



STATE LIFE

Insurance Corporation of Pakistan
Multan Zone

TERMS & CONDITIONS

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 & www.ppra.gov.pk at free of cost.
2. Bids to be submitted at EPADS system of PPRA. Bid submission closing date and time is 25-03-2026 at 11:00 am or before. Submitted Bids will be opened on same date i.e 25-03-2026 at 11:30 am. Bid opening shall be held at address given below, as per PPRA Rules 2004 (Single Stage, Single Envelope procedure).
3. Security amount must be deposited of Rs.200,000/- 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.
4. Original Bid Security instrument **MUST BE** submitted to the office of under signed before opening of tender.
5. Estimated cost of this tender is Rs.**8,000,000/-**
6. The rate validity of tender will be up to December 31, 2026 from the date of opening of tender.
7. 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.
8. The Firm/Suppliers will be bound to supply the required items of printing and stationery as per delivery schedule mentioned in tender documents.
9. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
10. 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.
11. All Tax will be deducted as per Government Rules.



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12. 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.
13. Sample items should be of same quality as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
14. Bidder must ensure to submit separate proposals for printing and stationery items.
15. Printing samples are available and can be seen in the office of undersigned.
16. 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" shall be forfeited in the favor of State Life Insurance Corporation of Pakistan.
17. 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.
18. Penalty @1% of bid against delay in supply will be charge on weekly basis.
19. Incomplete bids / conditional bids will be rejected.
20. The Firm / suppliers in question will be bound to supply the required items as whole consignment within 15 day. Labor or transport cost will not be payable.
21. Only one PRICE for each item is admissible. PLEASE PROVIDE BIDS PER ITEM.
22. The successful bidder will have to show a sample of each and every item to the committee or the undersigned as the case may be before finalization of whole order and would be subject to approval.
23. State Life Ins. 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.
24. Any firm or its representative may visit the office at the time of opening of Bids.
25. Minimum marks for passing technical criteria for printing and stationary items are 60 for each and all items.



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Eligibility of Applicants

Applicants cannot apply if they:-

26. Are non-registered company/firm.
27. Are bankrupt or in process of going bankrupt.
28. Have been convicted for an offence concerning the professional conduct.
29. Have not fulfilled obligations related to payment of taxes.
30. Are found guilty of serious mis-interpretation/mis-representation of facts in supplying information.
31. All the instructions, Terms & Conditions of this tender are compulsory. Failing in any, may result in rejection of the bidder technically.

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**

Sign & Stamp (Vendor)



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Estimated Yearly Demand of Stationery Items for the Year - 2026

S.NO.	ITEM NAME	Estimated Qty Required - 2026
1	Ball Pen Piano Crystal or equivalent	600 (packet)
2	Box File Ghauri or equivalent	100
3	Carbon Paper KCR or equivalent	15
4	Packing Tape (2" and 30 Meter) Nichiban OR Equivalent	60
5	Duster Medium Cloth, Fine Quality (For Dusting)	150
6	Paper Rim Legal Size, Not Less than 70 GM, 500 Sheets (Copy mat or Equivalent)	250
7	Paper Rim A-4, Not Less than 70 GM, 500 Sheets (Copy mat or Equivalent)	600
8	Ink for Stamp Pad Dollar or Equivalent	80
9	Rough Pad Large 68 GM Paper 50 Pages	60
10	Rubber Band Ring Large Packet (1/2 kg (Fine quality)	80
11	Ruled Register Large 200 Pages	100
12	Stapler Pin Packet – Large for Cash 23/17 (Kangaroo or equivalent)	120
13	Stapler Pin Packet - Medium Dollar 24/6 or Equivalent	600
14	Stamp Pad Dollar or Equivalent	80
15	Computer Paper 80 Col I Ply 1000 63 Gram Century Sheets or Equivalent	550
16	PAPER BOX 132 COL. I PLY 2000 63 Gram Century Sheets or Equivalent	150
17	Ribbon LX-310 Full Mark or Equivalent	400
18	Ribbon LX-2180 Full Mark or Equivalent	120
19	Ribbon IBM-6400 Line Printer General Purpose	100
20	RIBBON LINE PRINTER GENERAL PURPOSE P-7000	10
21	TISSUE PAPER (Rose Patel -pop up) or Equivalent	350
22	SIGNATURE PEN SIGNO or Equivalent	300
23	Ribbon LQ-350 Full Mark or Equivalent	120
24	Calculator GTTZEN CT-9300 or Equivalent	40
25	Punching Machine OPAL 500N OR Equivalent	40
26	Marker 90 Dollar or Equivalent	180
27	Paper cutter	30



