**INVITATION TO BID**

**SUPPLY OF PRINTING MATERIAL & OFFICE STATIONERY**

**TENDER NOTICE NO.SLIC/HRA&P/ISB/05/2025**

The State Life Insurance Corporation of Pakistan, Islamabad Zone, is extending an invitation for bid through e-PADS, under “single stage single envelop procedure." We seek submissions from NTN & GST Registered Contractors/Firms/General Order Suppliers etc. having minimum five years of experience, operating across all over Pakistan. Eligible entities should be proficient in Supplying Printing Materials & Stationery Items, duly registered with PPRA on account of e-PADS system.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Sr. No.*** | ***Items Description*** | ***Delivery Schedule*** | ***Closing Date and***  ***Time for submission of Bids*** | ***Date & Time of Opening of the Bids*** | ***EARNEST MONEY*** |
| **01** | **LOT-I Stationery Items &**  **LOT-II Printing Materials** | **As mentioned in Tender Documents** | **Fri day**  **18-07-2025**  **Up to 11:00 am** | **Friday**  **18-07-2025**  **At 11:30 am.** | **Lot-I-187.500/-**  **Lot-II 112,500/-**  **=300,000/-** |

2. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life’s website www.statelife.com.pk free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS on or before date/ time as stipulated by e-PADS will be opened on the same day on 18-07-2025 at 11.30 am. This advertisement has been published via PPRA e-PADS website.

4. Any bid submitted other than e-PADS would not be considered.

***(MUHAMMAD YOUSAF)***

*SECRETARY Z.P.C /INCHARGE HR/(A&P)*

*STATE LIFE INSURANCE CORPORATION OF PAKISTAN*

*BUILDING NO. 9. 33-E BLUE AREA ISLAMABAD*

*051-9204450.*

 INCHARE HRA&P

The Secretary (ZPC)

State Life Insurance Corp. of Pakistan,

State Life Building NO. 9

Blue Area, Islamabad -9204450

**TENDER FOR SUPPLY OF PRINTING MATRIALS/ OFFICE STATIONERY**

**TENDER NOTICE NO. No.SLIC/HRA&P/ISB/05/2025**

State Life Insurance Corporation of Pakistan Islamabad Zone invites EOI/E-BID through **E-PAD** under “single stage single envelop system” for **SUPPLY OF** **PRINTING MATERAILS AND OFFICE/COMPUTER STATIONERY ITEMS** from reputable firms [Rawalpindi/Islamabad based] who are qualified/eligible and possess required experience relevant job(at least three years), registered with concerned tax department and have proper office phone/Fax, E mail and NTN etc. Furthermore, eligible bidders should not have faced blacklisting in the preceding three consecutive years that should duly be affirmed by concerned authorities)

**Terms & Conditions:**

1. Bidders are required to upload their bids/EOI on **e-PADS** as per laid down PPRA procedure for single stage single–envelope method that should invariably marked as LOT-I “**SUPPLY OF STATIONERY ITEMS” AND** LOT-II **“SUPPLY OF PRINTING MATERIALS”.** However, the bid security (**LOT-I RS.187,500/-** **LOT-II RS.112,500/-** = Rs.300,000/- of quoted prices) in shape of Pay Order/ Demand Draft/ CDR etc. must be submitted at the address given in tender notice before closing time else the bid/ tender will be rejected.
2. The State Life reserves the rights to reject any or all bids as per provisions of PPRA Rules.
3. Quantity of items (both stationary and printing) will be ordered for supply as per our requirement and may increase or decrease.
4. For award of the contract, Financial Bids (for both **STATIONERY ITEMS” AND “PRINTING MATERIALS**) may be evaluated item(s) wise or as a whole job according to the responsiveness of BIDs/EOI offered by bidders. Bid winner will provide sample of stationary items (ball points, staple machine, paper punch machines, calculators etc. and for those items we may ask) before final contract and delivery.
5. All quoted and supplied items will be finally passed after **inspection** by our **Zonal Technical/ Grievance Committee,** on finding Sub-Standard quality of services and its specification, the Corporation reserves the right on the recommendation of committee, below noted any of the **penalties:**

1-To forfeited security amount or

2- To impose fine minimum of Rs.25,000/- or

3-Charge the rate difference or If a successful bidder failed to submit/provide desired item against work order issued, a notice with a period of 15 days will be served and in case of non-compliance, corporation reserve the rights to purchase the desired items form the next advantageous bidders and the difference of quoted rate will be charged from the successful bidder as mention above in point 3..

