

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
LAHORE ZONE (CENTRAL)**

TENDER DOCUMENTS AGAINST TENDER ENQ # 01/LZC/PRINTING/STATIONERY/2026

Sr.	Description	Closing Date & Time for Submission of Bids	Date / Time for Opening of Bids
1	Printing Materials and Stationery items	11-05-2026 at 10:00 AM	11-05-2026 at 10:30 AM

IMPORTANT NOTES:

- List of Printing Materials with specifications is attached as Lot-1. (8 pages)
- List of Stationery items & Computer Consumable Accessories with specifications is attached as Lot-2 & Lot-3. (2 pages)
- Technical Evaluation Criteria is given at page 3 of Tender Documents: -

Terms & Conditions:

1.	Bids shall be open and download from EPADS on the opening date and time as given above.
2.	Bidders must upload their bids on EPADS (PPRA) system as per PPRA bids evaluation procedure for Single Stage Single Envelope bidding with title as "Printing and Stationery Items" at State Life, Central Zone Office.
3.	Estimated Cost per annum is Rs. 9,000,000/- (9 million)
4.	Bid Security amount (Earnest money including taxes) as per required below, must be submitted by the bidder in the form of CDR/Pay order in favor of "State Life Insurance Corporation of Pakistan" before closing date & time, else bid will be rejected: - <ul style="list-style-type: none"> a. CDR of Rs. 200,000/- for Lot-1 (Printing Materials) b. CDR of Rs. 150,000/- for Lot-2 (Stationery Items) c. CDR of Rs. 100,000/- for Lot-3 (Computer Consumable Accessories)
5.	The Bid Security (Earnest money) will be returned immediately to un-successful bidders after completion of formal procedures and to successful bidder after completion of One year upon satisfactory performance of job.
6.	Bidders can participate in any lot or in all the lots. But bidder must submit rate for complete LOT either LOT 1 or LOT 2 or LOT 3.
7.	Single Stage, Single Envelope procedure of PPRA Rules 2004 shall be adopted for evaluation.
8.	Proposals of technical qualified and found most advantageous bidders will be announced on EPADS accordingly and will be accepted after completion of all codal formalities.
9.	Taxes shall be deducted as per Government rules at the time of invoice submission.
10.	Only Income tax and Sales Tax registered (active tax payers) vendors/General Order suppliers/Service Providers can participate in the tender. Provide documentary evidence.
11.	The Bidder must submit samples of each offered item with the bid (if possible) or afterwards on demand, otherwise bid may be rejected on technical grounds. The sample will be returned to the un-successful bidders after final evaluation by Zonal Procurement Committee.
12.	Any defective delivery will be returned to the supplier at his own cost and expenses.
13.	Quoted rates shall be valid till 31-03-2027 from the date of opening of the Bid, extendable for another 3 months with mutual consent.
14.	Specimens/Samples of each item/Form/material is available in HRA&P Department (Stationery Section) 2 nd Floor of State Life, Central Zone Lahore which can be seen/obtained during the office hours (Saturday & Sunday Off).
15.	Tender will open in the office of Incharge HR & Admin Department, State Life Central Zone Lahore on the date and time as specified above in presence of bidders or their authorized agents who wish to be present at the occasion.
16.	Each submitted bid must comprise complete details of items specifications, features and rates quoted against each item, bidders' details along with all other required information.
17.	Income Tax & General Sales Tax as per FBR Rules shall be deducted at the time of processing of invoice of successful bidders.



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18. The Successful bidder shall be bound to supply the required items within 5 days after issuance Supply Order.
19. Competent Authority reserves the right to reject/cancel/withdraw without assigning any reason any/all items/Forms or any/all bid(s) or proposals at any time before award of contract.
20. The required quantity will be purchased strictly on "**As and when required Basis**" during the rates validity period 2026-27 from item-wise successful bidders at their quoted rates.
21. The Zonal Procurement Committee Lahore Zone (Central) reserves the right to increase / decrease the approved quantity as per requirements.
22. Technically evaluation criteria mentioned below must be observed and fulfilled.
23. Payment will be made to the successful bidder upon satisfactory delivery of ordered item/forms/materials in all respects.
24. The quoted price must be in Pak rupees and irrevocable, according to tender documents & inclusive of all taxes & expenses (if any).
25. Bidder must accept all the terms and conditions of the Tender document in letter & spirit. In case of ambiguity bidder must clarify it.
26. Zonal Procurement committee reserves the right to check/validate any information or document provided by bidder.
27. The supplier will be responsible to supply the items to the Stationery Section (at their own cost) at address given below.



