



# STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

**Tender Notice No.GRW/HRA&P/002/2025**

Date: February 18, 2025

**Purchase of Printing & Stationery Items for Gujranwala 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 Gujranwala Zone. Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own office in Lahore and Gujranwala (preferably) and telephone/Fax no (if found contrary Tender will be rejected). **Estimated Cost of Tender is Rs.6500000/-**

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)	11-03-2025 At 10:00 a.m.	11-03-2025 At 10:30 a.m.

- Tender Notice along with Tender Documents can be seen/downloaded from PPRA website i.e. [www.ppra.org.pk](http://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](http://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 11.03.2025 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)**

Gujranwala Zone. Ph. No.055-920086.

**Muhammad Asad Khan**

Manager/Incharge HRA & P

State Life Ins. Corp. of Pakistan

Gujranwala Zone

HR & ADMIN DEPARTMENT, GUJRANWALA ZONE,

PHONE No: 055-9200286





# STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Tender enquiry No.	GRW/HRA&P/002/2025
Closing date & time for submission of bids	11-03-2025 up to 10:00 a.m.
Date & time of opening of financial bids	11-03-2025 at 10:30 a.m.
Earnest Money	CDR amount 2% of the Estimated Value.

## Delivery of Consignment:

Delivery of items as per delivery schedule provided by the under-signed at State Life Insurance Corporation of Pakistan, Gujranwala Zone situated at State Life Building, Main G.T.Road, Gujranwala (4<sup>th</sup> Floor).

---

HR & ADMIN DEPARTMENT, GUJRANWALA ZONE,  
PHONE No: 055-9200286





# STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Date: February 18, 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 Gujranwala 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 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.

---

HR & ADMIN DEPARTMENT, GUJRANWALA ZONE,  
PHONE No: 055-9200286





# STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

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.
16. CDR of successful bidder will be retained upto 31.12.2025.
17. Tender Rates will be valid upto 31.12.2025.
18. The sample of items as per list enclosed can be obtained from the undersigned from Zonal Office, State Life Building, G.T.Road, Gujranwala during working hours i.e. from 9:00 a.m. to 5:00 p.m. except (Saturday and Sunday).
19. Supply order may be made in different phases during the year – 2025.

**(Muhammad Asad Khan)**

Incharge HRA&P

State Life Building, G.T.Road, Gujranwala.

Ph.055-9200286

---

HR & ADMIN DEPARTMENT, GUJRANWALA ZONE,

PHONE No: 055-9200286





**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

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, GUJRANWALA ZONE,  
PHONE No: 055-9200286



## Printing Items

SR. NO.	Name of Form	Weight	QUANTITY
1	Attendance Sheet	As per sample	1000
2	A.M. Imprest Voucher	As per sample	30 Pads
3	Amendment	As per sample	100 Pads
4	S.M / A. M/ Setor Head's Confidential Report.	As per sample	330 Pads
5	Zonal Head Direct Confidential Report	As per sample	6 Pads
6	Alteration Advice M2A	As per sample	6 Pads
7	Adjustment Advice	As per sample	6 Pads
8	Budget Register	As per sample	4
9	Brief Sheet (Each Pack Containing 1000 Sheets)	As per sample	30
10	Cash Register F&A.	As per sample	6
11	Currency Declaration	As per sample	50 Pads
12	Claim Form Without Prejudice	As per sample	06 Pads
13	D.G.H.Pad	As per sample	100 Pads
14	Death Claim Under Policy PHS.DC	As per sample	06 Pads
15	Dok Entry Audit Register	As per sample	3
16	Death Claim Calculation Sheet	As per sample	6 Pads
17	Dok Receipt Slip	As per sample	120 Pads
18	Existence Certificate	As per sample	02 Pads
19	Envelopes Large Size	As per sample	1000
20	Envelopes Policy Size	As per sample	2500
21	Envelopes Postage 9x4	As per sample	25000
22	Envelop Large Inside Cloth	As per sample	100
23	Envelop Window	As per sample	170000
24	File Cover Office	As per sample	1200
25	File Cover for Agency	As per sample	2000
26	Indent Form Pad	As per sample	10 pads
27	Family Declaration for Medical Dependents officers&s	As per sample	6 Pads
28	Refrance letter for Hospitalization Pad	As per sample	6 Pads
29	Reference letter for Lab Test Pad	As per sample	6 Pads
30	Letter Head	As per sample	6 Pads
31	Leave Application (Urdu)	As per sample	10 Pads
32	Loan Schedule Form	As per sample	14 Pads
33	Medical Exp Sheet Officers/Staff/Mkt/Field	As per sample	1000
34	NDS Pad	As per sample	48 Pads
35	Maturity Claim cheque covering letter	As per sample	36 Pads
36	Maturity Claim form DV	As per sample	12 Pads
37	Medical Attendant Certificate "B"	As per sample	14 Pads
38	Medical Reimbursement form	As per sample	18 Pads
39	Medical Book for Officers	As per sample	150
40	Policy File Indent Card (Imp Card)	As per sample	4000
41	Loan Assignment Register	As per sample	2
42	Juvenile Forms Non Medical	As per sample	100
43	Juvenile Form Medical	As per sample	100
44	Option "A"& "B"	As per sample	06 Pads
45	Personal Accident Claim Form A	As per sample	18 Pads
46	Personal Accident Claim Form B	As per sample	18 Pads
47	Proposal Form Non Medical (Each Pack 50 sheets)	As per sample	750
48	Proposal Form Medical (Each Pack 50 Sheets)	As per sample	400
49	Personal Statement Non Medical Sheet	As per sample	4000
50	Personal Statement Medical Sheet	As per sample	2000
51	Policy File Cover (N.B.) Imp Card with two side tape with fi	As per sample	30000
52	Proforma for Surrender of Policy	As per sample	50 Pads
53	Surrender Voucher G.Z 5A	As per sample	50 Pads
54	T.A/D.A	As per sample	2 Pads
55	Supplementary Form	As per sample	06 Pads
56	Three Specimen Signature	As per sample	36 Pads
57	Surrender Value Chq Covering letter	As per sample	120 Pads



