



STATE LIFE

Insurance Corporation of Pakistan

VEHARI ZONE

SCHEDULE OF STOCK OF PRINTING STATIONERY

Period Ending 01/01/2018 to 31/12/2018

Preparing Deptt: P&GS

Sr. #	Form #	Name of Form	User Deptt	Last Purchase Date	Account Code # 310		
					Closing Stock		
					Qty	U. Rate	Amount
1	116	Letter Head Pad (Large Size),	All Deptt.	02.01.2018	10	76.1	760.5
2	117	Letter Head Pad (Medium Size),	All Deptt.	02.01.2018	20	64.4	1287
3	113	Leave Application Pad (Officers),	P&GS	02.01.2018	5	87.8	438.75
4	114	Leave Application Pad (Staff),	P&GS	02.01.2018	7	81.9	573.3
5	123	Medical Reimbursement Pad (A),	P&GS	02.01.2018	5	87.8	438.75
6	124	Medical Reimbursement Pad (B),	P&GS	02.01.2018	5	87.8	438.75
7	167	Requisition Slip Pad,	P&GS	02.11.2018	14	70.2	982.8
8	172	TA/DA Bill Pad,	P&GS	02.01.2018	4	140.4	561.6
9	105	Attendance Sheet	P&GS	28.04.2018	0	3.5	0
10	125	Office File Cover	All Deptt.	04.12.2018	305	14.0	4282.2
11	119	Medical (P&GS-104)	P&GS	02.01.2018	0	70.2	0
12	120	Medical (P&GS-105)	P&GS	02.01.2018	0	70.2	0
13	103	Envelops Simple 9"X4"	All Deptt.	04.12.2018	3325	1.4	4655
14	105	Envelops Simple 11"X5"	All Deptt.	28.04.2018	160	1.9	299.2
15	107	Envelops Simple 10"X12"	All Deptt.	01.11.2018	200	3.4	678
16	109	Envelops Simple 11"X15"	All Deptt.	30.11.2018	559	5.5	3073.9
17	164	Purchase Order Book	P&GS	02.01.2018	0	292.5	0.0
18	107	Audit Memo Pad,	Audit	28.04.2018	10	82.0	819.9
19	106	Audit Entry Pad,	Audit	02.01.2018	0	82.0	0.0
20	147	Payment Voucher Pad,	All Deptt.	18.04.2018	14	93.5	1308.6
21	114	Commission Voucher Pad,	F&A	02.01.2018	19	93.4	1774.0
22	128	Journal Voucher Pad,	F&A	28.04.2018	7	93.3	653.2
23	145	Payment Voucher Allied Pad,	F&A	02.01.2018	5	93.3	466.5
24	113	Commission List Pad,	F&A	02.01.2018	9	77.9	701.3
25	119	Debit - Credit Pad,	F&A	02.01.2018	8	77.8	622.4
26	117	DCS Pad,	F&A	28.04.2018	18	82.1	1477.4
27	169	Schedule Local / Out Station Pad,	F&A	02.01.2018	3	93.1	279.2
28	161	PR Book Fresh Cantt Carbon Sheet	F&A	02.01.2018	0	128.4	0
29	162	PR Book Renewal/130-AA Carbon Sheet	F&A	02.01.2018	0	128.4	0
30	143	Payment Voucher A.M. Imprest Pad,	F&A	09.05.2018	17	82.9	1409.207
31	21	Proposal Form Non Medical	N B	31.12.2018	4170	3.7	15514.9

SCHEDULE OF STOCK OF NON PRINTING STATIONERY

Period Ending 01/01/2020 to 31/12/2020

Preparing Deptt: P&GS

No	Ref #	ITEM NAME	Last Purchase Date	Account Code # 311		
				Closing Stock		
				Qty	U. Rate	Amount
1	3	Ball Pen Signature	18.12.2020	100	9.36	936
2	5	Box File Imported	02.01.2020	8	112.32	899
3	6	Calculator 14 Digit (L)	02.06.2020	2	2,082.60	4,165
4	7	Calculator 14 Digit (M)	02.01.2020	2	614.25	1,229
5	8	Carbon Paper	02.06.2020	2	409.50	819
6	9	Color Paper	12.12.2020	0	222.30	0
7	10	Damper China	18.12.2020	6	63.18	379
8	13	Duster Medium	05.08.2020	109	32.76	3,571
9	16	Gum Stick	26.10.2020	0	74.88	0
10	17	High lighter	02.01.2020	12	29.25	351
11	18	Jam Paper clip	02.06.2020	6	54.99	330
12	19	Led Pencil	02.06.2020	10	9.36	94
13	20	Marker-90	02.01.2020	24	25.74	618
14	21	Packing Tape	02.01.2020	10	50.31	503
15	24	PAPER BOX 80 COL	26.10.2020	13	1,638.00	21,294
16	25	Paper Box 132 Col	02.06.2020	0	2,983.50	0
17	26	Paper pin China	02.01.2020	6	21.06	126
18	27	Pin Remover	02.01.2020	8	46.80	374
19	31	Paper Rim A-4	15.12.2020	20	877.50	17,550
20	34	Paper Rim Legal	16.12.2020	15	994.50	14,918
21	36	Punching Machine	02.01.2020	9	415.35	3,738
22	37	Ribbon LQ-350	29.10.2020	12	421.20	5,054
23	38	Ribbon LQ 2190	02.06.2020	6	526.50	3,159
24	42	Ring Binder Imported	04.12.2020	4	225.81	903
25	45	Rough Pad A4 Size	14.12.2020	24	58.50	1,404
26	46	Rubber Band Ring	02.06.2020	3	299.67	899

