

## **TENDER DOCUMENTS**

### **FOR**

#### **PROCUREMENT OF PRINTING STATIONERY & NON PRINTING STATIONERY**

Prepared By: **Human Resources & Admin Department**  
**State Life Insurance Corporation of Pakistan,**  
**Kotli Road, Sector F/1, Bary Mian Plaza Mirpur (AK)**  
**Phone: 05827-927454,**  
**Dated: 13-08-2025**

### **MIRPUR (AK) ZONE**

**TENDER DOCUMENTS FOR**  
**PROCUREMENT OF PRINTING STATIONERY & NON PRINTING**  
**STATIONERY**

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## **BID INVITATION OF TENDENO.HR&A/MRAK/05/2025**

The State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone invites Bids through E-PADS for procurement of Printing Stationery and Non Printing Stationery as per following Schedule from reputed Vendors/Suppliers who are registered with Tax Department and have their own offices and phone numbers.

<u><b>Type Of Procurement</b></u>	<u><b>Bid Security</b></u>	<u><b>Closing Date &amp; Time for Submission of Tender</b></u>	<u><b>Opening Date &amp; Bid Security</b></u>
<b>Procurement of Printing Stationery &amp; Non Printing Stationery</b>	<b>Rs.125,000/-</b>	<b>01-09-2025 11:00 AM</b>	<b>01-09-2025 11: 30 AM</b>

2. The **Single Stage-Single Envelope** method as provided in PPRA rules 2004 shall be adopted for said procurement. The bids will be opened online as per above mentioned schedule. The bidders' Representatives who wish to participate in the bidding process may join bids opening on E-pads PPRA. **The bid (s) submitted other than E-PADS will not be entertained.**
3. The Bids should be uploaded along-with a scanned copy Pay Order/Bank Draft of the Bid Security in favor of **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** on E-Pads, PPRA. The Original Pay Order/Bank Draft must reach on below mentioned address before the closing date/time of the tender.
4. The State Life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
5. Bidding documents, containing detailed terms and conditions, are available for download at State life's website [www.statelife.com.pk](http://www.statelife.com.pk) & [www.eprocure.gov.pk](http://www.eprocure.gov.pk) free of cost. The SAMPLE FOR PRINTING STATIONERY may be obtained through Courier, on request.
6. In case of any clarification or query contact Mr. Jawad Ur Rehman, Assistant Superintendent (HR& Admin), Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) on Phone. No. **05827-927454** during office hours.

**(M. Haneef Abbasi)**

Manager (HR& Admin)/Secretary,  
Zonal Procurement Committee (ZPC),

**Zonal Office, Bary Mian Plaza Kotli Road, Sector F/1, Mirpur (AK)**



## **INSTRUCTIONS TO BIDDERS**

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill / complete the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
4. The Tender will be opened on line in the office of In-charge (HR& Admin/Secretary ZPC) Zonal Office, State Life, Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) in the presence of the Vendors or their representatives who wish to be present as per given schedule.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. The bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or back out after quoting the rates, the Bid Security shall be forfeited in the favor of State Life.
7. Quoted rates will be evaluated on item to item basis for consideration of Award of Contract to the Lowest evaluated bidder(s) i.e. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>. Samples would required to be provided before finalization of tender.
8. The bids without Earnest Money shall be rejected.
9. Bids validity period must be upto 31-12-2025.
10. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
11. A penalty for the amount Rs.5,000/- each day will be delayed supplied items by bidders imposed of supply order per week.
12. The State Life reserves the right to increase or decrease the quantities of items as per availability of budget and need/requirement. However; State Life, on request, shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
13. Incomplete conditional bids shall be rejected.
14. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on immediate next working date on same time.
15. If the Bid is found against the terms and conditions of Tender, same will be rejected.

### **SPECIAL CONDITIONS**

1. Copy of Sales Tax Registration & NTN Certificate must be attached.
2. Proof being Active Tax Payer also required.
3. Bid validity period must be upto 31-12-2025.
4. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
5. All rates must be quoted with applicable Taxes.
6. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of Vendors/Suppliers.
7. Only those Vendor/Firms/ Suppliers may participate in tender who fulfill its terms & conditions.
8. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
9. No Advance payment will be admissible; the whole payment will be made after completion of tender and supply of all items.
10. The most advantageous Bid who meet the tender Terms/Conditions & economical will be accepted.
11. The successful bidders will be required to provide the Sample/Pictures of respective items to be provided before finalization of the bidding process.
12. The procuring agency reserves the right to increase or decrease the quantities Printing Stationery and Non Printing Stationery due to any reason.

