



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
SARGODHA ZONE

TENDER NOTICE # SGD/01/2020 "STATIONERY & PRINTING ITEMS"

LIST OF STATIONERY ITEMS REQUIRED FOR YEAR 2020

Sr.#	NAME OF ITEM	QUANTITY
1	Air Freshner 300ml	3 Dozen
2	Ball Point (Piano, Dollor, Picasso Clutch / Clipper) or equivalent	250 Packet
3	Ball Point Piano (yellow) or equivalent	50 Packet
4	Ball Point Piano Crystle or equivalent	50 Packet
5	Battery Cell Dry Size AA (Toshiba or equivalent)	2 Dozen
6	Battery Cell Dry Size AAA (Toshiba or equivalent)	2 Dozen
7	Box File (AIFA 750 or equivalent)	20 Numbers
8	Calcuater 12 digit (MJ 120 CASIO Original) or equivalent	24 Numbers
9	Calcuater 14 digit (Citizen CT-724-II Original) or equivalent	12 Numbers
10	Carbon Paper Blue (KCR 100 Sheets) or equivalent	100 Packet
11	Continuous Paper 132 Column 15x11 Local (2000 sheets 62/63 gm)	300 Boxes
12	Continuous Paper 80 Column 8 x 9.5 Local (1000 sheets 62/63 gm)	100 Boxes
13	Continuous Paper 80 Column 9 x 11 Local (1000 sheets 62/63 gm)	300 Boxes
14	Dak Received Register 10 No.	6 Register
15	Duster Yellow (Size 20x30)	100 Numbers
16	Eraser (Fine Quality)	3 Dozen
17	Fax Roll 30 Meter (Fine Quality)	100 Roll
18	File Tray Plastic	3 Dozen
19	Floor Cleaners 975 ml pack (Dettol or equivalent)	3 Dozen
20	Fluid Pen (Fine Quality)	1 Dozen
21	Franking Machine Ink (Lion Metal Ink 28 gm) or equivalent	6 Numbers
22	Glue Stick (UHU Medium) or equivalent	1 Dozen
23	Gum Bottle 1000 ML (Fine Quality)	6 Numbers
24	High Lighter (Pelikon / Murkery) or equivalent	4 Dozen
25	Ink Bottle (Dollor 60 ml) or equivalent	1 Dozen
26	Led Pencil (Dollor) or equivalent	6 Dozen
27	Ledger 10 No.	4 Numbers
28	Marble Pen Stand (8" x 4")	3 Dozen
29	Marker 70 - 90 (Dollor or equivalent)	10 Dozen
30	Marker Paint	2 Dozen
31	Matel Ink Lion Red (Fine Quality)	1 Dozen
32	Packing Rope Plastic	3 Dozen
33	Paper Clip 36 mm Round (Fine Quality)	24 Dozen
34	Paper Cutter Small (Fine Quality)	1 Dozen
35	Paper Pin (Chrysanthemum or equivalent)	100 Packet
36	Paper Rim (80 gram A4 Size) Double A or equivalent	3 Dozen



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37	Paper Rim (80 gram Legal Size) Double A or equivalent	3 Dozen
38	Paper Rim A4 Size (local City) or equivalent	2 Dozen
39	Paper Tape 1" 18 meter (Fine Quality)	20 Dozen
40	Paper Tape 2" 18 meter (Fine Quality)	10 Dozen
41	Paper Waste Basket Plastic (Medium Size)	3 Dozen
42	Paper Weight Marble	2 Dozen
43	Pen Holder (Fine Quality)	2 Dozen
44	Pin Cushion (Fine Quality)	3 Dozen
45	Pin Tray (Fine Quality)	1 Dozen
46	Pokar (Fine Quality)	1 Dozen
47	Printer Ribbon (P-300/600) (PRINTRONIX Original)	200 Numbers
48	Printer Ribbon Epson LQ-2180/2190 (Print-Rite) or equivalent	50 Numbers
49	Printer Ribbon FX-2175 (Print-Rite) of equivalent	50 Numbers
50	Printer Ribbon Epson LQ-300 (Print-Rite) or Equivalent	50 Numbers
51	Printer Ribbon Epson LQ-350 / 310 (Print-rite) or equivalent	200 Numbers
52	Punch Machine (two holes) Heavy Duty)	6 Numbers
53	Punch Machine Medium (Two holes) SID or equivalent	3 Dozen
54	Register Dispatch 10 No.	6 Register
55	Register Large 320 pages	5 Dozen
56	Register Medium 150 pages	5 Dozen
57	Rubber Band imported white 1/2 K.G Packet (Fine Quality)	6 Dozen
58	Scale Steel 12 inches	2 Dozen
59	Scotch Tape (1/2") transparent	1 Dozen
60	Sharpner (Fine Quality)	3 Dozen
61	Signature Pen (Dollor Gel-1 or equivalent)	15 Dozen
62	Signature Pen (unিয়ে or equivalent)	6 Dozen
63	Stamp Pad 7x11 (Lancer or equivalent)	6 Dozen
64	Stamp Pad normal size fine quality	8 Dozen
65	Stamp Refill Ink 28ml Blue/Green/Black (Shiny or equivalent)	12 Dozen
66	Stapler Machine (Opal HD-12S13 - Heavy Duty Stapler) or equivalent	6 Numbers
67	Stapler Machine No. 24/6 (Opal, SID or equivalent) for 40 sheets	3 Dozen
68	Stapler Machine No.24/6 Small (Fine Quality) for 20 sheets	2 Dozen
69	Stapler Pin (DOLLAR / PIANO 6mm / 24/6 1000 pins in box) or equivalent)	150 Dozen
70	Stapler Pin No.23/17 1000 pins in box (Whashin or equivalent)	5 Dozen
71	Stapler Remover Steal 24/6, 26/6 good quality	2 Dozen
72	Stock Register 10 No.	2 Numbers



