



# STATE LIFE

Insurance Corporation of Pakistan  
Multan Zone

January 14, 2022

## **TENDER NOTICE NO.MUL/P&GS/002/2022**

Sealed financial and Technical bids are invited (under single stage two envelopes) from pre-qualified/non-prequalified GST/NTN registered firms/Printing having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Multan for the following terms and conditions as per list attached.

The Firm Supplier Printing in question will be mandatory bound to qualify technical criteria specified and attached with tender document.

Those who qualify technical criteria shall be eligible for opening of their financial quotations. The passing marks of technical qualified are 60% out of 100%.

S.NO.	ITEM NAME	Required 2022
1	Leave Application Pad (Officers/Staff), containing 100 Pages, 68 GM Flying High Finish (A4 Size)	70
2	Medical Card Officer/Staff as per Specimen	600
3	Medical Reimbursement Pad (A), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
4	Medical Reimbursement Pad (B), containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
5	Requisition Slip Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
6	TA/DA Bill Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	15
7	Attendance Sheet 80 GM Imported Paper (as per Specimen)	1000
8	Leave Card Officer/Staff as per Specimen	400
9	Office File Cover as per Specimen	1500
10	Medical (P&GS-104) as per Specimen	50
11	Medical (P&GS-105) as per Specimen	50
12	Medical (P&GS-106) as per Specimen	50
13	Envelops Window 9"X4" (1000) 68 Gram	40000
14	Envelops Simple 9"X4" (1000), 80 Gram White paper (as per Specimen)	16000
15	Envelops Simple 11"X5" (1000), 80 Gram White paper (as per Specimen)	2000
16	Envelops Simple 10"X12" (1000), 80 Gram White paper (as per Specimen)	20000
17	Envelops Simple 11"X15" (1000), 80 Gram White paper (as per Specimen)	2000
18	Envelops Simple 19"X15" (1000), 80 Gram White paper (as per Specimen)	1000
19	Audit Memo Pad, containing 100 Pages, 80 GM Flying High Finish (A4 Size)	40
20	Audit Entry Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	32
21	Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish	100



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	(as per Specimen)	
22	Commission Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
23	General Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
24	Payment Voucher Allied Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
25	PR Book Fresh Carbon Sheet (as per Specimen)	100
26	PR Book Renewal/130-AA Carbon Sheet (as per Specimen)	100
27	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
28	Proposal Form Non Medical 70 GM Imported (as per Specimen)	60000
29	Proposal Form Medical 70 GM Imported (as per Specimen)	40000
30	Policy Brief Sheet 70 GM Imported (as per Specimen)	50000
31	Policy File Cover as per Specimen	50000
32	Policy Register Sheet 70 GM Imported (as per Specimen)	2000
33	File Cover Agy as per Specimen	5000
34	Supplementary Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
35	Medical Extra Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
36	ND Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
37	Amendment Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
38	Medical Health Card as per Specimen	2500
39	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000 Set
40	Application for Renewal Pad, containing 100 Pages, 68 GM Flying High Finish (SET) (as per Specimen)	3000 Set
41	Claim Payment Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	10
42	Death Claim Journal Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	20
43	Alteration Advice M-2 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
44	Agy Alteration Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
45	DGH Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
46	Adjustment Advice Pad, containing 100 Pages, 68 GM Flying High Finish (as per Specimen)	40
47	Annuity Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
48	FIB Existing Certificate Pad, containing 100 Page 68, GM Flying High Finish (as per Specimen)	20
49	Maturity Claim Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
50	Medical Attendance Certificate Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
51	PHS-63 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40