### **BILL OF QUANTITY**

## **DETAIL OF REQUIRED PRINTING STATIONERY**

<b>Printing Items</b>				
<b>Sr.</b>	<b>Name of Printing Items</b>	<b>Requirement with Quantity - 2025</b>	<b>Closing date &amp; time for submission of bids</b>	<b>Opening date &amp; time for submission of bids</b>
			<b>01.09.2025 11:00 AM</b>	<b>01.09.2025 11:30 AM</b>
1	Non-Medical Proposal form 4 pages A4 size (70 gm) (100 forms pad)	300 pads	-do-	-do-
2	Medical Proposal Form 4 pages A4 size (70 gm) (100 forms pad)	30 pads	-do-	-do-
3	Personal Statement Medical 2 pages double side printing (70gm), size (A-4)	30 Pads	-do-	-do-
4	Personal Statement Non-Medical 2 pages double side (70gm), size (A-4)	100 pads	-do-	-do-
5	Amendment Forms (Pad) (68gm),	200 pads	-do-	-do-
6	CRS Forms (Front Back side) (68gm),	200 pads	-do-	-do-
7	SM/AM Direct Report Three pages (70gm),	150 pads	-do-	-do-
8	Currency Declaration form Gulf 68 gm	50 pads	-do-	-do-
9	Policy Folders with Imported Plastic Clip & Tape Strip 350 Gm	20000	-do-	-do-
10	ND Forms (68Gm),	50 pads	-do-	-do-
11	Three specimen signature (68gm),	100 pads	-do-	-do-
12	KYC-A Forms (68gm),	100 pads	-do-	-do-
13	Currency Declaration Form (UK) 68 gm	20 pads	-do-	-do-
14	Zonal head direct report (70gm),	10 pads	-do-	-do-
15	Risk Profiling Sheet (two pages) (70gm),	300 pads	-do-	-do-
16	Agency Application of Attachment/Detachment (70gm),	100 pads	-do-	-do-
17	Agency Set For Fresh Agency (08 Pages ) for Legal Size 80 GM	150 pads	-do-	-do-
18	Agency New SR Registration Big Size Register 80 GM ( 500 Pages)	2 books		
19	Loan Schedule of Policy 70 gm	10 pads	-do-	-do-

20	Non Encumbrance 70 gm	10 pads	-do-	-do-
21	Counter Part PHS 68 gm	30 pads	-do-	-do-
22	Cloth Envelop for Agency (A-4 Size, with Jali)	3000 Nos	-do-	-do-
23	Application of Renewal Registration 70gm	200 pads	-do-	-do-
24	Request For Surrender Application Urdu 68 gm	30 pads	-do-	-do-
25	DGH (A-4 size) (68gm),	150 pads	-do-	-do-
26	Death Claim Form (B) Medical Attendant 68gm	20 pads	-do-	-do-
27	Medical Certificate Injury Claim 68gm	20 pads	-do-	-do-
28	Death Claim Covering Letter 80 gm	20 pads	-do-	-do-
29	Death Claim Form Alif (Double side) 68 gm	20 pads	-do-	-do-
30	Death Claim Form Jeem 68 gm	20 pads	-do-	-do-
31	Death Claim Form D 80 gm	20 pads	-do-	-do-
32	Window Envelop Size 9x4	10000 Nos	-do-	-do-
33	Cloth Envelop Extra Large Size 14x17	1000 Nos	-do-	-do-
34	Office File Cover With Plastic Clip white color	650 Nos	-do-	-do-
35	Leave application Pads (English & Urdu) 68 gm	20 pads	-do-	-do-
36	TA/DA Bill 68gm	10 pads	-do-	-do-
37	Medical Re-Imbursement Form 68gm	15 pads	-do-	-do-
38	Prescription Form "C" 68 gm	15 pads	-do-	-do-
39	Hospital/ Lab Test Reference Slip 68 gm	20 pads	-do-	-do-
40	Miscellaneous A4 Size pads 70gm	30 pads	-do-	-do-
41	Duplicate/Cancelled Receipt Register 80gm	10 Register	-do-	-do-
42	Undertaking for Surrender PHS 68gm	40 pads	-do-	-do-
43	CZ – 50 70gm	05 pads	-do-	-do-
44	Maturity DV 70 gm	10 pads	-do-	-do-
45	Late Fee Wave From ( 100 Pages) 68 gm	20 pads	-do-	-do-
46	AML/CFT Check List IL ( A-4 Size) 70gm	150 pads	-do-	-do-
47	Check List High-risk case Check List 70gm	150 pads	-do-	-do-
48	DCS Register Page 1 <sup>st</sup> (Fresh) & 2 <sup>nd</sup> Page (Renewal) Legal Size 80 Gm	10 Books	-do-	-do-