58	Zone Change Advice	As per sample	04 Pads
59	Yadhani Notice	As per sample	02 Pads
60	Ntice Gumshudgi Pad	As per sample	02 Pads
61	Ajar ki Sanad Pad	As per sample	4 Pads
62	Billa Tasub Pad	As per sample	02 Pads
63	Daveydar ka Bian (Form )	As per sample	14 Pads
64	Sanad-e-Shanakhat (Form )	As per sample	14 Pads
65	Application form for Registration (Agency)	As per sample	70 Pads
66	Annual Statement Pad (Agency)	As per sample	130 Pads
67	Declaration Form Rule (Agency)	As per sample	70 Pads
68	Nomination Form	As per sample	70 Pads
69	Ruhjatani Swalnama (Agency)	As per sample	60 Pads
70	Annexure "C" (Agency)	As per sample	60 Pads
71	Declaration by Introducer	As per sample	60 Pads
72	Application form Renewal (Agency)	As per sample	70 Pads
73	Rough Pad Small	As per sample	250 Pads
74	Swissre Re Financial	As per sample	06 Pads
75	RPS	As per sample	450 Pads
76	KYC -A	As per sample	500 Pads
77	KYC -B	As per sample	6 Pads
78	CRS	As per sample	6 Pads
79	W-9	As per sample	6 Pads
80	Check List AML/CFT Policy 2020 (All Proposal Files)	As per sample	400 Pads
81	Check List AML/CFT Policy 2020 (High Risk Cases)	As per sample	70 Pads

Note: The specimen/samples of the above mentioned items can be seen in the office of the Incharge HR& Admin, SLIC Building G.T.Road, Gujranwala Zone during the working hours (9:00 a.m to 5:00 p.m.) except Saturdat and Sunday.