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28	Scotch Tape 1"	36
29	Stapler machine AXIS HOOK HD-40NR or Equivalent	50
30	Dumper plastic	60
31	Led pencil (Gold fish) or Equivalent	144
32	Sharpener	50
33	Gem Clip	50
34	Highlighter Tick or Equivalent	60
35	Dak dispatch register 300 Pages	20
36	Gum Bottle large	20
37	Gum stick Medium UHU or Equivalent	30
38	scale steel	20
39	Eraser	50
40	Employee card with cover	100
41	Table set wooden A Grade	15
42	Pen Holder set A Grade	15
43	Stapler machine Heavy Duty for Cash STD-3000 or equivalent	6
44	Box File Fiber 1"	12
45	Box File Fiber 2"	12
46	Box File Fiber 3"	12
47	Paper Binder (Clip)	24
48	Name stamp with machine	60
49	Table Flag State Life (Medium size) A Grade quality	30
50	Table Flag Pakistan (Medium size) A Grade quality	30



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Estimated Yearly Demand of Printing Items for the Year - 2026		
S.NO.	ITEM NAME	Estimated Qty Required 2026
1	Leave Application Pad (Officers/Staff), containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	40
2	Medical Card Officer/Staff 250 Gram art card (size 11" x14") both Side Printing	1500
3	Medical Reimbursement Pad (A), containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Legal Size)	40
4	Medical Reimbursement Pad (B), containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Legal Size)	40
5	Requisition Slip Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	40
6	Office File Cover 350 Gram Art Card with clip as per specimen	2000
7	Medical (P&GS-104) Duplicate Book 02 color size 4¼" x 11" 70 Gram Imported IK Indonesia or equivalent one color printing containing 100 Page	70
8	Medical (P&GS-105) Duplicate Book 02 color size 4¼" x 11" 70 Gram Imported IK Indonesia or equivalent one color printing containing 100 Page as per Specimen	70
9	Medical (P&GS-106) 70 Gram Imported IK Indonesia or equivalent one color printing (Size 4¼" x 11") containing 100 Page as per Specimen	150
10	Envelops Window 9¼" x 4¼" 90 Gram Imported IK Indonesia White or equivalent	40000
11	Envelops Simple 9"X4" 90 Gram White Imported IK Indonesia paper or equivalent	8000
12	Envelops Simple 11"X5" , 100 Gram Craft paper Imported	2000
13	Envelops Simple 10"X12" , 100 Gram Craft paper Imported	5000
14	Envelops Simple 11"X15" 100 Gram Craft paper Imported	1000
15	Envelops Simple 19"X15" 100 Gram Craft paper Imported	1000
16	Audit Memo Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	30
17	Audit Entry Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	30
18	General Voucher Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Size 15" x 10")	50



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19	Payment Voucher A.M. Imprest Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Size 15" x 10")	20
20	Payment Voucher Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Size 15" x 10")	20
21	Proposal Form Non Medical 80 Gram Imported IK Indonesia or equivalent one color printing 03 Leaves (06 pages) both side printing with Serial Number (Size A-4)	80000
22	Proposal Form Medical 80 Gram Imported IK Indonesia or equivalent one color printing 04 Leaves (08 pages) both side printing with Serial Number (Size A-4)	25000
23	Policy Brief Sheet 80 Gram Imported IK Indonesia or equivalent one color printing 02 Leaves both side printing Size A-4)	40000
24	Policy File Cover 350 Gram Bux Board (Imported) with cloth and clip as per Specimen one color printing	40000
25	Policy Register Sheet 80 Gram Imported IK Indonesia or equivalent (as per Specimen) Size A-3 02 color printing	1000
26	File Cover Agency 350 Art Card with clip size as per Specimen	3000
27	Supplementary Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	30
28	Medical Extra Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	30
29	ND Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	30
30	Amendment Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	200
31	Medical Expense Card (Agency) 250 Gram Art Card (Size 11"x14") Both side printing	1500
32	Fresh Appointment SR/SO/SM Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (SET) (as per Specimen 06 pages) Legal size 03 pages A-4 04 pages one legal page both side printing	5000
33	Application for Renewal Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (SET) (as per Specimen) 03 Pages legal 01 A4 02 pages Legal page both side printing	5000
34	Agency Alteration Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	40
35	DGH Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	250
36	Adjustment Advice Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Size 5"x7½")	20
37	Annuity Claim Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	20
38	Maturity Claim Form Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	80
39	Medical Attendance Certificate Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Legal Size)	50