SCHEDULE OF STOCK OF PRINTING STATIONERY

Period Ending 01/01/2021 to 31/12/2021

Preparing Deptt: P&GS

Sr.	Page	Name of Form	Last Purchase Date	Account Code # 310		
				Closing Stock		
				Qty	U. Rate	Amount
1	3	Amendment Pad	14.10.2021	3	111.2	333
3	51	Confidential Pad A.M	15.03.2021	3.5	110.0	385
4	55	DGH Pad	15.03.2021	4	92.4	370
5	65/1	Envelops Simple 10"X12"	02.01.2021	1310	3.5	4,598
6	67/1	Envelops Simple 11"X15"	11.10.2021	1100	7.4	8,108
7	64/1	Envelops Simple 11"X5"	30.04.2021	550	2.8	1,544
9	62/1	Envelops Simple 9"X4"	15.03.2021	600	1.3	772
10	61/1	Envelops Window 9"X4" (1000)	30.04.2021	700	1.5	1,065
11	100	Journal Voucher Pad	14.10.2021	25	122.9	3,071
12	156	Late Fee Performa Pad	15.10.2021	11.5	122.9	1,413
13	152	Medical Extra Pad	16.03.2021	1.5	107.6	161
14	117	ND Pad,	02.01.2021	17	187.2	3,182
15	69/1	Office File Cover	24.03.2021	390	24.6	9,582
16	119	Payment Voucher A.M. Imprest	02.01.2021	17	111.2	1,890
17	122	Payment Voucher Office Pad	15.03.2021	28	92.4	2,588
18	123	Petty Cash Slip 5"x7'	02.01.2021	5	105.3	527
19	27	Policy Brief Sheet	14.10.2021	6355	2.5	15,614
20	36	Policy File Cover	15.10.2021	1440	12.23	17,606
21	132	Proposal Deposit Slip	02.01.2021	600	1.11	666
22	11	Proposal Form Medical	14.10.2021	8185	5.79	47,403
23	20	Proposal Form Non Medical	30.12.2021	2210	4.6	10,084
24	39	PS Medical 80 Gm Imported	11.10.2021	3195	3.3	10,467
25	44	PS Non Medical 80 GM Importe	25.11.2021	500	3.3	1,638
26	136	Requisition Slip Pad	28.10.2021	30	134.6	4,037
27	62	Risk Profiling Sheet	14.10.2021	17030	1.1	17,933
28	138	S.M Report pad	15.03.2021	16	122.9	1,966
29	65	Supplementary Pad	02.01.2021	3	81.9	246
30	70	3.Specimen Signature Pad	15.10.2021	5.5	107.6	592
31	146	TA/DA Bill Pad,100 Pages	02.01.2021	4	140.4	562

Sr.	Page	Name of Form	Last Purchase Date	Closing Stock		
				Qty	U. Rate	Amount

SCHEDULE OF STOCK OF NON PRINTING STATIONERY

Period Ending 01/01/2021 to 31/12/2021

Preparing Deptt: P&GS

Account Code # 311

No	Ref #	ITEM NAME	Last Purchase Date	Closing Stock		
				Qty	U. Rate	Amount
1	4	Ball Pen	08.10.2021	30	99.45	2,984
2	5	Box File	15.03.2021	7	234	1,638
3	6	Calculator 14 Digit Medium	22.03.2021	2	1053	2,106
4	7	Calculator 14 Digit Large	22.03.2021	1	1579.5	1,580
5	8	Carbon Paper	08.10.2021	1	444.6	445
6	9	Color Paper	22.03.2021	0	245.7	0
7	10	Damper Plastic	25.03.2021	6	42.12	253
8	12	Duster Medium Cloth	08.10.2021	63	35.1	2,211
9	15	Gum Stick	18.03.2021	0	99.45	0
10	16	High lighter	18.10.2021	17	40.95	696
11	19	Permanent Marker	18.10.2021	6	40.95	246
12	20	Packing Tape	25.03.2021	6	140.4	842
13	31	Paper Computer 80 Col	21.10.2021	1	1404	1,404
14	23	Paper Computer 132 Col	11.03.2021	0	3042	0
15	28	Paper A-4,80 GM	18.10.2021	5	912.6	4,563
16	72	Paper A-4,70 GM	22.03.2021	0	649.35	0
17	30	Pape Legal Size	18.10.2021	4	1064.7	4,259
18	25	Pin Remover	02.01.2021	0	81.9	0
19	32	Punching Machine	02.01.2021	4	415.35	1,661
20	46	Ribbon LQ-350	11.10.2021	0	526.5	0
21	34	Ribbon LQ 2190	08.10.2021	5	819	4,095
22	36	Ring Binder	25.03.2021	0	210.6	0
23	38	Rough Pad A4 Size	25.03.2021	0	81.9	0
24	40	Rubber Band	02.01.2021	0	327.6	0
25	41	Ruled Register	25.03.2021	17	140.4	2,387
26	70	Scotch Tap 2"	18.03.2021	0	117	0
27	71	Scotch Tap 1"	18.03.2021	0	70.2	0
28	44	Signature Pen	18.10.2021	35	76.05	2,662



SCHEDULE OF STOCK OF NON PRINTING STATIO

Period Ending 01/01/2021 to 31/12/2021	
Preparing Deptt: P&GS	

No	Ref #	ITEM NAME	Last Purchase Date	Account Code # 311	
				Qty	U. Rate
1	4	Ball Pen	08.10.2021	30	99.45
2	5	Box File	15.03.2021	7	234
3	6	Calculator 14 Digit Medium	22.03.2021	2	1053
4	7	Calculator 14 Digit Large	22.03.2021	1	1579.5
5	8	Carbon Paper	08.10.2021	1	444.6
6	9	Color Paper	22.03.2021	0	245.7
7	10	Damper Plastic	25.03.2021	6	42.12
8	12	Duster Medium Cloth	08.10.2021	63	35.1
9	15	Gum Stick	18.03.2021	0	99.45
10	16	High lighter	18.10.2021	17	40.95
11	19	Permanent Marker	18.10.2021	6	40.95
12	20	Packing Tape	25.03.2021	6	140.4
13	31	Paper Computer 80 Col	21.10.2021	1	1404
14	23	Paper Computer 132 Col	11.03.2021	0	3042
15	28	Paper A-4,80 GM	18.10.2021	5	912.6
16	72	Paper A-4,70 GM	22.03.2021	0	649.35
17	30	Pape Legal Size	18.10.2021	4	1064.7
18	25	Pin Remover	02.01.2021	0	81.9
19	32	Punching Machine	02.01.2021	4	415.35

