



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS

FOR

PRINTING MATERIALS & STATIONARY ITEMS
FOR THE YEAR-2025

Prepared By: **Human Resources & Admin Department**
State Life Insurance Corporation of Pakistan,
State Life Building No 1, The Mall, Rawalpindi.
Dated: 10-03-2025

RAWALPINDI ZONE



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE.

TENDER NOTICE NO.SLIC/HR&Admin/RZ/01/2025/SUPPLY OF PRINTING
MATERIAL / OFFICE STATIONERY FOR THE YEAR-2025

State Life Insurance Corporation of Pakistan, Rawalpindi Zone invites bids through E-Pads in accordance with PPRA Rules from experienced, NTN & GST Registered Contractors / Firms / General Order Suppliers, who are on Active Taxpayers List of the FBR for supply of our Printing material & Stationery Items for the Year-2025 as under:

Type Of Procurement	Estimated Cost of Tender	Bid Security Amount	Closing Date & Time for Bids	Opening Date & Time of Bids
Printing Materials & Stationery Items	1,40,00,000/-	280,000/-	27-03-2025 at 11:00 a.m.	27-03-2025 at 11:30 a.m.

1. Bidding process shall be conducted under “Single Stage-Single Envelop: method laid down in PPRA Rules 2004. Bid documents, containing detailed terms & conditions, may be down loaded from PPRA and state Life Website.
2. The bids, prepared in accordance with the instructions in the bidding documents may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder’s representative who wish to be present.
3. Any bid submitted other than e-Pads will not be considered.
4. Samples of Printing materials can be collected from given below address.
5. State life reserves the right to reject any or all bid’s or proposals at any time prior to the acceptance of a bid, or proposal, under provision of PPRA rule No. 33 (1).
6. The vendor/contractor may visit the office & consult concerned officer Mr. Khalid Masood, Incharge (Stationary Section), 1st Floor, State Life, Bldg. No. 1, Rawalpindi (contact No. 051-9271371, Ext 201& 0333-5132696) during the office hours in case of any clarification if required.



(NISAR AHMED)

Incharge (HR & Admin)/Secretary ZPC
State Life Insurance Corporation of Pakistan
State Life Building No.1, The Mall,
Rawalpindi.
Ph.# 051-9271295



GENERAL TERMS & CONDITIONS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. Bidders are required to submit their bids through PPRA E-PADS System (<http://eprocure.gov.pk>) along with bid security amount @ Rs. 280,000/- of estimated cost of the tender in the shape of Bank Draft/Pay Order/Demand Draft/CDR in favor of State Life Insurance Corporation of Pakistan (a scan copy of Pay Order/Demand Draft/CDR may be uploaded with the tender on e-PADS and original must be submitted to this office prior to closing date & time of the tender otherwise the bids/proposal shall not be entertained / accepted and shall be rejected).
3. The bid security of unsuccessful bidder will be returned without any interest, as promptly as possible, however the bid security of the 2nd lowest bidder will be returned on submission of performance security by the successful bidder(s) or when the bidding process is cancelled by the authority.
4. **Rates to be quoted shall be inclusive of GST and all taxes/duties and shall be valid upto 31-12-2025.**
5. Quoted rates will be evaluated on item to item basis for consideration of award of contract to the lowest evaluated bidders(s) i.e. 1st, 2nd & 3rd. Samples of the items where possible especially for papers, ball pens, punching machine stapler machine etc would require to be provided before finalization of the tender.
6. If the successful bidder withdraws bid, his bid security shall be forfeited and the contract may be awarded to the next lowest evaluated bidder.
7. The bidder should be registered with the FBR, NTN and Sales Tax Number shall be mentioned in the bid and scanned copies be attached with the tender.
8. Bidders are required to submit the photocopy of National Identity Card of their Proprietor on EPADS.
9. The bidder can participate in all items or an individual item.
10. A penalty for the amount of delayed supplied items by successful bidders will be imposed @ 2 % of supply order per week.
11. The authority reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
12. The procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per rule 33 of PPRA rules, 2004.
13. The payment shall be made on submission of bill(s) for the items supplied and on satisfactory completion of the job and no advance payment is admissible.
14. **In case of sub-standard supply Printing Materials & Stationery Items by the successful Vendor/ Supplier, the supply will be returned and vendor/supplier would be liable to supply as per specification.**
15. It will be responsibility of supplier to supply the required items at 1st floor, State Life Building No.1, The Mall, Rawalpindi within delivery time



