

**STATE LIFE**Insurance Corporation of Pakistan  
Sahiwal Zone6<sup>th</sup> Floor Azaan Heights  
Jahaz Chowk, Sahiwal  
Ph. 040-9200027  
Fax.040-9200024  
Toll Free.0800-0909913<sup>th</sup> May 2026.**TENDER NOTICE PRINTING STATIONERY # HR&ADMIN /SWL/02/2026**  
**SAHIWAL ZONE.**

State Life Insurance Corporation of Pakistan Sahiwal Zone, Sealed financial bids are invited under Single Stage / Single Envelop in accordance with PPRA Rules from pre-qualified GST/NTN registered firms having own office phone/Fax number ( if found contrary the tender will be rejected) for the "Supply of Printing Stationary Items" for office use 2026 for State Life Insurance Corporation Sahiwal Zone through PPRA E-Pad only as per tender documents. The Single Stage Single Envelope procedure for the following items on given terms and conditions.

Detail of Date &amp; Time of Tender is as under:

Last Date & Time for Submission of Tender Documents on E-PADS	Tender's Opening Date & Time	Bid Security
15-06-2026 11:00 a.m	15-06-2026 11:30 a.m	2% of Bid Amount

Sr. #	Item Name	Units	Quantity
1	Record Creation Advice ( Paper 68 grams paper 100 sheet each pad )	Pad	0
2	Policy Loan Payment Voucher ( 68 grams paper 11.5"x9" 100 sheets each pad )	Pad	0
3	Claim Payment Voucher ( 68 grams paper 8.5"x13.5" 100 sheet each pad )	Pad	0
4	Schedule PHS-10 ( 68 grams paper 8.5"x13.5" 100 sheet each pad )	Pad	100
5	Rough Pad ( 68 grams paper A-4 size 100 sheet each pad )	Pad	30
6	S.R. Commission Payment Voucher as per sample	Pad	0
7	Claimat Effidevit ( 68 grams paper 8.5"x13.5" 100 sheet each pad )	Pad	50
8	Petty Cash Voucher ( 68 grams paper 100 sheet each pad 7.5"x4.7" size)	Pad	10
9	Notice Loss of Policy Bond ( 68 grams paper 100 sheet each pad 9"x6" size )	Pad	0
10	Adjustment Advice ( 68 grams paper 100 sheet each pad 7.5"x5" )	Pad	30
11	Conveyance Bill ( 68 grams paper 100 sheet each pad 7.5"x5" )	Pad	0
12	Leave Application Form ( 68 grams paper 100 sheet each pad 7.2"x10" )	Pad	10
13	Requisition Slip ( 68 grams paper 100 sheet each pad 7.3"x10" )	Pad	5
14	Request for Photo state ( 68 grams paper 100 sheet each pad 6.5"x4.5" )	Pad	10