1. The bid after the due date and time will not be entertained. The supply should be made as per Schedule. In case of failure, **penalty @ 5%** weekly will be imposed on late delivery or the order can be cancelled and earnest money will be forfeited without serving any notice.
2. The offer received incomplete or not according to criteria shall not be considered.
3. Only those firms should participate that agree to our terms and conditions.
4. State Life Insurance Corporation has rights to **increase or decrease the Quality and Quantity** without consulting as and when required.
5. The Tender shall be required to quote their **rates inclusive of all the applicable tax(es) (in round figures)** rate will be valid for **one year**, change of rates will not be allowed.
6. Bid **evaluated as lowest** will be accepted provided it also meets other preliminary requirements.
7. Any defective delivery will be taken back by suppliers at their own risk and cost.
8. It will be the responsibility of the supplier to supply the required items within delivery time for timely completion of work.
9. **Estimated cost** of the project is **Rs. 6500000/-** (Printing Martials = Rs. 4000000/- and Stationery items = RS.2500000 on approximate basis.
10. The tender would be awarded lotwise.
11. The Bid should be valid for at least 120 days.

**DATE OF CLOSING OF BIDS Tuesday 18-07-2025 Up to 11:00 am.**

**DATE OF OPENING OF BIDS Tuesday 18-07-2025, At 11:30 am.**

**(MUHAMMAD YOUSAF)**

**SECRETARY Z.P.C/INCHARGE HRA&P**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**BUILDING NO. 933-E BLUE AREA ISLAMABAD.**

**TENDER – LOT - I**

# **FINANCIAL bid for stationery ITEMS**

# **Tender Notice NO. No.SLIC/HRA&P/ISB/05/2025**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr:# | DESCRIPTION OF ITEMS | Quantity | Rate. RS. | Financial Impact- RS. |
|  | Ball Point -Piano/Dollar clip/Picasso Grip | 400 Packet |  |  |
|  | Basket (Small) | 05 NOS |  |  |
|  | Basket (Large) | 05 NOS |  |  |
|  | Air freshener | 06 bottles |  |  |
|  | File cover cardboard with plastic clips | 100 pieces |  |  |
|  | Box File | 50 NOS |  |  |
|  | Calculator Casio-12 digit (original) | 12 NOS |  |  |
|  | Duster Double Size | 25 NOS |  |  |
|  | Foot Scale Steel | 10 NOS |  |  |
|  | Gum Stick | 05 Box |  |  |
|  | Highlighter | 06 Box |  |  |
|  | Marker Dollar bold (blue-06, black-06) | 12 Box |  |  |
|  | Pencil | 06 packets |  |  |
|  | Paper Cutter Stainless Steell | 20 Nos |  |  |
|  | Plastic Tape Cotton | 10 Nos |  |  |
|  | Punch Machine (Medium) | 12 Nos |  |  |
|  | Register -12 | 06 NOS |  |  |
|  | Punch Machine (small) | 06 NOS |  |  |