BILL OF QUANTITY
LIST OF STATIONARY ITEMS FOR THE YEAR-2025

S.#	Description of items	Quantity Required for 2025	Each item Rate with GST
1	Ball Points (Piano Click) or Equivalent	3500 Nos.	
2	Box File Large Imported (GRASH NO.110FC) or	80 Nos.	
3	Carbon Paper (Dolphin 100 sheets) or Equivalent	50 Packets	
4	Cell Pencil (Toshiba or Equivalent)	150 Nos.	
5	Calculator (CT-9300 OR WD 2230 MS) or Equivalent	40 Nos.	
6	Computer Paper (8 x 9 1/2) Century 2000 sheets 62/63 gm. or Equivalent	150 Boxes	
7	Computer Paper (9 1/2 x 11) 2000 Century 2000 sheets 62/63 gm. or Equivalent	250 Boxes	
8	Computer Paper (15x11) Century 2000 sheets 62/63 gm. or Equivalent	150 Boxes	
9	Duster (Yellow 20x30) or Equivalent	200 Nos.	
10	Dumpers Fine Quality	200 Nos.	
11	Data Cartridge HP 72 GB	10 Nos.	
12	Dust Bin (Plastic) Fine Quality or Equivalent	12 Nos.	
13	Eraser (Dux) or Equivalent	36 Nos,	
14	Fluid Pen ORO Correction Pen or Equivalent	24 Nos.	
15	File Tray	36 Nos,	
17	Gum Stick 22gm UHU Medium or Equivalent	100 Nos.	
18	Highlighter (Pelikon) or Equivalent	100 Nos.	
19	Fountain Ink (Dollar 60 ml.) or Equivalent	24 Nos.	
20	Jute Roll Plastic or Equivalent	40 Nos.	
21	Plastic Water Jug	24 Nos.	



22	Marker (Dollar 70/90) or Equivalent	150 Nos.	
23	Paper Imported A/4 Size 70 gm. (AA) or Equivalent	300 Reams	
24	Paper Imported Legal Size 70 gm. (AA) or Equivalent	200 Reams	
25	Paper Local A/4 Size 70 grms	200 Reams	
26	Paper Pin 50 gm. Three Flower or Equivalent	150 Packet	
27	Paper Clip (36mm Round) Three Flower or Equivalent	100 Packet	
29	Punching machine KW-Rio 912	24 Nos.	
30	Punching Machine Heavy Duty	2 Nos.	
31	Pen Holder Set	12 Nos.	
32	Soft Pencil Deer's or Equivalent	72 Nos.	
33	Paper Cutter (Knife) or Equivalent	12 Nos.	
34	Packing Tape 2" Abro or Equivalent	100 Nos.	
35	Computer Ribbon LQ-2180 Full Mark or Equivalent	300 Nos.	
36	Computer Ribbon LQ-300 Full Mark or Equivalent	100 Nos.	
37	Computer Ribbon LQ-310 Full Mark or Equivalent	150 Nos.	
38	Computer Ribbon LQ-350 Full Mark or Equivalent	350 Nos.	
39	Computer Ribbon IBM 6400i or Equivalent	200 Nos.	
40	Rubber Band Small Packet (Q-Brand) or Equivalent	30 Packet	
41	Rubber Band Large Packet (Half Kg) Extra Large	100 Packet	
42	Register No.8 (Lucky Brand) or Equivalent	60 Nos.	
43	Register No.20 (Lucky Brand) or Equivalent	40 Nos.	
44	Signature Pen (Dollar Gel-1, 0.7) or Equivalent	600 Nos.	
45	Stapler Machine 24/6 (KW-5527) or Equivalent	75 Nos.	
46	Stapler Pin Small Packet 24/6 KW-trio or Equivalent	1000 Packet	
47	Stapler Pin Large Size 24/17 or Equivalent	12 Packet	



