

**STATE LIFE**Insurance Corporation of Pakistan
Rahim Yar Khan Zone**TENDER NOTICE NO.HR & ADMIN/SLIC/RYK/002/2025****February 24, 2025**

State Life Insurance Corporation of Pakistan (SLIC) RYK Zone Sealed bids are invited under Single Stage / Single Envelop in accordance with PPRA Rules from "Supplier/Firms" registered with GST/Income Tax Department, having their own Offices and Phone/Fax number, preferably based at Rahim Yar Khan for the "Supply of Printing Items" for Office use 2025 for State Life Rahim Yar Khan Zone through PPRA E-Pad only as per tender documents. The Single Stage Single Envelope procedure for the following items on below mentioned terms and conditions.

S.No	PRINTING ITEMS	REQ.QTY YEARLY/Size Measurement Inches			Specifications
1	Indemnity Bond	30	Pads	As per Specimen	70 Gram Imported Paper or equivalent
2	Special Revival Plan	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
3	Indemnity Bond From No.1	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
4	Envelope Khakhi 19 x 14 State life Monogram	300	Nos	19 X 14 As per Sample	80 Gram Imported Paper or equivalent
5	Zonal Head Independent Report	50	Pads	As per Specimen	70 Gram imported Paper Or equivalent
6	Card for Policy	1000	Pages	As per Specimen	300+300 Gram Imported Paper or equivalent
7	DGH Deceleration Form	100	Pads	As per Specimen	70 Gram imported Paper Or equivalent
8	FIB Form	20	Pads	As per Specimen	70 Gram imported Paper Or equivalent
9	Claim Form A	10	Pads	As per Specimen	70 Gram imported Paper Or equivalent

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10	Policy Loan Process Sheet	200	Pads	Legal Size	70 Gram Imported Paper or equivalent
11	S.R Attachment Report	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
12	Policy Loan Schedule (Loan Form)	300	Pads	9 x 11½	70 Gram Imported Paper or equivalent
13	J.V Voucher	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
14	File cover Office As per sample	300	Nos	22 x 13	300 Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
15	Wavier of Late Fee	50	Pads	A4	70 Gram Imported Paper or equivalent
16	Cheque Dispatch Letter	500	Pads	9 x 13	70 Gram Imported Paper or equivalent
17	Non Medical PS Form	10000	Nos	A4 Size Two Pages	75 Gram Imported Paper or equivalent
18	Medical PS Form	5000	Nos	A4 Size Two Pages	75 Gram Imported Paper or Equivalent
19	Supp. Proposal	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
20	Premium deposit Slip	200	Pads	As per Specimen	70 Gram Imported Paper or equivalent
21	Policy File Cover (Any Color) As per Sample	28000	Nos	14 x 11	350 gm card (by Polo Century) with steel clip + 4.75" Sqash Tape or Same with Bleach Card and Double side printing on 1 page. or equivalent.
22	Nomination Form (2 Color Print)	30	Pads	8¼ x 11	75 Gram Offset or equivalent
23	Zaatikowaif (Double Side Print)	10	Pads	8¼ x 13	70 Gram Imported Paper or equivalent

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24	File cover Agency As per sample	3000	Nos	22 x 13	300 Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
25	Proposal Form Non-Medical (5 Leaves 10 Pages)	70000	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
26	Proposal Form Medical (6 Leave 12 Pages)	25000	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
27	Amendment from	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
28	Agency Letter	15	Pads	As per Specimen	70 Gram Imported Paper or equivalent
29	Endorsement	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
30	Envelop (File Size)	1000	Nos	File Size	70 Gram Imported Paper or equivalent
31	Sanad Ki Shanakhat	10	Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
32	Declaration Form CZ 50	15	Pads	As per Specimen	70 Gram Imported Paper or equivalent
33	NOC Form	30	Pads	As per Specimen	70 Gram Imported Paper or equivalent
34	Application for Renewal of Registration (SR,SM) (Photo New Agency)	50	Pads	8¼ x 13	70 Gram Imported Paper or equivalent 2 Leave 04 Pages double side print) 01 Pad Contain 200 Leaves
35	Agency Form for New Registration. SR,SM 2 Pages Complete Set	100	Pads	Legal	70 Gram Imported Paper or equivalent Double side print
36	Maturity Claim under Policy	15	Pads	As per Specimen	70 Gram Imported Paper or equivalent