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52	Receipt Book as per Specimen	50
53	PHS-64 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	60
54	PHS-50 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	20
55	PHS-10 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
56	PHS-15 Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	600
57	Calculation Sheet Claim Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	40
58	Service Zone Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	12
59	Policy Card as per Specimen	4000
60	Loan Processing Sheet Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
61	Loan Application Form Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
62	Receipt Form Loan Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	160
63	Pre Receipt Discharge Voucher Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	10
64	CHQ Covering Claim Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	100
65	Address Change Advice Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
66	PS Non Medical 70 GM Imported (as per Specimen)	12000
67	PS Medical 70 Gm Imported (as per Specimen)	10000
68	PHS - 80 Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	16
69	Performa SV Pad, Motivation containing 100 Pages, 68 GM Flying High Finish (Legal Size)	300
70	Loan, Sv Detail Performa update record of Policy	600
71	Cheque Entry Register, Containing 300 Pages (as per specimen)	8
72	Application for SV Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	300
73	Notice DP-04 Letter Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
74	Re-Nomination Form Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	20
75	Late Fee Performa Pad, containing 100 Pages, 68 GM Flying High Finish (Legal Size)	80
76	Medical Comparative Pad, containing 100 Pages, 68 GM Flying High Finish (A4 Size)	40
77	Cash Register 700 Page as per specimen	12
78	Revenue Stamp Register 700 Pages as per specimen	12
79	S.M Retire Annuity Scheme	10



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80	One Time Composition 3 page set	30
81	KYC Individual 2 Page Set	50
82	S.M Report individual	100
83	S.M/A.M/ S.H Report	300
84	Zonal Head Direct Report	80
85	Risk Performing Sheet	200
86	KYC Report	200
87	CRS Form	50
88	Medical Expense Card (Agency), as per specimen	1500
89	Covid -19 Form	200

## **TERMS AND CONDITIONS**

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1,500/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 3% of the approximate value (noted above) of the tender in form of “Cash Payment” or “Call Deposit Receipts” in favour of “State Life Insurance Corporation of Pakistan” as earnest money 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.
3. The rate validity of tender will be up to December 31, 2022 from the date of opening of tender.
4. Tender Closing and Opening Dates are as under:-

**Tender Closing Date** : **31-01-2022 at 11:00 A.M.**  
**Tender Opening Date** : **31-01-2022 at 11:30 A.M.**  
**Tender Validity Date** : **Up to December 2022**  
: **P&GS Deptt. 2<sup>nd</sup> Floor State**  
**Life Building Chowk Nawan**  
**Shehr Multan**

5. On finding substandard quality or not equivalent to specification, as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
6. The Firm/Suppliers/Printing will be bound to supply the required items as whole consignment within 15 days for the issuance of Purchase Order.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.



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8. State Life Insurance Corporation of Pakistan has right to call the sample of any item for checking the specification of particular item.
9. The bidders will attach their respective copies of NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
10. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 9:00 am to 5:00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
11. The Income Tax will be deducted as per Rules.
12. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations.
13. Sample items should be of same quality as specified in tender or provided. The Committee will not consider any sample attached by the vendor.

The Delivery Schedule is as under: -

1. ¼th of the whole consignment in 1<sup>st</sup> Quarter.
2. ¼th of the whole consignment in 2<sup>nd</sup> Quarter
3. ¼th of the whole consignment in 3<sup>rd</sup> Quarter
4. ¼th of the whole consignment in 4<sup>th</sup> Quarter



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<b>TECHNICAL EVALUATION PERFORMA</b>		
No. of Clients	Total Nos.	20
From 5 to 10	5	
From 10 to 15	5	
5 Points for each 1 complete Year above 15 Years		
Type of Clients	Total Nos.	20
Private Clients up to 5	5	
Above 5	5	
Govt. Client up to 5	5	
above 5	5	
No. of Printing (Machines off set)	Total Nos.	20
One Colour	5	
Two Colour	5	
Four Colour	10	
Printing Experience	Total Nos.	20
Minimum 5 Years Compulsory		
5 Points for each 1 Year Complete		
Complete Year		
above 5 years		
Technical Staff	Total Nos.	20
1 to 10	10	
above 10	10	

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.061/9200678.

**MAZHAR HASSAN**  
Secretary Zonal Procurement Committee  
Multan Zone