[SECRETARY]

Zonal Procurement Committee (ZPC),

Technical Evaluation Criteria

Bids shall be evaluated on the basis of following points:-

1. The Bidder must not be blacklisted by any Government Department/Institutions nor in the process of going bankrupt.
2. Bidder has NTN & GST Registration Certificate.
3. Samples Provided by Bidder must meet the standards of sample at site.
4. Bidders must provide a *Stamp paper of Rs.100 on Non-Judicial Paper regarding the following: -*
 - a. We are registered company/firm.
 - b. We are not bankrupt nor in process of going to be bankrupt.
 - c. We have never been convicted for an offence concerning the professional conduct.
 - d. We have fulfilled obligations related to payment of taxes.
 - e. We are supplying, and supplied printing & stationery related items to our existing & previous clients efficiently and no clients have complaints regarding our professional conduct in this regard.
 - f. We never found guilty of serious Miss-interpretation/miss-representation of facts in Supplying information.
5. Each item of Lot 1 to Lot 3 shall be evaluated separately. Lowest bidder of each item in any lot shall be successful for that item if technically qualified.
6. Each bidder is free to participate for any LOT from Lot-1 to Lot-3, A Bidder quoting for a lot, must quote for complete Lot. Otherwise, bidder shall be rejected Technically.
7. The bidder who is found technically qualified, lowest evaluated bidder for an item and his provided samples are also approved by the committee, if not in-conflict with any other law, rules, regulation or policy of the State Life Insurance Corporation of Pakistan, shall be consider as successful bidder.
8. All bids received shall be opened and evaluated in the manner prescribed by PPRA as “**Single Stage One Envelope Bidding**” procedure.
9. The Zonal Procurement Committee shall disqualify a supplier/Bidder if found, at any time, that the information submitted by him concerning his qualification as General Order Supplier or contractor was false or materially inaccurate or incomplete. And Committee reserves the right to Blacklist said supplier/Contractor/Bidder any time.
10. Specifications of items mentioned in bid shall be compared with specifications mentioned in (Lot 1/Lot 2/Lot 3) of tender documents. A bid having lower/inferior of these specifications shall be rejected technically. In order to avoid confusion, accept same specifications of tender documents in a general manner and provide samples accordingly.
11. All points of Technical Evaluation Criteria and General Terms & Condition are Compulsory. Failing in any Point/Criteria may result in disqualification of bidder technically.

f [SECRETARY]

Zonal Procurement Committee (ZPC),
HRA&P Department,
State Life Insurance Corporation of Pakistan
Central Zone Lahore, 4th Floor Building No.6,
4-Ghazi Ilm -ud- Din Shaheed Road (Lytton Road), Lahore.
Phone # 042-99210594
Cell no. 0303-7998081 (Mr. Azhar)

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(Lot-1)
Page 1-8

Annexure "A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
HRA&P Department					
1	Attendance sheet Large	4000 Sheets	14x17 inch	100 Grams Imported. Two color printing	
2	Attendance sheet Small	4000 Sheets	9x17 inch	100 Grams Imported. Two color printing	
3	Conveyance Bill	20 Pads	5.5x8.5 inch	80 Grams Local	
4	Envelope with address White	50,000 Nos.	9x4 inch	70 Grams imported paper white	
5	Envelope with address White	40,000 Nos	11x5 inch	70 Grams imported paper white	
6	Envelope Policy size	15,000 Nos	10x12 inch	120 Grams Khakhi	
7	Envelope file size	15,000 Nos	11 x 15 inch	120 Grams Khakhi	
8	Envelope Extra Large size	5000 Nos	19x14 inch	120 Grams Khakhi(With Cloth)	
9	Office File cover	8000 Nos	14x22 inch	300 Grams bleach card local	
10	House Building / conveyance / Rent sheets	200 Sheets	11x13.50 inch	100 Grams Imported. Two color two side printing with two punches	
11	Indent for stationary and printing	100 Pads	8.50x11 inch	80 Grams + 55 Grams (white pink color 1+1)	
12	Leave pad	100 Pads	11.5x9 inch	70 Grams imported	
13	Over time bill	100 Pads	10x7.5 inch	70 Grams imported	
14	Purchase order Book	10 Pads	8.50x11 inch	55 Grams Local (Three Color Paper)	
15	TA/DA Bill	10 Pads	11x12 inch	68 Grams Local paper	
16	Telephone register sheet office	500 Nos	11x13.50 inch	100 Grams Imported paper	
17	Telephone register sheet Residence	500 Nos	11x13.50 inch	100 Grams Imported paper	
18	Recommendation for SMR (Medical)	500 Nos	As per sample at site	70 Gram local	
19	MC-2 (Hospitalizations)	100 Pads	11x9 Inch	70 Grams imported paper white	
20	MC-3 (Lab Test)	100 Pads	8.50x13.50 inch	70 Grams imported	
21	Consultation's Letters	100 Pads	8.5x6.50 inch	70 Grams imported (Light Green)	
22	Medical expenses Reimbursement	25 Pads	8.50x13.50 inch	70 Grams imported	
23	Medical Declaration for Officers.	05 Pads	8.50x13.50 inch	70 Grams imported Two Side Printing	



