

**STATE LIFE**

INSURANCE CORP. OF PAKISTAN

PESHAWAR ZONE

Tender Notice No.Printing/P&GS/PSH/002/2023

Sealed Financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms/Printers having own Office Phone/Fax Number (if found contrary the tender will be rejected) for the following Printing Items on below mentioned terms and conditions for the year 2023.

| S.# | Description of Items | Qty | Unit | Delivery Schedule 2023 | Closing Date and Time of Bids for Submission | Opening Date & Time of Bids |
|-----|---|-------|------|--|--|-----------------------------|
| 1 | Medical Proposal Forms (5 Leavs 10 pages) 80 Gm Imported Paper (best quality), Size 11*8.5 " | 8000 | Set | Within 10 days after placement of supply order | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 2 | Non-Medical Proposal Forms (4 Leaves 8 pages) 80 Gm Imported Paper (best quality), Size 11*8.5 | 15000 | Set | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 3 | Medical Juvenile form 3 pages 80 GM A4 Size | 500 | Set | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 4 | Non Medical Juvenile 80 GM A4 Size Double side printing | 500 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 5 | Health Register card 13.5 * 10.5 80 gm (MKTG) | 500 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 6 | Medical Expense Reimbursement form 68gm. Legal Size (MKTG) | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 7 | Payment Voucher 12*11 68 gm. | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 8 | Fresh Recruitment Form (3 pages) Legal Size 68 Gm | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 9 | Sawalnama Form A4 68 gm (MKTG) | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 10 | Nomination form A4 size 68gm.(MKTG) | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 11 | Certificate Form SM & AM A4 Size 68 gm | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 12 | Renewal of Registration (Double Side Printing) Legal size 68 Gm | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 13 | Declaration & Statement form Legal Size (68 Gm) | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 14 | Rule 11 form (Agcy) Legal Size 68 Gm | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 15 | Requirement Letter for SR Appointment 68 Gm A4 Size | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 16 | Renewal of Registration Letter/Notices A4 size (68 gm) | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 17 | Attachment / Detachment Letter SO/SR/SM A4 Size 68 gm | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 18 | File Cover (Bleech Card) Steel Clip with agent data printing | 500 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 19 | Coding Register (10 x 14) 80 gm 400 Leaves | 3 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 20 | Audit Progress report Legal size 70 gm | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 21 | Audit Observation Sheet 10*7 68 gm | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 22 | Sector Head/AM/SM Confidential Report(68 GM) Legal Size | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 23 | Proposal Position Register 13*8 size 80gm. 400 pages | 5 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 24 | ND Decleration for Revival of policies 68gms Legal size | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 25 | File Cover (Bleech Card) with State Life Monogram & with steel clip | 500 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 26 | N D Endorsement 68gm. Legal size | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 27 | Insurance Mohtasib Proforma A4 Size 68gm (200 Pages) | 50 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 28 | Policy Issuing Register 13*8 size 80gm. 400 pages | 5 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 29 | Policy Envelop (Size 13 x 10) | 8000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |

