



Insurance Corporation of Pakistan

VEHARI ZONE

## **INVITATION TO BIDS THROUGH E-PADS PPRA**

**TENDER NOTICE # HR&ADMIN/001/2026/VZ FEBRUARY 18, 2026**

### **OFFICE PRINTING ITEMS**

**Date of Issue: 18-02-2026**

**Closing date of Tender: 12-03-2026 Time: 11.00 a.m.**

**Date of opening Bid: 12-03-2026 Time: 11.30 a.m.**

**Venue: Zonal Office State Life ,1st Floor SK Mall Near NADRA Office Burewala Road, Vehari.**

**Sealed financial bids are invited on E-PADS under single stage two envelopes from reputable experienced registered firms pre-qualified/non pre-qualified with GST/NTN having own Office , Mobile/e-mail(if found contrary the tender will be rejected) preferably based at Vehari for the following Office Printing items on the below mentioned terms and conditions:**

<b>Sr.No.</b>	<b>Items Name</b>	<b>Qty</b>
<b>1</b>	<b>Adjustment Advice, pad contain 100 Pages, 68 GM High Finish, A-4 Size</b>	<b>30</b>
<b>2</b>	<b>Alteration Advice M2, pad contain 100 Pages, 68 GM High Finish, A-4 Size</b>	<b>30</b>
<b>3</b>	<b>Amendment form, pad contain 100 Pages, 68 GM High Finish, A-4 Size</b>	<b>60</b>
<b>4</b>	<b>Application for SV, pad contain 100 Pages, 68 GM High Finish, A-4 Size</b>	<b>30</b>
<b>5</b>	<b>Application Surrender Performa,pad contain 100 Pages, 68 GM High Finish, A-4 Size</b>	<b>30</b>
<b>6</b>	<b>Agency File cover with Steel Clip 300 GM Bleach Card</b>	<b>4000</b>

7	Audit Memo pad, contain 100 Pages, 68 GM High Finish, A-4 Size	20
8	Audit Progress sheet, pad contain 100 Pages, 68 GM High Finish, A-4 Size	20
9	Bank Schedule, pad contain 100 Pages, 68 GM High Finish, A-4 Size	30
10	CHECK LIST PHS-2020, pad contain 100 Pages, 68 GM High Finish, A-4 Size	50
11	Confidential Report A.M 03 Pages, pad contain 100 Pages, 68 GM High Finish, A-4 Size	300
12	CRS,2 Pages(N.B) Pad containing 100 Pages, 68 GM Flying High Finish, A-4 Size	30
13	Currency Declaration, pad contain 100 Pages, 68 GM High Finish, A-4 Size	20
14	DGH form, pad contain 100 Pages, 68 GM High Finish, A-4 Size	150
15	Dual Nationality pad, containing 100 Pages, 68 GM Flying High Finish, A-4 Size	10
16	Endorsment of ND , pad containing 100 Pages, 68 GM Flying High Finish, A-4 Size	10
17	Envelops Simple 10"X12" (Khakee) 80 GM	4000
18	Envelops Simple 11"X15"(Khakee) 80 GM	3000
19	Envelops Simple 11"X5"(Khakee) 80 GM	3000
20	Envelops Simple 19"X15" (Khakee) 80 GM	1500
21	Envelops Simple 9"X4" (Khakee) 80 GM	10000
22	Envelops Window 9"X4" (Khakee) 80 GM	30000
23	FIB form, pad contain 100 Pages, 68 GM High Finish, A-4 Size	20

24	Journal Voucher, pad contain 100 Pages, 68 GM High Finish	30
25	KYC-A Forms 02 Pages, pad contain 100 Pages, 68 GM High Finish, A-4 Size	30
26	Late Fee Performa, pad contain 100 Pages, 68 GM High Finish, A-4 Size	30
27	Leave Card, Bleach Card Size A- 4 as per specimen	300
28	Leave Application Staff, pad contain 100 Pages, 68 GM High Finish, A-4 Size	10
29	Loan Application PHS, pad contain 100 Pages, 70 GM High Finish, A-4 Size	50
30	Maturity Claim, pad contain 100 Pages, 70 GM High Finish, A-4 Size	10
31	Medical Attendance PHS, pad contain 100 Pages, 70 GM High Finish, A-4 Size	10
32	Medical Declaration, pad contain 100 Pages, 70 GM High Finish, A-4 Size	20
33	Medical Expenses Card 10"x13" As per Specemen	300
34	Medical Extra, pad contain 100 Pages, 68 GM High Finish, A-4 Size	15
35	ND Form, pad contain 100 Pages, 68 GM High Finish, A-4 Size	10
36	Office File Cover with Steel Clip 300 gm Bleach Card	300
37	PHS -63 Claimant Statement (02) pages, Pad containing 100 Pages 70 GM A-4 Size	15
38	PHS -64, Sanad Shanakhat, pad contain 100 Pages, 70 GM , A-4 Size	10
39	PHS- 80, Ajir ke Sanad , pad contain 100 Pages, 70 GM, A-4 Size	5
40	PHS-15, pad contain 100 Pages, 68 GM High Finish, A-4 Size	30

