

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE

**TENDER DOCUMENTS FOR PRINTING &
STATIONARY ITEMS FOR THE YEAR-2024**

Prepared by :- HR & Admin



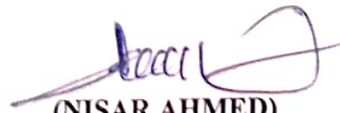
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE.

TENDER NOTICE NO.SLIC/P&GS/RZ/01/2024/SUPPLY OF PRINTING
MATERIAL / OFFICE STATIONERY FOR THE YEAR-2024

State Life Insurance Corporation of Pakistan, Rawalpindi Zone invites bids through E-Pads in accordance with PPRA Rules from experienced, NTN & GST Registered Contractors / Firms / General Order Suppliers , who are on Active Taxpayers List of the FBR for supply of our Printing material & Stationery Items for the Year-2024 as under:-

S.#	Description	Delivery Schedule	Closing Date of Time for Submission of Bids	Date & Time for Opening of Bids
1	Printing Materials & Stationery Items	As mentioned in Tender Documents	25-04-2024 at 11:00 a.m.	25-04-2024 at 11:30 a.m.

1. Bidding process shall be conducted under "Single Stage-Single Envelop: method laid down in PPRA Rules 2004. Bid documents, containing detailed terms & conditions, may be down loaded from PPRA and state Life Website.
2. The bids, prepared in accordance with the instructions in the bidding documents may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder's representative who wish to be present.
3. Any bid submitted other than e-Pads will not be considered.
4. Samples of Printing materials can be collected from given below address.
5. State life reserves the right to reject any or all bid's or proposals at any time prior to the acceptance of a bid, or proposal, under provision of PPRA rule No. 33 (1).
6. The vendor/contractor may visit the office & consult concerned officer Mr. Khalid Masood, Incharge (Stationary Section), 1st Floor, State Life, ~~State Life~~ Bldg. No. 1, Rawalpindi (contact No. 051-9271371, Ext 201 & 0333-5132696) during the office hours in case of any clarification if required.



(NISAR AHMED)
Incharge (HR & Admin)/Secretary ZPC
State Life Insurance Corporation of Pakistan
State Life Building No.1, The Mall,
Rawalpindi.
Ph.# 051-9271295



GENERAL TERMS & CONDITIONS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. Bidders are required to submit their bids through PPRA E-PADS System (<http://eprocare.gov.pk>) along with bid security @ 2 % of estimated cost of the total quoted price in the shape of Bank Draft/Pay Order/Demand Draft/CDR in favour of State Life Insurance Corporation of Pakistan (a scan copy of Pay Order/Demand Draft/CDR may be uploaded with the tender on e-PADS and original must be submitted to this office prior to closing date & time of the tender otherwise the bids/proposal shall not be entertained / accepted and shall be rejected.
3. The bid security of unsuccessful bidder^s will be returned without any interest, as promptly as possible, however the bid security of the 2nd lowest bidder will be returned on submission of performance security by the successful bidder(s) or when the bidding process is cancelled by the authority.
4. Rates to be quoted shall be inclusive of GST and all taxes/duties and shall be valid upto 31-12-2024.
5. Quoted rates will be evaluated on item to item basis for consideration of award of contract to the lowest evaluated bidders(s) i.e. 1st, 2nd & 3rd. Samples of the items where possible especially for papers, ball pens, punching machine stapler machine etc would require to be provided before finalization of the tender.
6. If the successful bidder withdraws bid, his bid security shall be forfeited and the contract may be awarded to the next lowest evaluated bidder.
7. The bidder should be registered with the FBR, NTN and Sales Tax Number shall be mentioned in the bid and scanned copies be attached with the tender.
8. Bidders are required to submit the photocopy of National Identity Card of their Proprietor on EPADS.
9. The bidder can participate in all items or an individual item.
10. A penalty for the amount of delayed supplied items by successful bidders will be imposed @ 2 % of supply order per week .
11. The authority reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
12. The procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per rule 33 of PPRA rules,2004.
13. The payment shall be made on submission of bill(s) for the items supplied and on satisfactory completion of the job and no advance payment is admissible.
14. It will be responsibility of supplier to supply the required items at 1st floor, State Life Building No.1, The Mall, Rawalpindi within delivery time


(NISAR AHMED)

Incharge (HR & Admin)/Secretary ZPC
State Life Insurance Corporation of Pakistan
State Life Building No.1, The Mall, Rawalpindi.
Ph.# 051-9271295



FORM OF BID

Note : TO BE SUBMITTED BY THE SUPPLIER ON THEIR LETTER HEAD PAD

The Incharge (HR & Admin)
State Life Insurance Corp. of Pakistan
State Life Building No.1, The Mall,
Rawalpindi.

