

STATE LIFE INSURANCE CORPORATION OF PAKISTAN ISLAMABAD ZONE

TENDER NOTICE # SLIC/GS/ISB/02/10/2026

Sealed bids are invited from reputable Firms/General Order Suppliers registered with the Sales Tax Department, having their own Office and Fax Number (if found contrary, the tender may be rejected), for the supply of Printing & Stationery items in two (02) Lots.

Sr. #	Lot	Description	Estimated Cost (Rs.)	Earnest Money (Rs.)	Delivery Schedule	Closing Date and Time for Submission of Bids	Date / Time of Opening of Bids
1	Lot-1	Stationery Items	3981235	119437.	As per Tender Documents	10-11.2026, 10:30 AM	[10-11.2026], 11:00 AM
2	Lot-2	Printing Items	2976178	89285	As per Tender Documents	10-11.2026, 10:30 AM	[10-11.2026], 11:00 AM

- The tender can be downloaded from the EPADS website. Technically qualified bidders found most advantageous will be announced on the EPADS system lot-wise and will be accepted after completion of all codal formalities. Only Sales Tax Registered Firms/Suppliers can participate. Taxes shall be deducted as per Government rules, as amended from time to time.
- Each bidder may bid for only one (01) Lot, either **Lot-1 (Stationery Items)** or **Lot-2 (Printing Items)**, and **not both**. A bidder who submits a bid for one Lot shall **not be eligible** to bid for the other Lot, whether individually, as a partner, or through any associated or sister concern. Tenders received after the due date and time shall not be entertained.
- Bid Security (Earnest Money) must be submitted in the shape of a CDR/Pay Order in favor of "State Life Insurance Corporation of Pakistan Islamabad Zone", at the address given in the tender notice/documents, before the closing date and time, otherwise the bid will be rejected. Bid Security will be returned to unsuccessful bidders after completion of the tender.
- Bidders are required to upload their bids on the EPADS system as per the laid down PPRA procedure for the Single Stage Single Envelope method, with the title "Supply of Printing & Stationery Items", clearly indicating the Lot(s) bid for (Lot-1 and/or Lot-2).
- The Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals, in whole or for any Lot, at any time before award of contract. Quantity of items can be increase or decrease as per subsequent requirement.
- The quoted price for each Lot must be inclusive of all applicable taxes as per Government Rules.
- Bids received after the above deadline, or without Earnest Money for the Lot(s) bid for, shall not be accepted. The validity of the bid will be 180 days from the date of opening of bids, which may be extended on mutual consent.
- Detailed requirements, terms and conditions for each Lot are available in the tender documents, which can be downloaded from the EPADS website (www.eprocure.gov.pk) and/or the SLIC website (www.statelife.com.pk).

(AFTAB ASHRAF.)
 SECRETARY Z.P.C./INCHARGE HRA&P
 STATE LIFE INSURANCE CORPORATION OF PAKISTAN
 BUILDING NO. 933-E BLUE AREA ISLAMABAD. Ph: 03325222350

Technical Evaluation Criteria

Following Documents are (Mandatory) for Technical Qualification

- Valid Income Tax Registration.
- Valid General Sales Tax Registration (Status=Active with FBR).
- Company last (2025 & 2026) years Income Tax Returns (complete).
- Bidder must have office/warehouse in Lahore. (Office address and phone must be mentioned on letter head)
- The following two undertakings are required to be submitted on fresh legal stamp paper minimum Rs. 100/- duly attested by Notary public etc :-

I. Submission of Undertaking that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.

II. I have read all terms and conditions of this tender No. 01/STA/LZW/2026, I accept and shall abide by all of the terms & conditions of this Tender for Printing & Stationery items at State Life Insurance Corporation, Islamabad Zone.

Note: - All above Technical/Mandatory requirements are to be completed in Stricto Senso in order to Technically qualify, however, incomplete bids or conditional bid shall be rejected.

