

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
DERA GHAZI KHAN ZONE

TENDER NOTICE NO.HR&A/DGK/002/2026

OFFICE PRINTING ITEMS, April 29, 2026

Sealed financial bids are invited on **E-PADS** from original manufacturers (under single stage single envelopes) MARK AS "**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 of Stationery items having own Office Phone/Fax number (if found contrary the tender will be rejected) for the following terms and conditions, as per Printing Items 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 | 21-05 2026 at 11:00 AM | 21-05-2026 at 11:30 AM |

| Sr. | Name of Form | REQUIRED QTY |
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| | HR&A | |
| 1 | Letter Head Pad (A4 Size), 100 Pages, Japan 80 GM Imported (as per Specimen) 4 color printing | 50 Pad |
| 2 | Leave Application officer (Legal Size)100 Pages pad, 68 GM (as per Specimen) | 10 Pad |
| 3 | Leave Application Staff (A-4 Size)100 Pages pad, 68 GM (as per Specimen) | 10 Pad |
| 4 | Petty Cash 100 Pages pad, A4 Size 68 GM (as per Specimen) | 20 Pad |
| 5 | Requisition Slip as per Specimen A4 size 100 Pages pad, 68 GM | 20 Pad |
| 6 | TA/DA pad 100 Pages pad, A4 Size 68 GM (as per Specimen) | 5 Pad |
| 7 | Office File Cover 350gm Art Card with Steel clip as per Specimen | 300Nos |
| 8 | Photo State Slip 100 Pages pad, A4 Size 68 GM (as per Specimen) | 30 Pad |
| 9 | Envelops Window (size 7.5"x 5.5") 90 Gram White Papers Imported as per Specimen | 30000Nos |
| 10 | Payment Voucher 100 Pages pad, 68 GM size 15x10 (as per Specimen) | 10 Pad |
| 11 | Envelops simple 9"X4" 100 Gram Craft Imported Papers per Specimen | 20000Nos |
| 12 | Envelops Simple 11"X5" 100 Gram Craft Imported paper (as per Specimen) | 30000Nos |

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| 13 | Envelops Simple 10"X12" 100 Gram Craft Imported paper (as per Specimen) | 10000Nos |
| 14 | Envelops Simple 11"X15" 100 Gram Craft Imported paper (as per Specimen) | 10000Nos |
| 15 | Envelops Simple 19"X15" 100 Gram Craft Imported paper (as per Specimen) | 5000Nos |
| 16 | Medical Performa A , 100 Pages pad, 68 GM Legal (as per Specimen) | 10 Pad |
| 17 | Medical Performa B, 100 Pages pad, 68 GM Legal (as per Specimen) | 10 Pad |
| 18 | Attendance Register Pad 100 Pages, 80 GM(12 x 18 size) (as per Specimen) | 20 Pad |
| 19 | Medical Book Officers 100 Pages, A4 Size 68 GM (as per Specimen) | 100 Pad |
| | I.A | |
| 20 | Audit Memo Pad,100 Page 68 GM Legal size (as per Specimen) | 20 Pad |
| | N.B | |
| 21 | Proposal Form Non MedicalA4 Size 80 GM Imported IK Indonesia 6 pages both side printing with serial no binding(100 set packing with rapper) (as per Specimen) | 80000 Set |
| 22 | Proposal Form Medical A4 Size 80 GM Imported IK Indonesia 8 pages both side printing with serial no binding(100 set packing with rapper)(as per Specimen) | 40000 Set |
| 23 | Policy File Cover 350 Gram Bux Board (Imported) size 25x10 with cloth and Stile clip round corner as per Specimen one color printing | 120000Nos |
| 24 | KYC Form with Risk Profiling Sheet 100 Pages pad, 80 GM Imported IK Indonesia (A4 Size) Both Side | 1200 Pad |
| 25 | Medical Extra Pad , 100 Pages pad, 80 GM Imported IK Indonesia (A4 Size) | 10 Pad |
| 26 | SM/AM Confidential Pad, 100 Page pad, 80 GM Imported IK Indonesia (A4 Size) | 1500 Pad |
| 27 | Refund Form Pad,100 Pages pad, 80 GM Imported IK Indonesia (A4 Size) | 10 Pad |
| 28 | Currency Declaration Pad 100 Page pad, 80 GM Imported IK Indonesia (A4 Size) | 10 Pad |
| 29 | Amendment Form Pad 100 Page pad, 80 GM Imported IK Indonesia(A4 Size) | 1500 Pad |
| 30 | SM Confidential Illiterate Report Form Pad 80 GM Imported IK Indonesia (A4 Size) (as per Specimen) | 100 Pad |
| 31 | NB Deposit Slip (05 on each page with hole) Legal Size 68 Gram 100 pages pad | 50 Pad |
| 32 | Field Examiner Pad 100 Pages pad, 80 GM Imported IK Indonesia (A4 Size) | 20 Pad |
| 33 | CRS Form Pad 100 Pages pad, 80 GM Imported IK Indonesia (A4 Size) | 10 Pad |
| 34 | Swiss -Re (2 Pages Double Sided)Form pad 80 GM Imported IK Indonesia (A4 Size) | 10 Pad |
| 35 | CHECK List From 100 Pages pad, 80 GM Imported IK Indonesia (A4 Size) both side printing | 10 Pad |
| 36 | Brief Sheet A4 Size 80 GM Imported IK Indonesia 4 pages both | 140000 Set |

