

TENDER NOTICE NO.HR&ADMIN/SUK/01/2026 FOR GENERAL PRINTING MATERIAL, SUKKUR ZONE

Date of Issue: 19-01-2026

Closing date of Tender: 03-02-2026 Time: 11.00 a.m.

Date of opening Bid: 03-02-2026 Time: 11.30 a.m.

Venue: Zonal Office State Life Building Minara Road Sukkur.

Sealed financial bids are invited from reputable “A” class printers (who possess the press declaration) registered with Sales Tax Department, having Press Declaration, own offices and phone/fax numbers, (if found contrary the tender will be rejected), for the printing of general items whole year 2026, as per following specifications: -

| S # | Description of Items. | Specification/ paper Gram | Quantity |
|-----|--|---|-----------|
| 1 | Non-Medical Form. | 80 gram imported paper | On demand |
| 2 | Full Medical Form. | 80 gram imported paper | On demand |
| 3 | Policy Brief Sheet | 80 gram imported paper | On demand |
| 4 | Non Medical Revival in 2 Colors printing | 80 gram imported paper | On demand |
| 5 | Medical Revival in 2 Colors printing | 80 gram imported paper | On demand |
| 6 | Policy file covers | 350 gram bux-board Indonesia imported card | On demand |
| 7 | Office file covers | Craft card imported 300g | On demand |
| 8 | Windows Envelops with office monogram | Wight Paper 80 gram imported paper | On demand |
| 09 | Envelops size 9*4 with office monogram | White Paper 80 gram imported paper | On demand |
| 10 | Envelops size 11*5 with office monogram | White Paper 80 gram imported paper | On demand |
| 11 | Envelopssize10*12 with office monogram | White Paper 80 gram imported paper | On demand |
| 12 | Envelop XRay size with office monogram | White Paper 80 gram imported paper | On demand |
| 13 | Letter Heads (Each pad of 100 pages) | 80 gram good Quality paper | On demand |
| 14 | Loan Register 8*13 300 pages pages lather binding | 70 gram imported paper 200 pages | On demand |
| 15 | Policy Register lather binding 8*13 300 pages pages lather binding | 70 gram imported paper 200 pages | On demand |
| 16 | Proposal Register lather binding 8*13 300 pages pages lather binding | 70 gram imported paper 200 pages | On demand |
| 17 | Cheque deposit slip 1+3 | NCR paper | On demand |
| 18 | GeneralRegister lather binding | 70 gram paper 200 pages | On demand |
| 19 | (PHS) Receipt book100 pages in duplicate | 68 gram paper | On demand |
| 20 | N-20 (Each pad of 100 pages) | 68 gram paper | On demand |
| 21 | DGH (Each pad of 100 pages) | 68 gram paper | On demand |
| 23 | Commission payment voucher (Each pad of 100 pages) | 68 gram paper | On demand |
| 24 | General Payment voucher (Each pad of 100 pages) | 68 gram paper | On demand |
| 25 | General Printing on one side paper Size 12*12 | 68 gram (Each pad of 100 pages) | On demand |
| 26 | General Printing on one side paper Size 8*13 | 68 gram (Each pad of 100 pages) | On demand |
| 27 | General Printing on one side paper Size 9*11 | 68 gram (Each pad of 100 pages) | On demand |

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|----|---|---------------------------------|-----------|
| 28 | General Printing on one side paper Size 7*10 | 68 gram (Each pad of 100 pages) | On demand |
| 29 | General Printing on both sides paper Size 12*12 | 68 gram (Each pad of 100 pages) | On demand |
| 30 | General Printing on both sides paper Size 8*13 | 68 gram (Each pad of 100 pages) | On demand |
| 31 | General Printing on both sides paper Size 9*11 | 68 gram (Each pad of 100 pages) | On demand |
| 32 | General Printing on both sides paper Size 7*10 | 68 gram (Each pad of 100 pages) | On demand |
| 33 | File Card | 310 gram Art Card | On demand |
| 34 | Attendance Sheet two colors | 68 gram paper | On demand |
| 35 | Death Claim Register 23*36 200 pages lather binding | 70 gram imported paper | On demand |
| 36 | Policy loan register 17*13 | 70 gram imported paper | On demand |
| 37 | UT (Each pad of 100 pages) | 68 gram paper | On demand |
| 38 | Payment Vouher (Each pad of 100 pages) | 68 gram paper | On demand |
| 39 | Medical Register lather binding | 70 gram imported paper | On demand |
| 40 | Medical reference slip book 100 pages 1+1 | NCR paper | On demand |
| 41 | Medical Expenses card | 310 gram Art card. | On demand |

Delivery Schedule: -

- a) Within 10 days issuance of first order 1/4th of the whole assignment
- b) 01-04-2026 to 30-06-2026
- c) 01-07-2026 to 30-09-2026
- d) 01-10-2026 to 31-12-2026

Terms and Conditions: -

1. The bidder must submit an earnest money of Rs. 20000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan.
2. If the firm / supplier provide / supplies sub-standard product, the Security Deposit will be forfeited in favor of the Corporation.
3. The firm / supplier will be bound to supply/affix the required items on above mentioned address of State Life Sukkur Zone, within prescribed time to be notified.
4. The bidders will have to attach copies of their NTN, GST Payer Number with the Tender.
5. Income Tax and GST or as per Government Policy will be deducted on the total value of the Tender.
6. No change will be acceptable of required items. Such bid(s) will be rejected.
7. Suppliers will have to provide specimen/samples of each item as quoted for approval
8. Security deposit will be refunded after the completion of successful supply.
9. The Sealed envelope of CDR (Original) must be reached by post / Courier / by hand to Secretary Zonal Procurement Committee, State Life Insurance Corporation of Pakistan, Ground Floor, State Life Building Minara Road, Sukkur till closing date
10. The quotations and CDR must be uploaded on PPRA website @E-PAD for supply of subjected items within stipulated date & time till closing of the date.
11. Bids will be opened directly on the address of website on closing date at 11.30 am (Sharp)
12. The State Life reserves the right to cancel any bid or bids assigning reason thereof.

(SECRETARY)

Zonal Procurement Committee,
State Life Insurance Corporation,
Of Pakistan, Zonal Office,
P&GS Department,
Ground Floor, State Life Building.
Minara Road,
Sukkur.
Phone # 071-9310506