Subject TENDER NOTICE NO.P&GS/RZ/01/2024 FOR PRINTING MATERIAL & STATIONARY ITEMS REQUIRED FOR STATE LIFE, RAWALPINDI ZONE.

Dear Sir,

Having gone through the Tender Documents and its terms & conditions, we hereby offer to rates for printing materials & stationary items.

A pay order/DD/CDR No. _____ Dated _____
from _____ Bank for Rs. _____ is enclosed being the earnest money/security deposit.

Thanking You,

Yours Sincerely,

For and Behalf of Supplier
(With Official Seal)

Encls: Pay Order/DD/CDR



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE.

M/S _____

Bid Invitation Letter

Subject :- **INVITATION FOR BIDS FOR PRINTING MATERIALS & STATIONARY ITEMS FOR STATE LIFE, RAWALPINDI ZONE.**

Dear Sir,

We require printing materials & stationary items for State Life Insurance Corp. of Pakistan, Rawalpindi Zone as per list attached. We would like to invite you to participate in Tender and submit your Bid through E-Pads. The Supplier/Vendor should fulfill all legal/professional requirements as mentioned in Tender documents.

Thanking You,

Yours truly,


(NISAR AHMED)

Incharge (HR & Admin)
State Life, Rawalpindi Zone
Ph: 051-9271295



VENDOR / FIRM PROFILE

Name of Vendor / Firm _____

Registered Address _____

Telephone No. _____

Cell No. _____

Fax No. _____

E-mail _____

Name of Official _____

(who will represent Vendor/
Firm on the day of Tender opening)

NTN No. _____

Sales Tax No. _____

Vendor / Firm Rep. Signature _____

CNIC No. _____

Seal of Firm _____



Verifiable Documentary Proof

- The bidders who meet the Eligibility/Qualification and Evaluation criteria will be eligible for further processing.

Sr.#	Eligibility/Evaluation Criteria	Requirement	Supporting Documents to be Attached as	Page No.
1.	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A	
2.	Financial Statement	Mandatory		
3.	Proof of Active Tax Payer List	Mandatory	Annex-D	
4.	Earnest Money/Bid Security 2% of total tender amount through bank draft/pay order (To be attached with Financial Proposal)	Mandatory	Annex-E Must be attached with Financial Proposal Only	
5	Proof of relevant experience (10 years)	Mandatory	Annex-G	