15	A.I.B. Claim Processing Sheet ( 68 grams paper 100 sheet each pad 8.5"x13.5" )	Pad	0
16	Medical Attendance Certificate ( Form - B ) ( 68 grams paper 100 sheet each pad 8.5"x13.5" )	Pad	10
17	Existence Certificate ( F.I.B ) ( 68 grams paper 100 sheet each pad 8.5"x6.5" )	Pad	15
18	Certificate of Identification ( Claim PHS-64 ) ( 68 grams paper 100 sheet each pad 8.5"x13.5" )	Pad	10
19	Certificate of Ajar ( PHS- Form - D ) ( 68 grams paper 100 sheet each pad 8.5"x13.5" )	Pad	0
20	Jevenal Report Form ( 68 grams A-4 Size )	Pad	0
21	Proposal Register ( 68 grams paper 14"x17.5 size )	Sheet	0
22	Address Change Advice ( 68 grams paper 9"x5.5" 100 sheet each pad )	Pad	0
23	Letter Head ( Large ) ( VRG paper 80 grams 100 sheet each pad )	Pad	10
24	Letter Head ( Medium ) ( VRG paper 80 grams 100 sheet each pad )	Pad	20
25	J.V. Pad ( 68 grams paper 100 sheet each pad 11"x12" )	Pad	15
26	Agency Alteration Advice ( 68 grams paper 100 sheet each pad 11.5"x9" )	Pad	15
27	First Reminder ( 68 grams paper 100 sheet each pad A-4 size )	Pad	0
28	Re-Nomination Form ( 68 grams paper 100 sheet each pad 9"x6" )	Pad	5
29	Alteration Advice ( 68 grams paper 100 sheet each pad 10"x7.5" )	Pad	0
30	Letter of Acceptance ( M.E. Consent. ) ( 68 grams paper 100 sheet each pad 8"x12" )	Pad	50
31	Amendment to Proposal ( 68 grams paper 100 sheet each pad A-4 size )	Pad	50
32	Supplementary to Proposal ( 68 grams paper 100 sheet each pad A-4 size )	Pad	50
33	P.H.S. – 15 68 grams paper 100 sheet each pad A-4 Size	Pad	300
34	Field Form ( Sawalnama ) ( 68 grams paper 100 sheet each pad A-4 size )	Pad	50
35	T.A / D.A Bill ( 68 grams paper 100 sheet each pad 15.5"x10" )	Pad	5
36	Nomination Form ( Recruitment form ) ( VRG 80 grams paper 100 sheet each A-4 Size )	Pad	50
37	Annual Statement by Employer ( 68 grams paper 100 sheet each pad 8"x12" )	Pad	100
38	Commission Authority Card	Card	0
39	Second Reminder ( PHS ) ( 68 grams paper 100 sheet each pad A-4 size )	Pad	0
40	Audit Observation Memo ( 68 grams paper 100 sheet each pad A-4 size )	Pad	0
41	Re-Change Organization	Pad	0
42	Petty cash J.V.	Pad	0
43	Declaration Rule-II (Agy.) ( 68 grams paper 100 sheet each pad A-4 size )	Pad	50
44	Cheque Dishonor Note	Pad	0
45	Medical Proposal Form with Brief sheet ( VRG 80 grams 50 sets each pad with numbering 6 pages )	Form	12,000
46	Non Medical Proposal Form with Brief sheet ( VRG 80 grams 50 sets each pad with numbering 5 pages )	Form	50,000
47	Area Manager Imprest Voucher( 68 grams paper 100 sheet each pad 12"x12" )	Pad	5
48	D.C.S. Statement of Remittance ( 68 grams paper 100 sheet each pad 12"x9" )	Pad	0
49	Commission Payment Voucher ( 68 grams paper 100 sheet each pad 10"x15" )	Pad	0
50	P.H.S.- 36 ( 68 grams paper 100 sheet each pad A-4 Size )	Pad	10
51	Field Medical Card ( 5.5"x10" Color Card )	Sheet	500
52	Zone Change Advice ( PHS ) ( 68 grams paper 100 sheet each pad 9.5"x6" )	Pad	0
53	Debit Credit Note	Pad	0
54	Attendance Sheet ( Office ) ( 68 grams paper 14"x17.5" )	Sheet	300
55	Claim Deptt. Calculation sheet	Pad	0
56	Medical Bill New Business	Pad	0
57	Inter Zone Current A/C Statement	Pad	0
58	Payment Voucher ( 68 grams paper 100 sheet each pad 11"x9" color printing )	Pad	0