FINANCIAL BID FOR STATIONERY ITEMS **TENDER NOTICE NO. NO. SLIC/GS/ISB/02/10/2026** **LOT-1**

Sr:#	DESCRIPTION OF ITEMS	Quantity	Rate. RS.(per items)	Financial Impact- RS.
1.	Ball Point -Piano/Dollar clip/Picasso Grip	100 Packet		
2.	Basket (Small)	05 NOS		
3.	Basket (Large)	05 NOS		
4.	Air freshener	12 bottles		
5.	Box File	50 NOS		
6.	Calculator Casio-12 digit (original)	12 NOS		
7.	Duster Double Size	25 NOS		
8.	Foot Scale Steel	10 NOS		
9.	Gum Stick	02 Box		
10.	Highlighter	06 Box		
11.	Marker Dollar bold (blue-06, black-06)	6 Box		
12.	Pencil	06 packets		
13.	Paper Cutter Steall	20 Nos		
14.	Plastic Tape Cotton	24 Nos		
15.	Punch Machine (Medium)	12 Nos		
16.	Register -12	06 NOS		
17.	Punch Machine (small)	06 NOS		

18.	Rubber Band Zero Size (Natural Bata)	10 Packet		
19.	Rubber Band 2 Size (Natural Bata)	10 Packet		
20.	Sharpener	25 NOS		
21.	Scotch Tape 1-Inch	04 ROLL		
22.				
23.	Signature Pen (Blue-Black-Red- Green-)-fine quality	50 Box		
24.	Sponge Plastic Water	25 NOS		
25.	Stamp Paid Ink (Blue-02 -Green-12 Red- 12)	26 NOS		
26.	Stapler Machine (Large)	36 NOS		
27.	Stapler Pin (26/24 Small)	300 NOS		
28.	Stapler Pin Remover	12 NOS		
29.	Tissue Paper	100 Boxes		
30.	Computer Paper 11/15 P - I (2000 Sheets) 63. gm	72 box		
31.	Computer Paper 11/15 P - 2 (1000 Sheets) 63. gm	18 box		
32.	Computer Paper 9 '11 P(I) (2000 Sheets) 63gm (p1)	120 box		
33.	Computer Paper 9 1/2 (P-2)(1000 Sheets) 63gm (p2)	30 box		
34.	IBM line printer Ribbon 1040995	36 Nos		
35.	Dot Matrix Printer LQ-2180	120 Nos		
36.	P7000 Ribbon	10 no		
37.	Toner 725- Cannon	50 NOS		
38.	Cartridge Computer Robbin (350)	120 NOS		
39.	Ribbon LQ-300 Plus	20 NOS		

40.	Cartridge Computer Robbin (310)	25 NOS		
41.	Printer Toner 12-A	60 NOS		
42.	Printer Toner 85-A (Hp Laser jet)	200 NOS		
43.	Toner Cartridge - 325 (cannon)	30 NOS		
44.	Printer Toner- 79-A	50 NOS		
45.	Mouse Dell Company	20 NOS		
46.	Computer Ribbon (LQ-2090/2190)	48 NOS		
47.	Keyboard Dell Company	20 NOS		
48.	A-4 Paper 80 g/m	200 NOS		
49.	Legal Size Paper 70 g/m	60 NOS		
50.	Water Glass	72 pieces		
51.	Telephone Set (Digital)	05 sets		
52.	Mouse Pad Good Quality	10 pieces		
53.	LED Light 20 volt with 1 year warranty (Osaka)	20 NOS		
54.	Plastic File Cover (50 A-4, 50-Legel)	200 pieces		
55.	Color file Plastic (spring clips) ZSSI or equivalent	50 pieces		
56.	Extension Wire Electrical Fine Quality	36 pieces		
57.	PVC Packing Tap	36 Rolls		
58.	USB (16 GB, 32GB)	06		

NB:-

1- Rates must be inclusive of all the applicable tax(es).

2- the successful bid will have to submit the sample of required stationery items and will be bound to keep supply of the same items eventually

To be submitted by the firm / supplier on their letter head

AFTAB ASHRAF.
I/C HRA&P,
The Secretary (ZPC),
State Life Insurance Corp. of Pakistan,
State Life Building NO. 9
BLUE AREA,
ISLAMABAD

Dear Sir,

Sub: Tender Notice No. SLIC/GS/ISB/02/10/2026 – Supply of OFFICE STATIONERY ITEMS

Having gone through the tender document, terms & conditions, we hereby offer to execute the above job for a total amount of Rs. _____ (Rupees _____) as per Tender Document attached.

A Pay Order No. _____ dated _____ from _____ Bank for Rs. _____ is enclosed as Earnest Money.

Thanking you.

For and on behalf of Firm / Supplier

Seal of Firm / Supplier



INCHARE HRA&P
The Secretary (ZPC)
State Life Insurance Corp. of Pakistan,
State Life Building NO. 9
Blue Area, Islamabad.

