



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

HUMAN RESOURCE AND ADMINISTRATION SUKKUR ZONE

INVITATION TO E- BID

Tender Notice No. Printing/HR&A/Suk/01/2026

State Life Insurance Corporation of Pakistan invites bids through e-PADS of PPRA from the Service Providers/ Bidders/ Firms, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue (FBR) for “**PRINTING ITEMS**” FOR THE YEAR 2026 PERTAINING TO SLIC SUKKUR ZONE.

2. *Single stage Single envelope Procedure will be adopted for open competitive bidding.*
3. Bidding documents, containing detailed terms and conditions, etc. are available at State life Sukkur Zone, HR&Admin Ground Floor, State Life Building Minara Road Sukkur. And SLIC website www.statelife.com.pk free of cost.
4. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before 24-02-2026 11.00 am** will be opened on the same day **at 11.30 am**. This Tender is also available on PPRA website www.ppra.org.pk, State Life website www.statelife.com.pk, and e-PADS portal www.eprocure.gov.pk.
5. Any bid submitted other than e-PADS would not be considered.

In-Charge (HR & Admin),
State Life Insurance Corporation of
Pakistan, Sukkur Zone, Ground
Floor, State Life Building, Minara
Road Sukkur
Phone: 071-9310506
email: pgsskrzn@statelife.com.pk



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

**HUMAN RESOURCE AND
ADMINISTRATION
SUKKUR ZONE**

TENDER DOCUMENT STATE LIFE

**INSURANCE CORPORATION OF PAKISTAN
ZONAL OFFICE SUKKUR
FOR PRINTING ITEMS**

State Life Insurance Corporation of Pakistan invites e- PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers /bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for “SUPPLY OF PRINTING ITEMS” FOR THE YEAR 2026 STATE LIFE SUKKUR ZONE UPTO24.02.2026 (11:00 AM)

HUMAN RESOURCES ADMIN & PROCUREMENT DEPARTMENT

State Life Insurance Corporation of Pakistan
Sukkur Zone
Ground Floor State Life Building, Minara Road Sukkur
Phone # 071-910506



Date of Issue: 09-02-2026

Closing date of Tender: 24-02-2026 Time: 11.00 a.m.

Date of opening Bid: 24-02-2026 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
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 pages1+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. The rates should be valid for 1 (one) year. No increase of rates will be acceptable after the submission of tender.
9. The mentioned tender is Valid for a period of 1Year and all the orders will be placed accordingly to our budget and need.
10. The tender will be awarded as a whole and not in parts.
11. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representatives may be required to sign on attendance sheet.
12. Security deposit will be refunded after the completion of successful supply.
13. 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
14. 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.
15. Bids will be opened directly on the address of website on closing date at 11.30 am (Sharp).
16. The State Life reserves the right to cancel any bid or bids assigning reason thereof.

