



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Micro Plaza, Paris Road, Sialkot Zone

Phone # 052-9250101-108

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TENDER DOCUMENTS

Tender Notice # Skt/Prtg/07/2025 (Tender Closing Time= June 20, 2025 at 11:00 Hrs , Bids Opening June 20, 2025 at 11:45 Hrs)

Sealed financial bids as per Single Stage Single Envelope procedure are invited from reputable Printers registered & Active Status with Sales Tax department, having own offices and phone /fax numbers (if found contrary the quotation will be rejected) for the supply of different Printing Materials, detail of which is given in following.

| | | | | |
|---|-------|----------------------|-------|-------------------|
| Bidder Proprietor / Representative | _____ | NTN # _____ | _____ | NTN Status Active |
| | _____ | # _____ | _____ | / Inactive |
| | _____ | Sales Tax _____ | _____ | GST Status Active |
| | _____ | Registration # _____ | _____ | / Inactive |

| Sr. # | Description | Specifications | Unit | Qty | Bidder Rate inclusive GST per Item | Bidder Rate inclusive GST for Total Quantity | Bidders Remarks |
|-------|---|--|----------|------|------------------------------------|--|-----------------|
| 1 | Attendance Sheets | 80-Gm Imported, Green Color, 01-Side Laminated, Size (17"*13") | Pad | 15 | | | |
| 2 | Envelope 11*5 | 80-Gm Local, 100-Envelope = 01-Pkt, White Color | Nos | 3000 | | | |
| 3 | Envelope 9*4 | 68-Gm Local, 100-Envelope = 01-Pkt, (Khaki Color) | Nos | 4000 | | | |
| 4 | Envelope A-4 | 80-Gm Local, White Color 100-Envelope = 01-Pkt | Nos | 3000 | | | |
| 5 | Envelope 13*16 | Craft Paper Imported, Size 13*16 inch | Nos | 1500 | | | |
| 6 | File Covers (Green, Blue & White Color) | Bleach card, 300 gm, Steel / Plastic Clip, 4-Crease cover with tape (Size 12"*14") | Nos | 4000 | | | |
| 7 | Leave Application Form | 70-Gm Imported / VRG Paper (A4) | Pad | 5 | | | |
| 8 | Letter Head | 80-Gm Imported / VRG Paper A-4 (white) | Pad | 10 | | | |
| 9 | Letter Head Copy | 70-Gm Imported / VRG A-4 (White) | Pad | 10 | | | |
| 10 | Photocopy Slip | 68-Gm Local (6"*3.5") | Pad | 20 | | | |
| 11 | Requisition Slip | 70-Gm Imported / VRG Paper (A4) | Pad | 10 | | | |
| 12 | Medical Reimbursement Form | 70-Gm Imported / VRG Paper (Legal) | Pad | 5 | | | |
| 13 | Cash Collection Register | 70-Gm Imported / VRG White, (A-4) 250-Pages = 01-Register | Register | 4 | | | |
| 14 | Acceptance Letter | 70-Gm Imported / VRG Paper (A4) | Pad | 40 | | | |
| 15 | Amendment Letter | 70-Gm Imported / VRG Paper (9.5"*7") Double Side printing | Pad | 50 | | | |