FINANCIAL BID FOR PRINTING ITEMS
TENDER NOTICE NO. NO. SLIC/GS/ISB/02/10/2026
LOT-2

Sr. No.	ITEM NAME	SIZE	SPECIFICATION	QTY. REQUIRED	RATE. RS.	Cost Impact. Rs.
1.	Window Envelop	8.5" x 5.3	Fine quality paper	200000 nos		
2.	Khaki Envelop	11" x 4.5	Khaki Glassed Fine Quality Paper	15000 nos		
3.	CASH Register PO Format	13" x 8.5	70 Gram local white paper 200 Leaf	06 nos		
4.	Policy folders (with plastic clips)	14" x 9.5	As sample attached	40000 nos		
5.	File cover (SSM/SM)	14" x 9.5	As sample attached	400		

				nos		
6.	Envelop inner cloths (khaki)	18" x 14	Khaki Glassed Fine Quality Paper (with cloth)	300 nos		
7.	Envelop White	9" x 4	75 Gram Offset or equivalent	3000		
8.	Envelop file size	11½" x 15	Golden Craft Paper or equivalent	2000 nos		
9.	Medical expense cards (Rtd-officers)	11.5" x 10.6	As per sample	150 sheets		
10.	Budget Register (Medical Cell)	11" x 15.5	80 Gram Local Paper 200 Leaf	01 nos		
11.	Miscellaneous Req letter	9.5" x 7	68 Gram local white paper	10 Pads		
12.	DC/FIB/AIB CHK dispatch letter	8.5" X 11.5	68 Gram local white paper	50 pads		
13.	Risk Profiling Sheet	8.5" X 11.5	70 Gram local white paper both side (200 leaves)	2000 Sheets		
14.	Application registration form (SM/SR)	8¼" x 13¼	75 Gram Offset or equivalent (100 sheets)	15 pads		
15.	Declaration by introducer	8.5" x 13	70 Gram local white paper (100 sheets)	10		
16.	Declaration for The purpose of Rule-11	8.5" X 11.5	70 Gram local white paper (100 sheets)	10 pads		
17.	Authority Letter (Agency)	8.5" X 11.5	70 Gram local white paper (100 sheets)	15 Pads		
18.	Annual statement & declaration by agent	8.5" x 13	70 Gram local white paper (100 sheets)	10 pads		
19.	Application Form for renewal of Registration.	8.5" x 13	70 Gram local white paper both side print	15 pads		
20.	Budget Register (filed)	11"x15.5	80 Gram Local Paper 200 Leaf	02 Nos		
21.	Field medical Entry register	8.5" x 13	80 Gram Local Paper 250 Leaf	02 Nos		
22.	Payment Voucher General A-cc3	12" x 11	63 Gram local paper	40 Pads		
23.	AIB Discharge voucher	8.5" x 11.5	70 Gram local white paper	05 pads		
24.	AIB Claim form A	8.5"x11.5	68 Gram High Finish or equivalent	05 pads		
25.	AIB Claim form B	8.5" x 11.5	68 Gram High Finish or equivalent	05 pads		
26.	FIB survival letter	A4 Size	55 gm H.F / equal	05 pads		
27.	FIB Discharge voucher	8.5" x 13	55 gram	05 pads		
28.	Service Application PHS	8.5" x 11.5	68 Gram local white paper	150 pads		
29.	Surrender Zonal Head Performa	8.5" x 11.5	68 Gram local white paper	150 pads		
30.	Indemnity Bond For issuance	8.5" x 11.5	68 Gram local white paper	05		
31.	Affidavit (used with indemnity)	8.5" x 11.5	68 Gram local white paper	15 pads		
32.	Journal voucher	10.7"x11.5	55 Gram local white paper	15 pads		
33.	proposal forms with brief sheet (Non-Medical)	8¼" x 11	80 Gram imported white paper	30000 sheets		
34.	proposal forms with brief sheet (Medical)	8¼" x 11	80 Gram imported white paper	10000 sheets		
35.	Discharge voucher issued letter (DC)	8.5"x 11.5	55 Gram local white paper	10 pads		
36.						
37.	Covid-19 Performa (questionnaire pads)	8¼" x 11	68 Gram local white paper	100 pads		
38.	KYU Forms	8.5" X 11.5	70 Gram local white paper both side print	100 pads		
39.	Medical register (examination ledger NBD)	8.5" x 13	80 Gram local white paper	05 Nos		
40.	Proposal form Noting Register	11" x 11.5	80 Gram local white paper (250 leaves)	02		
41.	Policy issued noting register	16.5" x 11	80 Gram local white paper (250 leaves)	02		