|  | Register -20 | 06 NOS |  |  |
|  | Register -24 | 06 NOS |  |  |
|  | Rubber Band Zero Size (Natural Bata) | 10 Packet |  |  |
|  | Rubber Band 2 Size (Natural Bata) | 10 Packet |  |  |
|  | Sharpener | 25 NOS |  |  |
|  | Scotch Tape 1-Inch | 04 ROLL |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr:#** | **DESCRIPTION OF ITEMS** | **Quantity** | **Rate.**  **Rs.** | **Cost Impact. Rs.** |
| 25 | Signature Pen (Blue-Black-Red- Green-)-fine quality | 50 Box |  |  |
| 26 | Sponge Plastic Water | 25 NOS |  |  |
| 27 | Stamp Paid (Large) | 30 NOS |  |  |
| 28 | Stamp Paid Ink (Blue-02 -Green-12 Red- 12) | 26 NOS |  |  |
| 29 | Stapler Machine (Large) | 36 NOS |  |  |
| 30 | Stapler Pin (26/24 Small ) | 300 NOS |  |  |
| 31 | Stapler Pin Remover | 12 NOS |  |  |
| 32 | Tissue Paper | 100 Boxes |  |  |
| 33 | Waste Paper Basket (Dustbin) Small. Best Quality | 12 Nos |  |  |
| 34 | Computer Paper 11/15 P - I (2000 Sheets) 63. gm | 72 box |  |  |
|  | Computer Paper 11/15 P - I (1000 Sheets) 63. gm |  |  |  |
| 35 | Computer Paper 9 1⟋2 (2000 Sheets) 63gm | 120 box |  |  |
| 36 | Computer Paper 9 1⟋2 part 11 (1000 Sheets) 63gm | 30 box |  |  |
| 37 | IBM line printer Ribbon 1040995 | 36 Nos |  |  |
| 38 | Dot Matrix Printer LQ-2180 | 120 Nos |  |  |
| 39 | Toner 725- Cannon | 50 NOS |  |  |
| 40 | Cartridge Computer Robbin (350) | 120 NOS |  |  |
| 41 | Ribbon LQ-300 Plus | 20 NOS |  |  |
| 42 | Cartridge Computer Robbin (310) | 25 NOS |  |  |
| 43 | Printer Tonner 12-A | 60 NOS |  |  |
| 44 | Printer Tonner 85-A (Hp Laser jet ) | 200 NOS |  |  |
| 45 | Printer Tonner 15-A | 10 NOS |  |  |
| 46 | Toner Cartridge - 325 (cannon) | 30 NOS |  |  |
| 47 | Printer Tonner- 79-A | 50 NOS |  |  |
| 48 | Printer TONER 35-A | 6 NOS |  |  |
| 49 | LaserJet Printer 44-A | 04 NOS |  |  |
| 50 | Mouse Dell Company | 20 NOS |  |  |
| 51 | Computer Ribbon (LQ-2090/2190) | 48 NOS |  |  |
| 51 | Keyboard Dell Company | 20 NOS |  |  |
| 52 | A-4 Paper 80 g/m | 200 NOS |  |  |
| 53 | A-4 Paper 70 g/m | 200 NOS |  |  |
| 54 | Legal Size Paper 70 g/m | 60 NOS |  |  |
| 55 | UNI BALL EYE FINE UB-157 pen (Best quality) | 05 Packet |  |  |
| 56 | Water Glass | 72 pieces |  |  |
| 57 | Telephone Set (Digital) | 05 sets |  |  |
| 58 | Mouse Pad Good Quality | 10 pieces |  |  |
| 59 | LED Light 20 Watt with 1 year warranty (Osaka) | 20 NOS |  |  |
| 60 | Plastic File Cover (50 A-4, 50-Legel) | 200 pieces |  |  |
| 61 | Color file Plastic (spring clips) ZSSI or equivalent | 50 pieces |  |  |
| 62 | Extension Wire Electrical Fine Quality | 36 pieces |  |  |
| 63 | PVC Packing Tap | 36 Rolls |  |  |
| 64 | USB (16 GB, 32GB) | 06 |  |  |