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Sr.#	NAME OF ITEM	QUANTITY
73	Table Calendar	3 Dozen
74	Table Calendar Stand with diary	3 Dozen
75	Table Dairy	3 Dozen
76	Table Set (Marble)	6 Numbers
77	Table Set (Plastic)	6 Numbers
78	Tissue Box Rose Petal (200 Sheets) or equivalent	3 Dozen
79	Water Dumper Plastic fine quality	3 Dozen

Note:- Number of items may vary at the time of order.

LIST OF PRINTING ITEMS REQUIRED FOR 2020 (TENDER # SGD 01/2020)

Sr. #	NAME OF ITEM	SIZE	QUALITY	ESTIMATED QUANTITY
1	A.I.B. Claim	A4 size (100 pages)	68 grm flying or Equivalent	50 Pad
2	Adjustment Advice	A4 size (100 pages)	68 grm flying or Equivalent	100 Pad
3	Admission Letter Hospital	A4 size (100 pages)	68 grm flying or Equivalent	20 Pad
4	Advice Sheet For Alteration	A4 size (100 pages)	68 grm flying or Equivalent	10 Pad
5	Advice Sheet for Calculation	A4 size (100 pages)	68 grm flying or Equivalent	40 Pad
6	Agency Channel Register (200 pages with page No.)	Size 19½ x 15	80 grm Imported Paper or Equivalent	3 Register
7	Agency Form DO-2	Legal Size (100 pages)	68 grm flying or Equivalent	100 Pad
8	Agency Form RO-2	Legal Size (100 pages)	68 grm flying or Equivalent	20 Pad
9	Alteration Advice (Triplicate 3 colours)	Size 11 x 8.5 (100 pages)	68 grm flying or Equivalent	10 Pad
10	Amendment Proposal	A4 size (100 pages)	68 grm flying or Equivalent	300 Pad
11	Annual Declaration Statement	Legal Size 100 pages	68 grm flying or Equivalent	80 Pad
12	Appointment Letter S.R	A4 size 100 pages	68 grm flying or Equivalent	200 Pad
13	Attachment Registration Application	A4 size 100 pages	68 grm flying or Equivalent	200 Pad
14	Attendance Sheets for Area Managers	Size 6½ x 13½	100 grm Imported Paper or Equivalent	1000 Sheets
15	Attendance Sheets for Office Employees	Size 17 x 13½	100 grm Imported Paper or Equivalent	1000 Sheets
16	Authority Card	Size 9.75 x 7.25	310 grm Art Card or Equivalent	2000 Cards
17	Authority Letter (Agency)	A4 size 100 pages	68 grm flying or Equivalent	200 Pad
18	Bank Advice	A4 size 100 pages	68 grm flying or Equivalent	40 Pad