20	46	Ribbon LQ-350	11.10.2021	0	526.5
21	34	Ribbon LQ 2190	08.10.2021	5	819
22	36	Ring Binder	25.03.2021	0	210.6
23	38	Rough Pad A4 Size	25.03.2021	0	81.9
24	40	Rubber Band	02.01.2021	0	327.6
25	41	Ruled Register	25.03.2021	17	140.4
26	70	Scotch Tap 2"	18.03.2021	0	117
27	71	Scotch Tap 1"	18.03.2021	0	70.2
28	44	Signature Pen	18.10.2021	35	76.05
29	47	Stamp Pad	18.10.2021	5	59.67
30	48	Stamp Pad Ink	18.11.2021	0	52.65
31	50	Stapler Pin- Medium 24/6	12.10.2021	12	42.12
32	51	Stapler Pin Large	12.10.2021	27	198.9
33	52	Stapler Machine Medium	08.10.2021	0	380.25
34	53	Stapler Machine Large	02.01.2021	0	4212
35	59	Tissue	28.12.2021	12	193
				Total	

Prepared by

Incharge P&GS

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Amount
2,984
1,638
2,106
1,580
445
0
253
2,211
0
696
246
842
1,404
0
4,563
0
4,259
0
1,661

0
4,095
0
0
0
2,387
0
0
2,662
298
0
505
5,370
0
0
2,317
42,522

SCHEDULE OF STOCK OF RATE BOOKS

Period Ending 01/01/2021 to 31/12/2021

Preparing Deptt: P&GS	Account Code # 310
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No	Ref	ITEM NAME	Openin g Balance	Addition during the Year 2021	Issued during the Year 2021	Closing Stock	Rate	Amount
1	154	Rate Book	300	0	87	213	44.2	9415

Preparid by Incharge P&GS

SCHEDULE OF STOCK OF NON PRINTING STATIONERY

Period Ending 01/01/2021 to 31/12/2021

Preparing Deptt: P&GS

				Account Code # 311		
No	Ref #	ITEM NAME	Last Purchase Date	Closing Stock		
				Qty	U. Rate	Amount
1	4	Ball Pen	08.10.2021	30	99.45	2,984
2	5	Box File	15.03.2021	7	234	1,638
3	6	Calculator 14 Digit Medium	22.03.2021	2	1053	2,106
4	7	Calculator 14 Digit Large	22.03.2021	1	1579.5	1,580
5	8	Carbon Paper	08.10.2021	1	444.6	445
6	9	Color Paper	22.03.2021	0	245.7	0
7	10	Damper Plastic	25.03.2021	6	42.12	253
8	12	Duster Medium Cloth	08.10.2021	63	35.1	2,211
9	15	Gum Stick	18.03.2021	0	99.45	0
10	16	High lighter	18.10.2021	17	40.95	696
11	19	Permanent Marker	18.10.2021	6	40.95	246
12	20	Packing Tape	25.03.2021	6	140.4	842
13	31	Paper Computer 80 Col	21.10.2021	1	1404	1,404
14	23	Paper Computer 132 Col	11.03.2021	0	3042	0
15	28	Paper A-4,80 GM	18.10.2021	5	912.6	4,563
16	72	Paper A-4,70 GM	22.03.2021	0	649.35	0
17	30	Pape Legal Size	18.10.2021	4	1064.7	4,259
18	25	Pin Remover	02.01.2021	0	81.9	0
19	32	Punching Machine	02.01.2021	4	415.35	1,661

20	46	Ribbon LQ-350	11.10.2021	0	526.5	0
21	34	Ribbon LQ 2190	08.10.2021	5	819	4,095
22	36	Ring Binder	25.03.2021	0	210.6	0
23	38	Rough Pad A4 Size	25.03.2021	0	81.9	0
24	40	Rubber Band	02.01.2021	0	327.6	0
25	41	Ruled Register	25.03.2021	17	140.4	2,387
26	70	Scotch Tap 2"	18.03.2021	0	117	0
27	71	Scotch Tap 1"	18.03.2021	0	70.2	0
28	44	Signature Pen	18.10.2021	35	76.05	2,662
29	47	Stamp Pad	18.10.2021	5	59.67	298
30	48	Stamp Pad Ink	18.11.2021	0	52.65	0
31	50	Stapler Pin- Medium 24/6	12.10.2021	12	42.12	505
32	51	Stapler Pin Large	12.10.2021	27	198.9	5,370
33	52	Stapler Machine Medium	08.10.2021	0	380.25	0
34	53	Stapler Machine Large	02.01.2021	0	4212	0
35	59	Tissue	28.12.2021	12	193	2,317
					Total	42,522

Prepared by

Incharge P&GS

SCHEDULE OF STOCK OF NON PRINTING STATIONERY

Period Ending 01/01/2021 to 31/12/2021	
Preparing Deptt: P&GS	

Account Code # 311

No	Ref #	ITEM NAME	Last Purchase Date	Closing Stock		
				Qty	U. Rate	Amount
1	4	Ball Pen	08.10.2021	30	99.45	2,984
2	5	Box File	15.03.2021	7	234	1,638
3	6	Calulator 14 Digit Medium	22.03.2021	2	1053	2,106
4	7	Calulator 14 Digit Large	22.03.2021	1	1579.5	1,580
5	8	Carbon Paper	08.10.2021	1	444.6	445
7	10	Damper Plastic	25.03.2021	6	42.12	253
8	12	Duster Medium Cloth	08.10.2021	63	35.1	2,211
10	16	High lighter	18.10.2021	17	40.95	696
11	19	Permanent Marker	18.10.2021	6	40.95	246
12	20	Packing Tape	25.03.2021	6	140.4	842
13	31	Paper Computer 80 Col	21.10.2021	1	1404	1,404
15	28	Paper A-4,80 GM	18.10.2021	5	912.6	4,563
17	30	Pape Legal Size	18.10.2021	4	1064.7	4,259
19	32	Punching Machine	02.01.2021	4	415.35	1,661
21	34	Ribbon LQ 2190	08.10.2021	5	819	4,095
25	41	Ruled Register	25.03.2021	17	140.4	2,387
28	44	Signature Pen	18.10.2021	35	76.05	2,662
29	47	Stamp Pad	18.10.2021	5	59.67	298
31	50	Stapler Pin- Medium 24/6	12.10.2021	12	42.12	505
32	51	Stapler Pin Large	12.10.2021	27	198.9	5,370
35	59	Tissue	28.12.2021	12	193	2,317
				Total		42,522

