

Work Order =01

Department: HR&A
Ref: CPD/Stationery-Printing/26
Date: 10th March 2026

M/S Fiza Card Printing Press
Shop No.B/3/39/3 Akhatray Lane Siray Ghat,
Hyderabad

SUB: SUPPLY OF STATIONERY ITEMS Q-2

With reference to your Quotations regarding above, we are pleased to inform you that your rates have been approved. You are requested to supply the following items: -

Sr#	Items Details	Qty	Rate	Amount
1	Policy Brief Sheet 04 pages each 80 gram (as per Specimen) NBS	25000	4.9	122500
2	Letter of Acceptance (containing 100 pages each) 68 gram as per specimen	50	152	7600
3	N-20 (Agency Admin) containing 100 pages with 68 GM flying high	250	143	35750
4	N-D Form (containing 100 pages each) 68 Gm Flying high finish (NBS)	100	152	15200
5	Proposal Form Non Medical (as per specimen) 80 gram paper NBS	20000	8.25	165000
6	Proposal Form Medical (as per specimen) 80 gram paper NBS	5000	11.15	55750
7	Policy File Covers with steel clips 350gm card board Indonesia imported card	12000	23	276000
8	D.G.H Form containing 100 pages 68gram as per specimen (NBS)	150	143	21450
9	S.M/AM confidential Reports three pages containing 100 pages 68 gm as per specimen (NBS)	250	147	36750
10	Policy File Card (Pink) 310 gram Art Card as per specimen (NBS)	0	11	0
11	P.O Underwriting containing 100 pages 68 Gm flying high finish (NBS)	0	157	0
13	High/Low Risk & Check List (100 Pages) 68 gm as per specimen (NBS)	200	143	28600
15	003 form containing (100 pages) as per specimen (NBS)	0	153	0
16	Fresh Appointment Letter 68gm as per specimen (Agency)	0	143	0
18	Renewal of Retirement containing 100 pages 68gm as per specimen (Agency)	0	152	0
19	Medicine Prescription 68 gm as per specimen	30	147	4410
20	Medical Reference letter (Field) NCR paper as per specimen	30	255	7650
22	Medical Processing Sheet 68 gm as per specimen	30	147	4410
23	Hospitalization Form 68gm as per specimen	0	153	0

24	Reimbursement form "B" 68 gm (Medical)	30	153	4590
25	Counter Receiving Letter (PHS) containing 100 pages with 68 GM (PHS)		143	0
26	Application form PHS department containing 100 pages with 68 GM (PHS)	50	143	7150
27	Cheque Dispatch Covering letter for PHS 68gm		147	0
28	Collection Advise Slip containing 100 pages with 68 GM Flying high finish(PHS)		152	0
29	Late fee Waiver (PHS) containing 100 pages with 68 GM Flying high finish		152	0
30	Performa For Surrender Of Policy containing 100 pages with 68 GM		143	0
31	Cheque Dispatch Letter (Maturity), contains 100 pages with 68 GM		143	0
32	Cheque Dispatch Letter (Loan) coating 100 pages with 68 GM	10	143	1430
33	Alteration Advice containing 100 pgs 68 gram as per specimen	10	147	1470
34	I.O.C Letters contains 100 pages with 68 GM		152	0
37	Loan Processing Sheet containing 100 pages with 68 GM flying high		143	0
38	Policy File Card (PHS) 310 gram Art Card Grey as per specimen	00	11	0
39	Chanel Change Letter (PHS) containing 100 pages Gm flying high finish	10	147	1470
40	Application Form for PHS department containing 100 pages as per sample	50	143	7150
41	Revival Decision Performa, containing 100 pages ,68 GM	50	143	7150
43	Endorsement of nominee/guardian containing 100 pages 68 gm	10	147	1470
45	Premium Endorsement containing 100 pages 68 gm as per specimen		153	
46	Requirement Letter containing 100 pages as per specimen	100	153	15300
47	ND forms for Revivals 68gm as per specimen		143	
48	PHS counter receipts 68gm as per specimen	50	147	7350
49	Issuance Certificate in Urdu containing 100 pages as per specimen for Claim		157	
50	Identification Certificate in Urdu containing 100 pages as per specimen for Claim	30	147	4410
51	Death Claim Form – B two pages 68gm as per specimen for Claim	100	147	14700
52	Death Claim Statement form containing two pages in Urdu 68 gm as perspecimen for Claim	370	147	54390
53	Survival Certificate containing 100 pages 68 gm as per specimen for Claim		147	0
54	Payment Voucher 68 gm per specimen for Maturity & PHS		147	0
55	S.B calculation sheet 68 gm as per specimen of Maturity		156	0
56	Journal Voucher 68 gm as per specimen (F&A)		147	0
57	Envelope Size 12/10 (White) Craft Paper AA Quality (HR&A)		5.5	0

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58	Envelope large Size 12/15 (Khaki) Craft Paper AA Quality		7	0
59	Policy Size Envelop 9/4 (Khaki) without window Craft Paper AA Quality		2.4	0
60	Envelope Size 11/5 (Khaki) Craft Paper AA Quality		3.25	0
61	Envelope Size 9/4 (Khaki) with window Craft Paper AA Quality		3.1	00
62	Leave Application Urdu containing 100 pages, 68 GM Flying High		152	0
63	Leave Application English containing 100 pages, 68 GM Flying High		152	0
64	Over Time Performa containing 100 pages , 68 GM Flying High Finish		157	0
65	Attendance Sheets 80 GM imported papers		5	0
66	Office file covers with steel clip 300 gm craft card imported as per specimen		33	0
67	Indent Form 68 gm as per specimen	20	157	3140
68	Indent Form for Photostat as per specimen		157	
69	Letter Head containing 100 pages 80 gm paper as per specimen		152	0
70	TADA From containing 100 pages 68gm as per specimen		180	0
72	Audit Memo Pad (containing 100 pages, 68 GM flying High finish (A4 size)		157	0
74	Emergency Advance against Renewal three pages (Agency)		--	0
	Grand Total			912240

Awaiting for an immediate delivery of the goods on or before

30.04.2026.

Thanking you.

Yours Sincerely,

(MUHAMMAD ALI SHAIKH)
 Deputy Manager CPD Shaiqin
 Offr: Deputy Manager HR&A
 State Life Ins: Corp: of Pakistan
 Hyderabad Zone