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Sr.#	NAME OF ITEM	QUANTITY		
19	Budget Register (150 pages with page No.)	Legal Size	80 grm Imported Paper or Equivalent	6 Register
20	C.R Form (Financial)	Size 11 x 8.5 - 100 pages	68 grm flying or Equivalent	350 Pad
21	C.R Form (Thumb)	Size 11 x 8.5 (double side) 100 pages	68 grm flying or Equivalent	300 Pad
22	Certificate Date of Birth	Size 6.50 x 8 - 100 pages	68 grm flying or Equivalent	40 Pad
23	Change of Nomination (Annex # 2-F)	Size 9.5 x 7.25 - 100 pages	68 grm flying or Equivalent	10 Pad
24	Cheque Dishonour Note (Urdu)	A4 size 100 pages	68 grm flying or Equivalent	20 Pad
25	CHQ Dispatch Pad	Size 8.50 x 6 - 100 pages	68 grm flying or Equivalent	200 Pad
26	CHQ Payment Register (200 pages with Page No.)	Legal Size	80 grm Imported Paper or Equivalent	10 Register
27	CHQ Schedule Local	A4 size 100 pages	68 grm flying or Equivalent	20 Pad
28	Comm. Register (SR, SO, SM) (200 pages with Page No.)	Size 14.25 x 9.25	80 grm Imported Paper or Equivalent	2 Register
29	Comparative Statement Pad	Legal Size 100 pages	68 grm flying or Equivalent	50 Pad
30	Conveyance Bill	Size 8.5 x 5.5 - 100 pages	68 grm flying or Equivalent	20 Pad
31	Dak Received Register - PHS (300 pages with page number)	Legal Size	68 grm flying or Equivalent	4 Register
32	Dak Received Register (200 pages with Page No.)	Legal Size	80 grm Imported Paper or Equivalent	10 Register
33	Dak Received Slip PHS	Size 9.5 x 7 - 100 pages	68 grm flying or Equivalent	100 Pad
34	DCS Entry Proposal	Legal Size - 100 pages	68 grm flying or Equivalent	100 Pad
35	DCS Renewal Counter	A4 size 100 pages	68 grm flying or Equivalent	250 Pad
36	Death Claim Calculation Sheet	Legal Size 100 pages	68 grm flying or Equivalent	20 Pad
37	Death Claim Discharge Voucher	Legal Size 100 pages	68 grm flying or Equivalent	20 Pad
38	Death Claim J.V	A4 size 100 pages	68 grm flying or Equivalent	50 Pad
39	Death Claim Processing Sheets (3 leafs)	Legal Size 100 pages	68 grm flying or Equivalent	50 Pad
40	Death Claim Repudiate Letter	A4 size 100 pages	68 grm flying or Equivalent	10 Pad
41	Declaration For Propose	Legal Size 100 pages	68 grm flying or Equivalent	50 Pad
42	DGH Form	A4 size 100 pages	68 grm flying or Equivalent	500 Pad
43	Discharge of Policy	Legal Size 100 pages	68 grm flying or Equivalent	50 Pad
44	Dispatch of Policy Document	Legal Size 100 pages	68 grm flying or Equivalent	20 Pad
45	DP0-4A	A4 size 100 pages	68 grm flying or Equivalent	20 Pad
46	DPO - 6A	A4 size 100 pages	68 grm flying or Equivalent	100 Pad



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47	DPO - 6B	Size 14.5 x 9.5 - 100 pages	68 grm flying or Equivalent	10 Pad
48	DPO-4A (PHS)	Legal Size 100 pages	68 grm flying or Equivalent	20 Pad
49	Envelop 10" x 12" White	10 x 12	100 grm White paper with cloth	5000 Numbers
50	Envelop 15" x 12.5" X-Ray Size with cloth	15 x 12.5	100 grm White paper with cloth	1200 Numbers
51	Envelop 4"x9" (white)	4 x 9	100 grm High Finish or Equivalent	20000 Numbers
52	Envelop 5"x 11" (white)	5 x 11	100 grm High Finish or Equivalent	10000 Numbers
53	Evaluation Sheet For Pormotion	Size 11 x 11 - 100 pages	68 grm flying or Equivalent	20 Pad
54	Existence Certificate (CLM-2) - URDU	Size 5.5 x 8.5 - 100 pages	68 grm flying or Equivalent	10 Pad
55	Field Medical Attendance Scheme	Legal Size 100 pages	68 grm flying or Equivalent	20 Pad
56	File Cover Agy (with steel clip)	Size 14 x 10.5	350 grm Polo Century Card or Equivalent	2000 Numbers
57	File Cover Office (with steel clip)	Size 14 x 10.5	350 grm Polo Century Card or Equivalent	2000 Numbers
58	Indent For Stationery	A4 size 100 pages	100 grm imported or Equivalent	20 Pad
59	J. V Pad	Size 11 x 11 - 100 pages	68 grm flying or Equivalent	100 Pad
60	Key for رجحاناتی سوالنامہ (both side printing)	A4 size 100 pages	100 grm imported or Equivalent	30 Pad
61	Khata Amanat Pad (urdu)	Legal Size 100 pages	68 grm flying or Equivalent	100 Pad
62	Laps Policy Revival Scheme	Size 5.5 x 8.5 - 100 pages	68 grm flying or Equivalent	20 Pad
63	Late fee Waiver Form	Size 9.5 x 7 - 100 pages	68 grm flying or Equivalent	100 Pad
64	Late Sitting (Officers)	Legal Size 100 pages	68 grm flying or Equivalent	10 Pad
65	Leave Application Officers	Size 9.75 x 7.3 - 100 pages	68 grm flying or Equivalent	10 Pad
66	Leave Encashment	Size 9.75 x 7.3 - 100 pages	68 grm flying or Equivalent	10 Pad
67	Letter Head Pad	A4 size 100 pages	100 grm Imported Paper or Equivalent	120 Pad
68	Letter of Acceptance (LA3)	A4 size 100 pages	68 grm flying or Equivalent	400 Pad
69	Loan Application Form (both side)	A4 size 100 pages	68 grm flying or Equivalent	10 Pad
70	Loan Assignment	Size 5.5 x 8.5 - 100 pages	68 grm flying or Equivalent	10 Pad
71	Maturity Claim Register (300 pages with Page No.)	Size 23 x 17	80 grm Imported Paper or Equivalent	2 Register
72	Medical Attendance Certificate (Form B)	A4 size (double side) - 100 pages	68 grm flying or Equivalent	20 Pad
73	Medical Books	Size 4.4 x 11	68 grm flying or Equivalent	100 Books
74	Medical Declaration Form for Field Force	A4 size (double side) - 100 pages	100 grm imported or Equivalent	20 Pad