41	Policy File Card Art Card ,350 GM Size 11"x14"	5000
42	Policy File Cover with Steel Clip 300 GM Bleach Card, Cloth Paste inner Side	30000
43	Proposal Brief Sheet 80 GM,4 Pages each Imported Paper	30000
44	Proposal Form Non Medical, 06 Pages 80 GM Imported Paper	40000
45	Proposal Form Medical,08 Pages 80 GM Imported Paper	15000
46	Pragnancy Form,pad contain 100 Pages, 68 GM High Finish, A-4 Size	10
47	PS Medical, 04 Pages, 80 GM Imported Paper	8000
48	PS Non Medical, 4 Pages, 80 GM Imported Paper	20000
49	Receipt Book perforated, pad contain 100 Pages, 68 GM High Finish, A-4 Size	10
50	Recruitment Book-let ,Each Book-Let Contain 5 Leaves (10) Pages 68GM H.F Size A-4	5000(booklet)
51	Refund A/C 568 N.B, pad contain 100 Pages, 68 GM High Finish, A-4 Size	10
52	Register Cash 500 Pages Size 8"x13" 70 GM	9
53	Register CHQ Entery Commision 400 Pages 10"x14" 70 GM	2
54	Register Daily Cheque Payment Admin 400 Pages 10"x14" 70 GM	2
55	Register Daily Cheque Payment PHS 400 Pages 10"x14" 70 GM	2
56	Register Loan Assignment PHS, 200 Leaves 10"x14" 70 GM	4
57	Register Recruitment Agency size12"x16" 400 Pages ,70GM As per specimen	5

58	Requisition Slip Pad, Pad containing 100 Pages, 70 GM	40
59	Risk Profiling Sheet, Double Side, pad contain 100 Pages, 68 GM High Finish, A-4 Size	30
60	S.M Report, pad contain 100 Pages, 68 GM High Finish, A-4 Size	40
61	Supplementary Form, pad contain 100 Pages, 68 GM High Finish, A-4 Size	10
62	Three Speciment Signature, pad contain 100 Pages, 68 GM High Finish, A-4 Size	250
63	Urdu Application Lapse, pad contain 100 Pages, 68 GM High Finish, A-4 Size	30

**Terms and Conditions: -**

1. Quotations shall be accepted only on Tender Documents to be collected from our Office on Payment of Rs.2000/- Cash or Draft " in favour of "State Life Insurance Corporation of Pakistan" as Tender Fee (Non Refundable).

2. Security amount must be deposited equal to 2.5% of the approximate value (noted above) of the tender in form of "Call Deposit receipts" in favour 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 assignment.

3. If the firm / supplier provides sub-standard product, the Security Deposit will be forfeited in favor of the Corporation.

4. The firm / supplier will be bound to supply/affix the required items on above mentioned address of State Life Vehari Zone, within prescribed time to be notified.

5. The bidders will have to attach certificates of their NTN, GST Number with the Tender.

6. Income Tax and GST as per Government Policy will be deducted on the total value of the Tender.

7. The quotations and CDR must be uploaded on PPRA website on E-PADS for supply of subjected items within stipulated date and time till closing of the date.

8. No change will be acceptable of required items. Such bid(s) will be rejected.
9. The Original CDR with separate envelope must be reached by Post/ Courier to Secretary Zonal Procurement Committee, State Life Insurance Corporation of Pakistan, Zonal Office 1st Floor Beside NADRA Office Burewala Road Vehari before closing date. The committee will not consider the bid without original CDR posted by the Vendor.
10. Bids will be opened in the office of Incharge (HR & Admin), Zonal Office State Life 1st Floor Beside NADRA Office Burewala Road Vehari, in the presence of bidders or representative who wish to be present on the above specified day.
11. The State Life reserves the right to increase/decrease the quantity of items.
12. Bid will not be accepted if a vendor is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify the bidder.
13. Bid rates should be valid till 31.12.2026
14. The Corporation reserves the rights to cancel/reject the Tender at any stage in accordance with rule (33) of Public Procurement Regulations.
15. Sample Paper should be of same quality and gramage as specified in the Tender and provided (specimen, design, size, material and quality) in tender documents by post.  
For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 067- 3361705 Cell # 0303 7878738 & 0300-7735946

**ABDUL RAUF AHMAD**  
**(Secretary Zonal Procurement Committee)**  
**State Life Ins. Corp. Of Pakistan Zonal Office**  
**State Life 2<sup>nd</sup> Floor ZTBL Building, v Chowk Vehari**