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37	Medical Attendance	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
38	Death Claim Processing Sheet	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
39	Re-nomination Form	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
40	Rujhanati Sawalnama	10	Pads	A4	70 Gram Imported Paper or equivalent
41	Additional Requirement	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
42	Claim Payment Voucher	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
43	Dawedar ka bian (Form Alaf and Bay)	20	Pads	8¼ x 11	70 Gram Imported Paper or equivalent
44	Envelope Window (polithine) Khakhi	1000	Nos	As per Specimen	80 Gram Paper or equivalent
45	Envelope Khakhi state life Monogram	2000	Nos	5 x 9	80 Gram Golden Craft Paper or equivalent
46	Envelope Khakhi state life Monogram	2000	Nos	9 x 11½	80 Gram Golden Craft Paper or equivalent
47	TADA Form As per Sample	10	Pads	13 x 11.5	70 Gram Imported Paper or equivalent
48	Annual Statement of Declaration Two Pages	10	Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
49	D/C. J.V	10	Pads	9x 11	70 Gram Imported Paper or equivalent
50	Short Premium Debit	10	Pads	A4	70 Gram Imported Paper or equivalent
51	Good News Form	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent



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52	DPO4 Form	20	Pads	A4	70 Gram Imported Paper or equivalent
53	Transfer of record Policy	30	Pads	A4	70 Gram Imported Paper or equivalent
54	Identification Certificate	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
55	Takafal Agent Form AM, SSM, SM & SR	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
56	Check List Form AML/CFT	40	Pads	As per Specimen	70 Gram Imported Paper or equivalent
57	Affidavit	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
58	Discharge Voucher	100	Pads	As per Specimen	70 Gram Imported Paper or equivalent
59	Three Pages SM A.M Sector Head Confidential Pad	250	Pads	As per Specimen	70 Gram Imported Paper or equivalent
60	High Risk Performa	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
61	Refund Performa Urdu	5	Pads	As per Specimen	70 Gram Imported Paper or equivalent
62	Refund Performa English	5	Pads	As per Specimen	70 Gram Imported Paper or equivalent
63	Cheque Advice	4	Pads	As per Specimen	70 Gram Imported Paper or equivalent
64	Juvenile Medical Form (With Serial)	1000	Pages	As per Specimen	70 Gram Imported Paper or equivalent

TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.2000/- Cash/Pay Order as Tender Fee (Non Refundable).



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- ii. Security amount must be deposited equal to 02% of the approximate value (noted above) of the tender in form of “Pay Order/Demand Draft” or “Call Deposit receipts” in favour of “State Life Insurance Corporation of Pakistan” 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. All interested parties, must submit their bid security in original through Courier/Dak prior to the opening , failing which, the tender will not be considered at all.
- iii. The rate validity of tender will be upto **December 31, 2024** from the date of opening of tender.
- iv. **Tender closing date 19-03-2025 at 11:00 A.M. Tender opening date 19-03-2025 at 11:30 A.M.** in the office of Incharge HR&A Secretary ZPC Rahim Yar Khan Zone in the presence of the bidders who wish to be present. This advertisement is available on PPRA EPADS and State Life website.
- v. The date fixed for opening of bids, if subsequently declared as holiday by the GOVT, Bids will be opened on next working date on same time.
- vi. Proof of active Tax Payer.
- vii. Penalty @1% of bid against delay in supply will be charged on weekly basis.
- viii. All Govt Tax(S) will be applicable.
- ix. Only one Price for each item is admissible. Multiple/vague/no rates for any item will amount to cancellation of the bid. Please provide Bides per item.
- x. 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 sub stander the work will be cancelled and bid security will be forfeited.
- xi. The Firm/Suppliers/Printing items will be bound to supply the required items as whole consignment within 20 days after the issuance of Purchase Order; otherwise the Corporation has a right to cancel the Purchase Order.
- xii. State Life Insurance Corporation has the right to increase/decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- xiii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
- xiv. 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. The Income Tax will be deducted as per Rules.
- xv. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xvi. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xvii. The Delivery Schedule during the whole year is as under:-



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1. 1/3rd of the whole consignment in 1st Quarter.
2. 1/3rd of the whole consignment in 2nd Quarter
3. 1/3rd of the whole consignment in 3rd Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 068-9230036.

Makhdoom Shahrukh Jamil

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
State Life Building Abu Dhabi Road
Rahim Yar Khan

This Tender is available at the following web sites

(.www.ppra.org.pk) (PPRA EPADS)

(.www.statelife.compk)