SCHEDULE OF STOCK OF NON PRINTING STATIONERY

Period Ending 01/01/2020 to 31/12/2020

Preparing Deptt: P&GS

Account Code # 311

No	Ref #	ITEM NAME	Last Purchase Date	Closing Stock	
				Qty	U. Rate
1	3	Ball Pen Signature	18.12.2020	100	9.36
2	5	Box File Imported	02.01.2020	8	112.32
3	6	Calculator 14 Digit (L)	02.06.2020	2	2,082.60
4	7	Calculator 14 Digit (M)	02.01.2020	2	614.25
5	8	Carbon Paper	02.06.2020	2	409.50
7	10	Damper China	18.12.2020	6	63.18
8	13	Duster Medium	05.08.2020	109	32.76
10	17	High lighter	02.01.2020	12	29.25
11	18	Jam Paper clip	02.06.2020	6	54.99
12	19	Led Pencil	02.06.2020	10	9.36
13	20	Marker-90	02.01.2020	24	25.74
14	21	Packing Tape	02.01.2020	10	50.31
15	24	PAPER BOX 80 COL	26.10.2020	13	1,638.00
17	26	Paper pin China	02.01.2020	6	21.06
18	27	Pin Remover	02.01.2020	8	46.80
19	31	Paper Rim A-4	15.12.2020	20	877.50
20	34	Paper Rim Legal	16.12.2020	15	994.50
21	36	Punching Machine	02.01.2020	9	415.35
22	37	Ribbon LQ-350	29.10.2020	12	421.20
23	38	Ribbon LQ 2190	02.06.2020	6	526.50
24	42	Ring Binder Imported	04.12.2020	4	225.81
25	45	Rough Pad A4 Size	14.12.2020	24	58.50
26	46	Rubber Band Ring	02.06.2020	3	315.90
27	47	Ruled Register	02.01.2020	4	175.50
28	51	Signature Pen	11.12.2020	90	64.35
29	55	Stamp Pad	26.10.2020	4	57.33
30	56	Stamp Pad Ink	16.12.2020	14	43.29
31	57	Stapler Machine Large	02.01.2020	2	3,042.00
32	58	Stapler Machine (M)	21.12.2020	6	374.40
33	59	Stapler Pin Packet (L)	16.12.2020	48	194.22
34	61	Stapler Pin Packet(M)	16.12.2020	52	39.78
35	68	Tissue	21.12.2020	3	180.00
Total					

Amount
936
899
4,165
1,229
819
379
3,571
351
330
94
618
503
21,294
126
374
17,550
14,918
3,738
5,054
3,159
903
1,404
948
702
5,792
229
606
6,084
2,246
9,323
2,069
540
110,953

TENDER NOTICE NO.P&GS/002/2023 February 14, 2023

Sealed financial bids are invited (under single stage two envelopes) from pre-qualified/non pre-qualified GST/NTN registered firms/Stationers having own Office Phone/Mobile/e-mail (if found contrary the tender will be rejected) preferably based at Vehari for the following **Printing Stationery items** on the below mentioned terms and conditions:

Sr.No.	Items Name	Specification	Qty
1	Adjustment Advice Pad	68 GM Paper, A-4 Size	20
2	Amendment Pad	68 GM Paper, A-4 Size	50
3	Audit Memo Pad,	68 GM Paper, A-4 Size	20
4	Check List for AML/CFT Pad	68 GM Paper, A-4 Size	100
5	Corona Performa Pad	68 GM Paper, A-4 Size	100
6	Confidential Report A.M 03 Pages,	68 GM Paper, A-4 Size	200
7	CRS,2 Pages(N.B) Pad	68 GM Paper, A-4 Size	40
8	DGH Pad	68 GM Paper, A-4 Size	70
9	Envelops Simple 10"X12"	(Khakee) 80 GM	1500
10	Envelops Simple 11"X15"	(Khakee) 80 GM	2000
11	Envelops Simple 11"X5"	(Khakee) 80 GM	1000
12	Envelops Simple 19"X15"	(Khakee) 80 GM	300
13	Envelops Simple 9"X4"	(Khakee) 80 GM	8000
14	Envelops Window 9"X4"	(Khakee) 80 GM	10000
15	FIB Calculation Sheet Pad	68 GM Paper, A-4 Size	20
16	File Cover Agency with Steel Clip	300GM Bleach Card	2000

17	KYC Form Double Side Pad	68 GM Paper, A-4 Size	20
18	Late Fee Performa Pad	68 GM Paper, A-4 Size	100
19	Leave Application Staff Pad	68 GM Paper, A-4 Size	15
20	Loan Bank Application Pad	68 GM Paper, A-4 Size	80
21	Loan Stamp PHS-10 Pad	68 GM Paper, A-4 Size	80
22	Loan Receipt Pad	68 GM Paper, A-4 Size	80
23	Medical Attendance PHS Pad	68 GM Paper, A-4 Size	20
24	Medical Book Doctors Size 4"x10"	68 GM Paper, A-4 Size	50
25	Medical Book Officers Size 4"x10"	68 GM Paper, A-4 Size	50
26	Medical Declaration Officer/Staff	68 GM Paper, A-4 Size	10
27	Medical Expenses Card 10"x13"	As per Specemen	200
28	Medical Extra Pad	68 GM Paper, A-4 Size	30
29	ND Pad,	68 GM Paper, A-4 Size	10
30	Office File Cover with Steel Clip	300 gm Bleach Card	500
31	Payment Voucher A.M.Pad	68 GM Paper	25
32	Payment Voucher Death Claim	68 GM Paper	15
33	PHS -63 , Pad	68 GM Paper, A-4 Size	20
34	PHS -64, Sanad Pad	68 GM Paper, A-4 Size	20
35	PHS- 80, Ajir ke Sanad , Pad	68 GM Paper, A-4 Size	20
36	PHS-15 Pad	68 GM Paper, A-4 Size	50
37	Policy Brief Sheet	80 GM Imported Paper	25000
38	Policy Card	As per Specemen	5000
39	Policy File Cover with Steel Clip	300 GM Bleach Card PVC Tape Paste Back Side	25000
40	Proposal Deposit Slip Perforated	68 GM Paper, A-4 Size	40
41	Proposal Form Medical, 08 Pages	80 GM Imported Paper	20000
42	Proposal Non Medical, 06 Pages	80 GM Imported Paper	30000
43	PS Medical, 04 Pages	80 GM Imported Paper	8000