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Annexure" A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
24	Medical Declaration for Staff.	05 Pads	8.50x13.50 inch	70 Grams imported Two Side Printing	
25	Declaration For Retired Officers	05 Pads	8.50x13.50 inch	70 Grams imported Two Side Printing	
26	Dispatch Register (200 Leaves)	30 Reg.	8.50x13.50 inch	80 Grams Local Paper (Two Side Printing)	
27	Rough Pad Small	150 Pads	9x7.5 inch	68 Grams local(duly perforate)	
28	Rough Pad Large	150 Pads	8.50x11 inch	68 Grams local(duly perforate)	
29	Officers Medical Book	300 Books	11 x 4.50 inch	75 Grams imported paper(150 Leaves	
30	Payment Voucher Telephone Bill	05 Pads	8.50x17 inch	68 Grams Local	
31	Audit Register	50 Register	As per sample at site	60 Gram local paper	
32	Audit Observation Pads	50 Pads	8.50 x 11 Inch	Carbonless Papers	
33	Stock Register with Index	10 Register.	8.50 x 13.50 Inch	80 Grams Local(200 Leaves)	
34	SMR Reimbursement Form	10 Pads	As per sample at site	60 Gram local paper	
35	Letter Head Sheets	50000 Sheets	A4 Size	80 Grams Imported Paper	
36	Medical Stock Sheet	500 Sheets	As per sample at site	70 Gram local	
37	Window Envelope	55000 ENV	As per sample at site	70 Grams imported paper white	
38	Personal File (as per sample)	200 nos	As per sample at site		
39	Medical Books (Medicine Prescription)	50 nos	11 x 4.50 inch	75 Grams imported paper(150 Leaves) only medicine prescription as per sample	
Agency Deptt.					
40	Agency set for fresh recruiting	1000 Pads	Legal Size	One Pad Consist of 10 Sets of Forms and one set of form consist of 11 Pages, 70 gram imported paper white. (Pad Consist of 110 Leaves)	
41	Agency set for renewal	300 Pads	Legal Size	One Pad Consist of 33 Sets of 70 Grams imported (one set of form equal to 3 Sheets) (Pad Consist of 100 Leaves)	
42	AM Imprest Voucher	05 Pads	as per sample	60 gram local	
43	SM/SSM Imprest Voucher	05 Pads	as per sample	60 gram local	

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Annexure" A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
44	DP-04 A	10 pads	8.5x11.5	70 Grams imported	
45	Field Medical Payment Vouchers	10 pads	8.50 x 13.50	60 gram local	
46	Health Card Green	1000 Nos	5.5 x 9.5	200 Grams green card two side printing	
47	Field Medical attendants scheme	15 pads	8.50x11.50 inch	70 Grams imported	
48	Ref. Slip for field	100 Pads	6.50x8.50 inch	70 Grams imported	
49	File Cover SR (White)	3000	14x22 inch	350 Grams bleach card	
50	File Cover SM (Red)	1500 File Cover	14x22 inch	350 Grams bleach card	
51	File Cover SSM (Pink)	500 File Cover	14x22 inch	350 Grams bleach card	
52	Field Medical expenses Sheets	1000 Sheets	11x15 inch	70 Grams imported two side printing	
53	Agency File Indent Card	800 cards	12x6. inch	250 Grams Art card two side printing	
54	Takaful Form Agency Set (SM/SR)	200 Pads	8.5x 11inch	80 Grams	
55	Takaful File Cover SR Brown	2000 Files	14x22 inch	350 Grams bleach card	
56	Takaful File Cover SM Orange	1000 Files	14x22 inch	350 Grams bleach card	
57	Takaful File Cover SSM Yellow	500 Files	14x22 inch	350 Grams bleach card	
58	Field Form Group Insurance	200 Pads	8.5x11 inch	80 Grams	
59	Envelope white Large	500 Nos	9.5 x 12 inch	70 Grams	
60	Envelope white Small	100 Nos	9x4 inch	70 Grams	
61	Envelope Document size Brown	300 Nos	as per sample	70 Grams	
62	Envelope File Size Brown	200 Nos	as per sample	70 Grams	
63	Envelope large size brown	100 Nos	as per sample	70 Grams	
64	File Cover Office Brown	200 Nos	as per sample	70 Grams	

PHS Deptt.