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75	Medical Declaration Form for Officers	A4 size (double side) - 100 pages	100 grm imported or Equivalent	20 Pad
76	Medical Declaration Form for Staff	A4 size (double side) - 100 pages	100 grm imported or Equivalent	20 Pad
77	Medical Expenses Card (field)	Size 5 x 6.5	300 grm Polo Century Card or Equivalent	500 Cards
78	Medical Register (300 Pages with Page No.)	Size 15 x 11.8	100 grm imported or Equivalent	4 Register
79	Medical Reimbursement Form	Legal Size - 100 pages	68 grm flying or Equivalent	10 Pad
80	Medical ZSC Form	Legal Size - 100 pages	68 grm flying or Equivalent	10 Pad
81	Money Order Register (300 pages with Page No.)	Legal Size	80 grm Imported Paper or Equivalent	10 Register
82	N.D Form	Size 10 x 7 - 100 pages	68 grm flying or Equivalent	60 Pad
83	N.D Form (PHS)	Size 10 x 7 - 100 pages	68 grm flying or Equivalent	20 Pad
84	NOC Policy Transfer (English)	Size 9.5 x 7 - 100 pages	68 grm flying or Equivalent	10 Pad
85	NOC Policy Transfer Reply (English)	Size 8 x 6.5 - 100 pages	68 grm flying or Equivalent	10 Pad
86	Nomination Form	A4 Size - 100 pages	68 grm flying or Equivalent	80 Pad
87	Off Policy Advice (M-OBA)	Size 5.5 x 8.5 - 100 pages	68 grm flying or Equivalent	10 Pad
88	Overtime Form (Staff)	Legal Size - 100 pages	68 grm flying or Equivalent	10 Pad
89	P.R Fresh Book (Carbonless paper with sr. no.)	Size 7 x 5.3 (4 leafs diff. colour)	68 grm flying or Equivalent	1000 Books
90	P.R Renewal (Carbonless paper with sr. no.)	Size 7 x 5.3 (4 leafs diff. colour)	68 grm flying or Equivalent	1500 Books
91	P.S Medical	A4 Size (4 pages)	100 grm Imported Paper or Equivalent	5000 Numbers
92	P.S Non Medical	A4 Size (4 pages)	100 grm Imported Paper or Equivalent	10000 Numbers
93	Payment Voucher (Area Managers)	Size 11 x 11 - 100 pages	68 grm flying or Equivalent	20 Pad
94	Payment Voucher (Death Claim)	Size 11 x 8.5 - 100 pages	68 grm flying or Equivalent	25 Pad
95	Payment Voucher Green	Size 11 x 8.5 - 100 pages	68 grm flying or Equivalent	100 Pad
96	Personal Accident Claim (green)	Legal Size - 100 pages	68 grm flying or Equivalent	10 Pad
97	Personal Accident Claim (white)	Legal Size - 100 pages	68 grm flying or Equivalent	10 Pad
98	Petty Cash Voucher	Size 7.25 x 4.75 - 100 pages	68 grm flying or Equivalent	20 Pad
99	Photocopy Slip	Size 6.5 x 4 - 100 pages	68 grm flying or Equivalent	20 Pad
100	PHS Letter 36	Size 9.5 x 7.3 - 100 pages	68 grm flying or Equivalent	60 Pad
101	Policy File Cover (with steel clip)	Size 13.8 x 9.7	350 grm Polo Century Card or Equivalent	80000 Numbers
102	Policy Indent Card	Size 11 x 9	310 grm Art Card or Equivalent	10000 Numbers