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| 30 | Medical Fee Proforma Legal Size 68 gm (Double Side Printing (MKTG) | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 31 | Requirement Letter (500 Pages per pad) A4 Size 68 Gm | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 32 | Policy File Covere with plastic tape from Top with Steel Clip12*8.75" from one side | 8000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 33 | Maturity Claim form A4 Size 68 Gm | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 34 | Maturity Cheque Covering Letter A4 Size 68 gm | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 35 | Maturity Requirement Letter A4 Size 80 gm. | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 36 | Death Claim Covering Letter A4 Size 80gm. | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 37 | Claim Form A (Dawidar Ka Bayan) 80 Gm A4 Size Containing 2 Pages | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 38 | Claim Examiner Report Legal Size 80GM | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 39 | Medical Attendant Certificate Containing 2 pages 80 Gm A4 Size | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 40 | Claim Form – C (Sanade Shanakht) 80 Gm A4 Size | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 41 | CLAIM Form "AJAR KE SANAD" 80 Gm A4 Size | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 42 | Covering Letter of D.V. (Urdu) A4 Size 80gm (Claim) | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 43 | Cheque Covering letter to Zonal Head A4 68 GM (Claim) | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 44 | Urdu Letter (JAWAB ARZ) A4 Size 80 gm. | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 45 | AIB Covering Letter Legal Size 68 GM | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 46 | Claimants Statement (Legal Size) 68 gm. Containing 2 Pages | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 47 | Medical Certificate A4 Size 68gm. (Contaning 2 Pages PHS | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 48 | Cancellation Revalidation stubs 7*9 Size 68 gms | 200 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 49 | Declaration of Good health (DGH) A4 Size 68gms | 100 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 50 | Application for Revival PSF (Non Medical) Double side printing 4 pages A4 Size 80 gms | 5000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 51 | Application for Revival PSF (Medical) Double side printing 4 pages 80gms A4 size | 1000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 52 | Requirement Letter 3pages (3color) legal size 55gm. Flying paper | 100 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 53 | Cheque Dish. Intimimation letter legal size 68 gm. | 30 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 54 | Three Specimen Signature letter 68gms A4 size (Claim) | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 55 | Acknowledgement Receipt 68gms 7*6 size (Policy Documents) | 30 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 56 | Surrender paid Register 13*8 size 200 pages 80 gm. | 1 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 57 | Surrrender Sector Head Proforma legal size 68GM | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 58 | Policy Request Letter A4 size 68 gm. | 30 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 59 | Loan application form 68gms legal size | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 60 | Loan Assignment letter 8*5+6*5 size 68 gm | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 61 | Loan Schedule 68gm. Legal Size | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 62 | Continuation of Previous Assignment Legal Size 68 gm. | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 63 | Option Change Letter 68gm A4 Size | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 64 | Loan Intimation & Requirement Letter Legal Size 68 gm. | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 65 | Special Revival Plan (legal size 68 gm.) | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 66 | Spical Revival Requirement Letter (A4 size 80 gm. | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |

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| 67 | Special Revival endorsement 68gms A4 size | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 68 | Special Revival Reinstatement of policy (A4 size 68gm. | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 69 | Policy Transfer Letter A4 size 68 gm. | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 70 | N.O.C. for transfer of policy (A4 size) 80gm. | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 71 | Change of Nomination letter 68gm A4 size PHS | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 72 | Change in policy letter 68gm. A4 size PHS | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 73 | Premium deposit slip A4 size 68 gm. PHS | 100 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 74 | Indeminty Bond legal size 68GM | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 75 | Affidavit legal size 68GM | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 76 | Cheque Intimation Letter to NB A4 size 68gm | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 77 | Loan & Advances Register 80 Gm Size 13*9.5 " (Double Side Printing) 250 Leaves (PAYROLL) | 2 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 78 | Petty Cash adjustment Register 2 pages color graphing 11*11(80 gm) | 3 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 79 | Schedule Book 4 color 400 pages 7 x 9 55 Gm | 50 | Book | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 80 | Cheque Register for Commission Section | 5 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 81 | Cheque Issued Advice Legal Size 68 gm | 30 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 82 | Cheque Realization Pad F&A legal size 68GM | 20 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 83 | B.M. Book (7.5 x 4) 55 GM Triplicate included carbon | 50 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 84 | Dr. consultation slip 12*6 68 gm. | 50 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 85 | Reference slip 12*6 - 68gm (double side printing) | 100 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 86 | Medical Expense Reimbursement form 68gm. Legal Size | 30 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 87 | Iqrar Nama form 80gm legal size double side printing (Medical Cell) 100 pages | 500 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 88 | Health card 13*10 size 80gm (double side printing) (Ledger P&GS) | 400 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 89 | Photo requisition slip 6*5 (68gm) | 30 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 90 | Stationery demand form 8*10 size (68gm) | 30 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 91 | Leave application form A4 size (68gm) | 50 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 92 | Late Sitting form A4 size (68gm) | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 93 | Tour approval form A4 size (68gm) | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 94 | Application for two months salery advance legal size 68gm | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 95 | J.V. PAD 12*11size 68gm | 100 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 96 | G.D.V. PAD legal size 68gm (double side printing) | 50 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 97 | Overtime form 13*8 size 68gm | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 98 | Travelling proforma 13*8 size 68gm | 5 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 99 | Courier service ledger 15*9.5 size 80gm (double side printing)250 leaves 500 pages | 1 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 100 | Letter Register 15*10 size 80gm (double side printing 250 leaves 500 pages (or Chq Deposit Reg) | 1 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 101 | Envelop 7*4.5 size White Window 80 gm | 5000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 102 | Envelope 8.5*5.5 size White window 80gm | 5000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 103 | Envelope 9*4 size Brown | 2000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |

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| 104 | Envelope 11*5 size Brown | 2000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 105 | Envelope 12.5*10.5 size Brown | 5000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 106 | Envelope 18*15 Brown | 2000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 107 | Envelope 18*15 Brown (with cloth) | 1000 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 108 | General Pad A4 size 80gm | 10 | Pads | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 109 | Circular 4 color Art paper 115 gm Legal Size | 100 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 110 | Circular 3 color Art paper 115gm legal size | 100 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 111 | Circular 2 color Art paper 115gm legal size | 100 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 112 | Circular 1 color Art paper 115gm legal size | 100 | Pc | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 113 | KYC (form) Double side printing A4 Size 80 gm 100 pages | 30 | Pad | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 114 | Check List for AML/CFT/Policy - 2020 (100 Pages) | 50 | Pad | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |
| 115 | Risk Profiling Sheets A4 size 80gm Double side (100 pages) | 50 | Pad | = do = | 26.01.2023 11:00 (AM) | 26.01.2023 11.30 (AM) |

TERMS & CONDITIONS:

1. Single Stage-one envelope procedure will be adopted for open competitive bidding. The bid found to be lowest evaluated bid (lowest evaluated cost) shall be accepted.
2. Bid/tender should be sent along with a Pay Order / Bank Draft of the 2% of the value in favour State Life Insurance Corporation of Pakistan, Peshawar Zone as earnest money which will be returned immediately after completion of ZPC process to the un-successful bidders. No tender will be acceptable without 2% earnest money/bid security.
3. The rates should be valid for 1 (one) Year. No increase of rates will be acceptable after the submission of tender.
4. On finding sub-standard quality as and when noticed during process, the deposit bid security may be forfeited in favor of the Corporation and the tender may be treated as cancelled.
5. The Firm/Suppliers in question will be bound to supply the required items within 15 days from the issuance date of supply order, on the address provided when ordered. The mentioned tender is Valid for a period of 1 Year and_all the orders will be placed accordingly to our budget and need.
6. The bidders should attach their respective copies of NTN and Sales Tax Certificates.
7. The envelopes should be marked as "QUOTATION FOR PRINTING" and properly sealed. Sealed Tenders duly completed in all respects must be reached to the undersigned during Office hours i.e. 09:00 am to 05:00 pm except Saturday and Sunday till the closing date / time as mentioned above.
8. The Rates provided should include all the Government Taxes.
9. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rules of PPRA.
10. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.
11. The number of quantity of items may DECREASE or INCREASE keeping in view the available budget.
12. The sealed tenders will be opened at the office of Incharge (P&GS) 3rd Floor, State Life Building 34 the Mall, Peshawar Cantt on 26/01/2023 11:30 (AM)

For further details the undersigned may be contacted during working hours in person or telephonically.

CONVENOR/INCHARGE (P&GS)

Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Peshawar Zone, State Life Building, 3rd Floor
34 The Mall, Peshawar Cantt
Contact: 091-9211588 /091-9211576-79
Email: pgspshzn@statelife.com.pk