48	Scale Steel	24 Nos.	
49	Stamp Pad (Crystal Large) or Equivalent	100 Nos.	
50	Stamp Pad Ink (Dollar) or Equivalent	200 Nos.	
51	Sharpner Plastic Dux or Equivalent	24 Nos.	
52	Stapler Pin Remover Dux or Equivalent	30 Nos.	
53	Scotch Tape (1" Deer/Abro) or Equivalent	72 Nos.	
54	Tissue Paper Box (100 sheets) Rose Petal or Equivalent	300 Nos.	
55	Toner 12A hp laser jet China A Quality	30 Nos.	
56	Toner 35A hp laser jet China A Quality	40 Nos.	
57	Toner 80A hp laser jet China A Quality	20 Nos.	
58	Toner 85A hp laser jet China A Quality	50 Nos.	
59	Toner 26A hp laser jet China A Quality	10 Nos.	
60	Toner 53A hp laser jet China A Quality	10 Nos.	
61	Toner 48A hp laser jet China A Quality	15 Nos.	
62	Toner 55A hp laser jet China A Quality	20 Nos.	
63	Toner 79A hp laser jet China A Quality	20 Nos.	
64	Toner 107A hp laser jet China A Quality	15 Nos.	
65	Vim Powder (Vim 450 gm.)	100 Nos.	
66	Water Glass (Toyo Nasic/Omric)	250 Nos.	



LIST OF PRINTING ITEMS TO BE PRUCHASED IN THE YEAR 2025

S. #	Specification of items	Quantity demanded by User Deptt	Each item Rate with GST
1	Commission Payment Voucher (1x100) 68 gm. High Finish Paper	30 Pads	
2	Commission Voucher ACC-4 (1x100) 68 gm. High Finish Paper	20 Pads	
3	DCS ACNT Register 68 gm, High Finish Paper, 200 pages with numbering & hard binding	05 Registers	
4	LN-17 (Loan Bond) (1x100) 80 gm. Imported Paper	15 Pads	
5	Cash Registers (Fresh) 68 gm. High Finish Paper, 150 Pages with numbering & hard bindig.	10 Registers	
6	Cash Registers (Renewal) 68 gm. High Finish Paper, 150 Pages with numbering & hard bindig.	10 Registers	
7	Cheques Payment Register 68 gm, High Finish Paper, 300 pages with numbering & hard binding	16 Register	
8	Cheque Receving Register 80 gm, High Finish Paper, 300 pages with numbering & hard binding	03 Register	
9	Overtime Performa 68 gm (1x100), High Finish Paper	10 Pads	
10	ACL (1x100) 68 gm. High Finish Paper	10 Pads	
11	PHS-22 (1x100) 68 gm. High Finish Paper	15 Pads	
12	DPO-4 (1x100) 80 gm. Imported Paper (A-4) 500 Sheets per Rim	10 Rims	
13	Guardian Form (1x100) 68 gm. High Finish Paper	20 Pads	
14	Nomination Change Proforma (1x100) 68 gm. High Finish Paper	20 Pads	
15	PHS-ALT-42 (1x100) 68 gm. High Finish Paper	10 Pads	
16	PHS-ALT-44 (1x100) 68 gm. High Finish Paper	10 Pads	
17	PHS-ALT-45 (1x100) 68 gm. High Finish Paper	10 Pads	
18	PHS-39 (1x100) 68 gm. High Finish Paper	10 Pads	
19	PHS-26 (1x3x100) 50 gm. Colour Bond Paper	15 Pads	
20	Policy File Replacing Card Size (7.25" x 12") 1.5 Pound Gutta, both side pasted by 250 gm. Box Board.	15000 Nos.	
21	DGH (URDU) (1x100) 80 gm. Imported Paper	500 Pads	
22	DGH (ENGLISH) (1x100) 80 gm. Imported Paper	500 Pads	
23	Revival Form (Non-Medical) set of 2 leafs 80 gm. Imported Paper with 100 forms packing	30000 Nos.	
24	Revival Form (Medical) set of 2 leafs 80 gm. Imported Paper with 100 forms packing	10000 Nos.	
25	ANN-3 (1X100) 68 GM High Finish Paper	15 Pads	
26	PHS-1 (1x100) 68 gm. High Finish Paper	80 Pads	
27	PHS-24 (1x100) 68 gm. High Finish Paper	10 Pads	
28	MC-1 (1x100) 68 gm. High Finish Paper	50 Pads	
29	MC-3 (1x100) 80 gm. Imported Paper	150 Pads	
30	MC-4 (Acknowledgement) (1x100) 68 gm. High Finish	200 Pads	
31	MC-6 (Requirement letter) (1x100) 80 gm. Imported Paper	20 Pads	