44	PS Non Medical, 4 Pages	80 GM Imported Paper	12000
45	Receipt Book perforated	68 GM Paper, A-4 Size	30
46	Record Creation Advice Pad	68 GM Paper, A-4 Size	15
47	Register Daily Cheque Payment Admin	400 Pages 10"x14" 70 GM	4
48	Register Daily Cheque Payment PHS	400 Pages 10"x14" 70 GM	4
49	Register Cash 500 Pages	As per Specemen	4
50	Register CHQ Dispatch	400 Pages 10"x14" 70 GM	6
51	Register CHQ Entery	400 Pages 10"x14" 70 GM	6
52	Requisition Slip Pad,	68 GM Paper, A-4 Size	40
53	Risk Profiling Sheet,Double Side	68 GM Paper, A-4 Size	300
54	Schedule Local / Out Station Pad	68 GM Paper, A-4 Size	30
55	S.M Report pad	68 GM Paper, A-4 Size	40
56	Supplementary Pad	68 GM Paper, A-4 Size	25
57	Urdu Application Lapse,Pad	68 GM Paper, A-4 Size	30
58	3.Specimen Signature Pad	68 GM Paper, A-4 Size	40

TERMS AND CONDITIONS

- (a) Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.2000/- Cash as Tender Fee (Non Refundable).
- (b) Security amount must be deposited equal to 02.00% of the approximate value (noted above) of the tender in form of "Cash Payment" or "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan Vehari Zone" 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.
- (c) The rates provided should be included with all taxes and the rates validity of tender will be up to December 31, 2023 from the date of opening of tender.
- (d) Tender **Closing Date 02-03-2023 at 02:00 P.M.** Tender **Opening Date 02-03-2023 at 03:00 P.M.** in the office of Incharge-P&GS Secretary ZPC Vehari Zone, in the presence of the bidders who wish to be present.
- (e) On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.

- (f) The Firm/Suppliers/Printers in quotation will be bound to supply the required items as whole consignment within 30 days after the issuance of Purchase Order.
- (g) State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
- (h) 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.
- (i) 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.
- (j) All the applicable Taxes would be deducted as per Govt. of Pakistan Law.
- (k) The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
- (l) Samples should be of same quality and gramage as specified in tender are provided. The Committee will not consider any other sample attached by the vendor.
- (m) Successful bidders will bear the freight charges occurred in providing all items at State Life Insurance Corporation Vehari Zone (2nd Floor, ZTBL Building, V-Chowk Vehari)
- (n) **The Delivery Schedule is as under: -**
 - 1 ¼th of the whole consignment in 1st Quarter
 - 2 ¼th of the whole consignment in 2nd Quarter
 - 3 ¼th of the whole consignment in 3rd Quarter
 - 4 ¼th 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. 067- 9201135

Abdul Rauf Ahmad
Secretary Zonal Procurement Committee
Incharge P&GS,State Life Office,2nd Floor,
ZTBL Building, Vehari

Comparative Statement of Quotations for Printing Items - Year-2023

S.No	Items Name	Qty Required	Anas Traders Vehari	Talal Publishers Lahore	Lowest Rate	Lowet Rate with GST 18%	Detail of Lowest Quotationers
1	Adjustment Advice Pad	20	340	350.00	340.00	401.20	Anas Traders Vehari
2	Amendment Pad	50	340	350.00	340.00	401.20	Anas Traders Vehari
3	Audit Memo Pad,	20	380	350.00	350.00	413.00	Talal Publishers Lahore
4	Check List for AML/CFT Pad	100	240	250.00	240.00	283.20	Anas Traders Vehari
5	Corona Performa Pad	100	240	250.00	240.00	283.20	Anas Traders Vehari
6	Confidential Report A.M 03 Pages,	200	350	225.00	225.00	265.50	Talal Publishers Lahore
7	CRS,2 Pages(N.B) Pad	40	350	640.00	350.00	413.00	Anas Traders Vehari
8	DGH Pad	70	240	240.00	240.00	283.20	Anas Traders Vehari
9	Envelops Simple 10"X12"	1500	11.6	12.00	11.60	13.69	Anas Traders Vehari
10	Envelops Simple 11"X15"	2000	24	25.00	24.00	28.32	Anas Traders Vehari
11	Envelops Simple 11"X5"	1000	11	9.00	9.00	10.62	Talal Publishers Lahore
12	Envelops Simple 19"X15"	300	30	28.00	28.00	33.04	Talal Publishers Lahore
13	Envelops Simple 9"X4"	8000	7.5	7.79	7.50	8.85	Anas Traders Vehari
14	Envelops Window 9"X4"	10000	5.6	5.69	5.60	6.61	Anas Traders Vehari
15	FIB Calculation Sheet Pad	20	280	250.00	250.00	295.00	Talal Publishers Lahore
16	File Cover Agency with Steel Clip	2000	41	43.50	41.00	48.38	Anas Traders Vehari
17	KYC Form Double Side Pad	20	350	250.00	250.00	295.00	Talal Publishers Lahore
18	Late Fee Performa Pad	100	190	199.00	190.00	224.20	Anas Traders Vehari
19	Leave Application Staff Pad	15	370	350.00	350.00	413.00	Talal Publishers Lahore
20	Loan Bank Application Pad	80	220	225.00	220.00	259.60	Anas Traders Vehari
21	Loan Stamp PHS-10 Pad	80	220	225.00	220.00	259.60	Anas Traders Vehari