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| | side printing (200 set packing with rapper)as per specimen | |
| | AGY | |
| 37 | Application Form for Registration of SR Set 7 pages Legal Size (Recruitment) 70 Gram Imported as per specimen | 6000 Set |
| 38 | Authority Letter A4 Pad,100 Page 68 GM (as per Specimen) | 100 Pad |
| 39 | Nomination Form A4 Pad,100 Page 68 GM (as per Specimen) | 100 Pad |
| 40 | Rujhanati Swal Nama A4 Pad,100 Page 68 GM (as per Specimen) | 100 Pad |
| 41 | Certificate of Bona Field Worker (Annexure C) A4 Pad,100 Page 68 GM (as per Specimen) | 100 Pad |
| 42 | Retirement Form legal size Pad,100 Page 68 GM (as per Specimen) | 100 Pad |
| 43 | Attachment Application A4 Pad,100 Page 68 GM (as per Specimen) | 100 Pad |
| 44 | Agency File Cover 350 gram Art Card with clip (as per Specimen) | 5000Nos |
| 45 | Application Form for Renewal of Registration 68 Gram A4 size as per specimen | 100 Pad |
| | PHS | |
| 46 | Agency Alteration DPO4 Pad,100 Pages, 68 GM (A4 Size) | 50 Pad |
| 47 | Check List for AML/CFT Policy 2020 & Lapse Policy Performa Pad,100 Page 68 GM (as per Specimen) | 200 Pad |
| 48 | Late Fee Performa pad 100 Pages, 68 GM (as per Specimen) | 150 Pad |
| 49 | Medical Attendance certificate Pad ,100 Page 68 GM A4 size (as per Specimen) | 30 Pad |
| 50 | Claimants Statement Pad ,100 Page 68 GM A4 size (as per Specimen) | 30 Pad |
| 51 | Claim Payment Voucher Pad ,100 Page 68 GM size 10x15 (as per Specimen) | 100 Pad |
| 52 | certificate of Identity Pad ,100 Page 68 GM A4 size (as per Specimen) | 30 Pad |
| 53 | Maturity Claim Form Pad ,100 Page 68 GM A4 size (as per Specimen) | 100 Pad |
| 54 | FIB 1/ FIB 2 Form Pad ,100 Page 68 GM A4 size (as per Specimen) | 50 Pad |
| 55 | DGH Pad,100 Pages, 68 GM (A4 Size) | 100 Pad |
| 56 | Receipt Book as per Specimen Pad,100 Pages, 68 GM (A4 Size) | 100 Pad |
| 57 | PHS-15 Pad,100 Pages, 68 GM (A4 Size) | 500 Pad |
| 58 | Loan Application Form Pad,100 Pages, 68 (Legal Size) | 200 Pad |
| 59 | PS Non MedicalA4 Size 80 GM Imported IK Indonesia 4 pages both side printing (200 set packing with rapper) as per specimen | 20000 Set |
| 60 | PS Medical A4 Size 80 GM Imported IK Indonesia 4 pages both side printing (200 set packing with rapper) as per specimen | 5000 Set |
| 61 | SV Application Form Pad 100 Pages, 68 GM Flying High Finish (A4 Size) | 300 Pad |
| 62 | Sector Head Performa ,100 Pages, 68 GM Flying High Finish (A4 Size) | 300 Pad |

TERMS AND CONDITIONS

1. Payment of **Rs.2000/- Cash** as Tender Fee before the bid submission (Non Refundable).
2. Security amount must be deposited equal to 2.5% of the approximate value 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 unsuccessful parties on the spot and the refundable CDR will be detained of the successful parties till the completion of Tender.
3. The rate validity of tender will be up to December 31, 2026 from the date of opening of tender.
4. Tender closing date 21-05-2026 11:00 A.M. Tender opening date 21-05-2026 at 11:30 A.M. in the office of Incharge (HR&A) Secretary ZPC Dera Ghazi Khan Zone, in the presence of the bidders who wish to be present.
5. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
6. The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
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, Sales Tax Certificates and Professional Certificate 2026. A certificate to the effect that the firm is not black listed. Experience Supply order at least (03) Three similar Natures of work contracts must be attached.
9. Sample of Papers Cards items require 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.
10. Only one PRICE for each item is admissible. PLEASE PROVIDE BIDS PER ITEM.
11. The Income Tax will be deducted @ 5.5% at source.
12. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.

13. Sample Papers should be provided of same quality and grammage as per specified in tender or provided. The Committee should not be considered the bid without samples of each items mentioned are specified in the tender documents.

14. The Delivery Schedule is as under: -

1. $\frac{1}{4}$ th of the whole consignment in 1st Quarter
2. $\frac{1}{4}$ th of the whole consignment in 2nd Quarter
3. $\frac{1}{4}$ th of the whole consignment in 3rd Quarter
4. $\frac{1}{4}$ th of the whole consignment in 4th Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.064-9260036./0337-0789100



MUHAMMAD AKHTAR BHATTI
SECRETARY ZONAL PROCUREMENT COMMITTEE
DERA GHAZI KHAN ZONE