

TENDER NOTICE NO. HR&A/BWP/01/2026**18.01.2026****TENDER FOR PRINTING ITEMS****CLOSING DATE:09.02.2026 11.00 am OPENING DATE: 09.02.2026 11.30 am**

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/printing having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following stationery items on below mentioned terms and conditions:-

No	ITEM NAME	Quality		REQUIRIED QTY
1	Conveyance bill pad	68 g 100 pages	As per Specimen mention in tender documents	10 pad
2	Office File Cover	As per specimen	As per Specimen mention in tender documents	1500 file
3	Petty Cash Voucher	68 g 100 pages	As per Specimen mention in tender documents	100 pad
4	Envelope 11x5 for premium notice	As per specimen	As per Specimen mention in tender documents	150000 Envelope
5	Leave Application officer	68 g 100 pages	As per Specimen mention in tender documents	20 pad
6	Leave Application Staff	68 g 100 pages	As per Specimen mention in tender documents	20 pad
7	Over time pad	68 g 100 pages	As per Specimen mention in tender documents	10 pad
8	Envelope 9X4	As per specimen	As per Specimen mention in tender documents	3000 Envelope
9	Envelope 11X 5	As per specimen	As per Specimen mention in tender documents	2000 Envelope
10	Envelope 11X 12	As per specimen	As per Specimen mention in tender documents	3000 Envelope
11	Envelope 11X 15	As per specimen	As per Specimen mention in tender documents	1000 Envelope
12	Medical book Officer/staff	As per specimen	As per Specimen mention in tender documents	100 book
13	Rough Pad	75 g 100 pages	As per Specimen mention in tender documents	50 pad
14	Requisition slip pad	68 g 100 pages	As per Specimen mention in tender documents	30 pad
15	PHS-15	68 g 100 pages	As per Specimen mention in tender documents	300 pad
16	Policy Holder Slip	75 g 100 pages	As per Specimen mention in tender documents	100 pad
17	Sector Head Undertaking pad	75 g 100 pages	As per Specimen mention in tender documents	100 pad
18	F.I.B Pad	75 g 100 pages	As per Specimen mention in tender documents	30 pad
19	Medical Attendance Certificate form - B	75 g 100 pages	As per Specimen mention in tender documents	50 pad
20	Claim Form -A	75 g 100 pages	As per Specimen mention in tender documents	100 pad
21	Employer Certificate form pad	75 g 100 pages	As per Specimen mention in tender documents	50 pad
22	Maturity Claim form	75 g 100 pages	As per Specimen mention in tender documents	100 pad
23	Late Fee Pad	68 g 100 pages	As per Specimen mention in tender documents	100 pad
24	Policy Card Record Room	As per specimen	As per Specimen mention in tender documents	10000
25	Application For S.V Policy Holder	68 g 100 pages	As per Specimen mention in tender documents	150 pad
26	Amendment form	68 g 100 pages	As per Specimen mention in tender documents	200 pad
27	N.D PAD	68 g 100 pages	As per Specimen mention in tender documents	50 pad
28	D.G.H Pad	68 g 100 pages	As per Specimen mention in tender documents	200 pad
29	Supplementary form	68 g 100 pages	As per Specimen mention in tender documents	50 pad
30	SM/ confidential Pad	68 g 100 pages	As per Specimen mention in tender documents	500 pad
31	SM/AM confidential double page	68 g 100 pages	As per Specimen mention in tender documents	500 pad
32	Three Specimen Signature	68 g 100 pages	As per Specimen mention	500 pad

			In tender documents	
33	Proposal slip	68 g 100 pages	As per Specimen mention in tender documents	500 pad
34	Currency Declaration Pad	68 g 100 pages	As per Specimen mention in tender documents	50 pad
35	Letter acceptance pad	68 g 100 pages	As per Specimen mention in tender documents	100 pad
36	Risk Profiling Sheet Policy	68 g 100 pages	As per Specimen mention in tender documents	500 pad
37	K.Y.C Pad	68 g 100 pages	As per Specimen mention in tender documents	300 pad
38	C.R.S Pad	68 g 100 pages	As per Specimen mention in tender documents	75 pad
39	Medical proposal form	75 g imported	As per Specimen mention in tender documents	20000 form
40	Non-Medical Proposal form	75 g imported	As per Specimen mention in tender documents	60000 form
41	Brief Sheet	75 g imported	As per Specimen mention in tender documents	50000 sheet
42	File Cover Proposal	350 g Korean	As per Specimen mention in tender documents	50000 file
43	Medical revival Form	75 g imported	As per Specimen mention in tender documents	10000 form
44	Non-Medical revival Form	75 g imported	As per Specimen mention in tender documents	15000 form
45	Swiss re form	80 g imported	As per Specimen mention in tender documents	10 pad

TERMS AND CONDITIONS

- Technical & financial bid would be invited through EPADS.
- Quotations shall be accepted only against on Tender Document (specimen, design, size, printing material and quality) to be collected from our Office.
- Security amount must be deposited equal to 2% of the approximate value (noted above) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2026 from the date of opening of tender.
- Tender closing date 09.02.2026 11:00 A.M. Tender opening date 09.02.2026 at 11:30 A.M. in the office of in charge (HR&A) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/Printers In question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- Sealed Tenders duly completed in all respect must reach to the undersigned by EPADS during till the closing date and time as mentioned above.
- The Income Tax will be deducted @5.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Sample paper should be of same quality and gram as specified in tender or provided (specimen, design, size, printing material and quality) in tender documents. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically contact with Mr.M.Saleem (suptt.) at for any assistance cell # 03049356415

Syed Nazar Askarif

Secretary Zonal Procurement Committee Bahawalpur Zon