42.	Covering letter for Loan	8.5"x 11.5	68 Gram local white paper	15 Pads		
43.	Payment voucher S.B	8¼" x11.5	68 Gram local white paper	05 Pads		
44.	Adjustment advice	8¼" x11.5	68 Gram local white paper	20 Pads		
45.	Surrender cheque dispatch letter	A-4	68 Gram local white paper	20 Pads		
46.	Acknowledgement receipt	8.5" x5.5	55 Gram local white paper	30 Pads		
47.	Maturity requirement letter	A-4	68 Gram local white paper	25 Pads		
48.	Maturity discharge voucher	A-4 Size	70 Gram local white paper	25 Pads		
49.	Zakat deduction for CZ-50	A-4 Size	70 Gram local white paper	25 Pads		
50.	J.V Maturity claim	A-4 Size	70 Gram local white paper	20 Pads		
51.	Payment voucher maturity claim	11" x11.5	68 gram local paper (high finishing)	20 pads		
52.	Death claim for RCC approval letter	A-4 Size	70 Gram local white paper	20 pads		
53.	Personal visit policy holder letter	A-4 Size	70 Gram local white paper	20 pads		
54.	Change of Nomination	A-4 Size	70 Gram local white paper	20 pads		
55.	Discharge voucher surrender	11" x8.5	68 gram local paper (high finishing)	10 pads		
56.	Endorsement Performa	5.8" x8.2	68 gram local paper	20 pads		
57.	Zone change advise	6.5" x10.5	55 gram local paper	20 pads		
58.	Policy transfer letter	A-4 Size	70 Gram local white	20 pads		
59.	Acknowledge letter	5.5" x8.5	55 gram local paper	20 pads		
60.	Rujhanati sawal nama urdu	8.5" x11	68 gram local paper	10 pads		
61.	Appointment of Guardian	5.2" x11	70 Gram local white paper	10 pads		
62.	Declaration of good health	8.2" x11	70 Gram local white paper	50 pads		
63.	Application of revival (non medical)	8.2" x11	70 Gram local white paper (front back)	1000 Nos		
64.	Application of revival (medical)	8.2" x11	70 Gram local white paper (front back)	500 Nos		
65.	CZ-50 Zakat Declaration	A-4 Size	70 Gram local white paper	100 pads		
66.	Cheque dispatch letter (client)	8.2" x11	70 Gram local white paper	200 pads		
67.	Indemnity in lieu of lost PD	A-4 Size	70 Gram local white paper	05 pads		
68.	Indemnity bond for issuance duplicate policy	A-4 Size	70 Gram local white paper	05 pads		
69.	Survival benefit payment voucher	11" x8	70 Gram local white paper	05 pads		
70.	Audit register		200 leaves	04 nos		
71.	Observation memo sheet (audit)	A-4 Size	70 Gram local pink paper	10 pad		
72.	Dock register audit		200 leaves	04 nos		
73.	Agency file envelop (khaki)	10" x12	Fine quality paper	2000 nos		
74.	Nomination Forms (agency)	8" x11	68 gram local paper	10 pads		
75.	Cheque dispatch letter (bank)	8.2" x11.5	68 gram local paper	05 pads		

NB:- Rates must be inclusive of all the applicable tax(s).

Seal & Signature of Firm / Supplier

TO BE SUBMITTED BY THE FIRM / SUPPLIER ON THEIR LETTER HEAD

AFTAB ASHRAF.
I/C HRA&P,
The Secretary (ZPC),
State Life Insurance Corp. of Pakistan,
State Life Building NO. 9
BLUE AREA,
ISLAMABAD

Dear Sir,

SUB:TENDER NOTICE NO. SLIC/GS/ISB/02/10/2026 – SUPPLY OF PRINTED DOCUMENTS.

Having gone through the tender document, terms & conditions, we hereby offer to execute the above job for a total amount of Rs. _____ (Rupees _____) as per Tender Document attached.

A Pay Order No. _____ dated _____ from _____ Bank for Rs. _____ is enclosed as Earnest Money.

Thanking you.

For and on behalf of Firm / Supplier

Seal of Firm / Supplier