**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE**

BILL OF QUANTITIES/LIST OF STATIONARY ITEMS

S.#	Description of items	Quantity Required	Each Item RATE with GST
1	Ball Points (Piano Click) or Equivalent	5000 Nos.	
2	Box File Large Imported (GRASH NO.110FC) or Equivalent	80 Nos.	
3	Carbon Paper (Dolphin 100 sheets) or Equivalent	30 Packet	
4	Cell Pencil (Toshiba or Equivalent)	150 Nos.	
5	Calculator (CT-9300) or Equivalent	40 Nos.	
6	Computer Paper (8 x 9 1/2) Century 2000 sheets 62/63 gm. or Equivalent	100 Boxes	
7	Computer Paper (9 1/2 x 11) 2000 Century 2000 sheets 62/63 gm. or Equivalent	150 Boxes	
8	Computer Paper (15x11) Century 2000 sheets 62/63 gm. or Equivalent	100 Boxes	
9	Duster (Yellow 20x30) or Equivalent	200 Nos.	
10	Dumpers Fine Quality	200 Nos.	
11	Data Cartridge HP 72 GB	10 Nos.	
12	Dust Bin (Plastic) Fine Quality or Equivalent	12 Nos.	
13	Eraser (Dux) or Equivalent	24 Nos.	
14	Fluid Pen ORO Correction Pen or Equivalent	24 Nos.	
15	Gum Bottle (Nafees 142 gm.) or Equivalent	12 Nos.	
16	Gum Stick 22gm UHU Medium or Equivalent	60 Nos.	
17	Highlighter (Pelikon) or Equivalent	50 Nos.	
18	Fountain Ink (Dollar 60 ml.) or Equivalent	24 Nos.	
19	Jute Roll Plastic or Equivalent	40 Nos.	
20	Marker (Dollar 70/90) or Equivalent	150 Nos.	
21	Paper Imported Legal Size 70 gm. (AA) or Equivalent	150 Reams	
22	Paper Imported A/4 Size 70 gm. (AA) or Equivalent	200 Reams	
23	Paper Pin 50 gm. Three Flower or Equivalent	150 Packet	
24	Paper Local A/4 Size Moon's or Equivalent	150 Reams	
25	Paper Clip (36mm Round) Three Flower or Equivalent	150 Pakcets	
26	Pin Tray Plastic (Fine Quality)	12 Nos.	
27	Pen Holder Set	12 Nos.	
28	Soft Pencil Deer's or Equivalent	60 Nos.	



S.#	Description of Items	Quantity Required	Each Item RATE with GST
29	Paper Cutter (Knife) or Equivalent	15 Nos.	
30	Packing Tape 2" Abro or Equivalent	100 Nos.	
31	Computer Ribbon LQ-2190 Full Mark or Equivalent	20 Nos.	
32	Computer Ribbon LQ-2180 Full Mark or Equivalent	200 Nos.	
33	Computer Ribbon LQ-310 Full Mark or Equivalent	150 Nos.	
34	Computer Ribbon LQ-350 Full Mark or Equivalent	300 Nos.	
35	Computer Ribbon IBM 6400i or Equivalent	100 Nos.	
36	Rubber Band Small Packet (Q-Brand) or Equivalent	24 Packet	
37	Rubber Band Large Packet (Half Kg) Extra Large	100 Packet	
38	Register No.8 (Lucky Brand) or Equivalent	60 Nos.	
39	Register No.20 (Lucky Brand) or Equivalent	12 Nos.	
40	Signature Pen (Dollar Gel-1, 0.7) or Equivalent	100 Nos.	
41	Stapler Machine 24/6 (KW-5527) or Equivalent	75 Nos.	
42	Stapler Pin Small Packet 24/6 KW-trio or Equivalent	700 Packet	
43	Stamp Pad (Crystal Large) or Equivalent	100 Nos.	
44	Stamp Pad Ink (Dollar) or Equivalent	200 Nos.	
45	Sharpner Plastic Dux or Equivalent	12 Nos.	
46	Stapler Pin Remover Dux or Equivalent	30 Nos.	
47	Scotch Tape (1" Deer/Abro) or Equivalent	60 Nos.	
48	Tissue Paper Box (100 sheets) Rose Petal or Equivalent	250 Boxes	
49	Toner 12A hp laser jet China A Quality or Equivalent	48 Nos.	
50	Toner 35A hp laser jet China A Quality or Equivalent	12 Nos.	
51	Toner 80A hp laser jet China A Quality or Equivalent	20 Nos.	
52	Toner 85A hp laser jet China A Quality or Equivalent	50 Nos.	
53	Toner 26A hp laser jet China A Quality or Equivalent	10 Nos.	
54	Toner 53A hp laser jet China A Quality or Equivalent	06 Nos.	
55	Toner 48A hp laser jet China A Quality or Equivalent	05 Nos.	
56	Toner 55A hp laser jet China A Quality or Equivalent	10 Nos.	
57	Toner 79A hp laser jet China A Quality or Equivalent	06 Nos.	
58	Washing Powder (Vim 450 gm.) or Equivalent	72 Packet	
59	Water Glass (Toyo Nasic/Omric) or Equivalent	250 Nos.	