65	Acknowledgement Pad	500 pads	9x5.50 inch	70 Grams imported	
66	Babat Zara Naqad	250 Pads	9x11.50 inch	70 Grams imported	
67	Zonal Head Forms for Surrender	150 Pads	7.50x10 inch	70 Grams imported	
68	CT 51SV Payment vr.	100 Pads	9x11.50 inch	68 Grams Local Paper	



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Annexure" A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
69	LZ 121 A	05 Pads	9x5.50 inch	70 Grams imported	
70	LZ 612	500 Pads	9x5.50 inch	68 Grams local	
71	DGH	13000 Forms	8.50x11 inch	70 Grams imported	
72	PHS Alt 8	20 Pads	7.50x10 inch	70 Grams imported	
73	Policy file indent card white	30000 Cards	9x13.50 inch	250 Grams Art card two side printing	
74	Revival Policy Medical	4000 Forms	as per sample	75 Grams imported	
75	Revival Policy Non Medical	8050 Forms	as per sample	75 Grams imported paper	
76	Policy file issue register Two Side Printing	20 Nos.	8.50x13.50 inch	70 Grams imported(200 Leaves)	
77	LZ 5A (Manual (DV-SV)	100 Pads	8.50x11.50 inch	70 Grams imported	
78	M-1A	02 Pads	7.50x9.50 inch	55 Grams local	
79	M-2A	10 Pads	7.50x9.50 inch	55 Grams local	
80	M-3A	05 Pads	7.50x9.50 inch	55 Grams local	
81	PHS/Alt-5	05 Pads	as per sample	60 Grams local	
82	LZ 239A	05 Pads	as per sample	60 Grams local	
83	LZ-241	10 Pads	13x8.50 inch	70 Grams imported	
84	M-08A	15 Pads	As per sample	60 Grams local	
85	Comparative statement	10 Pads	9.50 x 7.50 inch	70 Grams imported	
86	Assignment Register(200 Leaves)	4 Registers	17.50 x 11 inch	75 Grams imported paper two color two side printing with page numbering of both sides	
87	Declaration issued on Dup.Policy Doc.	05 Pads	A4 Paper Size	A set consist of Three paper and one pad consist of 99 papges.70 Grams imported papers	

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Annexure "A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
88	Indemnity Bonds for issue of Dup.Policy Doc.	05 Pads	A4 Paper Size	A set consist of Three paper and one pad consist of 99 papges.70 Grams imported papers	
89	Renominations Forms	25 Pads	9.50 x 7.50 inch	70 Grams imported papers	
90	Newspaper ads for lost of Policy	04 Pads	as per sample	70 grams local	
91	SMS Urdu Forms	160 Pads	9.50 x 11.50 inch	70 Grams imported papers	
92	Guideline for Surrender	160 Pads	8.50x11.50 inch	70 Grams Imported	
93	Request for Surrender	250 Pads	9x11 inch	70 Grams Imported	
94	Loan Application Pads	150 Pads	8.50x11.50 inch	100 Grams imported two side printing	
95	PHS 01 Urdu	05 Pads	11 x 9 inch	55 Grams local	
96	PHS 02 Urdu	05 Pads	11 x 9 inch	55 Grams local	
97	PHS 03 Urdu	10 Pads	11 x 9 inch	Set of 4 Paper(White + pink+green+yellow)55 Grams local	
98	PHS 04 Urdu	05 Pads	11 x 9 inch	55 Grams local	
99	PHS 05 Urdu	05 Pads	11 x 9 inch	55 Grams local	
100	PHS 06 Urdu	05 Pads	11 x 9 inch	55 Grams local	
101	PHS 07 Urdu	15 Pads	11 x 9 inch	68 Grams local	
102	Claim form B	60 Pads	8.50x13.50 inch	2 pages 75 Grams imported	
103	Sanad Shanakhat (Form-G)	60 Pads	8.50x13.50 inch	70 Grams imported	
104	CT 52	20 pads	9x11.50 inch	68 Grams local	
105	LZ 202	100 Pads	9x11.50 inch	68 Grams local	
106	LZ 205 (Discharge Voucher For Death Claim)	40 Pads	8.50x13.50 inch	70 Grams imported	
107	Maturity claim discharge voucher-Urdu	80 pads	8.50x13.50 inch	70 Grams imported	
108	Ajar ki sanad (Employer Certif.)	60 pads	13 x 8.50 inch	70 Grams imported	
109	Letter W/Claim Urdu	10 Pads	A4 Paper Size	60 Gram local	
110	Dawaydar Ka Bayan	60 Pads	8.50x11.50 inch	70 Grams imported	

