



**STATE LIFE**

Insurance Corporation of Pakistan  
Vehari Zone

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

**January 18, 2022**

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

**Detail of Printing Items for Vehari Zone-2022**

Sr.	Name of Item	REQUIRED QTY
1	Address Update Record Performa Pad, 68 GM	50
2	Adjustment Advice Pad, 68 GM	60
3	Agency Alteration Pad, 68 GM	30
4	Agency Record Creation Pad, 68 GM	20
5	Agency Recruitment Register 12"x16" 400 Pages ,70GM	5
6	Admin Register 400 Pages 70 GM As per specimen	4
7	Alteration Advice Special Revive Pad, 68 GM	20
8	Amendment Pad, 68 GM	100
9	Application for SV Pad, English, 68 GM	30
10	Application for SV Pad, Urdu, 68 GM	30
11	Application for RNL Pad 4-Pages, 68 GM	40
12	Application Transfer Policy other Zone to Vehari Zone, 68 GM	20
13	Appointment Letter as ISR ,80GM imported Paper As per specimen	2000
14	Attendance Sheet 80 GM Imported Paper 16"x13" As per specimen	500

15	Audit Entry Pad, 68 GM As per specimen	20
16	Audit Memo Pad, 68 GM As per specimen	20
17	B.P Questioner N.B(3.Pages) , 68 GM	20
18	Cash Register 400 Pages 10"x14" 70 GM As per specimen	5
19	CHQ Dispatch Register, containing 400 Pages,70GM As per specimen	6
20	Corona Performa Pad 70 GM	150
21	Confidential Report A.M, containing 3 Pages each of 100 sheet, 68 GM	200
22	Confidential Report Zonal Head containing 3 Pages each of 100 sheet, 68 GM	40
23	CRS,2 Pages(N.B) Pad	40
24	Debit Performa N.B Pad	30
25	Death Claim Calculation Sheet, 68 GM	10
26	Death Claim-Journal Voucher 100Pages, 70GM	10
27	Declaration for issue of duplicate Policy , 68 GM	10
28	DGH Pad, 68 GM	100
29	Diabetic Questioner (N.B) 3.Pages each 68GM	15
30	Dual Nationality Pad , 68 GM	10
31	Endorsement of Special Revive Policy 100 Pages, 68 GM	10
32	Envelops Simple 10"X12" (Khakee) 80 GM as per specimen	4000
33	Envelops Simple 11"X15"(Khakee) 80 GM as per specimen	4000
34	Envelops Simple 11"X5" (White) 80 GM as per specimen	3000
35	Envelops Simple 19"X15" (Khakee) 80 GM as per specimen	1000
36	Envelops Simple 9"X4" (Khakee) 80 GM as per specimen	8000
37	Envelops Window 9"X4" (Khakee) 68 GM, as per specimen	8000
38	File Cover Agency with steel clip 300GM	3000
39	Journal Voucher Pad, 68 GM	40
40	KYC Form Double Side Printing 4.Pages	40
41	Late Fee Performa Pad, 68 GM	100
42	Leave Application Pad (Officers), 100 Pages, 68 GM	5
43	Leave Application Pad (Staff), 100 Pages, 68 GM	5
44	Leave Card Officer/Staff 14"x10" Art Card 310 GM as per specimen	200

45	Letter of NOC 100Pages, 68 Gm	10
46	Loan Bank Application Pad,100 Pages, 68 GM	100
47	Loan Stamp PHS-10 Pad,100 Pages, 68 GM	100
48	Loan Receipt Pad, 100 Pages, 68 GM	100
49	Maturity Claim Form 100 Pages 70Gm	5
50	Medical Attendance Certificate PHS, 100 Pages, 68 GM	10
51	Medical Comparative Pad, 68 GM	10
52	Medical Declaration Form for Officers, 100 Pages, 68 GM	5
53	Medical Declaration Form for Staff, 100 Pages, 68 GM	5
54	Medical Reimbursement Performa Pad A&B	10
55	Medical Expenses Card Officer/Staff 14"x10" Art Card 310 GM	200
56	Medical Extra Pad, 68 GM	50
57	Medical Fee Statement Pad,(N.B) , 68 GM	10
58	ND Pad, 68 GM	40
59	Notice DP 04, 100 Pages, 68 GM	40
60	Office File Cover with steel clip as per specimen	1000
61	Payment Voucher A.M. Imprest Pad, 68 GM	50
62	Payment Voucher Allied& Seating Pad, 68 GM	30
63	Payment Voucher Death Claim Pad 70Gm	20
64	Payment Voucher Office Pad, 68 GM	100
65	PHS -63 Statement of Nominee Pad, 68 GM	20
66	PHS -64,Sanad Shanakht Pad, 68 GM	20
67	PHS- 80,Ajir ke Sanad Pad, 68 GM	10
68	PHS-15 Pad, 68 GM	40
69	Policy Brief Sheet 04 Pages, 80 GM Imported	50000
70	Policy File Card as per specimen	10000
71	Policy File Cover with steel clip As Per Specimen	40000
72	Pregnancy Form Pad , 68 GM	10
73	Proposal Deposit Slip perforated as per Specimen Pad, 68 GM.	40
74	Proposal Form Medical 80 GM 8. Pages Imported paper as per specimen	35000