NB:- **Rates must be inclusive of all the applicable tax(es).**

**Seal & Signature of Firm / Supplier**



INCHARE HRA&P

The Secretary (ZPC)

State Life Insurance Corp. of Pakistan,

State Life Building NO. 9

Blue Area, Islamabad.

**TENDER – LOT - II**

FINANCIAL BID FOR **PRINTING ITEMS**

TENDER NOTICE NO. **No. SLIC/HRA&P/ISB/05/2025**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **ITEM NAME** | **SIZE** | **SPECIFICATION** | **QTY.**  **REQUIRED** | **RATE.**  **RS.** | **Cost**  **Impact.**  **Rs.** |
|  | Window Envelop | 8.5” x 5.3 | Fine quality paper | 200000 nos |  |  |
|  | Khaki Envelop | 11” x 4.5 | Khaki Glassed Fine Quality Paper | 15000 nos |  |  |
|  | CASH Register PO Format | 13” x 8.5 | 70 Gram local white paper 200 Leaf | 06 nos |  |  |
|  | Policy folders (with plastic clips) | 14” x 9.5 | As sample attached | 40000 nos |  |  |
|  | File cover (SSM/SM) | 14” x 9.5 | As sample attached | 400 nos |  |  |
|  | Envelop inner cloths (khaki) | 18” x 14 | Khaki Glassed Fine Quality Paper (with cloth) | 300 nos |  |  |
|  | Envelop White | 9” x 4 | 75 Gram Offset or equivalent | 3000 |  |  |
|  | Envelop file size | 11½” x 15 | Golden Craft Paper or equivalent | 2000 nos |  |  |
|  | Medical expense cards (Rtd-officers) | 11.5” x 10.6 | As per sample | 150 sheets |  |  |
|  | Budget Register (Medical Cell) | 11” x15.5 | 80 Gram Local Paper 200 Leaf | 01 nos |  |  |
|  | Miscellaneous Req letter | 9.5” x 7 | 68 Gram local white paper | 10 Pads |  |  |
|  | DC/FIB/AIB CHK dispatch letter | 8.5” X 11.5 | 68 Gram local white paper | 50 pads |  |  |
|  | Risk Profiling Sheet | 8.5” X 11.5 | 70 Gram local white paper both side (200 leaves) | 2000 Sheets |  |  |
|  | Application registration form (SM/SR) | 8¼” x 13¼ | 75 Gram Offset or equivalent (100 sheets ) | 15 pads |  |  |
|  | Declaration by introducer | 8.5” x 13 | 70 Gram local white paper **(100 sheets )** | 10 |  |  |
|  | Declaration for The purpose of Rule-11 | 8.5” X11.5 | 70 Gram local white paper (100 sheets ) | 10 pads |  |  |
|  | Authority Letter (Agency) | 8.5” X11.5 | 70 Gram local white paper (100 sheets ) | 15 Pads |  |  |
|  | Annual statement & declaration by agent | 8.5” x 13 | 70 Gram local white paper (100 sheets ) | 10 pads |  |  |
|  | Application Form for renewal of Registration. | 8.5” x 13 | 70 Gram local white paper both side print | 15 pads |  |  |
|  | Budget Register (filed) | 11”x15.5 | 80 Gram Local Paper 200 Leaf | 02 Nos |  |  |
|  | Field medical Entry register | 8.5” x 13 | 80 Gram Local Paper 250 Leaf | 02 Nos |  |  |
|  | Payment Voucher General A-cc3 | 12” x 11 | 63 Gram local paper | 40 Pads |  |  |
|  | AIB Discharge voucher | 8.5” x11.5 | 70 Gram local white paper | 05 pads |  |  |
|  | AIB Claim form A | 8.5"x11.5 | 68 Gram High Finish or equivalent | 05 pads |  |  |
|  | AIB Claim form B | 8.5” x11.5 | 68 Gram High Finish or equivalent | 05 pads |  |  |
|  | FIB survival letter | A4 Size | 55 gm H.F / equal | 05 pads |  |  |
|  | FIB Discharge voucher | 8.5” x 13 | 55 gram | 05 pads |  |  |
|  | Service Application PHS | 8.5” x11.5 | 68 Gram local white paper | 150 pads |  |  |
|  | Surrender Zonal Head Performa | 8.5” x11.5 | 68 Gram local white paper | 150 pads |  |  |
|  | Indemnity Bond For issuance | 8.5” x11.5 | 68 Gram local white paper | 05 |  |  |
|  | Affidavit (used with indemnity) | 8.5” x 11.5 | 68 Gram local white paper | 15 pads |  |  |
|  | Journal voucher | 10.7”x11.5 | 55 Gram local white paper | 15 pads |  |  |
|  | **proposal forms with brief sheet (Non-Medical)** | **8¼” x 11** | **80 Gram imported white paper** | 30000 sheets |  |  |
|  | **proposal forms with brief sheet (Medical)** | **8¼” x 11** | **80 Gram imported white paper** | 10000  sheets |  |  |
|  | Discharge voucher issued letter (DC) | 8.5”x 11.5 | 55 Gram local white paper | 10 pads |  |  |
|  |  |  |  |  |  |  |
|  | Covid-19 Performa (questionnaire pads) | 8¼” x 11 | 68 Gram local white paper | 100 pads |  |  |
|  | KYU Forms | 8.5” X11.5 | 70 Gram local white paper both side print | 100 pads |  |  |
|  | Medical register (examination ledger NBD) | 8.5” x 13 | 80 Gram local white paper | 05 Nos |  |  |
