

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
DEAR GHAZI KHAN ZONE

TENDER NOTICE NO.P&GS/DGK/002/2025

OFFICE PRINTING ITEMS, March 17, 2025

Sealed financial bids are invited on E-PADS from original manufacturers (under single stage single envelopes) MARK AS **TECHNICAL AND FINANCIAL PROPOSAL** from GST/NTN registered firms/Contractor/General order suppliers, who are on Active Taxpayers List of the Federal Board of Revenue (FBR) and who are eligible to supply Printing items having own Office Phone/Fax number (if found contrary the tender will be rejected) for the following terms and conditions, as per list attached.

Sr. No.	Item Description	Quantity	Delivery Schedule	Closing Date & time for Submission of Bids	Date & Time of opening of the Technical Bids
1	Printing Material List of items can be seen in Tender documents.	As per Tender documents	As per Tender documents	07-04 2025 at 10:30 AM	07-04-2025 at 11:00 AM

Bidders should be from experienced and reputed registered firm as per requirement and having at least 02 Two similar work contracts) of aforesaid procurement and have rendered such service in Government Organizations / Departments/ other companies and / or with State Life insurance corporation of Pakistan having their own offices and phone / Fax No / email for supply of above mentioned items description.

All interested parties, must submit their 2% Bid Security in original through Courier / Dak / By hand prior to the bid opening failing which the tender will not be considered at all.

All interested parties are also advised to visit the office in order to understand placement and delivery of the printing items. Any bid submitted other than E-PADS will not be considered.

State Life reversed the right to reject any or all bids or proposal at any time prior to the acceptance of bids, or proposal, under provision of PPRA Rule 33. E-Bidding documents are available for registered bidder on PPRA, EPADS website and State Life website also.

In case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the undersigned 064-9260036 during office working hours (9:30a.m to 4:30p.m).

TERMS AND CONDITIONS / TENDER DOCUMENTS

1. Bidding documents for each item, containing detail terms and conditions etc... are available and can be downloaded from **State Life Insurance Corporation of Pakistan (SLIC)** website www.statelife.com.pk as well as from EPADS-PPRA website www.eprocure.gov.pk against Cash as Tender Fee (Non Refundable).Rs. 2000/-
2. Security amount must be deposited equal to **2%** of the value of bid amount (**ITEM WISE**) of the tender in form of "Call Deposit Receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties; CDR will be detained of the successful parties till the completion of Tender.
3. Original Bid Security instrument **MUST BE** submitted to the under signed before opening of tender.
4. The rate validity of tender will be up to December 31, 2025 from the date of opening of tender.
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 will be bound to supply the required printing items as per delivery schedule mentioned in tender documents.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. 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.
9. All Tax will be deducted as per Government Rules.
10. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations. However, State Life shall upon request communicate to any bidder who submitted a bid or proposal the ground for its rejection out of all bids or proposals.
11. Sample items should be of same quality as specified in tender or provided before tender opening. The Committee will not consider any sample attached by the vendor.
12. Bidder must ensure to submit separate proposals for printing items.
13. Printing samples are available and can be seen in the office of undersigned.
14. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the

...operations made herein or backs out after quoting the rates, the aforesaid "Bid Security" shall be forfeited in the favor of State Life Insurance Corporation of Pakistan.

15. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
16. Penalty @1% of bid against delay in supply will be charge on weekly basis.
17. Incomplete bids / conditional bids will be rejected.
18. The Firm / suppliers in question will be bound to supply the required items as whole consignment within 15 days. Labour or transport cost will not be payable.
19. Only one PRICE for each item is admissible. PLEASE PROVIDE BIDS PER ITEM.
20. The successful bidder will have to show a sample of each and every items to the committee or the undersigned as the case may be before finalization of whole order and would be subject to approval.
21. State Life Insurance Corporation of Pakistan reserves the right to check the item and its quality, prior to delivery and / or upon delivery. If any item is found substandard the work will be cancelled and bid security will be forfeited.
22. Any firm or its representative may visit the office at the time of opening of Bids.
23. The Income Tax will be deducted @ 5.5% at source.

DELIVERY SCHEDULE

- A. $\frac{1}{4}^{th}$ of the whole consignment in 1st Quarter
- B. $\frac{1}{4}^{th}$ of the whole consignment in 2nd Quarter
- C. $\frac{1}{4}^{th}$ of the whole consignment in 3rd Quarter
- D. $\frac{1}{4}^{th}$ of the whole consignment in 4th Quarter

