


INVITATION TO BID
Tender No.SLIC/HZ/HR&Admin/02/2025
E-pads Tender No.F-

State Life Insurance Corporation of Pakistan invites E-PADS bids from the Service Provider/Bidder/ Firm, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Purchase of "Stationeries (Printing) State Life **HYDERABAD ZONE**.

2. Bidding documents, containing detailed terms and conditions etc, available for download at State life's website www.statelife.com.pk & www.ppra.org.pk .
3. The bids, prepared in accordance with the instructions the bidding documents, submitted through e-PADS "**Single Stage –one Envelope Procedure**" on or before 28-03-2025 11.00 a.m will be opened on the same day at 11.30 a.m. This advertisement has been published via PPRA/ E-PADS website. If any clarification required in this tender please contact to **Mr. Abdul Aziz** Manager-(CPD) on Cell No.0315-3628171, Office Number 022-9200126.
4. Any bid submitted other than e-PADS would not be considered.


Shahid Hussain Malik
Manager (HR&Admin),
State Life Insurance Corporation of Pakistan,
Hyderabad Zone, 5th Floor,
State Life Building No.3,
Thandi Sarak, Hyderabad.
Phone: 022-9200128

RE:TENDER NOTICE #SLIC/HZ/HR&Admin/02/2025 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE:
Date:11/03/2025

State Life Insurance Corp. of Pakistan Hyderabad Zone invites sealed quotations in accordance with the PPRA Rules-2004, under “**Single Stage- one Envelopes procedure**” for the purchase the **printing stationery** of following items from the reputed Firms/Suppliers/Distributors who are registered with Sales Tax and National Income Tax (FBR).

<u>Sr:#</u>	<u>DESCRIPTION OF ITEMS</u>	Quantity 2025
1	Policy Brief Sheet 04 pages each 80 gram (as per Specimen) NBS	70000
2	Letter of Acceptance (containing 100 pages each)68 gram as per specimen	50 Pads
3	N-20 (Agency Admin) containing 100 pages with 68 GM flying high	700 Pads
4	N-D Form (containing 100 pages each) 68 Gm Flying high finish (NBS)	50 Pads
5	Proposal Form Non Medical (as per specimen) 80 gram paper NBS	70000 forms
6	Proposal Form Medical (as per specimen) 80 gram paper NBS	20000 forms
7	Policy File Covers with steel clips 350gm card board Indonesia imported card	50000
8	D.G.H Form containing 100 pages 68gram as per specimen (NBS)	700 Pads
9	S.M/AM confidential Reports three pages containing 100 pages 68 gm as per specimen (NBS)	200 Pads
10	Policy File Card (Pink) 310 gram Art Card as per specimen (NBS)	3000 No's
11	P.O Underwriting containing 100 pages 68 Gm flying high finish (NBS)	20 Pads
12	Know your Customer Individual life containing (100 Pages) 68gm as per specimen	500 pads
13	High/Low Risk & Check List (100 Pages) 68 gm as per specimen (NBS)	200 pads
14	Register for Policy document as per specimen (NBS)	10 Register
15	003 form containing (100 pages) as per specimen (NBS)	30 Pads
16	Fresh Appointment Letter 68gm as per specimen (Agency)	100 pads
17	Registration form For SR to SM 12 pages 68gm as per specimen (Agency)	1200 forms
18	Renewal of Retirement containing 100 pages 68gmas per specimen (Agency)	50 Pads
19	Medicine Prescription 68 gm as per specimen	100 Pads
20	Medical Reference letter (Field) NCR paper as per specimen	50 Pads
21	Medical Reference letter (Officer) NCR Paper as per 68gm specimen	100 Pads
22	Medical Processing Sheet 68 gm as per specimen	100 Pads
23	Hospitalization Form 68gm as per specimen	50 Pads
24	Reimbursement form “B” 68 gm as per specimen (Medical)	50 Pads