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
RAWALPINDI ZONE

Subject :- **BOQ/LIST OF PRINTING ITEMS TO BE PRUCHASED IN**
THE YEAR-2024

S.#	Specification of items	Quantity Required	Each item rate with GST
1	Commission Payment Voucher (1x100) 68 gm. High Finish Paper	50 Pads	
2	Commission Voucher ACC-4 (1x100) 68 gm. High Finish Paper	30 Pads	
3	Cheque Payment Book Register, 68 gm. High Finish Paper, 300 Pages with numbering & hard binding	20 Registers	
4	Variable Register 68 gm.High Finish Paper, 150 pages with numbering & hard binding	05 Registers	
5	LN-17 (Loan Bond) (1x100) 80 gm. Imported Paper	25 Pads	
6	Cash Registers (Fresh) 68 gm. High Finish Paper, 150 Pages with numbering & hard bindig.	07 Registers	
7	Cash Registers (Renewal) 68 gm. High Finish Paper, 150 Pages with numbering & hard bindig.	09 Registers	
8	Daily Cash Collection Register 80 gm Improted Paper, 150 pages with hard binding	02 Registers	
9	Deposit Slip (KYC) 68 gm. High Finish Paper, 100 Pages	25 Pads	
10	Cancelation Form (in Urdu) 68 gm, High Finish paper,100 pages	13 Pads	
11	DCS ACNT Register 68 gm, High Finish Paper, 200 pages with numbering & hard binding	05 Registers	
12	R-53 (1x100) 68 gm. High Finish Paper	25 Pads	
13	ACL (1x100) 68 gm. High Finish Paper	15 Pads	
14	PHS-22 (1x100) 68 gm. High Finish Paper	15 Pads	
15	DPO-4 (1x100) 80 gm. Imported Paper (A-4) 500 Sheets per Rim	30 Rims	
16	Guardian Form (1x100) 68 gm. High Finish Paper	20 Pads	
17	Nomination Change Proforma (1x100) 68 gm. High Finish Paper	20 Pads	
18	PHS-ALT-42 (1x100) 68 gm. High Finish Paper	10 Pads	
19	PHS-ALT-44 (1x100) 68 gm. High Finish Paper	10 Pads	
20	PHS-ALT-45 (1x100) 68 gm. High Finish Paper	10 Pads	
21	Auto Surrender Consent (1x100) 68 gm. High Finish Paper	20 Pads	
22	PHS-40 (1x100) 68 gm. High Finish Paper	10 Pads	
23	PHS-26 (1x3x100) 50 gm. Colour Bond Paper	15 Pads	
24	Policy File Replacing Card Size (7.25" x 12") 1.5 Pound Gutta, both side pasted by 250 gm. Box Board.	3000 Nos.	
25	DGH (1x100) 80 gm. Imported Paper	500 Pads	
26	Revival Form (Non-Medical) set of 2 leafs 80 gm. Imported Paper with 100 forms packing	30000 Nos.	
27	Revival Form (Medical) set of 2 leafs 80 gm. Imported Paper with 100 forms packing	5000 Nos.	
28	ANN-3	15 Pads	