|  | Proposal form Noting Register | 11” x 11.5 | 80 Gram local white paper  (250 leaves) | 02 |  |  |
|  | Policy issued noting register | 16.5” x11 | 80 Gram local white paper (250 leaves) | 02 |  |  |
|  | Covering letter for Loan | 8.5”x 11.5 | 68 Gram local white paper | 15 Pads |  |  |
|  | Payment voucher S.B | 8¼” x11.5 | 68 Gram local white paper | 05 Pads |  |  |
|  | Adjustment advice | 8¼” x11.5 | 68 Gram local white paper | 20 Pads |  |  |
|  | Surrender cheque dispatch letter | A-4 | 68 Gram local white paper | 20 Pads |  |  |
|  | Acknowledgement receipt | 8.5” x5.5 | 55 Gram local white paper | 30 Pads |  |  |
|  | Maturity requirement letter | A-4 | 68 Gram local white paper | 25 Pads |  |  |
|  | Maturity discharge voucher | A-4 Size | 70 Gram local white paper | 25 Pads |  |  |
|  | Zakat deduction for CZ-50 | A-4 Size | 70 Gram local white paper | 25 Pads |  |  |
|  | J.V Maturity claim | A-4 Size | 70 Gram local white paper | 20 Pads |  |  |
|  | Payment voucher maturity claim | 11” x11.5 | 68 gram local paper (high finishing) | 20 pads |  |  |
|  | Death claim for RCC approval letter | A-4 Size | 70 Gram local white paper | 20 pads |  |  |
|  | Personal visit policy holder letter | A-4 Size | 70 Gram local white paper | 20 pads |  |  |
|  | Change of Nomination | A-4 Size | 70 Gram local white paper | 20 pads |  |  |
|  | Discharge voucher surrender | 11” x8.5 | 68 gram local paper (high finishing) | 10 pads |  |  |
|  | Endorsement Performa | 5.8” x8.2 | 68 gram local paper | 20 pads |  |  |
|  | Zone change advise | 6.5” x10.5 | 55 gram local paper | 20 pads |  |  |
|  | Policy transfer letter | A-4 Size | 70 Gram local white | 20 pads |  |  |
|  | Acknowledge letter | 5.5” x8.5 | 55 gram local paper | 20 pads |  |  |
|  | Rujhanati sawal nama urdu | 8.5” x11 | 68 gram local paper | 10 pads |  |  |
|  | Appointment of Guardian | 5.2” x11 | 70 Gram local white paper | 10 pads |  |  |
|  | Declaration of good health | 8.2” x11 | 70 Gram local white paper | 50 pads |  |  |
|  | Application of revival (non medical) | 8.2” x11 | 70 Gram local white paper (front back) | 1000 Nos |  |  |
|  | Application of revival  (medical) | 8.2” x11 | 70 Gram local white paper (front back) | 500 Nos |  |  |
|  | CZ-50 Zakat Declaration | A-4 Size | 70 Gram local white paper | 100 pads |  |  |
|  | Cheque dispatch letter (client) | 8.2” x11 | 70 Gram local white paper | 200 pads |  |  |
|  | Indemnity in lieu of lost PD | A-4 Size | 70 Gram local white paper | 05 pads |  |  |
|  | Indemnity bond for issuance duplicate policy | A-4 Size | 70 Gram local white paper | 05 pads |  |  |
|  | Survival benefit payment voucher | 11” x8 | 70 Gram local white paper | 05 pads |  |  |
|  | Audit register |  | 200 leaves | 04 nos |  |  |
|  | Observation memo sheet (audit) | A-4 Size | 70 Gram local **pink** paper | 10 pad |  |  |
|  | Dock register audit |  | 200 leaves | 04 nos |  |  |
|  | Agency file envelop (khaki) | 10” x12 | Fine quality paper | 2000 nos |  |  |
|  | Nomination Forms (agency) | 8” x11 | 68 gram local paper | 10 pads |  |  |
|  | Cheque dispatch letter (bank) | 8.2” x11.5 | 68 gram local paper | 05 pads |  |  |

NB:- **Rates must be inclusive of all the applicable tax(s).**

**For Lot-II Printing Items, the Specimen/ Samples can be obtained from SLIC Office**

**Seal & Signature of Firm / Supplier**

**To be submitted by the firm / supplier on their letter head**

INCHARGE (HR & AP),

The Secretary (ZPC),

State Life Insurance Corp. of Pakistan,

State Life Building NO. 9

BLUE AREA,

**ISLAMABAD**

Dear Sir,

**Subject:- Tender Notice No. SLIC/ HRA&P/ISB/05/2025 – Supply of PRINTED DOCUMENTS/ OFFICE STATIONERY**

Having gone through the tender document, terms & conditions, we hereby offer to execute the above job for a total amount of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) as per Tender Document attached.

A Pay Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank for Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is enclosed as Earnest Money.

Thanking you.

Yours faithfully,

**For and on behalf of Firm / Supplier**

Seal of Firm/ Supplier