75	Proposal Form Non Medical 80 GM Imported paper 06 Pages as per specimen	40000
76	PS Medical 80 Gm Imported 80 GM Imported paper 04 Pages as per specimen	8000
77	PS Non Medical 80 GM Imported 80 GM Imported paper 04 Pages as per specimen	10000
78	Receipt Book PHS perforated 100 Pages, 70 GM Paper	40
79	Record Creation Advice 100Pages, 68 GM	20
80	Re-Insurance Performa ( N.B)Pad, 68 GM	30
81	Renewal Statement & Declaration 4.Pages Printing ISR	10
82	Requisition Slip Pad, 68 GM	70
83	Risk Profiling Sheet, 68 GM, Double Side Printing	200
84	S.M Report pad containing 100 Pages, 68 GM	40
85	Schedule Local / Out Station Pad, 68 GM	40
86	Special Reinstatement Of Policy 100Pages, 68Gm	10
87	Special Revive Of Lapse Policy Comparative Statement 100Pages, 68Gm	10
88	Supplementary Pad, containing 100 Pages, 68 GM	50
89	Suspense Payment Voucher, containing 100 Pages, 68 GM	10
90	Travelling Performa 70 GM As per Specimen	10
91	Urdu Application Lapse/Auto paid-up containing 100 Pages, 68 GM	50
92	Yad Dehani Notice Pad, containing 100 Pages, 68 GM	20
93	Zonal Underwriting Committee Sheet containing 100 Pages, 70 GM	30
94	Zone Change Advice 100Pages,68 GM	10
95	3.Specimen Signature Pad , 68 GM	70

**Note.** All above printing items would be printed as per specimen and not above A-4 Size Paper and each pad contain 100 pages.

**TERMS AND CONDITIONS**

01. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1500/- Cash as Tender Fee (Non Refundable).
02. Security amount must be deposited equal to 2.5% 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 Vehari Zone" as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.

03. The rates provided should be included with all taxes and the rates validity of tender will be up to **December 31, 2022** from the date of opening of tender.
04. Tender closing date 03-02-2022 at 11:00 A.M. Tender opening date 03-02-2022 at 11:30 A.M. in the office of Incharge-P&GS Secretary ZPC Vehari Zone, in the presence of the bidders who wish to be present.
05. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
06. The Firm/Suppliers/Printers in quotation will be bound to supply the required items as whole consignment within 30 days after the issuance of Purchase Order.
07. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
08. 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.
09. 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.
10. All the applicable Taxes would be deducted as per Govt. of Pakistan Law.
11. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
12. Samples should be of same quality and gramage as specified in tender or provided. The Committee will not consider any other sample attached by the vendor.
13. Successful bidders will bear the freight charges occurred in providing all items at State Life Insurance Corporation Vehari Zone (2<sup>nd</sup> Floor, ZTBL Building, V-Chowk Vehari)
14. 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

### TECHNICAL EVALUATION PERFORMA

	Total Nos.	20
Income Tax Registered	10	
Sales Tax Registered	10	
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. Clients up to 5	5	
above 5	5	
Financial Tern Over	Total Nos.	20
Up to 10 Million	5	
10 to 20 Million	5	
Above 20 Million shell be eligible for 20 marks		
Previous Experience	Total Nos.	20
1 to 5 Years	5	
5 to 10 Years	5	
5 points for each 1 complete Year above 10 Years		

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 067- 9201135

**Abdul Rauf Ahmad**  
**Secretary Zonal Procurement Committee**  
**Incharge P&GS,State Life Office,2<sup>nd</sup> Floor,**  
**ZTBL Building, Vehari**