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40	PHS-63 Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Legal Size)	50
41	PHS-64 Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(Legal Size)	50
42	PHS-10 Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Legal Size)	150
43	PHS-15 Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Size 7½" x 9½")	500
44	Service Zone Change Advice Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Size9"x 5½")	30
45	Policy Card 350 Gram Color Card (Size 10" x 15") one color printing	4000
46	Loan Processing Sheet Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Legal Size)	100
47	Address Change Advice Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (5½" x 9" Size)	20
48	PS Non Medical 80 Gram Imported IK Indonesia or equivalent 02 leaves, Size A-4 both side printing one color 04 Pages	12000
49	PS Medical 80 Gram Imported IK Indonesia or equivalent 02 leaves, Size A-4 both side printing one color 04 Pages	8000
50	PHS - 80 Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(Legal Size)	20
51	Performa SV motivation Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (Size A-4)	150
52	Loan, SV Detail Performa Pad, containing 100 Pages 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	150
53	Application for SV Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	150
54	Notice DP-04 Letter Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	40
55	Re-Nomination Form Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	20
56	Medical Comparative Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	20
57	KYC Individual Pad 2 side printing, containing 100 Pages 70 Gram Imported IK Indonesia or equivalent one color printing (A-4 Size)	100
58	S.M Report Pad, containing 100 Pages individual 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	150
59	S.M/A.M/S.H Report Pad, containing 100 Pages 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	1000
60	Risk Performing Pad, containing 100 Pages70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	600
61	Medical Extra Pad, containing 100 Pages (Renewal) 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	20



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62	Re-Nomination Pad, containing 100 Pages when the Existing Nominees is expired 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	10
63	Special Re instatement of policy 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	20
64	Check list for AML/CFT Policy 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	100
65	P.F. form pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(Legal Size)	20
66	Alteration advice pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	30
67	PHS-65 - Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(Legal Size)	10
68	P&GS 101- Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	10
69	Medical examination report Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	10
70	Declaration of family member Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	10
71	Medical declaration card Agency (Size 9½ x 11") 250 Gram Art card	1000
72	Salary debit Pad, containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	10
73	Visiting Card Officer (UV) per Thousand Rate	100
74	Receipt Book as per specimen	100
75	Cheque Entry Dispatch Register (as per specimen) size Legal 80 gram Ik Indonesia or equivalent one color printing (300 pages)	5
76	CRS Form Pad 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	50
77	High Risk Pad 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	50
78	Service Zone change advice Pad PHS-93 containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size).	10
79	Approval for duplicate File Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size).	10
80	NOC for file transfer Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size).	10
81	Application for duplicate policy Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	10
82	Sectional certificate for duplicate bond Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size).	10
83	All concerned officer certificate Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size).	10



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84	Zone change letter Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	10
85	Record creation advice Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size).	10
86	Notice for lost of policy bonds Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing(A4 Size)	10
87	Re-nomination form Pad when the existing nominee is expired. Containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size).	10
88	Re-guardian ship form Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (5½" x 9" Size)	10
89	Special Re-instatement form Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	10
90	Emergency Advance against Renewal Commission containing 03 page set form 35 set in one pad 105 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	30
91	Medical Expense Register (As per specimen) size Legal 80 gram Ik Indonesia or equivalent one color printing (300 pages)	3
92	Medical Declaration Form 250 gram Art Card 02 Side printing size 12½" x 9½"	1000
93	Declaration Form Pad containing 100 Pages, 70 Gram Imported IK Indonesia or equivalent one color printing (A4 Size)	10

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 061-9200678.

Syed M. Waqas Raza
Secretary Zonal Procurement Committee
Personnel & General service Department
State Life Building 2nd floor Chowk nawan Shaher
Abdali Road Multan Zone



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TECHNICAL EVALUATION CRITERIA-PRINTING ITEMS			
	Total Nos.	10	
Income Tax Registered	05		
Sales Tax Registered	05		
No. of Clients	Total Nos.	20	
From 5 to 10	10		
From 10 to 20	20		
Type of Clients	Total Nos.	20	
Private Clients up to 1- 5	5		
Above 5 one point for each client	10		
Govt. Client up to 1-5	5		
Above 5 one point for each client	10		
No. of Printing			
(Machines off set)	Total Nos.	20	
One Colour	5		
Two Colour	10		
Four Colour	20		
Printing			
Experience	Total Nos.	20	
Minimum 5 Years Compulsory	10 Nos.		
Above 5 years 01 Point for each 1 Year Completed			
Financial Turn Over	Total Nos.	20	
Up to 10 Million	5		
10 to 20 Million	10		
Above 20 Million shall be eligible for 20 marks	20		

Sign & Stamp (Vendor)

Passing Marks : 60



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TECHNICAL EVALUATION CRITERIA FOR STATIONERY			
REGISTERED	Total Nos.	20	
Income Tax Registered	10		
Sales Tax Registered	10		
No. of Clients	Total Nos.	20	
From 5 to 10	05		
From 10-15	10		
One Points for each client above 10 clients	10+client		
Type of Clients	Total Nos.	20	
Private Clients up to 5	5		
Above 5 one point for each client	10		
Govt. Clients up to 5	5		
Above 5 one point for each client	10		
Financial Turn Over	Total Nos.	20	
Up to 10 Million	5		
10 to 20 Million	10		
Above 20 Million shall be eligible for 20 marks	20		
Previous Experience	Total Nos.	20	
1 to 5 Years	5		
5 to 10 Years	10		
one points for each 1 complete Year above 10 Years			

Sign & Stamp (Vendor)

Passing Marks : 60