INCHARE HRA&P
The Secretary (ZPC)
State Life Insurance Corp. of Pakistan,
State Life Building NO. 9
Blue Area, Islamabad -9207363

# 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 | 08-12.2026, 10:30 AM | 08-12.2026, 11:00 AM |
| 2 | **Lot-2** | Printing Items | 2976178 | 89285 | As per Tender Documents | 08-12.2026, 10:30 AM | 08-12.2026, 11:00 AM |

1. 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.

2. 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.

3. 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).
4. 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.
5. The quoted price for each Lot must be inclusive of all applicable taxes as per Government Rules.
6. 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 365 days from the date of opening of bids, which may be extended on mutual consent.
7. 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 Islamabad (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.SLIC/GS/02/10/2026, 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. Must only attach relevant documents.**

## 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 large (doller) | 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. | Gel pen (Blue-Black-Red- Green-)-Uni ball Signo7.0 | 50 Box | | |
| 24. | Sponge Plastic Water | 25 NOS | | |
| 25. | Gel pen (Blue-Black-Red- Green-)- Uniball vision elite 0.8 | 50 box | | |
| 26. | Stamp Paid Ink (Blue-02 -Green-12 Red- 12) | 26 NOS | | |
| 27. | Stapler Machine (Large) | 36 NOS | | |
| 28. | Stapler Pin (26/24 Small ) | 300 NOS | | |
| 29. | Stapler Pin Remover (OPEL ONLY) | 12 NOS | | |
| 30. | Tissue Paper (rose patel) | 100 Boxes | | |
| 31. | Computer Paper 11/15 P - I (2000 Sheets) 63. gm | 72 box | | |
| 32. | Computer Paper 11/15 P - 2 (1000 Sheets) 63. gm | 18 box | | |
| 33. | Computer Paper 9 '11 P(I) (2000 Sheets) 63gm (p1) | 120 box | | |
| 34. | Computer Paper 9 1/2 (P-2)(1000 Sheets) 63gm (p2) | 30 box | | |
| 35. | IBM line printer Ribbon 1040995 | 36 Nos | | |
| 36. | Dot Matrix Printer LQ-2180 | 120 Nos | | |
| 37. | P7000 Ribbon | 10 no | | |
| 38. | Toner 725- Cannon | 50 NOS | | |
| 39. | Cartridge Computer Robbin (350) | 120 NOS | | |
| 40. | Ribbon LQ-300 Plus | 20 NOS | | |
| 41. | Ribbon LQ-310 | 50 NOS | | |
| 42. | Cartridge Computer Robbin (310) | 25 NOS | | |
| 43. | Printer Tonner 12-A | 60 NOS | | |
| 44. | Printer Tonner 85-A (Hp Laser jet ) | 200 NOS | | |
| 45. | Toner Cartridge - 325 (cannon) | 30 NOS | | |
| 46. | Printer Tonner- 79-A | 50 NOS | | |
| 47. | Mouse Dell Company | 20 NOS | | |
| 48. | Computer Ribbon (LQ-2090/2190) | 48 NOS | | |
| 49. | Keyboard Dell Company | 20 NOS | | |
| 50. | A-4 Paper 80 g/m | 200 NOS | | |
| 51. | Legal Size Paper 70 g/m | 60 NOS | | |
| 52. | Water Glass & JAR (Fine imported quality) toyo nasic/omroc or eq. | 72 pieces | | |
| 53. | Telephone Set (Digital) | 05 sets | | |
| 54. | Mouse Pad Good Quality | 10 pieces | | |
| 55. | LED Light 20 volt with 1 year warranty (Osaka) | 20 NOS | | |
| 56. | Plastic File Cover (50 A-4, 50-Legel) | 200 pieces | | |
| 57. | Color file Plastic (spring clips) ZSSI or equivalent | 50 pieces | | |
| 58. | Extension Wire Electrical Fine Quality | 36 pieces | | |
| 59. | PVC Packing Tap | 36 Rolls | | |
| 60. | USB (16 GB, 32GB) | 06 | | |
| 61. | Sticky Note 3X3" mix 4 color 100 sheets | 50 packs | | |
| 62. | Permanent Marker 70 Dollar | 50 NOS | | |
| 63. | Two Ring File Fiber Legal size fine quality | 50 NOS | | |
| 64. | Tea Cup fine bone china with Saucer set of 06 pcs (High Quality) as per sample | 2 SETS | | |
| 65. | Luxury Officer Table set wooden VVIP Quality | 4 SETS | | |
| 66. | Visiting Cards 300 gram imported quality | 2000 | | |
| 67. | Round Wall clocks 18" (with State Life branding) | 20 Nos | | |
| 68. | Green cardboard Files good quality (with branding) | 50 NOS | | |
| 69. | File Cover Cardboard (with branding) | 50 NOS | | |
| 70. | Rat killer Medicine 40-gram kingtox | 50 BOXES | | |
| 71. | Rat killer Medicine 40-gram kingtox | 50 BOXES | | |
| 72. | Two Ring File Fiber Legal size fine quality (with branding) | 300 NOS | | |

