



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Peshawar Zone (IL)
State Life Building
34-The Mall P.O Box – 56
Peshawar Cantt Peshawar Cantt

Tel: UAN 091-111-555-888
PABX: 091-9211576-79
: 091-9211588

INVITATION TO E- BID
Tender Notice No. Printing / HRA & P / PSH / 001 / 2026

State Life Insurance Corporation of Pakistan invites bids through e-PADS of PPRA from the Service Providers/ Bidders/ Firms, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue (FBR) for “**PRINTING ITEMS**” FOR THE YEAR **2026** PERTAINING TO SLIC PESHAWAR ZONE (IL).

2. *Single stage Single envelope Procedure will be adopted for open competitive bidding.*
3. Bidding documents, containing detailed terms and conditions, etc. are available at State life Peshawar Zone, HRA&P 3rd floor, State Life Building Peshawar Cantt. And SLIC website www.statelife.com.pk free of cost.
4. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before 26-01-2026 11.00 am** will be opened on the same day **at 11.30 am**. This Tender is also available on PPRA website www.ppra.org.pk, State Life website www.statelife.com.pk, and e-PADS portal www.eprocure.gov.pk.
5. Any bid submitted other than e-PADS would not be considered.

In-Charge (HRA & Procurement), State
Life Insurance Corporation of Pakistan,
Peshawar Zone, (IL) 3rd floor, State Life
Building, Peshawar Cantt. Peshawar
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TENDER DOCUMENT

STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

ZONAL OFFICE PESHAWAR

FOR PRINTING ITEMS

State Life Insurance Corporation of Pakistan invites e-PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers /bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for "SUPPLY OF PRINTING ITEMS" FOR THE YEAR 2026 STATE LIFE PESHAWAR ZONE (IL). UPTO 26.01.2026 (11:00 AM)

HUMANRESOURCESADMIN&PROCUREMENTDEPARTMENT

State Life Insurance Corporation of Pakistan
Peshawar Zone
3rd Floor State Life Building, 34 The Mall Peshawar Cantt 091-9211588
/ drmujahidafri@gmail.com



TERMS AND CONDITIONS

1. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions, preferably based at Peshawar.
2. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
3. If the Bid is found against the terms and conditions of Tender, same will be rejected.
4. Sales Tax Registration Certificate (FBR) must be attached with tender.
5. Single Stage – one envelop procedure will be adopted for open competitive bidding. The bid found to be lowest evaluated bid (lowest evaluated cost) shall be accepted.
6. No tender will be acceptable without at least 2% earnest money /bid security.
7. The rates should be valid for 1 (one) year. No increase of rates will be acceptable after the submission of tender.
8. The mentioned tender is Valid for a period of 1Year and all the orders will be placed accordingly to our budget and need.
9. The number of quantity of items may DECREASE or INCREASE keeping in view the available budget.
10. Printing items will be required off & on during the year 2026 upon availability of Budget.
11. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk) only.
12. Bids will be opened in the office of In-charge (HRA&P / Secretary ZPC) State Life Insurance Corporation of Pakistan, Peshawar Zone. 3rd Floor, State Life Building, 34 The Mall, Peshawar Cantt, in the presence of the Vendors or their representatives who wish to be present.
13. Please note that all vendors are required to submit their bid security of at least 2% of the total amount quoted, in favour of State Life Insurance Corporation of Pakistan in shape of Demand Draft/ Pay order/ CDR before the closing date and time of the tender. Personal cheques under no circumstances will be accepted. The bid security will be released to the concerned after completion of the tender and to the unsuccessful bidder upon submission of request soon after opening of the tender.
14. The printing items specimens can be checked at our HRA & P Department, 3rd Floor SLIC Building 34 the Mall Peshawar Cantt, Peshawar.



15. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representatives may be required to sign on attendance sheet.
16. The tender will be awarded as a whole and not in parts.
17. 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 stipulations made herein or backs out after quoting the rates, the aforesaid 'Bid Security' may be forfeited in the favor of State Life Insurance Corporation of Pakistan.
18. In complete bids/conditional bids will be rejected.
19. All Government Tax(s) will be applicable.
20. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. Please provide bids per item.
21. Any firm or its representative may visit the Office at the time of opening of Bids.
22. Any bid submitted other than E-PADS would not be considered for competitive bidding.
23. In case of further query, the following may be contacted during working hours, on the details given above.
 - Mr. Muhammad Yahya Khan, Manager HRA & P
 - Mr. Imran Majeed, Assistant Manager HRA & P



SPECIFICATIONS OF PRINTING ITEMS FOR THE YEAR 2026

S.#	Description of Items	Qty	Unit	Delivery Schedule 2025
1	Medical Proposal Forms (5 Leaves 10 pages) 80 Gm <i>Imported Paper (best quality)</i> , Size 11*8.5 "	5000	Set	Within 05 days after placement of supply order
2	Non-Medical Proposal Forms (4 Leaves 8 pages) 80 Gm Imported Paper (best quality), Size 11*8.5	15000	Set	= do =
3	Medical Juvenile form 3 pages 80 GM A4 Size	500	Set	= do =
4	Non-Medical Juvenile 80 GM A4 Size Double side printing	500	Pc	= do =
5	Health Register card 13.5 * 10.5 80 gm (MKTG)	500	Pc	= do =
6	Medical Expense Reimbursement form 68gm. Legal Size (MKTG)	10	Pads	= do =
7	Payment Voucher 12*11 68 gm.	10	Pads	= do =
8	Fresh Recruitment Form (3 pages) Legal Size 68 Gm	20	Pads	= do =
9	Sawalnama Form A4 68 gm (MKTG)	20	Pads	= do =
10	Nomination form A4 size 68gm.(MKTG)	20	Pads	= do =
11	Certificate Form SM & AM A4 Size 68 gm	20	Pads	= do =
12	Renewal of Registration (Double Side Printing) Legal size 68 Gm	20	Pads	= do =
13	Declaration & Statement form Legal Size (68 Gm)	20	Pads	= do =
14	Rule 11 form (Agcy) Legal Size 68 Gm	20	Pads	= do =
15	Requirement Letter for SR Appointment 68 Gm A4 Size	20	Pads	= do =



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16	Renewal of Registration Letter/Notices A4 size (68 gm)	20	Pads	= do =
17	Attachment / Detachment Letter SO/SR/SM A4 Size 68 gm	10	Pads	= do =
18	File Cover (Bleech Card) Steel Clip with agent data printing	2000	Pc	= do =
19	Coding Register (10 x 14) 80 gm 400 Leaves	3	Pc	= do =
20	Audit Progress report Legal size 70 gm	20	Pads	= do =
21	Audit Observation Sheet 10*7 68 gm	20	Pads	= do =
22	Sector Head/AM/SM Confidential Report(68 GM) Legal Size	10	Pads	= do =
23	Proposal Position Register 13*8 size 80gm. 400 pages	5	Pc	= do =
24	ND Declaration for Revival of policies 68gms Legal size	5	Pads	= do =
25	File Cover (Bleech Card) with State Life Monogram & with steel clip	5000	Pc	= do =
26	N D Endorsement 68gm. Legal size	5	Pads	= do =
27	Insurance Mohtasib Proforma A4 Size 68gm (200 Pages)	50	Pads	= do =
28	Policy Issuing Register 13*8 size 80gm. 400 pages	5	Pc	= do =
29	Policy Envelop (Size 13 x 10)	8000	Pc	= do =
30	Medical Fee Proforma Legal Size 68 gm (Double Side Printing (MKTG)	10	Pads	= do =
31	Requirement Letter (500 Pages per pad) A4 Size 68 Gm	10	Pads	= do =
32	Policy File Covere with plastic tape from Top with Steel Clip12*8.75" from one side	8000	Pc	= do =
33	Maturity Claim form A4 Size 68 Gm	10	Pads	= do =
34	Maturity Cheque Covering Letter A4 Size 68 gm	10	Pads	= do =
35	Maturity Requirement Letter A4 Size 80 gm.	10	Pads	= do =
36	Death Claim Covering Letter A4 Size 80gm.	10	Pads	= do =



