

TENDER DOCUMENT
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
ZONAL OFFICE RAHIM YAR KHAN ZONE
FOR PRINTING ITEMS

State Life Insurance Corporation of Pakistan invites E-PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers /bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for “SUPPLY OF PRINTING ITEMS” FOR THE YEAR 2026 STATE LIFE RAHIM YAR KHAN ZONE UPTO 03.04.2026 (11:00 AM).

Makhdoom Shahrukh Jamil

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
State Life Building Abu Dhabi Road

Rahim Yar Khan

This Tender is available at the following web sites

(.www.ppra.org.pk) (PPRA EPADS)

(.www.statelife.com.pk)



S.No	PRINTING ITEMS	REQ.QTY YEARLY/Size Measurement Inches			Specifications
1	Indemnity Bond	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
2	Special Revival Plan	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
3	Indemnity Bond From No.1	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
4	Envelope Khaki 19 x 14 state life Monograph	200	Nos	19 x 14	80Grm Golden Craft Paper or equivalent
5	Zonal Head independent Report 3 pages	40	Pads	As per Specimen	80 Gram imported Paper or equivalent
6	Card for Policy	500	Pages	As per Specimen	300+300 Gram Imported Paper or equivalent
7	DGH Declaration Form	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
8	FIB Form	25	Pads	As per Specimen	70 Gram Imported Paper or equivalent
9	Claim Form A	15	Pads	As per Specimen	70 Gram Imported Paper or equivalent
10	Policy Loan Process Sheet	150	Pads	Legal Size	70 Gram Imported Paper or equivalent
11	S.R attachment Report 1 Leave 2 Pages	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
12	Policy Loan Schedule (Loan Form)	250	Pads	9 x 11½	70 Gram Imported Paper or equivalent
13	J.V Voucher	25	Pads	As per Specimen	70 Gram Imported Paper or equivalent
14	File cover Office As per sample	200	Nos	22 x 13	300 Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
15	Cheque Dispatch Letter	400	Pads	9 x 13	70 Gram Imported Paper or equivalent
16	Non Medical PS Form	1000 0	Nos	A4 Size Two Pages	75 Gram Imported Paper or equivalent
17	Medical PS Form	3000	Nos	A4 Size Two Pages.	75 Gram Imported Paper or Equivalent
18	AM/SM Confidential Report New	250	Pads	As per Specimen	75 Gram Imported Paper or Equivalent
19	Supp. Proposal	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
20	Premium deposit Slip	250	Pads	As per	70 Gram Imported Paper



				Specimen	or equivalent
21	Policy File Cover (Any Colour) As per Sample	4000 0	Nos	14 x11	350 gm card (by Polo Century) with steel clip + 4.75" Sqash Tape or Same with Bleach Card and Double side printing on 1 page. or equivalent.
22	Nomination Form (2 Colour Print)	20	Pads	8¼ x 11	75 Gram Offset or equivalent
23	Filecover Agency As per sample	3000	Nos	22 x 13	300Gram Bleach Card or Equivalent with Steel Clip +State Life Monogram etc
24	Proposal Form Non- Medical 5 Leaves 10 Pages (Double side print)	6000 0	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
25	Proposal Form Medical (6 Leaves 12 Pages)	1000 0	Nos	8¼ x 11¼	80 Gram Imported Paper or equivalent
26	Amendment form	40	Pads	As per Specimen	70 Gram Imported Paper or equivalent
27	Agency Letter 5 Leaves 9 Pages	150	Pads	As per Specimen	70 Gram Imported Paper or equivalent
28	Envelop (File Size)	1500	Nos	File Size	70 Gram Imported Paper or equivalent
29	Sanad Ki Shanakhat	10	Pads	8¼ x 11½	70 Gram Imported Paper or equivalent
30	Letter of Acceptance	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
31	Declaration Form CZ 50 (Zakat Form)	5	Pads	As per Specimen	70 Gram Imported Paper or equivalent
32	Application for Renewal of Registration (SR,SM) (Photo New Agency) 2 Leaves 3 Pages	50	Pads	8¼ x 13	70 Gram Imported Paper or equivalent 2 Leave 03 Pages double side print) 01 Pad Contain 200 Leaves
33	Agency Form for New Registration. SR,SM 2 Pages Complete Set	100	Pads	Legal	70 Gram Imported Paper or equivalent Double side print
34	Maturity Claim under Policy	15	Pads	As per Specimen	70 Gram Imported Paper or equivalent
35	Medical Attendance	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
36	Death Claim Processing Sheet	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
37	Re nomination Form	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent



38	Rujhanati Sawalnama	10	Pads	A4	70 Gram Imported Paper or equivalent
39	Additional Requirement	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
40	Claim Payment Voucher	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
41	Dawedarkabian (Form Alaf and Bay)	10	Pads	8¼ x 11	70 Gram Imported Paper or equivalent
42	Envelope Window (polithine) Khakhi	2000	Nos	As per Specimen	80Gram Paper or equivalent
43	Envelope Khakhi state life Monogram	2000	Nos	5 x 9	80Gram Golden Craft Paper or equivalent
44	Envelope Khakhi state life Monogram	2000	Nos	9 x 11½	80Gram Golden Craft Paper or equivalent
45	TADA Form As per Sample	10	Pads	13 x 11.5	70 Gram Imported Paper or equivalent
46	Annual Statement of Declaration Two Pages	50	Pads	8¼ x 13	70 Gram Imported Paper or equivalent Double side print
47	Good News Form	20	Pads	As per Specimen	70 Gram Imported Paper or equivalent
48	DPO4 Form	20	Pads	A4	70 Gram Imported Paper or equivalent
49	Transfer of Record Policy	10	Pads	A4	70 Gram Imported Paper or equivalent
50	Identification Certificate	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
51	Takafal Agenct Form AM, SSM, SM & SR 1 Leave 2 Pages	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
52	Check List Form AML/CFT	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
53	Short Premium Debit	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
54	Discharge Voucher	80	Pads	As per Specimen	70 Gram Imported Paper or equivalent
55	Three Pages SM A.M Sector Head Confidential Pad	150	Pads	As per Specimen	70 Gram Imported Paper or equivalent
56	Juvenile Medical Form (With Serial)	1000	Pages	As per Specimen	70 Gram Imported Paper or equivalent
57	Amendment to Proposal/Policy Forms	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
58	Special Confidential Report	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
59	Know Your Customer (KYC) Form	30	Pads	As per Specimen	70 Gram Imported Paper or equivalent

60	Know Your Customer (KYC) B	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
61	N. D Declaration	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
62	Refund Performa Urdu	5	Pads	As per Specimen	70 Gram Imported Paper or equivalent
63	Field Medical Health Card 3 Pages	30	Pads	As per Specimen	70 Gram Imported Paper or equivalent
64	Deceleration Form	50	Pads	As per Specimen	70 Gram Imported Paper or equivalent
65	Retirement Form	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
66	F&A Cash Register (100 Pages)	10	Register	As per Specimen	70 Gram Imported Paper or equivalent
67	Claim Payment Voucher	10	Pads	As per Specimen	70 Gram Imported Paper or equivalent
68	Swiss Re Financial Questionnaire for Proposer 4 Pages	40	Pads	As per Specimen	80 Gram Imported Paper or equivalent

TERMS AND CONDITIONS

- i. Security amount must be deposited amounting Rs.60000/- of the approximate value (noted above) of the tender in form of "Pay Order/Demand Draft" or "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan" 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. All interested parties, must submit their bid security in original through Courier/Dak prior to the opening, failing which, the tender will not be considered at all.
- ii. The rate validity of tender will be upto **December 31, 2026** from the date of opening of tender.
- iii. **Tender closing date 03-04-2026 at 11:00 A.M. Tender opening date 03-04-2026 at 11:30 A.M.** in the office of Incharge HR&A Secretary ZPC Rahim Yar Khan Zone in the presence of the bidders who wish to be present. This advertisement is available on PPRA EPADS and State Life website.
- iv. The date fixed for opening of bids, if subsequently declared as holiday by the GOVT, Bids will be opened on next working date on same time.
- v. Proof of active Tax Payer.
- vi. Penalty @1% of bid against delay in supply will be charged on weekly basis.
- vii. All Govt Tax(S) will be applicable.
- viii. Only one Price for each item is admissible. Multiple/vague/no rates for any item will amount to cancellation of the bid. Please provide Bides per item.
- ix. State Life Insurance Corporation of Pakistan reserves the right to check the item and its gram, prior to delivery and / or upon delivery. If any item is found sub stander the work will be cancelled and bid security will be forfeited.



- x. The Firm/Suppliers/Printing will be bound to supply the required items as whole consignment within 20 days after the issuance of Purchase Order; otherwise the Corporation has a right to cancel the Purchase Order.
- xi. State Life Insurance Corporation has the right to increase/decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- xii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
- xiii. 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. The Income Tax will be deducted as per Rules.
- xiv. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xv. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xvi. The Delivery Schedule during the whole year is as under:-
 1. 1/3rd of the whole consignment in 1st Quarter.
 2. 1/3rd of the whole consignment in 2nd Quarter
 3. 1/3rd of the whole consignment in 3rd Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 068-9230036.

Makhdoom Shahrukh Jamil

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Rahim Yar Khan

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