## Stationery Items

Sr.#	Name of Item	Quantity
1	Ball Point (Blue) Piano 0.8mm or equivalent	300 Packets
2	Ball Point (Red) Piano 0.8mm or equivalent	35 Packets
3	Ball Point (Green) Piano 0.8mm or equivalent	18 Packets
4	Ball Point (Black) Piano 0.8mm or equivalent	12 Packets
5	Ball Point Superior (Uniball Blue/Black/Green) signo or equivalent	20 Packets
6	Basket Tray fine quality (Fresh Meterial)	24 Number
7	Box File large size fine quality	48 Number
8	Carbon Paper (KCR) fine quqlity or equivalent	6 Packets
9	Calculator 14 Digit Citizen fine quality or equivalent	12 Numbers
10	Dustbin large size fine quality (Fresh Meterial)	30 Numbers
11	Duster fine quality	130 Numbers
12	Dumper fine quality	48 Numbers
13	Scale 12 inch (Steel) fine quality	6 Numbers
14	Scale 12 inch (Plastic) fine quality	12 Numbers
15	Gum Stick 0.78 oz/22 gm fine quality	24 Numbers
16	Glass (Tumbler) Toyo Nasic or equivalent	200 Numbers
17	Ink Blue + Inck Black + Ink Red + Ink Green fine quality	2+2+2= 6 Bottles
18	Jug (Plastic) fine quality (Fresh Meterial)	24 Numbers
19	Jug (Glass) Toyo Nasic or equivalent	6 Numbers
20	Lead Pencil Gold Fish 21/2 B or equivalent	3 Packets
21	Marker - 70 Dollar Bullet Tip Blue/Black or equivalent Black/Blue	100 Numbers
22	Fluoresacent Highlighter 90 Doller or equivalent (Different Colours)	70 NumberS
23	Paper Clip 30mm 80 pieces fine quality	12 Packets
24	Paper Pin fine quality	6 Packets
25	Paper Cutter 18 mm blde fine quality	10 Numbers
26	Pin Remover fine quality	18 Numbers
27	Punching Machine Heavy Duty Size Opal or Equivalent Fine quality	2 Numbers
28	Punching Machine 30 sheets 7 mm hole dia depth 12 mm 80 mm hole d	18 Number
29	Table Set Marble fine quality	2 Numbers
30	Pin Cushion fine quality	4 Numbers
31	Pin Tray Lotus or equivalent	2 Numbers
32	Rubber Band fine quality ( 0.5 Kg )	30 Packets
33	Paper tape 1 inch fine quality	36 Dozen
34	Rulled Paper fine quality	18 Dastay
35	Rough Pad Large Size Rizvi or equivalent	18 Numbers
36	Eraser fine quality	6 Numbers
37	Register fine quality 200 Pages	18 Numbers
38	Soap 145 Gram Lux or equivalent	170 Number
39	Stamp Pad Large Size Black/Blue/Green Crystal or equivalent	75 Numbers
40	Stamp Pad Ink Crystal or equivalent Blue/Black/Green	130 Bottles
41	Stapler Machine Opel HD 30 or equivalent	50 Numbers
42	Stapler Machine capacity 190 sheets Hole Dia 6 mm Hole Distance 80 m	2 Numbers
43	Stapler Pin Fuji 23/17-H 17 mm (5/8") or equivalent	600 Packets
44	Scotch Tape 1 inch Size fine quality	24 Numbers
45	Scotch Tape 1/2 inch Size fine quality	18 Numbers
46	Sharpner Dux or equivalent	6 Numbers



47	Tissue paper Box multi Colour (Rose Petal Soft & Gentle 150x2) or equivalent	300 Boxes
48	Tissue paper Roll Rose Petal or equivalent	130 Boxes
49	Vim detergent Powder 900 Gram or equivalent	36 Numbers
50	132 Column Cont Sheet (1000 Sheet) Fine Paper quality	150 Boxes
51	80 Column Cont Sheet (1000 Sheet) Fine Paper quality	300 Boxes
52	Ribbon LQ-300 Epson MX 80 or equivalent	60 Numbers
53	Ribbon LQ-350 Epson MX 80 or equivalent	120 Numbers
54	Ribbon LQ 2170/2180/2190 or equivalent	130 Numbers
55	Legal Size Ream HP 80 gram or equivalent	50 Rims
56	A-4 Size Ream HP 80 gram or equivalent	24 Rims
57	A-4 Size Ream HP 70 gram or equivalent	250 Rims
58	Ribbon Line Printer IBM 6400 or equivalent	30 Numbers
59	Franking Machine Ink fine quality	2 Bottles
60	Packing Tape yellow 2 inch fine quality	6 Numbers

Note: The specimen/samples of the above mentioned items can be seen in the office of the Incharge HR& Admin, SLIC Building G.T.Road, Gujranwala Zone during the working hours (9:00 a.m to 5:00 p.m.) except Saturday and Sunday.



# HBL

# HABIB BANK

حبیب بینک

## Deposit Slip

Customer Copy

Branch:		Date: 1 8 0 2 2 0 2 5	
Account Title اکاؤنٹ ہولڈر کا نام Public Procurement Regulatory Authority			
IBAN: آئین		P K H A B B 0 0 0 0 0 0 5 4 0 0 1 3 1 0 0 7 0 1	
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others		<input type="checkbox"/> Intercity <input type="checkbox"/> Within city <input type="checkbox"/> Same Branch	
Credit Card No.			
<input type="checkbox"/> CASH نقد		AMOUNT رقم	
BANK / BRANCH		CHEQUE / INSTRUMENT NO. چیک نمبر	
H. B. L.		25432989	
TOTAL AMOUNT		محل رقم	
Total Amount in Words: Fifteen Thousand Only.		مبلغ	
Commission (if any)			
Depositor's Name جمع کنندہ کا نام Syed Ahsan Ali			
Contact No. ٹیلیفون نمبر 318671778			
Depositor's CNIC No. جمع کنندہ کا کپیڈا شناختی کارڈ نمبر			
(For non-HBL/Walk-in Customers. Also attach CNIC Copy)			
Depositor's Account No. جمع کنندہ کا اکاؤنٹ نمبر			
(For HBL Customers / Account Holders)			
Received By: وصول کنندہ		Depositor's Signature دستخط جمع کنندہ	

Other Bank Branch-23711  
Gujranwala

18-02-25  
10:23 AM

33949660

(As per Terms & Conditions on reverse) (Not official unless validated)