32	Claim-18/B (1x100) 68 gm. High Finish Paper	250 Pads	
33	Maturity Calim Payment Voucher (ACC-12) (1x100) 80 gm. Imported Paper Pink Colour	50 Nos.	
34	S.B. Calim Payment Voucher (ACC-11) (1x100) 80 gm. Imported Paper	30 Pads	
35	ACC-5 (Journal Voucher) (1x100) 68 gm. High Finish Paper	100 Pads	
36	DC-7 (1x100) 68 gm. High Finish Paper	30 Pads	
37	CLAIM-A (U)(1) (1x100) 80 gm. Imported Paper both side Printing	20 Pads	
38	ACC-2 (1x100) 68 gm. High Finish Paper	150 Pads	
39	DC-8 (1x100) 80 gm. Imported Paper Pink Colour	15 Pads	
40	DC-9 (1x100) 80 gm. Imported Paper Pink Colour	15 Pads	
41	DC-10 (1x100) 80 gm. Imported Paper Pink Colour	30 Pads	
42	CLAIM-5 (1x100) 68 gm. High Finish Paper	10 Pads	
43	CLAIM-12 (1x100) 68 gm. High Finished Paper	200 Pads	
44	CLAIM-19 (1x100) 68 gm. High Finished Paper	100 Pads	
45	Intimation Register (Large Size 80 gm. Imported Paper 500 Pages	02 Nos.	
46	LN-12 (1x100) 68 gm. High Finish Paper	500 Pads	
47	Surrender-2 (Proforma for Surrender of Policy) 1x100 68 gm. High Finished Paper	500 Pads	
48	Manual Surrender Payment Voucher (ACC-1) 1X100	20 Pads	
49	Manual Discharge Voucher (R-99) 1X100 68 gm High Finish paper	50 Pads	
50	PHS-3 (Acknowledgement) 68 gm. High Finish Paper 1x100	200 Pads	
51	ROR (Application Form for Renewal of Registration) (1x100) 68 gm. High Finish Paper	100 Pads	
52	Agency File Cover 300 gm. Albester Card with Imported Clip	2500 Nos.	
53	Field Medical Form-B (1x100) 68. gm. Colour Bond Paper	80 Pads	
54	Cheque Dispatch Forms (R-13) 1x100	80 Pads	
55	Family Declaration Form for Field Forces 80 gm. Imported Paper	30 Pads	
56	Medcial Examination Report (1x100)68 gm. High Finished Paper	45 Pads	
57	AGY-04 1X100 68 gm. High Finish Paper,	100 Pads	
59	Fresh Proposals Entry Register, 68 gm. High Finish Paper, 100 Pages with hard binding	15 Registers	
60	NB-13 Medical Fee Account, (1x100) 68 gm. High Finish Paper	10 Pads	
61	Paid Register (1x100) 68 gm. High Finish Paper with hard binding	06 Pads	
62	Medical Examiner's Ledger 68 gm. High Finish Paper 500 Pages with numbering & hard binding	02 Registers	
63	Policy Folder with Imported Plastic Clip & Tape Strip 300 gm. (Century) Box Board Pasted	40000 Nos.	
64	NB-21 Statement of pending/requirement/balnce for the month (1x100) 80 gm. Imported Paper	10 Pads	
65	Requirement Letter (R-38) 1x100	05 Pads	
66	Three specimen signature form (1x100) 80 gm. Imported Paper	10 Pads	
67	Non-Medical Inspection Report(NB-6) 1x100	05 Pads	
68	Letter of Acceptance (NB-20) 1X100 68 GM High Finished P.	05 Pads	