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103	Policy Transfer Cover Letter	Size 9.5 x 7.3 - 100 pages	68 grm flying or Equivalent	10 Pad
104	Pre-receipt S.V Discharge Voucher	Legal Size - 100 pages	68 grm flying or Equivalent	40 Pad
105	Proforma For Surrender	A4 Size - 100 pages	68 grm flying or Equivalent	50 Pad
106	Promotion Letter SO/SM	Legal Size (3 pages,double side)-100 pages	68 grm flying or Equivalent	10 Pad
107	Proposal Form Medical with Briefsheet (with serial No.)	A4 Size (5-pages, both side)	100 grm Imported Paper or Equivalent	50000 Numbers
108	Proposal Form Non Medical with Briefsheet (with serial No.)	A4 Size (4-pages, both side)	100 grm Imported Paper or Equivalent	100000 Numbers
109	Proposal Slip	Size 6.3 x 4 - 100 pages	68 grm flying or Equivalent	700 Pad
110	Registration Form (Fresh)	Legal Size (2-pages, both side)-200 pages	68 grm flying or Equivalent	50 Pad
111	Renewal of Registration	Legal Size (both side) - 100 pages	68 grm flying or Equivalent	20 Pad
112	Requirement Letter Urdu (PHS)	Size 9.5 x 7.25 - 100 pages	68 grm flying or Equivalent	40 Pad
113	Risk Profiling Sheet-NB	A4 Size - 100 pages	68 grm flying or Equivalent	10 Pad
114	Rough Pad (Large)	Legal Size - 100 pages	68 grm flying or Equivalent	200 Pad
115	Rough Pad (Small)	A4 Size - 100 pages	68 grm flying or Equivalent	200 Pad
116	Service Change Zone Advice	Size 5.5 x 8.5 - 100 pages	68 grm flying or Equivalent	10 Pad
117	Special Revival Letter - Field	Size 5.5 x 8.5 - 100 pages	68 grm flying or Equivalent	10 Pad
118	Special Revival Plan	Size 11 x 8.5 - 100 pages	68 grm flying or Equivalent	50 Pad
119	Special Revival Plan (Calculation Sheet)	Size 12.5 x 8 - 100 pages	68 grm flying or Equivalent	10 Pad
120	Supplementary Proposal	Size 9.5 x 7.5 - 100 pages	68 grm flying or Equivalent	50 Pad
121	TA/DA Bill	Size 12.75 x 9.75 - 100 pages	68 grm flying or Equivalent	10 Pad
122	Three Specimen Signature	Size 8.25 x 6.50 - 100 pages	68 grm flying or Equivalent	400 Pad
123	Tour Approval Form	A4 Size - 100 pages	68 grm flying or Equivalent	10 Pad
124	Zakat Collection Report (CZ07)	Legal Size (4 pages) - 100 pages	68 grm flying or Equivalent	10 Pad
125	اجر کی سند	A4 Size - 100 pages	68 grm flying or Equivalent	20 Pad
126	اکنالجمنٹ لیٹر	Size 9.75 x 7.25 - 100 pages	68 grm flying or Equivalent	20 Pad
127	حادثاتی کلیم	Size 9.5 x 7 - 100 pages	68 grm flying or Equivalent	10 Pad
128	خصوصی تجدیدی اسکیم	Size 9.50 x 7.50 - 100 pages	68 grm flying or Equivalent	20 Pad
129	درخواست برائے رخصت (سٹاف)	Size 9.75 x 7.3 - 100 pages	68 grm flying or Equivalent	20 Pad
130	دعویدار کا بیان	A4 Size - 100 pages	68 grm flying or Equivalent	20 Pad



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131	سند شناخت	A4 Size - 100 pages	68 grm flying or Equivalent	10 Pad
132	شعبہ دعوی جات	Size 9.5 x 7.25 - 100 pages	68 grm flying or Equivalent	20 Pad
133	فوتیڈگی کلیم	Legal Size - 100 pages	68 grm flying or Equivalent	10 Pad
134	یاددبانی-فوتیڈگی کلیم	Legal Size - 100 pages	68 grm flying or Equivalent	10 Pad

Note:- Number of items may vary at the time of order.