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37	Claim Form A (Dawidar Ka Bayan) 80 Gm A4 Size Containing 2 Pages	10	Pads	= do =
38	Claim Examiner Report Legal Size 80GM	10	Pads	= do =
39	Medical Attendant Certificate Containing 2 pages 80 Gm A4 Size	10	Pads	= do =
40	Claim Form – C (Sanade Shanakht) 80 Gm A4 Size	10	Pads	= do =
41	CLAIM Form “AJAR KE SANAD” 80 Gm A4 Size	10	Pads	= do =
42	Covering Letter of D.V. (Urdu) A4 Size 80gm (Claim)	10	Pads	= do =
43	Cheque Covering letter to Zonal Head A4 68 GM (Claim)	10	Pads	= do =
44	Urdu Letter (JAWAB ARZ) A4 Size 80 gm.	10	Pads	= do =
45	AIB Covering Letter Legal Size 68 GM	10	Pads	= do =
46	Claimants Statement (Legal Size) 68 gm. Containing 2 Pages	10	Pads	= do =
47	Medical Certificate A4 Size 68gm. (Contaning 2 Pages PHS	10	Pads	= do =
48	Cancellation Revalidation stubs 7*9 Size 68 gms	200	Pads	= do =
49	Declaration of Good health (DGH) A4 Size 68gms	100	Pads	= do =
50	Application for Revival PSF (Non Medical) Double side printing 4 pages A4 Size 80 gms	5000	Pc	= do =
51	Application for Revival PSF (Medical) Double side printing 4 pages 80gms A4 size	1000	Pc	= do =
52	Requirement Letter 3pages (3color) legal size 55gm. Flying paper	100	Pads	= do =
53	Cheque Dish. Intimation letter legal size 68 gm.	30	Pads	= do =
54	Three Specimen Signature letter 68gms A4 size (Claim)	20	Pads	= do =
55	Acknowledgement Receipt 68gms 7*6 size (Policy Documents)	30	Pads	= do =
56	Surrender paid Register 13*8 size 200 pages 80 gm.	1	Pc	= do =
57	Surrender Sector Head Proforma legal size 68GM	20	Pads	= do =



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58	Policy Request Letter A4 size 68 gm.	30	Pads	= do =
59	Loan application form 68gms legal size	10	Pads	= do =
60	Loan Assignment letter 8*5+6*5 size 68 gm	10	Pads	= do =
61	Loan Schedule 68gm. Legal Size	10	Pads	= do =
62	Continuation of Previous Assignment Legal Size 68 gm.	10	Pads	= do =
63	Option Change Letter 68gm A4 Size	10	Pads	= do =
64	Loan Intimation & Requirement Letter Legal Size 68 gm.	10	Pads	= do =
65	Special Revival Plan (legal size 68 gm.)	5	Pads	= do =
66	Spical Revival Requirement Letter (A4 size 80 gm.	5	Pads	= do =
67	Special Revival endorsement 68gms A4 size	5	Pads	= do =
68	Special Revival Reinstatement of policy (A4 size 68gm.	5	Pads	= do =
69	Policy Transfer Letter A4 size 68 gm.	5	Pads	= do =
70	N.O.C. for transfer of policy (A4 size) 80gm.	5	Pads	= do =
71	Change of Nomination letter 68gm A4 size PHS	5	Pads	= do =
72	Change in policy letter 68gm. A4 size PHS	10	Pads	= do =
73	Premium deposit slip A4 size 68 gm. PHS	100	Pads	= do =
74	Indeminty Bond legal size 68GM	5	Pads	= do =
75	Affidaivit legal size 68GM	5	Pads	= do =
76	Cheque Intimation Letter to NB A4 size 68gm	20	Pads	= do =
77	Loan & Advances Register 80 Gm Size 13*9.5 " (Double Side Printing) 250 Leaves (PAYROLL)	2	Pc	= do =
78	Petty Cash adjustment Register 2 pages color graphing 11*11(80 gm)	3	Pc	= do =