59	Application for Renewal (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	100
60	Medical Attendance Certificate	Pad	0
61	Office File Cover ( As per specimen )	file	1000
62	Brown Envelopes Policy Bond size ( 12.5"x10" 80 grams brown paper )	No	3000
63	Brown Envelops File Size ( 15.5"x12" 80 grams brown paper )	No	2000
64	Brown Envelops Large Size ( 17.5"x14" 80 grams brown paper )	No	1000
65	Envelops 5 x 11 White Imported Paper	No	5000
66	Envelops 9 x 4 White Imported Paper	No	8000
67	Daak Receipt Slip ( 68 grams paper 100 sheet each pad 5"x7.5")	Pad	200
68	Suspense Payment Voucher ( 68 grams paper 100 sheet each pad 12"x9")	Pad	0
69	Commission Payment Voucher SO ( 68 grams paper 100 sheet each pad 15.5"x10")	Pad	0
70	Policy File Cover (350 grams Zaman Card legal Size with imported clip and Tap pasting on folding both side)	file	40,000
71	Loan Assignment Register ( 68 grams paper 100 sheet each pad 9"x12")	Pad	0
72	Window Envelops ( 21mm x 15 mm )	No	10,000
73	P.S. Non Medical ( VRG 80 grams paper 4 pages printing )	Sheet	8,000
74	P.S. Medical ( VRG 80 grams paper 4 pages printing )	Sheet	1500
75	Comparative Statement – Revival ( 68 grams paper 100 sheet each pad 8"x12")	Pad	20
76	Medical Expenses Card ( 250 grams card 17"x11" )	Sheet	300
77	Application for Registration SO,SM Fresh (68 grams paper 8.5"x13.5" 100 sheet each pad)	Pad	100
78	Death Claim Processing Sheet	Pad	0
79	Annexure " C " ( Fresh agency form) ( 68 grams paper 100 sheet each pad A-4 size)	Pad	50
80	Policy Loan Processing Sheet ( 68 grams paper 100 sheet each pad 8"x12")	Pad	0
81	Loan Application Form ( 68 grams paper 100 sheet each pad 8"x12")	Pad	0
82	Leave Card ( 250 grams card 11.5"x9.5" )	Sheet	0
83	Policy Brief Sheet	Sheet	0
84	P.R.Book Fresh Sahiwal ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
85	P.R.Book Renewal Sahiwal( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
86	P.R.Book Fresh Okara ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
87	P.R.Book Renewal Okara ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
88	P.R.Book Haroonabad Fresh ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
89	P.R.Book Haroonabad Renewal ( 68 grams paper with 3 carbon less copy 4 colors pages each set 4 pages 50 sets in each book)	Book	0
90	B.M.Book U.B.L 68 grams paper 6"x8.5" with carbon copy 3 colors pages 4 pages each set 50 sets in each book)	Book	0
91	Budget Register sheets ( 68 grams paper 12"x12")	Pad	10
92	Status Change Advice	Pad	0
93	Declaration N.D Form ( 68 grams paper 100 sheet each pad A-4 Size)	Pad	20
94	Calculation Sheet Sp.Rev.Auto Paid (68 grams paper 100 sheet each pad A-4 Size)	Pad	0
95	D.P.O -4 Letter ( 68 grams paper 100 sheet each pad A-4 Size)	Pad	10
96	Covering Letter Death Claim FIB 68 grams paper 100 sheet each pad A-4 Size)	Pad	0
97	Received This F.I.B Claim Form 68 grams paper 100 sheet each pad A-4 Size)	Pad	0
98	Pre-Audit Processing Sheet ( 68 grams paper 100 sheet each pad 15"x13.5" )	Pad	15
99	Death Claim J.V. ( 68 grams paper 100 sheet each pad 11.5"x12" )	Pad	0