69	KYC Questionnaire (A) 100 PAGES each pad	05 Pads	
70	KYC Questionnaire (B) 100 PAGES each pad	05 Pads	
71	N.D. Forms (1x100) 68 gm. High Finish Paper	05 Pads	
72	Swiss Re.Q Form (1x100) 68 gm. High Finish Paper	02 Pads	
73	Balance Slip (1x100) 68 gm. High Finish Paper	25 Pads	
74	W-9/ CRS Form 68 gm.High Finish Paper 1x100	10 Pads	
75	SSM/AM/S. Head Confidential Report Form 68 gm.High Finish Paper 1x100	150 Pads	
76	Illiterate Person Report form by SM/AM 68 gm.High Finish Paper	10 Pads	
77	Undertaking for expired NIC by AM 68 gm.High Finish Paper 1x100	10 Pads	
78	Cash Deposit Form 68 gm.High Finish Paper 1x100	100 Pads	
79	Currency Declaration Form (Normal) 68 gm.High Finish Paper 1x100	10 Pads	
80	Medical Reimbursement Form (1x100) 68 gm. High Finish Paper	80 Pads	
81	Medical Form-C (1x2x100) Carbonized Paper	50 Pads	
82	Medical Expenses Card (Staff) 300 gm. Art Card	300 Nos.	
83	Officer Medical Card 300 gm. Art Card	100 Nos.	
84	Medical Cheque Dispatch letter (1x100) 68 gm High Finish Paper	10 Pads	
85	Letter Head Pad (Large) (1x100) 80 gm. Imported Paper	100 Pads	
86	Stationery Requisition Book (1x2x100) 55 gm. Colour Bond Paper 2 Colours with binding	10 Books	
87	Envelops White (9x4) 80 gm. Imported Paper	5000 Nos.	
88	Envelops Brown (11x5) Craft Paper Fine Quality as per sample attached	5000 Nos.	
89	Envelops Brown (10x12) Craft Paper Fine Quality as per sample attached	3000 Nos.	
90	Envelops Brown (12x15) Craft Paper Fine Quality as per sample attached	2000 Nos.	
91	Envelops Brown (14x18) inside Cloth 75 gm. Craft Paper Fine Quality	1000 Nos.	
92	File Cover 300 gm. Albester Card with Imported Clip	2000 Nos.	
93	Proposal Form (Non-Medical) Set of 4 Leafs 90 gm. Imported Paper A/4 Size with numbering & 100 forms packing	70000 Nos.	
94	Proposal Form (Medical) Set of 5 Leafs 90 gm. Imported Paper A/4 Size with numbering & 100 forms packing	20000 Nos.	
95	Leave Application Form-Officers (1x100) 68 gm. High Finish Paper	50 Pads	
96	Leave Application Form-Staff (1x100) 68 gm. High Finish Paper	50 Pads	
97	Ammendment Pad (1x100) 68 gm. High Finish Paper	200 Pads	
98	Envelops Premium Notices (8-1/4 x 5-1/4) with window & Cellophine 68 gm. High Finish Paper	400000 Nos.	
99	Envelops Policy Size (10x12) with window & Cellophine 68 gm High Finish Paper	3000 Nos.	
100	Envelops White for Cheques & letter (9x6) with window and cellophine 68 gm. High Finish Paper	150,000 Nos.	
10	Attendance Sheets	500 Nos.	