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Annexure " A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
111	DV FIB +Existance Certificate	50 Pads	A4 Paper Size	70 Grams imported	
112	Claim file Indent Card	30000 Cards	9x13.50 inch	240 Grams Box Bord Card Red	
113	Guideline for Maturity	80 Pads	A4 Paper Size	60 Gram local	
114	Request for Death Claims	50 Pads	A4 Paper Size	70 Grams Imported	
115	Indemnity Bonds in lieu of Succession Certificate	05 Pads	8.50x13.50 inch	70 Grams imported	
116	Newspaper Advertisement Maturity Claim	10 Pads	8.50x13.50 inch	70 Grams imported	
117	ID Bond in lieu of lose of PD (Maturity)	05 Pads	8.50x13.50 inch	70 Grams imported	
118	Declaration in lieu of loss of Policy doc. (Maturity claim)	05 Pads	8.50x13.50 inch	70 Grams imported	
119	Indemnity Bonds death claim loss of P.Doc	10 Pads	8.50x13.50 inch	70 Grams imported	
120	Covid-19 forms (PHS)	100 Pads	A4 Paper Size	70 Grams Imported	
121	Claim Check List	100 Pads	A4 Paper Size	70 Grams Imported	
122	LZ 211	60 Pads	A4 Paper Size	As per sample, 70 Grams Imported	
123	LZ 334	30 Pads	A4 Paper Size	Two Page Set, 80 Grams Imported as per sample	

F&A Deptt.

124	Budget Register small	05 register	as per sample	60 gram local	
125	CT 53 (payment voucher)	06 pads	9x11inch	55 Grams local	
126	Cheque payment Book	25 Registers	13.50x17 inch	100 Grams imported. 200 sheets. Two side printing	
127	CT-55 (Journal Voucher)	10 Pads	11.50x11.50 inch	55 Grams local	
128	PF Debit Note (RED)	05 Pads	as per sample	60 gram local	
129	PF Credit Note (Blue)	05 Pads	as per sample	60 gram local	
130	Daily collection Register	10 Registers	9.50x15 inch	70 Grams imported.100 Sheets	

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Annexure" A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
131	List of Cheques over 50000	100 Pads	11.5 x 8.5"	70 Grams imported	
132	LZ-17	100 Pads	9 x 8.5"	68 Grams local	
133	Pensioner Register	10 Register	as per sample	60 gram local	
134	P.F loan application	15 pads	13 x 8.50 inch	70 Grams imported	
135	P.F loan processing sheet	15 pads	13 x 8.50 inch	70 Grams imported	
136	JV Adjustment Petty Cash Voucher	05 Pads	as per sample	60 gram local	
137	AML(Anty Mony Laustring forms)	100 pads	A4 Paper Size	70 Grams imported	
138	Cash Counter Receipt.	200,000 Receipt	A4 Paper Size	80 Grams imported Two Side Printing Two Colors (Perforated)	
139	Commission payment voucher single	150 pads	11 x 12 inch	68 Grams local	
140	Commission payment voucher SR White	20 pads	14.50 x 10 inch	68 Grams local	
141	Commission payment voucher SM/SSM	20 pads	11 x 10 inch	68 Grams local Green Color	
142	Two Month salary Register	20 register	16.5 x 18.5	100 Grams imported. 2 colors + Two side printing with index	