100	Area Manager Inspection Report	Pad	0
101	A.M. Confidential Report ( 68 grams paper 100 sheet each pad double side printing A-4 size)	Pad	400
102	D.G.H ( 68 grams paper 100 sheet each pad A-4 Size)	Pad	150
103	Zakaat Collection Report ( 68 grams paper 4 pages printing 9"x10.5" 100 sheet printing)	Pad	0
104	Maturity Claim Check List ( 68 grams paper 100 sheet each pad 5"x7.5")	Pad	50
105	Under Taking of NIC ( 68 grams paper 100 sheet each pad 8"x6")	Pad	0
106	Cheque Payment Register ( 80 grams VRG paper 13.5"x17" with two side printing and with Binding )	Pad	10
107	Attendance Sheet ( A.M. Small ) ( 68 grams paper 14"x9" )	Sheet	300
108	Loan Receiving Form (D. V ) (68 grams paper 100 double side printing A-4 size) New Form	Pad	100
109	Declaration Issue Duplicate Policy ( Annexure-A) ( 68 grams paper 100 sheet each pad 8"x13.5" )	Pad	0
110	Calculation sheet F.I.B ( 68 grams paper 100 sheet each pad 8"x13.5")	Pad	0
111	Officer Medical Book ( 68 grams paper sheets each book 4.5"x11")	Pad	50
112	Policy File Card ( 350 grams card 13"x9.5" both side printing )	Sheet	0
113	Bank Schedule ( 68 grams paper duplicate copy two color 12"x9" 100 sheets each pad	Pad	0
114	Imprest Entry Register ( 68 grams paper with binding as per sample )	Regis	0
115	Re-Instatement of Policy ( 68 grams paper 16"x12" 100 sheet each pad)	Pad	5
116	S.R. Recruitment Register ( 80 gram paper 12.5"x16.5" 200 pages both side printing with binding )	Reg.	5
117	Policy Register ( 68 grams paper 15.5"x14" 100 sheet each register with binding)	Reg.	0
118	Field Medical Payment ( 68 grams paper 11"x11" 100 sheet each pad )	Pad	0
119	Field Medical Exp. Voucher ( 68 grams paper 11"x11" 100 sheet each pad )	Pad	0
120	Staff Medical Books ( 68 grams paper 100 sheet each book 4.5"x11")	Pad	50
121	Seating & Allied Facility ( Voucher ) ( 68 grams paper 11"x11" 100 sheet each pad )	Pad	0
122	First Reminder ( 68 grams paper A- 4 Size ) ( 68 grams paper 100 sheet each pad A-4 Size )	Pad	0
123	J.V. Register ( with binding )	Reg.	0
124	S.V. Zakaat Deduction Register	Regis	0
125	G.P.O. Dispatch Letter ( A- Size )	Pad	0
126	P.H.S. - 5 ( 68 grams paper 100 sheet each pad A- 4 Size )	Pad	0
127	P.H.S. - 7 ( 68 grams paper 100 sheet each pad A- size )	Pad	0
128	Agent Register (S.O., S.M.) with binding	Reg.	5
129	Personal File Covers ( As per specimen )	File	0
130	Family Declaration form (P&GS ) Iqrar Nama (68 grams paper 100 sheet each pad A- size )	Pad	0
131	Cash Counter Register ( 68 grams paper 100 sheet each pad A-4 size )	Pad	5
132	Cash Counter Register Okara ( 68 grams paper 100 sheet each pad A-4 size )	Pad	5
133	Cash Counter Register Bahawal Nagar ( 68 grams paper 100 sheet each pad A-4 size )	Pad	5
134	Cash Counter Register Haroon abad ( 68 grams paper 100 sheet each pad A-4 size )	Pad	5
135	Three Specimen Signature form ( 68 grams paper 100 sheet each pad )	Pad	50
136	Surrender Motivation Form ( 68 grams paper 100 sheet each pad A- 4 size )	Pad	100
137	Waiver of Late Fee Form ( 68 grams paper 100 sheet each pad A- 4 Size paper )	Pad	150
138	Maturity Claim Pre-Receipt (68 grams paper 100 sheet each pad A- 4A-4 Size Paper )	Pad	50
139	Instruction for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A-4 size )	Pad	0
140	Request for Maturity Claim Form (68 grams paper 100 sheet each pad A- 4A- 4 size )	Pad	0
141	Re-Guardian Ship Form (68 grams paper 100 sheet each pad A- 4 A- 4 size)	Pad	0
142	Calculation sheet Special Revival of Auto Paid up ( 68 grams paper 8"x12" ) paper A-4 Size	Pad	0