## **DETAIL OF REQUIRED NON PRINTING STATIONERY**

<b><u>S. #</u></b>	<b>NAME OF ITEM</b>	<b>Requirement with Quantity - 2025</b>	<b>Closing Date &amp; time for Submission of Bids 01-09-2025 11:00AM</b>	<b>Closing Date &amp; time for Submission of Bids 01-09-2025 11:30AM</b>
1	Ball Point (Piano/Picasso) (Multi Colors) OR equivalent	150 packet	Do	Do
2	Box File (Best Quality) With liver	70 Nos.	Do	Do
3	Paper (Continue Sheet) 80 Column 15*11 63gms (2000 Sheets/Box)	80 Box	Do	Do
4	Printer Toner HP Laser Jet 1020 OR equivalent	5 Nos.	Do	Do
5	Printer Toner HP LaserJet-Pro MFP M225dn (New) OR equivalent	5 Nos.	Do	Do
6	Printer Toner HP Laser Jet P2035 (New) OR equivalent	5 Nos.	Do	Do
7	Paper Cutter Large (Steel)	20 Nos.	Do	Do
8	Gum Stick (Dollar) OR equivalent	20 Nos.	Do	Do
9	Permanent Marker– 90 (Dollar) Blue & Black OR equivalent	50 Nos.	Do	Do
10	Packing Tape (Size 2 Inch) Full Mark	10 Nos.	Do	Do
11	Punching Machine Heavy Duty size	1 Nos.	Do	Do
12	Scotch Tape 1” inch	10 Nos.	Do	Do
13	Rubber Band Ring (Crystal) Best Quality	50 Packets	Do	Do
14	Signature Pen Uni-Ball Gel 0.7 (Multi Colors) OR equivalent	300 Nos.	Do	Do
15	Stapler Machine (Dux-24/6 ) or equivalent	30 Nos.	Do	Do
16	Stamp Pad <b>Ink</b> (Dollar or equivalent) (only Blue Color)	50 Nos.	Do	Do
17	Stamp <b>Pad</b> Dollar or Equivalent (Large Size) (Multi Colors)	30 Nos.	Do	Do
18	Stapler Pin Packet –Medium Dollar or Equivalent	400 packet	Do	Do



19	Stapler Pin Remover	20 Nos.	Do	Do
20	Paper Rim A-4 70 Gm (500 Sheets)	150 Rim	Do	Do
21	Legal Size Paper Rim 70 Gm (500 Sheets)	100 Rim	Do	Do
22	Franking Machine Ink Best Quality	03 Bottle	Do	Do
23	Printer Ribbon LQ310 Full Mark Epson or Equivalent	50 Nos.	Do	Do
24	Printer Ribbon LQ350-2180 Full Mark or Equivalent	20 Nos.	Do	Do
25	Genuine Printronix Ribbon Gold Series IBM-6400i Line Printer General Purpose or Equivalent	24 Nos.	Do	Do
26	Clopal 6 ways Extension Heavy Duty Copper Cable with Socket 3 mtrs Cord	10 pieces	Do	Do
27	Water Glass 290 ml deli saga or Equivalent	3 Donz	Do	Do
28	Calculator CT-9300G Citizen or Equivalent	30 Nos.	Do	Do
29	36 Watt LED Bulb with 1 year warranty (Osaka) or Equivalent	40 Nos.	Do	Do
30	Tissue Paper Rose Petal Pop Up Ultra soft or Equivalent	100 Boxes	Do	Do
31	Air freshener	20 bottles	Do	Do
32	Dumper Plastic/Rubber	30 Nos.	Do	Do
33	Vim Liquid (250 ml) or Equivalent	30 Nos.	Do	Do
34	Dettol Soap Original 110gm or Equivalent	50 Nos.	Do	Do

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(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. \_\_\_\_\_

Dated: \_\_\_\_\_ Seal: \_\_\_\_\_

## **Mandatory Requirements for Responsive Bid**

**Subject: Printing Stationery & Non Printing Stationery**

<b>S. No</b>	<b>Description of Mandatory Requirement</b>	<b>Yes</b>	<b>No</b>
1	Draft of Earnest Money ( <b>Separate Envelope</b> ).		
2	Company/Firm Established/ Registered, Corporate status for more than Five years.		
3	<b><u>GST and NTN Registration Certificate.</u></b>  <u>Active Taxpayer List (ATL) of FBR</u>  Status as “Active” in I.T and Compliance Level is 100% in GST.		
4	<b><u>Proof of Non-Blacklisting:</u></b>  Submission of Affidavit on Rs. 100 Stamp Paper (duly attested from notary public) that the company is not neither blacklisted by any Govt. Department and public sector client.		
5	<b><u>Warranty:</u></b>  One year (01) Brand/Manufacture. ( If applicable)		
6	<b><u>Professional Experience:</u></b>  Proof of 05 Years’ experience.		
7	Bid Security Rs. 100,000/- ( <u>Return able</u> )		

**Authorized Signature of Company Official with Seal.**

For & on behalf of M/S. \_\_\_\_\_

Dated:\_\_\_\_\_Seal:\_\_\_\_\_

## **FORM OF BID**

Secretary (ZPC),  
State Life Bary Mian  
Plaza Sector F/1,  
Kotli Road  
**Mirpur (AK).**

Dear Sir,

Tender Reference No: **HR&A/MRAK/05/2025.**

Nature of Tender: **Procurement of Printing Stationery & Non Printing Stationery.**

Having examined the Bidding Documents, for the hiring of Services for Procurement of Printing Stationery and Non Printing Stationery, we the undersigned, being a company/vendor doing business under the name \_\_\_\_\_ of and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job .

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. \_\_\_\_\_ drawn in favor “State life”
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and or behalf of \_\_\_\_\_.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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	_____

**Signature of the Authorized Signatory**

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

## **UNDERTAKING**

I, the 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 bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department and public Sector client.

**Signature of the Authorized Signatory**

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

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

**THE END**