S.#	Specification of items	Quantity Required	Each item rate with GST
29	Risk Profiling Sheet (100 pages each pads)	20 Pads	
30	PHS-1 (1x100) 68 gm. High Finish Paper	125 Pads	
31	LN-2 (Loan Acknowledgement) (1x100) 68 gm. High Finish Paper	20 Pads	
32	LN-3 (Loan Acknowledgement) (1x100) 68 gm. High Finish Paper	50 Pads	
33	LN-11 (1x100) 68 gm. High Finish Paper	30 Pads	
34	LN-16 (1x100) 80 gm. Local Paper	50 Pads	
35	LN-19 (1x100) 80 gm. Imported Paper	40 Pads	
36	MC-3 (1x100) 80 gm. Imported Paper	150 Pads	
37	MC-4 (Acknowledgement) (1x100) 68 gm. High Finish Paper	150 Pads	
38	Claim-18/B (1x100) 68 gm. High Finish Paper	250 Pads	
39	Annuity File Cover 300 gm. Albaster Card with Imported Plastic Clip (Yellow Color)	1500 Nos.	
40	Claim-35 (1x100) 68 gm. High Finish Paper	50 Pads	
41	MC-1 (1x100) 68 gm. High Finish Paper	50 Pads	
42	ACC-5 (Journal Voucher) (1x100) 68 gm. High Finish Paper	60 Pads	
43	DC-7 (1x100) 68 gm. High Finish Paper	30 Pads	
44	CLAIM-A (U)(1) (1x100) 80 gm. Imported Paper both side	60 Pads	
45	CLAIM-C (U) (1x100) 80 gm. Imported Paper	60 Pads	
46	CLAIM-B (E) (1) (1x100) 80 gm. Imported Paper both side	60 Pads	
47	ACC-2 (1x100) 68 gm. High Finish Paper	175 Pads	
48	DC-6 (1x100) 80 gm. Imported Paper Pink Colour	10 Pads	
49	DC-8 (1x100) 80 gm. Imported Paper Pink Colour	30 Pads	
50	DC-9 (1x100) 80 gm. Imported Paper Pink Colour	30 Pads	
51	DC-10 (1x100) 80 gm. Imported Paper Pink Colour	30 Pads	
52	CLAIM-19 (A) (1x100) 68 gm. Imported Paper	150 Pads	
53	CLAIM-17 (1x100) 80 gm. Imported Paper	30 Pads	
54	CLAIM-5 (1x100) 68 gm. High Finish Paper	15 Pads	
55	CLAIM-4 (1x100) 80 gm. Imported Paper	30 Pads	
56	Surrender Application Form (Claim-35+PHS-1) (1x100) 68 gm. High Finish Paper	200 Pads	
57	LN-12 (1x100) 68 gm. High Finish Paper	300 Pads	
58	Manual Surrender Payment Voucher (ACC-1) 1X100	25 Pads	
59	Requirement Letter (LN-13) 1X100 68 gm High Finish Paper	200 Pads	
60	Manual Discharge Voucher (R-99) 1X100 68 gm High Finish paper	50 Pads	
61	ROR (Application Form for Renewal of Registration) (1x100) 68 gm. High Finish Paper	50 Pads	
62	Agency File Cover 300 gm. Albaster Card with Imported Clip	8000 Nos.	
63	Field Medical Form-B (1x100) 55 gm. Colour Bond Paper	5 Pads	
64	Cheque Dispatch Forms (R-13)	80 Pads	
65	AGY-01/AGY-02 (BOTH SIDE) 1X100	150 Pads	
66	AGY-03 1X100	150 Pads	