143	Special Revival Plan ( 68 grams paper A-4 size)	Pad	0
144	Indemnity Bond for Issue of Duplicate Policy ( 68 grams paper 100 sheet each pad A-4 Size)	Pad	0
145	Indemnity Bond for Issue of Duplicate Policy Bond & Surrender ( 68 grams paper 100 sheet each pad A-4 Size)	Pad	5
146	Indemnity Bond for Release of Maturity Proceeds Under lost Policy ( 68 grams paper 100 sheet each pad A-4 size )	Pad	5
147	Medical Reimbursement form ( 68 grams paper 100 sheet each pad A-4 Size)	Pad	0
148	Rent Register ( 70 grams paper size 11.5"x13" )	Pad	2
149	Policy File Issue / Receipt Register with binding	Reg.	5
150	S.M.S. Alert Letter PHS ( 68 grams paper A-4 Size 100 sheets each pad )	Pad	0
151	Laps Policy Performa A-4 Size 100 sheets each pad 68 gram paper urdu printing	Pad	60
152	Risk Profiling Sheet two side printing 68 grams paper A-4 size paper 100 sheet each pad	Pad	100
153	CRS Form 2 pages each set 68 gram paper 50 sets each pad 68 gram paper	Pad	15
154	KYC Form Annexure – B ( For Individual ) 3 pages each set 33 sets in each pad 68 gram paper A-4 size	Pad	10
155	KYC Form Annexure – A ( For third party ) 2 pages each set 50 sets in each pad 68 gram paper A- 4 Size.	Pad	30
156	Swiss Re-Financial Questionnaire for Proposer Annexure – D, 4 pages each set 25 sets in each pad 68 gram paper A – 4 Size	Pad	20
157	Zonal Head Direct Confidential Report Annexure – C,3 pages each set, 33 sets in each pad 68 gram paper	Pad	20
158	Declaration Zakaat ( Form CZ – 50 ) A- 4 Size paper 68 grams paper 100 sheet in each pad	Pad	50
159	Request for Exemption of Zakat ( New Printing ) 68 grams paper 100 sheet each pad A-4 Size	Pad	20
160	Personal Accident Claim Form – B, Double side printing 68 grams paper 100 sheets in each pad, A- 4 size paper	Pad	10
161	Personal Accident Claim Form “ A-2” Double side printing 68 grams paper 100 sheets each pad legal size paper	Pad	10

### TERMS AND CONDITIONS.

1. Security amount must be deposited equal to 2% of the approximate value of the tender including G.S.T. in form of “Cash Payment “, “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal which will be refunded to the un-successful parties and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. No tender will be acceptable without earnest money.

2. **Rates Should be valid for One Year** . Tender closing date 15-06-2026 at 11.00 am. Tender opening date 15-06-2026 at 11.30 a.m positively in the office of Incharge HR&Admin / Secretary ZPC Sahiwal Zone in the presence of the bidders who wish to be present. This advertisement is available on PPRA EPAD and State Life website.

3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.

4. **Price must be quoted with G.S.T. as per Govt. Rules.**

5. The firm/suppliers in-question will be bound to supply the required items as whole consignment within 10 Days from the issuance date of supply order/ work order Penalty @ 1% of bid against delay in supply will be charged on weekly basis

6. State Life Insurance Corporation has the right to increase /decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.

7. Successful bidder will provide the items in Zonal Office State Life Insurance Corporation situated at 6<sup>th</sup> Floor Azaan Heights Jahaz Chowk, Sahiwal.

8. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates and Bidder should be Active Tax payer . Order will be placed to bidders on lowest items rates.

**9. Delivery Schedule:-**

- Within 10 days of first order : 1/3<sup>rd</sup> of the whole consignment.
- 01-07-2026 to 30-09-2026 : 1/3<sup>rd</sup> of the whole consignment.
- 01-10-2026 to 31-12-2026 : 1/3<sup>rd</sup> of the whole consignment.

10. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service / by post / by Hand **latest by 15-06-2026 at 11.00 am** excepted Saturday and Sunday as per above mentioned date/time.

11. The Income Tax and Sales Tax will be deducted at source on the total value of tender.

12. The order will be placed to the item wise lowest bidders.

13. Tender documents with complete specification can be obtained during office hours 09.00 a.m. to 05.00 p.m. from the Office of the undersigned on payment of **Rs.1000/-** as tender fee ( non refundable ) in shape of Cash / Pay Order / Bank Draft in favor of State Life Insurance Corporation of Pakistan.

14. The Corporation reserves the rights to cancel / reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.

15 The all bidders are require to submit the rates of all items even zero quantity shown in tender.

16. The envelop should be marked QUOTATION STATIONERY the rate should be include transportation / Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on **Phone No. 040-9200027**.



Secretary  
Zonal Procurement Committee,  
State Life Insurance Corporation of Pakistan  
Sahiwal Zone.