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## FINANCIAL BID FOR PRINTING ITEMS

## TENDER NOTICE NO. **NO. SLIC/GS/ISB/02/11/2026**

**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" x15.5 | 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" X11.5 | 70 Gram local white paper (100 sheets ) | 10 pads | | |
| 17. | Authority Letter (Agency) | 8.5" X11.5 | 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" x11.5 | 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″ x11.5 | 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″ x11.5 | 68 Gram local white paper | 150 pads | | |
| 29. | Surrender Zonal Head Performa | 8.5″ x11.5 | 68 Gram local white paper | 150 pads | | |
| 30. | Indemnity Bond For issuance | 8.5″ x11.5 | 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″ X11.5 | 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” x11 | 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 | | |

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|---|---|---|---|---|---|---|
| 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 | | |
| 76. | | | | | | |

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

## TERMS & CONDITIONS

1. Proposals shall accompany a Pay Order/Bank Draft/CDR of not less than **Rs. 119437/- for Lot 1 (Stationery and Printing) and Rs.** 30,000 **for Lot 2 (Printing Material) in favor of “State Life Insurance Corporation of Pakistan”**
2. Successful Firm/Company must submit **2% of Quoted Bid as Performance Guarantee** after award of work order which shall be returned after expiry of warranty period of supplied items and shall be subject to deductions on account of unsatisfactory delivery / performance.
3. No bid will be accepted without earnest money/CDR.
4. Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
5. All the bids must include G.S.T. and all other applicable taxes.
6. ***The bids shall be evaluated separately for Lot-1 and Lot-2 on the basis of the total quoted price for each lot as a whole. The evaluation shall be conducted on a lot-wise basis and not on an item-wise basis. The contract for each lot shall be awarded to the bidder offering the lowest evaluated total price for the respective lot, subject to meeting all other eligibility criteria and technical requirements.***
7. The selected firms will provide items within 20 days from receipt of supply orders as per sample to be approved by SLIC. If supply is not made in due time, a fine of 0.5% of contract value per delayed day will be charged to the firm. If supply/ installation is delayed beyond 40 days from receipt of supply order, the earnest money will be confiscated.
8. ***All bidders are required to submit samples of the quoted items prior to the opening of the technical bids, as a mandatory requirement of the tender process.***
9. ***SLIC can increase or decrease the quantity of items to be purchased and also***

***reserve the right to accept or reject any or all tenders/Bids in line with PPRA rules.***

10. Bid validity period shall be **365 days** from the date of opening of financial bids. This period can be extended by SLIC with the consent of bidders.

11. No advance payment will be made. Payment will be processed upon satisfactory delivery / Installation of items. In case of non-compliance or failure of execution of order within the specified time or supply of sub-standard items and Services, Performance Guarantee shall be forfeited in favor of the Corporation.
12. Most advantageous/Successful Bidder shall submit Bids also in hard copy to Incharge HR & Admin.
13. Bids shall be accepted for only Islamabad Based companies/Vendors.
14. Bidder must clearly mention items Brand name and model in Technical Bids.
15. ***Rule 31 clarification of bids shall be applied if a bidder has unintentionally failed to submit required data provided that such clarification does not alter the substance of the bid.***
16. The bids shall be uploaded on EPADS for "**Procurement of Stationary items and Printing items for State Islamabad Zone Office".**
17. Procuring Agency reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any supplier who submitted a bid or proposal, the grounds for its rejection of all bids or proposals.

**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