22	Loan Receipt Pad	80	220	225.00	220.00	259.60	Anas Traders Vehari
23	Medical Attendance PHS Pad	20	250	225.00	225.00	265.50	Talal Publishers Lahore
24	Medical Book Doctors Size 4"x10"	50	220	225.00	220.00	259.60	Anas Traders Vehari
25	Medical Book Officers Size 4"x10"	50	220	225.00	220.00	259.60	Anas Traders Vehari
26	Medical Declaration Officer/Staff	10	380	350.00	350.00	413.00	Talal Publishers Lahore
27	Medical Expenses Card 10"x13"	200	42	45.00	42.00	49.56	Anas Traders Vehari
28	Medical Extra Pad	30	270	250.00	250.00	295.00	Talal Publishers Lahore
29	ND Pad,	10	380	350.00	350.00	413.00	Talal Publishers Lahore
30	Office File Cover with Steel Clip	500	64	69.50	64.00	75.52	Anas Traders Vehari
31	Payment Voucher A.M.Pad	25	400	350.00	350.00	413.00	Talal Publishers Lahore
32	Payment Voucher Death Claim	15	400	350.00	350.00	413.00	Talal Publishers Lahore
33	PHS -63 , Pad	20	400	350.00	350.00	413.00	Talal Publishers Lahore
34	PHS -64, Sanad Pad	20	400	350.00	350.00	413.00	Talal Publishers Lahore
35	PHS- 80, Ajir ke Sanad , Pad	20	400	350.00	350.00	413.00	Talal Publishers Lahore
36	PHS-15 Pad	50	340	350.00	340.00	401.20	Anas Traders Vehari
37	Policy Brief Sheet	25000	6.7	6.79	6.70	7.91	Anas Traders Vehari
38	Policy Card	5000	0	15.00	15.00	17.70	Talal Publishers Lahore
39	Policy File Cover with Steel Clip	25000	36.9	37.75	36.90	43.54	Anas Traders Vehari
40	Proposal Deposit Slip Perforated	40	280	299.00	280.00	330.40	Anas Traders Vehari
41	Proposal Form Medical, 08 Pages	20000	0	15.00	15.00	17.70	Talal Publishers Lahore
42	Proposal Non Medical, 06 Pages	30000	0	11.85	11.85	13.98	Talal Publishers Lahore
43	PS Medical, 04 Pages	8000	7.4	7.50	7.40	8.73	Anas Traders Vehari
44	PS Non Medical, 4 Pages	12000	7.4	7.50	7.40	8.73	Anas Traders Vehari
45	Receipt Book perforated	30	550	650.00	550.00	649.00	Anas Traders Vehari

46	Record Creation Advice Pad	15	340	350.00	340.00	401.20	Anas Traders Vehari
47	Register Daily Cheque Payment Admin	4	4500	6000.00	4500.00	5310.00	Anas Traders Vehari
48	Register Daily Cheque Payment PHS	4	4500	6000.00	4500.00	5310.00	Anas Traders Vehari
49	Register Cash 500 Pages	4	0	6000.00	6000.00	7080.00	Talal Publishers Lahore
50	Register CHQ Dispatch	6	4500	6000.00	4500.00	5310.00	Anas Traders Vehari
51	Register CHQ Entery	6	4500	6000.00	4500.00	5310.00	Anas Traders Vehari
52	Requisition Slip Pad,	40	300	299.00	299.00	352.82	Talal Publishers Lahore
53	Risk Profiling Sheet,Double Side	300	190	199.00	190.00	224.20	Anas Traders Vehari
54	Schedule Local / Out Station Pad	30	330	350.00	330.00	389.40	Anas Traders Vehari
55	S.M Report pad	40	330	350.00	330.00	389.40	Anas Traders Vehari
56	Supplementary Pad	25	380	350.00	350.00	413.00	Talal Publishers Lahore
57	Urdu Application Lapse,Pad	30	330	350.00	330.00	389.40	Anas Traders Vehari
58	3.Specimen Signature Pad	40	330	350.00	330.00	389.40	Anas Traders Vehari

Kindly Allow to place the purchase Order to the lowest quotationer as above.

Abdul Rauf Ahmad
Secratery/Incharge P&GS

Ch.Asam Pervaiz
Convenor PHS

Aizaz ul Hassan
Member F&A

Shoukat Ali Ch.
Member N.B



STATE LIFE

Insurance Corporation of Pakistan

VEHARI ZONE

TENDER NOTICE NO.P&GS/002/2023 February

Sealed financial bids are invited (under single stage two envelopes) from pre-qualified/non registered firms/Stationers having own Office Phone/Mobile/e-mail (if found contrary the preferably based at Vehari for the following **Printing Stationery items** on the below ment

Sr.No.	Items Name	Specification
1	Adjustment Advice Pad	68 GM Paper, A-4 Size
2	Amendment Pad	68 GM Paper, A-4 Size
3	Audit Memo Pad,	68 GM Paper, A-4 Size
4	Check List for AML/CFT Pad	68 GM Paper, A-4 Size
5	Corona Performa Pad	68 GM Paper, A-4 Size
6	Confidential Report A.M 03 Pages,	68 GM Paper, A-4 Size
7	CRS,2 Pages(N.B) Pad	68 GM Paper, A-4 Size
8	DGH Pad	68 GM Paper, A-4 Size
9	Envelops Simple 10"X12"	(Khakee) 80 GM
10	Envelops Simple 11"X15"	(Khakee) 80 GM
11	Envelops Simple 11"X5"	(Khakee) 80 GM
12	Envelops Simple 19"X15"	(Khakee) 80 GM
13	Envelops Simple 9"X4"	(Khakee) 80 GM
14	Envelops Window 9"X4"	(Khakee) 80 GM
15	FIB Calculation Sheet Pad	68 GM Paper, A-4 Size
16	File Cover Agency with Steel Clip	300GM Bleach Card
17	KYC Form Double Side Pad	68 GM Paper, A-4 Size
18	Late Fee Performa Pad	68 GM Paper, A-4 Size
19	Leave Application Staff Pad	68 GM Paper, A-4 Size
20	Loan Bank Application Pad	68 GM Paper, A-4 Size
21	Loan Stamp PHS-10 Pad	68 GM Paper, A-4 Size
22	Loan Receipt Pad	68 GM Paper, A-4 Size
23	Medical Attendance PHS Pad	68 GM Paper, A-4 Size
24	Medical Book Doctors Size 4"x10"	68 GM Paper, A-4 Size
25	Medical Book Officers Size 4"x10"	68 GM Paper, A-4 Size
26	Medical Declaration Officer/Staff	68 GM Paper, A-4 Size
27	Medical Expenses Card 10"x13"	As per Specemen
28	Medical Extra Pad	68 GM Paper, A-4 Size
29	ND Pad,	68 GM Paper, A-4 Size
30	Office File Cover with Steel Clip	300 gm Bleach Card
31	Payment Voucher A.M.Pad	68 GM Paper
32	Payment Voucher Death Claim	68 GM Paper
33	PHS -63 , Pad	68 GM Paper, A-4 Size