SR.	NAME OF FORM	REQUIRED QTY
HR&A		
1	Letter Head Pad (A4 Size), 4 Color Printing 100 Pages, paper 80 GM Imported (as per Specimen)	50 Pad
2	Medical Card Officer/Staff as per Specimen	300 Card
3	Leave Card Officer/Staff as per Specimen	300 Card
4	Leave Application officer (Legal Size)100 Pages pad, paper 68 GM (as per Specimen)	10 Pad
5	Leave Application Staff (A-4 Size)100 Pages pad, paper 68 GM (as per Specimen)	10 Pad
6	Petty Cash 100 Pages pad, paper 68 GM (as per Specimen)	20 Pad
7	Requisition Slip as per Specimen 100 Pages pad, paper 68 GM (as per Specimen)	10 Pad
8	TA/DA pad 100 Pages pad, paper 68 GM (as per Specimen)	5 Pad
9	Office File Cover 350gm Art Card with Steel clip one color printing as per Specimen	300 Nos
10	Photo State Slip 100 Pages pad, paper 68 GM (as per Specimen)	30 Pad
11	Envelops Window 9"X4" 90 Gram White Paper imported per Specimen	30000 Nos
12	Payment Voucher 100 Pages pad, paper 68 GM (as per Specimen)	10 Pad
13	Envelops simple 9"X4" 90 Gram White Papers per Specimen	20000 Nos
14	Envelops Simple 11"X5" , 90 Gram White paper (as per Specimen)	30000 Nos
15	Envelops Simple 10"X12" , 90 Gram White paper (as per Specimen)	10000 Nos
16	Envelops Simple 11"X15" , 110 Gram White paper (as per Specimen)	10000 Nos
17	Envelops Simple 19"X15" , 110 Gram White paper (as per Specimen)	5000Nos
18	Medical Performa A , 100 Pages pad, 68 GM Legal (as per Specimen)	10 Pad
19	Medical Performa B, 100 Pages pad, 68 GM Legal (as per Specimen)	10 Pad
20	Attendance Register Pad 100 Pages, 80 GM size A3 (as per Specimen)	20 Pad
21	Medical Book Officers 100 Pages, 68 GM size A4 (as per Specimen)	200 Pad
I.A		
22	Audit Memo Pad,100 Page 68 GM size A4 (as per Specimen)	20
N.B		
23	Proposal Form Non Medical 80 GM Imported (as per Specimen)	75000
24	Proposal Form Medical 80 GM Imported (as per Specimen)	40000
25	Policy File Cover as per Specimen imported card 350 gram with	115000

	steel clip, cloth pate inner side one color printing	
26	KYC Form with Risk Profiling Sheet 100 Pages pad, 80 GM (A4 Size) Both Side	1400
27	Medical Extra Pad , 100 Pages pad, 80 GM (A4 Size)	10
28	SM/AM Confidential Pad, 100 Page pad, 80 GM (A4 Size)	1200
29	Refund Form Pad, 100 Pages pad, 80 GM (A4 Size)	10
30	Currency Declaration Pad 100 Page pad, 80 GM (A4 Size)	10
31	Amendment Form Pad 100 Page pad, 80 GM (A4 Size)	1200
32	SM Confidential Illiterate Report Form Pad 80 GM (A4 Size) (as per Specimen)	30
33	NB Deposit Slip (05 on each page with hole) 100 pages pad	150
34	Field Examiner Pad 100 Pages pad, 80 GM (A4 Size)	20
35	CRS Form Pad 100 Pages pad, 80 GM (A4 Size)	10
36	Swiss -Re (2 Pages Double Sided)Form pad 80 GM (A4 Size)	10
37	CHECK List From 100 Pages pad, 80 GM (A4 Size)	1200
38	Brief Sheet 80 GM imported 04 pages A4 Size both side printing as per specimen	120000
	AGY	
39	Application Form for Registration of SR Set 7 pages 68 GM A 4 size (Recruitment) as per specimen	5000
40	Authority Letter A4 Pad, 100 Page 68 GM (as per Specimen)	100
41	Nomination Form A4 Pad, 100 Page 68 GM (as per Specimen)	100
42	RujhanatiSwalNama A4 Pad, 100 Page 68 GM (as per Specimen)	100
43	Certificate of Bona Field Worker (Annexure C) A4 Pad, 100 Page 68 GM (as per Specimen)	50
44	Retirement Form legal size Pad, 100 Page 68 GM (as per Specimen)	50
45	Attachment Application A4 Pad, 100 Page 68 GM (as per Specimen)	100
46	Agency File Cover (as per Specimen)	1000
47	Application Form for Renewal of Registration as per specimen	100
	PHS	
48	Agency Alteration DPO4 Pad, 100 Pages, 68 GM (A4 Size)	10
49	Check List for AML/CFT Policy 2020 & Lapse Policy Performa Pad, 100 Page 68 GM (as per Specimen)(A4 Size)	170
50	Late Fee Performa pad 100 Pages, 68 GM (as per Specimen) (A4 Size)	170
51	Medical Attendance certificate Pad , 100 Page 68 GM (as per Specimen)(A4 Size)	15
52	Claimants Statement Pad , 100 Page 68 GM (as per Specimen)	15
53	Claim Payment Voucher Pad , 100 Page 68 GM (as per Specimen)	50
54	certificate of Identity Pad , 100 Page 68 GM (as per Specimen)	15
	...	40

58	Receipt Book as per Specimen Pad,100 Pages, 68 GM (A4 Size)	50
59	PHS-15 Pad,100 Pages, 68 GM (A4 Size)	500
60	Loan Application Form Pad,100 Pages, 68 (Legal Size)	200
61	PS Non Medical 80 GM Imported (as per Specimen)	20000
62	PS Medical 80 Gm Imported (as per Specimen)	5000
63	SV Application Form Pad 100 Pages, 68 GM Flying High Finish (A4 Size)	300
64	Sector Head Performa ,100 Pages, 68 GM Flying High Finish (A4 Size)	300

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.064-9260036.

MUHAMMAD AKHTAR BHATTI
Secretary Zonal Procurement Committee
Dera Ghazi Khan Zone