25	Counter Receiving Letter (PHS) containing 100 pages with 68 GM (PHS)	500 Pads
26	Application form PHS department containing 100 pages with 68 GM (PHS)	500 Pads
27	Cheque Dispatch Covering letter for PHS 68gm as per specimen	100 pads
28	Collection Advise Slip containing 100 pages with 68 GM Flying high finish(PHS)	20 Pads
29	Late fee Waiver (PHS) containing 100 pages with 68 GM Flying high finish(30 Pads
30	Performa For Surrender Of Policy containing 100 pages with 68 GM	200 Pads
31	Cheque Dispatch Letter (Maturity), containing 100 pages with 68 GM	200 Pads
32	Cheque Dispatch Letter (Loan) cotaing 100 pages with 68 GM	300 Pads
33	Alteration Advice containing 100 pgs 68 gram as per specimen	50 pads
34	I.O.C Letters containing 100 pages with 68 GM	30 Pads
35	Application for Revival of Policy (Non Medical) 68 gm as per specimen	10000
36	Application for Revival of Policy (Medical) 68 gm as per specimen	5000
37	Loan Processing Sheet containing 100 pages with 68 GM flying high	500 Pads
38	Policy File Card (PHS) 310 gram Art Card Grey as per specimen	10000 No's
39	Chanel Change Letter (PHS) containing 100 pages Gm flying high finish	50 Pads
40	Application Form for PHS department containing 100 pages as per spmn	500 pads
41	Revival Decision Performa, containing 100 pages ,68 GM	50 Pads
42	Declaration in respect of policy, containing 100 pages, 68 Gm DGH	500 Pads
43	Endorsement of nominee/guardian containing 100 pages 68 gm	50 Pads
44	Collection Advice Slip containing 400 pages (68gm as per specimen)	20 Pads
45	Premium Endorsement containing 100 pages 68 gm as per specimen	10 Pads
46	Requirement Letter containing 100 pages as per specimen	50 Pads
47	ND forms for Revivals 68gm as per specimen	100 Pads
48	PHS counter receipts 68gm as per specimen	50 Pads
49	Issuance Certificate in Urdu containing 100 pages as per specimen for Claim	20 Pads
50	Identification Certificate in Urdu containing 100 pages as per specimen for Claim	50 pads
51	Death Claim Form – B two pages 68gm as per specimen for Claim	50 pads
52	Death Claim Statement form containing two pages in Urdu 68 gm as per specimen for Claim	50 pads
53	Survival Certificate containing 100 pages 68 gm as per specimen for Claim	50 pads
54	Payment Voucher 68 gm per specimen for Maturity & PHS	50 pads
55	S.B calculation sheet 68 gm as per specimen of Maturity	20 pads
56	Journal Voucher 68 gm as per specimen (F&A)	100 Pads
57	Envelope Size 12/10 (White) Craft Paper AA Quality (HR&A)	3000 No's
58	Envelope large Size 12/15 (Khakee) Craft Paper AA Quality	5000 No's
59	Policy Size Envelop 9/4 (Khakee) without window Craft Paper AA Quality	5000 No's
60	Envelope Size 11/5 (Khakee) Craft Paper AA Quality	5000 No's
61	Envelope Size 9/4 (Khakee) with window Craft Paper AA Quality	30000 No's

62	Leave Application Urdu containing 100 pages, 68 GM Flying High	50 pads
63	Leave Application English containing 100 pages, 68 GM Flying High	50 pads
64	Over Time Performa containing 100 pages , 68 GM Flying High Finish	10 Pads
65	Attendance Sheets 80 GM imported papers	3000No's
66	Office File Covers with steel clip 300gm craft card imported as per specimen	3000 files
67	Indent Form 68 gm as per specimen	20 Pads
68	Indent Form for Photostat as per specimen	10 pads
69	Letter Head containing 100 pages 80 gm paper as per specimen	50 Pads
70	TADA From containing 100 pages 68gm as per specimen	05 Pads
71	Office File Covers without clip (Green colour) as per specimen	500 files
72	Audit Memo Pad (containing 100 pages, 68 GM flying High finish (A4 size)	30 Pads
73	Audit Register (Dak) as per specimen 500 pages as per specimen	10 register
74	Emergency Advance against Renewal three pages (Agency)	50 sets

TERMS AND CONDITIONS:

1. Security amount must be deposited equal to 60000/= of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favor of the State Life Insurance Corporation of Pakistan Zonal Office Hyderabad which will be refunded to the un-successful parties on the spot and the refundable cash payment of CDR will be detained of the successful parties till the completion of job as per quotation/purchase order. No quotation will be acceptable without earnest money.
Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- (HR&A) State Life Insurance Corporation of Pakistan, Hyderabad Zone, 5th Floor, State Life Building, Thandi Sarak Hyderabad on or before 28/03/2025 11:00 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 11:30 Am. in the presence of Tenders representative who choose to attend.
2. On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favor of the Corporation.
3. The Firms/ Suppliers / Distributors in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order.
4. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
5. The Income Tax & GST will be deducted as per Govt. of Pakistan Law.
6. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
7. The Tender fee Rs.3000/=(Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
8. Payments will be released after supplying the above said items and after checking quality etc.
9. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
10. The rate validity of bid should be upto 31-12-2025 from the date of the opening of tender. Bidder must quote one rate, incomplete, ambiguous, conditional bids will not be accepted.
11. The Delivery Schedule during the whole year (2025) when requirement of need basis or quarterly basis.
12. Any bid submitted other than e-PADS would not be considered.
13. Bidders are advised to submit the quotation with taxes.

For further details or any clarification the undersigned and dealing officer (Mr. Abdul Aziz Vighio Manager- (CPD) may be contacted during working hours in person or telephonically on phone # 022-9200126 and cell no.0315-3628171.


Shahid Hussain Malik
(Secretary Zonal Procurement Committee-(HR&A)
Hyderabad Zone.