S.#	Specification of items	Quantity Required	Each item rate with GST
67	AGY-04 1X100	250 Pads	
68	AGY-06 1X100	150 Pads	
69	AGY-07 1X100	150 Pads	
70	AGY-08 1X100	150 Pads	
71	AGY-09 1X100	150 Pads	
72	Key for Questionare 1x100	150 Pads	
73	Key for Appitude Test 1x100	150 Pads	
74	Field Force Retd Form 1x100	05 Pads	
75	Medical Reference Slip for Field Officers Form-B) 1x100	100 Pads	
76	Fresh Proposals Entry Register, 68 gm. High Finish Paper, 100 Pages with hard binding	20 Registers	
77	NB-13 Medical Fee Account, (1x100) 68 gm. High Finish Paper	15 Pads	
78	Paid Register (1x100) 68 gm. High Finish Paper with hard binding	06 Pads	
79	Medical Examiner's Ledger 68 gm. High Finish Paper 500 Pages with numbering & hard binding	02 Registers	
80	Policy Folder with Imported Plastic Clip & Tape Strip 300 gm. (Century) Box Board Pasted	50000 Nos.	
81	Requirement Letter (R-38)	05 Pads	
82	Non-Medical Inspection Report(NB-6)	05 Pads	
83	Letter of Acceptance (NB-20)	05 Pads	
84	KYC Questionnaire (A) 100 PAGES each pad	02 Pads	
85	KYC Questionnaire (B) 100 PAGES each pad	02 Pads	
86	N.D. Forms (1x100) 68 gm. High Finish Paper	05 Pads	
87	Swiss Re.Q Form (1x100) 68 gm. High Finish Paper	02 Pads	
88	Balance Slip (1x100) 68 gm. High Finish Paper	15 Pads	
89	Medical Reimbursement Form (1x100) 68 gm. High Finish Paper	80 Pads	
90	Medical Form-C (1x2x100) Carbonized Paper	50 Pads	
91	Medical Expenses Card (Staff) 300 gm. Art Card	200 Nos.	
92	Medical Expenses Card (Officers) 300 gm. Art Card	100 Nos.	
93	Medical Expenses Card (Rtd. Officers) 300 gm. Art Card	100 Nos.	
94	Medical Expenses Card (Area Managers) 300 gm. Art Card	100 Nos.	
95	Medical Expenses Card (Rtd. Staff) 300 gm. Art Card (Pink Colour)	100 Nos.	
96	Letter Head Pad (Large) (1x100) 80 gm. Imported Paper	100 Pads	
97	Letter Head Pad Executive Size (Small) (1x100) 80 gm. Imported Paper	50 Pads	
98	Stationery Requisition Book (1x2x100) 55 gm. Colour Bond Paper 2 Colours	10 Books	
99	Envelops White (9x4) 80 gm. Imported Paper	5000 Nos.	
100	Envelops Brown (11x5) 75 gm. Craft Paper Fine Quality	5000 Nos.	
101	Envelops Brown (10x12) 75 gm. Craft Paper Fine Quality	3000 Nos.	
102	Envelops Brown (12x15) 75 gm. Craft Paper Fine Quality	2000 Nos.	
103	Envelops Brown (14x18) inside Cloth 75 gm. Craft Paper Fine	1000 Nos.	
104	File Cover 300 gm. Albester Card with Imported Clip	2000 Nos.	
105	Proposal Form (Non-Medical) Set of 4 Leafs 90 gm. Imported	50000 Nos.	



S.#	Specification of Items	Quantity Required	Each item rate with GST
106	Proposal Form (Medical) Set of 5 Leafs 90 gm. Imported Paper A/4	20000 Nos.	
107	Leave Application Form-Officers (1x100) 68 gm. High Finish	50 Pads	
108	Leave Application Form-Staff (1x100) 68 gm. High Finish Paper	50 Pads	
109	Ammendment Pad (1x100) 68 gm. High Finish Paper	200 Pads	
110	Envelops Premium Notices (8-1/4 x 5-1/4) with window &	400000 Nos.	
111	Envelops White for Cheques & letter (9x6) with window and cellophine	150,000 Nos.	
112	File Cover 300 gm. Albester Card with Imported long Clip for	500 Nos.	
113	Attendance Sheets	500 Nos.	
114	IA&C-I Observation Memo, (1x100) 80 gm. Imported Paper	20 Pads	
115	Outgoing Policy file Register 68 gm.High Finish Paper 250 pages	15 Reg	
116	Chronological Entries Register 68 gm.High Finish Paper 250 pages	08 Reg	
117	Outgoing General Payment Voucher 68 gm.High Finish Paper 250	04 Reg	
118	W-9/ CRS Form 68 gm.High Finish Paper	30 Pads	
119	SSM/AM/S. Head Confidential Report Form 68 gm.High Finish Paper	80 Pads	
120	Zonal Head Confidential Report Form 68 gm.High Finish Paper	04 Pads	
121	Illiterate Person Report form by SM/AM 68 gm.High Finish Paper	10 Pads	
122	Undertaking for expired NIC by AM 68 gm.High Finish Paper	20 Pads	
123	Know your Customer Form 68 gm.High Finish Paper	60 Pads	
124	Cash Deposit Form 68 gm.High Finish Paper	200 Pads	
125	Currency Declaration Form (UK) 68 gm.High Finish Paper	15 Pads	
126	Currency Declaration Form (Normal) 68 gm.High Finish Paper	30 Pads	
127	PAEC Q form 68 gm.High Finish Paper	05 Pads	



UNDERTAKING

I, the undersigned undertake that all given information^s are correct. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also undertake that our firm/Company is not black listed by any Govt. Department.

**Signature of the Authorized Signatory
On behalf of the vendor
Designation:
(Office seal of the Bidder)**

Date: _____

Place: _____

THE END