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79	Schedule Book 4 color 400 pages 7 x 9 55 Gm	50	Book	= do =
80	Cheque Register for Commission Section	5	Pc	= do =
81	Cheque Issued Advice Legal Size 68 gm	30	Pads	= do =
82	Cheque Realization Pad F&A legal size 68GM	20	Pads	= do =
83	B.M. Book (7.5 x 4) 55 GM Triplicate included carbon	50	Pads	= do =
84	Dr. consultation slip 12*6 68 gm.	50	Pads	= do =
85	Reference slip 12*6 - 68gm (double side printing)	100	Pads	= do =
86	Medical Expense Reimbursement form 68gm. Legal Size	30	Pads	= do =
87	Iqrar Nama form 80gm legal size double side printing (Medical Cell) 100 pages	500	Pc	= do =
88	Health card 13*10 size 80gm (double side printing) (Ledger P&GS)	400	Pc	= do =
89	Photo requisition slip 6*5 (68gm)	30	Pads	= do =
90	Stationery demand form 8*10 size (68gm)	30	Pads	= do =
91	Leave application form A4 size (68gm)	50	Pads	= do =
92	Late Sitting form A4 size (68gm)	10	Pads	= do =
93	Tour approval form A4 size (68gm)	10	Pads	= do =
94	Application for two months salary advance legal size 68gm	5	Pads	= do =
95	J.V. PAD 12*11size 68gm	100	Pads	= do =
96	G.D.V. PAD legal size 68gm (double side printing)	50	Pads	= do =
97	Overtime form 13*8 size 68gm	10	Pads	= do =
98	Travelling proforma 13*8 size 68gm	5	Pads	= do =
99	Courier service ledger 15*9.5 size 80gm (double side printing)250 leaves 500 pages	1	Pc	= do =



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100	Letter Register 15*10 size 80gm (double side printing 250 leaves 500 pages (or Chq Deposit Reg)	1	Pc	= do =
101	Envelop 7*4.5 size White Window 80 gm	5000	Pc	= do =
102	Envelope 8.5*5.5 size White window 80gm	5000	Pc	= do =
103	Envelope 9*4 size Brown	2000	Pc	= do =
104	Envelope 11*5 size Brown	2000	Pc	= do =
105	Envelope 12.5*10.5 size Brown	5000	Pc	= do =
106	Envelope 18*15 Brown	2000	Pc	= do =
107	Envelope 18*15 Brown (with cloth)	1000	Pc	= do =
108	General Pad A4 size 80gm	10	Pads	= do =
109	Circular 4 color Art paper 115 gm Legal Size	100	Pc	= do =
110	Circular 3 color Art paper 115gm legal size	100	Pc	= do =
111	Circular 2 color Art paper 115gm legal size	100	Pc	= do =
112	Circular 1 color Art paper 115gm legal size	100	Pc	= do =
113	KYC (form) Double side printing A4 Size 80 gm 100 pages	30	Pad	= do =
114	Check List for AML/CFT/Policy - 2020 (100 Pages)	50	Pad	= do =
115	Risk Profilling Sheets A4 size 80gm Double side (100 pages)	50	Pad	= do =
116	Claim Pymment Vouchers	50	Pad	= do =
117	Paid For Register for NB	10	Pad	= do =
118	Declaration of Good Health	20	Pad	= do =
119	Confidential Report By Sales Manager / Area Manager in LIEU of FMR on the life of Illiterate proposed	100	Pad	= do =



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120	Three Specimen Signature and or thumb impression of proposal attested by AM / SH	100	Pad	= do =
121	Amendment to proposal for policy made to	100	Pad	= do =
122	Zonal Head's direct confidential report Annexure "C"	100	Pad	= do =
123	Payment Register for Payment Section F&A	10	Pad	= do =