34	PHS -64, Sanad Pad	68 GM Paper, A-4 Size
35	PHS- 80, Ajir ke Sanad , Pad	68 GM Paper, A-4 Size
36	PHS-15 Pad	68 GM Paper, A-4 Size
37	Policy Brief Sheet	80 GM Imported Paper
38	Policy Card	As per Specimen
39	Policy File Cover with Steel Clip	300 GM Bleach Card PVC Tape Paste Back Side
40	Proposal Deposit Slip Perforated	68 GM Paper, A-4 Size
41	Proposal Form Medical, 08 Pages	80 GM Imported Paper
42	Proposal Non Medical, 06 Pages	80 GM Imported Paper
43	PS Medical, 04 Pages	80 GM Imported Paper
44	PS Non Medical, 4 Pages	80 GM Imported Paper
45	Receipt Book perforated	68 GM Paper, A-4 Size
46	Record Creation Advice Pad	68 GM Paper, A-4 Size
47	Register Daily Cheque Payment Admin	400 Pages 10"x14" 70 GM
48	Register Daily Cheque Payment PHS	400 Pages 10"x14" 70 GM
49	Register Cash 500 Pages	As per Specimen
50	Register CHQ Dispatch	400 Pages 10"x14" 70 GM
51	Register CHQ Entry	400 Pages 10"x14" 70 GM
52	Requisition Slip Pad,	68 GM Paper, A-4 Size
53	Risk Profiling Sheet, Double Side	68 GM Paper, A-4 Size
54	Schedule Local / Out Station Pad	68 GM Paper, A-4 Size
55	S.M Report pad	68 GM Paper, A-4 Size
56	Supplementary Pad	68 GM Paper, A-4 Size
57	Urdu Application Lapse, Pad	68 GM Paper, A-4 Size
58	3. Specimen Signature Pad	68 GM Paper, A-4 Size
	Total	

TERMS AND CONDITIONS

- (a) Quotations shall be accepted only on Tender Document to be collected from our
- (b) Security amount must be deposited equal to 2.5% of the approximate value (not
- (c) The rates provided should be included with all taxes and the rates validity of ten
- (d) Tender **closing date 02-03-2023 at 02:00 P.M.** Tender **opening date 02-03-2023**
- (e) On finding substandard quality as and when noticed during process, the security
- (f) The Firm/Suppliers/Printers in quotation will be bound to supply the required ite
- (g) State Life Insurance Corporation has right to decrease the quantity without cons
- (h) The bidders will attach their respective copies of NTN and Sales Tax Certificates.
- (i) Sealed Tenders duly completed in all respect must reach to the undersigned by C
- (j) All the applicable Taxes would be deducted as per Govt. of Pakistan Law.
- (k) The Corporation reserves the right to cancel/reject any one or all the Tenders in
- (l) Samples should be of same quality and gramage as specified in tender are provide
- (m) Successful bidders will bear the freight charges occurred in providing all items at
- (n) **The Delivery Schedule is as under: -**
 - 1 ¼th of the whole consignment in 1st Quarter
 - 2 ¼th of the whole consignment in 2nd Quarter
 - 3 ¼th of the whole consignment in 3rd Quarter

- 4 ¼th of the whole consignment in 4th Quarter
For further details the undersigned may be contacted during working hours in pe

Abdul Rauf Ahmad
Secretary Zonal Procurement Committee
Incharge P&GS, State Life Office, 2nd Floor,
ZTBL Building, Vehari

14, 2023

pre-qualified GST/NTN

(if tender will be rejected)

stipulated terms and conditions:

Qty
20
50
20
100
100
200
40
70
1500
2000
1000
300
8000
10000
20
2000
20
100
15
80
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20000
30000
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12000
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4
6
6
40
300
30
40
25
30
40

Office on Payment of Rs.2000/- Cash
ed above) of the tender in form of
der will be up to December 31, 2023

at 03:00 P.M. in the office of Incharge-
deposit may be forfeited in favour of
ms as whole consignment within 30
ultation as and when required.

A certificate to the effect that the
Courier Service/by post during Office

accordance with rule 33(1) of PPRA.
ed. The Committee will not consider
State Life Insurance Corporation

erson or telephonically on phone No.



Insurance Corporation of Pakistan

VEHARI ZONE

TENDER NOTICE NO.P&GS/002/2024 /VZ -February 15, 2024

Sealed financial bids are invited(under single stage two envelopes) from pre-qualified/non pre-qualified GST/NTN registered firms/Stationers having own Office Phone/Mobile/e-mail (if found contrary the tender will be rejected) preferably based at Vehari for the following Printing items on the below mentioned terms and conditions:

Sr.No.	Items Name	Qty
1	Adjustment Advice Pad 68 GM Paper, A-4 Size	100
2	Amendment Pad 68 GM Paper, A-4 Size	50
3	Audit Memo Pad,68 GM Paper, A-4 Size	20
4	Check List High/Low for AML/CFT Pad 68 GM Paper, A-4 Size	300
5	Confidential Report A.M 0,3 Pages,68 GM Paper, A-4 Size	250
6	CRS,2 Pages(N.B) Pad 68 GM Paper, A-4 Size	40
7	DGH Pad 68 GM Paper, A-4 Size	100
8	Envelops Simple 10"X12" (Khakee) 80 GM	3000
9	Envelops Simple 11"X15"(Khakee) 80 GM	3000
10	Envelops Simple 11"X5"(Khakee) 80 GM	2000
11	Envelops Simple 19"X15" (Khakee) 80 GM	500
12	Envelops Simple 9"X4" (Khakee) 80 GM	10000
13	Envelops Window 9"X4" (Khakee) 80 GM	15000
14	FIB Calculation Sheet Pad 68 GM Paper, A-4 Size	20
15	File Cover Agency with Steel Clip 300GM Bleach Card	3000
16	KYC-A Forms Annexure A&B 02 Pages each 68 GM Paper, A-4 Size	20
17	Late Fee Performa Pad 68 GM Paper, A-4 Size	200
18	Leave Application Staff Pad 68 GM Paper, A-4 Size	15

19	Leave Card Bleach Card A- 4	300
20	Loan Schedule Application Pad 70 GM Paper, A-4 Size	200
21	Medical Attendance PHS Pad 68 GM Paper, A-4 Size	20
22	Medical Book Doctors Size 4"x10"68 GM Paper, A-4 Size	50
23	Medical Book Officers Size 4"x10"68 GM Paper, A-4 Size	50
24	Medical Declaration Officer/Staff 68 GM Paper, A-4 Size	10
25	Medical Expenses Card 10"x13" As per Specemen	400
26	Medical Extra Pad 68 GM Paper, A-4 Size	50
27	Medical Fee Statement Pad 68 GM Paper, A-4 Size	20
28	ND Pad, 68 GM Paper, A-4 Size	10
29	New Business - 01 Pad 68 GM Paper, A-4 Size	10
30	Office File Cover with Steel Clip 300 gm Bleach Card	500
31	Payment Voucher A.M.Pad 68 GM Paper 11" x 11"	40
32	Payment Voucher Death Claim 68 GM Paper 11" x 11"	15
33	PHS -63 , Pad 68 GM Paper, A-4 Size	20
34	PHS -64, Sanad Pad 68 GM Paper, A-4 Size	20
35	PHS- 80, Ajir ke Sanad , Pad 68 GM Paper, A-4 Size	20
36	PHS-15 Pad 68 GM Paper, A-4 Size	50
37	Policy Brief Sheet 80 GM Imported Paper	30000
38	Policy Card As per Specemen	5000
39	Policy File Cover with Steel Clip 300 GM Bleach Card PVC Tape Paste inner Side	30000
40	Policy Record Update pad 68 GM Paper, A-4 Size	100
41	Proposal Deposit Slip Perforated 68 GM Paper, A-4 Size	200
42	Proposal Form Medical, 08 Pages 80 GM Imported Paper	25000
43	Proposal Non Medical, 06 Pages 80 GM Imported Paper	30000
44	PS Medical, 04 Pages 80 GM Imported Paper	10000
45	PS Non Medical, 4 Pages 80 GM Imported Paper	15000
46	Receipt Book perforated 68 GM Paper, A-4 Size	30

47	Record Creation Advice Pad 68 GM Paper, A-4 Size	15
48	Register Daily Cheque Payment Admin 400 Pages 10"x14" 70 GM	6
49	Register Daily Cheque Payment PHS 400 Pages 10"x14" 70 GM	6
50	Register Cash 500 Pages As per Specemen	6
51	Register CHQ Dispatch 400 Pages 10"x14" 70 GM	6
52	Register CHQ Entery 400 Pages 10"x14" 70 GM	6
53	Requisition Slip Pad, 68 GM Paper, A-4 Size	40
54	Risk Profiling Sheet,Double Side 68 GM Paper, A-4 Size	400
55	Schedule Local / Out Station Pad 68 GM Paper, A-4 Size	30
56	S.M Report pad 68 GM Paper, A-4 Size	40
57	Supplementary Pad 68 GM Paper, A-4 Size	25
58	Urdu Application Lapse,Pad 68 GM Paper, A-4 Size	100
59	3.Specimen Signature Pad 68 GM Paper, A-4 Size	200
60	Attendance Sheet 80 GM Imported Paper 16"x13" As per specimen	1000
61	KYC-A Forms Annexure A&B 02 Pages each 68 GM Paper, A-4 Size	30
62	CHECK LIST FOR AML/CFT POLICY – 2020 Pad 68 GM Paper, A-4 Size	200
63	Refund A/C 568 N.B 68 GM Paper, A-4 Size	50
64	Progress Sheet Audit 70GM, Legal Size	20

TERMS AND CONDITIONS

- (a) Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.2000/- Cash as Tender Fee (Non Refundable).
- (b) Security amount must be deposited equal to 2% of the approximate value (noted above) of the tender in form of "Cash Payment" or "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan Vehari Zone" 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.
- (c) The rates provided should be included with all taxes and the rates validity of tender will be up to December 31, 2024 from the date of opening of tender.

- (d) Tender closing date 05-03-2024 at 02:00 P.M. Tender opening date 05-03-2024 at 03:00 P.M. in the office of Incharge-P&GS Secretary ZPC Vehari Zone, in the presence of the bidders who wish to be present.**
- (e) On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.**
- (f) The Firm/Suppliers/Printers in quotation will be bound to supply the required items as whole consignment within 30 days after the issuance of Purchase Order.**
- (g) State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.**
- (h) 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.**
- (i) 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.**
- (j) All the applicable Taxes would be deducted as per Govt. of Pakistan Law.**
- (k) The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.**
- (l) Samples should be of same quality and gramage as specified in tender are provided. The Committee will not consider any other sample attached by the vendor.**
- (m) Successful bidders will bear the freight charges occurred in providing all items at State Life Insurance Corporation Vehari Zone (2nd Floor, ZTBL Building, V-Chowk Vehari)**
- (n) The Delivery Schedule is as under: -**
 - 1 ¼th of the whole consignment in 1st Quarter**
 - 2 ¼th of the whole consignment in 2nd Quarter**
 - 3 ¼th of the whole consignment in 3rd Quarter**
 - 4 ¼th 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. 067- 9201135

Abdul Rauf Ahmad
Secretary Zonal Procurement Committee
Incharge P&GS, State Life Office, 2nd Floor,
ZTBL Building, Vehari