)

Name of supplier: _____

(Sign & stamp by vendor)

HR & ADMIN DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR
AGHA KHAN ROAD LAHORE. PHONE: 99200303 FAX: 99200302

S.NO.	ITEMS WITH SPECIFICATIONS		QTY
1	Adjustment Sheet Each Pad containg 100	70 Grm	6
2	Agency Commission Sheets SM (BOTH SIDE PRINT)	100 Grm imported	1000
3	Agency Commission Sheets SR (Both Side Print)	100 Grm imported	1000
4	Annexure D, Death Claim Information Form (BOTH SIDE PRINT) Each Pad containg 100 Pages	70 Grm	100
5	Annexure F Each Each Pad containg 100 Pages containg 100 Pages	70 Grm	30
6	Computer Paper 80 Column (Continuous) PRINT MONOGRAM ONLY	70 Grm	20
7	Computer Paper 132 Column (Continuous) MONOGRAM ONLY	70 Grm	12
8	DCS Emigrants Book (BOTH SIDE PRINT)	80 Grm Imported	3
9	DCS Book Group Life INS (GLI) BOTH SIDE PRINT)	80 Grm Imported	3
10	Claim Payment Book 1688 (BOTH SIDE PRINT)	100 Grm imported	3
11	Commission Payment Book 1689 (BOTH SIDE PRINT)	100 Grm imported	3
12	Journal Payment Book 1690 (BOTH SIDE PRINT)	100 Grm imported	3
13	Employer Statement Death Claim Each Pad containg 100 Pages	70 Grm	10
14	Envelops 9x4 (Adress & Logo) As per sample	70 Grm	5000
15	Envelops Window 9x4 (Adress & Logo) As per sample	70 Grm	20000
16	Envelops Book Post (Adress & Logo) As per sample	70 Grm	2000
17	Envelops File Size (Adress & Logo) As per sample	70 Grm Century Golden Paper	5000
18	Envelops Policy Size (Adress & Logo) As per sample	70 Grm Century Golden Paper	5000
19	File Covers Plastic (Blue Screen Printing, TRAN 30,A3 20)As per sample		1000
20	File Cover Sky Blue (Printed) As per sample	300 Grm Bleach Card	200
21	File Cover Brown (Printed) As per sample	350 Grm	1000
22	File Cover Green (Two Side Printed) As per sample	300 Grm Art Card	10000
23	File Cover Orange (Printed) As per sample	300 Grm Bleach Card	3000
24	File Cover White (Printed) As per sample	300 Grm Bleach Card	2000
25	Tag Folder File (Green) Printed	150 Grm Card	100
26	Letter Heads (Rim) As per sample	80 Grm Imported	300
27	Leave Application Form Each Pad containg 100 Pages	70 Grm	10
28	Medical Reimbursement Forms As per sample	70 Grm	20
29	M.R Receipt Book (CARBON LESS 4 PAGES) as per Sample	70 Grm	30
30	Note Sheet Each Pad containg 100 Pages (Green Paper, both side print) As per sample	80 Grm	10
31	Officer Medical Book As per sample	70 Grm	50
32	Premium Collection Invoice (Each Pad containg 100 Pages) As per sample	70 Grm	10
33	Physician Statement (Each Pad containg 100 Pages) As per sample	70 Grm	20
34	Rate Review Forms (Each Pad containg 100 Pages) As per sample	70 Grm	10
35	Specimen Indemnity Bond (Each Pad containg 100 Pages) As per sample	70 Grm	20
36	Stationary Indent (Each Pad containg 100 Pages) As per sample	70 Grm	10
37	Visiting Cards as per SAMPLE	300 Grm	5000
38	Raugh Each Each Pad containg 100 Pages	70 Grm	50
39	Raugh Each Each Pad containg 100 Pages containg 100 Pages	70 Grm	50

Note: The specimen/samples of the above mentioned items can be seen in the office of the Incharge HR& Admin, Group and Pension Lahore Zone during the working hours (9:00 a.m to 5:30 p.m.) except Saturdat and Sunday.

S.NO.	ITEMS WITH SPECIFICATIONS	QTY					
1	Air Freshener	50					
2	Ball Points (PIANO 0.8 GRIP) OR EQUVILANT OR	1200					
	Ball Points (CLIPPER) OR EQUVILANT OR						
	Ball Points (DOLLAR) OR EQUVILANT						
3	Box Files (WITH CLIP SHAKIR) OR EQUVILANT	100					
4	Calculator (12 DIGIT CASIO/CITIZEN) OR EQUVILANT	12					
5	Computer Paper A4 80 grm (AA) OR	400					
	Computer Paper A4 80 grm (BLC) OR EQUVILANT OR						
	Computer Paper A4 70 grm (AA) OR	50					
	Computer Paper A4 70 grm (BLC) OR EQUVILANT						
6	Computer Paper Legal Size 80 grm (AA) OR	50					
	Computer Paper Legal Size 80 grm (IKPPC) OR EQUVILANT OR						
7	Computer Ribbon 2180 or 2190 print Write OR EQUVILANT	30					
8	Duster Cloth (24x24)	200					
9	Eraser SOFT Peliken OR EQUVILANT	100					
10	File Separator A-4 (1 STAR 10 A4) OR EQUVILANT	12					
11	Gel Pen Signo OR EQUVILANT	120					
12	Gum Stick Large Size 22 Grame (Amos) OR EQUVILANT	200					
13	Highlighter (Mix Colour) Peliken OR EQUVILANT	200					
14	Lead Pencils Soft Gold Fish/ Bahdur OR EQUVILANT	200					
15	Ledger Register 350 Pages	6					
16	Raugh Registor 350 Pages	50					
17	Mirror Tape (1 INCH DEER OR EQUIV 50 YARDS)	120					
18	Packing Tape 2 Inch (BROWN 50 YARDS)	300					
19	Paper Clips (3 Flower) OR EQUVILANT	24					
20	Pointer Dollar Mix Colours OR EQUVILANT	500					
21	Paper Cutter CHINA 1 INCH	36					
22	Paper Tape White 1/2 Inch	20					
23	Marker Permanent DOLLAR OR EQUVILANT	300					
24	Punching Machine (Maped Fine Quilty) OR EQUVILANT	36					
25	Punching Machine Large Opal,Fuji or Equvilant	6					
26	Rubber Band Pkt 400 GM CHINA	12					
27	Scale STEEL 12 INCHES CHINA Fine Quility	24					
28	Sharpener DUX OR EQUVILANT	36					
29	Stamp Pad Ink Dollar Or EQUIV	100					
30	Stamp Pad Large Size Lancer OR EQUVILANT	48					

S.NO.	ITEMS WITH SPECIFICATIONS	QTY					
31	Stapler Pins 23/10 Dollar OR EQUVILANT	12					
32	Stapler Pins 23/13 Dollar OR EQUVILANT	12					
33	Stapler Pins 24/6 Dollar OR EQUVILANT	600					
34	Stapler Machine 24/6 (45 N FUJI) OR EQUVILANT	60					
35	Stapler Machine Large (45 N FUJI) OR EQUVILANT	5					
36	Stapler Pin Remover Cling or Equiv	50					
37	Towel 20x40	40					
38	Tissue Box POPUP ROSEPETAL OR EQUVILANT	400					
39	Ring Files Fiber OR EQUVILANT	50					
40	Water Dumper (PLASTIC CHINA WITH CAP)	36					
Note: The specimen/samples of the above mentioned items can be seen in the office of the Incharge HR& Admin, Group and Pension Lahore Zone during the working hours (9:00 a.m to 5:30 p.m.) except Saturdat and Sunday.							