10 2	IA&C-1 Observation Memo, (1x100) 80 gm. Imported Paper (Sky Blue Colour)	10 Pads	
10 3	Outgoing Policy file Register 68 gm.High Finish Paper 250 pages with numbering & hard binding.	08 Reg	
10 4	Chronological Entries Register 68 gm.High Finish Paper 250 pages with numbering & hard binding.	04 Reg	
10 5	Outgoing General Payment Voucher 68 gm.High Finish Paper 250 pages with numbering & hard binding.	03 Reg	
10 6	Proposal Forms (Non-Medica), Size 8.5 x 11, 100 gram Offset Paper 06 pages, 03paper per set, 2 color both side printing with numbering (As per sample) & 100 forms packing	15,000 Nos.	
10 7	Proposal Forms (Medica), Size 8.5 x 11, 100 gram Offset Paper 08 pages, 04 paper per set, 2 color both side printing with numbering (As per sample) &100 forms packing	5,000 Nos.	
10 8	Need Ananlysis Form 100 gram Offset Paper 04 pages, 02 paper per set, 2 color both side (As per sample)	10,000 Nos.	
10 9	Takaful Amendment Form 80 gram paper A-4 Size 1x100 (As per sample)	10 Pads	
11 0	Nomination Form 80 gram Paper A-4 Size 1x100, 02 pages, both side (As per sample)	10 Pads	
11 1	Annual Statement & Decelaration Form 80 gram Paper A-4 Size 1x100, 02 pages, both side (As per sample)	10 Pads	
11 2	Application Form for Registration of new SR 80 gram Paper A-4 Size 1x100, 02 pages, both side (As per sample)	10 Pads	



(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

FORM OF BID

Note : TO BE SUBMITTED BY THE SUPPLIER ON THEIR LETTERHEAD PAD

The Incharge (HR & Admin)

State Life Insurance Corp. of Pakistan
State Life Building No.1, The Mall,
Rawalpindi.

Subject **TENDER NOTICE NO. HR&A/RZ/01/2025 FOR PRINTING MATERIALS
& STATIONARY ITEMS REQUIRED FOR STATE LIFE, RAWALPINDI
ZONE.**

Dear Sir,

Having gone through the Tender Documents and its terms & conditions,
we
hereby offer to rates for printing materials & stationary items.

A pay order/DD No. _____ Dated _____
from _____ Bank for Rs. _____ is enclosed being the earnest
money/security deposit.

Thanking You,

Yours Sincerely,

For and Behalf of Supplier
(With Official Seal)

Encls: Pay Order/DD



Verifiable Documentary Proof

- The bidders who meet the Eligibility/Qualification and Evaluation criteria will be eligible for further processing.

Sr.#	Eligibility/Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1.	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2.	Financial Statement	Mandatory		
3.	Proof of Active Tax Payer List	Mandatory	Annex-D	
4.	Earnest Money/Bid Security Rs.280,000/- of estimated amount of tender through bank draft/pay order (To be attached with Financial Proposal)	Mandatory	Must be attached with Financial Proposal Only	
5	Proof of relevant experience (10 years)	Mandatory		



VENDOR / FIRM PROFILE

Name of Vendor / Firm _____

Registered Address _____

Telephone No. _____

Cell No. _____

Fax No. _____

E-mail _____

Name of Official _____

(who will represent Vendor/

Firm on the day of Tender opening)

NTN No. _____

Sales Tax No. _____

Vendor / Firm Rep. Signature _____

CNIC No. _____

Seal of Firm _____



UNDERTAKING

We, M/s _____/undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the applicants shall be responsible for action to be taken against him by the client as deemed fit.

We also under take that our company/firm is not black listed by any Government Department. We are registered company/firm as per FBR Registration Rules, having status as active taxpayer.

We are not in the process of bankruptcy.

We have never been convicted for an offence concerning the professional conduct.

We have fulfilled all obligations related to payment of taxes to the Govt of Pakistan.

We were never found guilty of serious mis-interpretation/mis-representation of facts in supplying information in past nor providing herewith as such.

Signature of the Authorized Signatory

**Designation:
(Office seal of the applicants)**

Date: - _____

Place: - _____



THE END