NB Deptt.					
143	03 Forms	50 pads	7.50x10 inch	70 Grams imported	
144	Currency Declaration	30 pads	8.50x6 inch	70 Grams imported	
145	ND Form	60 Pads	7.50x10 inch	70 Grams imported paper	
146	LZ-339 (NB-47)	15 pads	7.50x10 inch	70 Grams imported	
147	Medical Proposal form	10000 Forms	as per sample	80 Grams imported Paper	
148	Non-medical proposal form	130000 Forms	as per sample	80 Grams imported Paper	
149	NB-6 File cover	70000 no.s	as per sample	350 Grams bleach card	
150	CR form	150 pads	12 x 8.50 inch	70 Grams imported	
151	SM/AM Inspection Report-Urdu	30 Pads	A4 Paper Size	70 Grams imported	

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Annexure" A".
(Printing Materials)

S.No.	ITEM NAME	Quantity	Size	Remarks	Rates in Rs
152	KYC-A Form (Two Page Set)	800 Pads	8.50x11 inch	70 Grams imported paper	
153	KYC-B Form (Two Page Set)	20 pads	8.50x11 inch	70 Grams imported paper	
154	CRS-Form (Two Page Set)	10 Pads	8.50x11 inch	70 Grams imported paper	
155	Foreign National Deceleration	10 pads	8.50x11 inch	70 Grams imported paper	
156	Covid-19 Questionnaire	300 Pads	A4 Paper Size	70 Grams imported paper	
157	Amendment of Proposal/Policy	500 Pads	7.50x10 inch	70 Grams imported	
158	SM/AM/Sector Head's confidential Report	800 pads	8.50x11 inch	70 Grams imported	
159	Swiss Re Financial Questionnaire for Proposal	10 pads	A4 Paper Size	70 Grams imported paper	
160	Zonal Head's Direct Confidential Report	10 Pads	A4 Paper Size	70 Grams imported paper	
161	Risk Profiling Sheet for Prospective Policyholder	400 Pads	A4 Paper Size	70 Grams imported paper	
162	Risk - Exclusive Area of Insurance Policy	05 pads	A4 Paper Size	70 Grams imported paper	
163	Foreign Addition Question Form	10 Pads	A4 Paper Size	70 Grams imported paper	
164	Self-Certification Form	10 Pads	A4 Paper Size	70 Grams imported paper	
Total of all quoted rates in Rs.					

**Note: 01-Pad Contains 100-Pages (if not mentioned otherwise) & 01-Register contains 200-Pages excluding Stock Register and Dispatch Register.
02- Sample of each item is available at site, bidder must obtain sample of each item.**

Bidder must Sign & Stamp each page



(Lot-2)

State Life Insurance Corporation

Lahore Zone Central

Tender Documents against Tender Enq No. 01/LZC/PRINTING/STATIONERY/2026

Annexure " B"
(Stationery Items)

Sr	ITEM NAME	Quantity	Remarks	Rate in Rs.
1	Ball points	8000 Nos.	Signature Blue/Green/Red/Black with grip or equivalent	
2	Box File	500 Nos	Fine quality (Shakir)	
3	Box File Medium	50 Nos	Fine quality (Shakir)	
4	Calulator	100 Nos.	Casio DJ-2214 (14 digit) or equivalent	
5	Damper	500 Nos.	with Foam	
6	Dusters cloth	500 Nos.	30 * 30 " size	
7	Dust Bin Medium	100 Nos.	Best Quality made with new plastic.	
8	Highlighters green/Red/Pink/Yellow	300 Nos.	Pelikan 490 or equivalent	
9	Pen Ink	50 bottles	best quality imported	
10	Led Pencil	500 Nos.	Gold Fish or equivalent	
11	Markers blue/Black	500 Nos.	70-90 Dollar or equivalent	
12	Paper Cutters (China)	200 Nos	medium size with blade	
13	Rubber Band	500 packets	100 gram Fine quality	
14	Rubber Erasers	300 Nos.	ORO or equivalent	
15	Sharpner	300 Nos.	good quality/oro	
16	Ruled Register	200 Nos.	150 leaves 68 gram paper	
17	Scotch Tape 1"	300 Nos.	Deer 50 yards or equivalent	
18	Soap Lux	1000 Nos.	70 gram original lever brothers	
19	Sutri Nylon	250 Bundles	500 Gram Bundle	
20	Stamp pad	250 No.s	good quality	
21	Stamp Pad Ink	250 Bottles	Lancer or equivalent (Blue,Black,Red,Green)	
22	Shinning ink	100 bottles	best quality imported	
23	Staple Pin Large	500 Packets	Max Original or equivalent size 12" x 17"	
24	Staple Pin Small	4000 packets	Dollar or equivalent, size (24/6)	
25	Staple Pin Remover	200 Nos.	Fine quality (KW) or equivalent	
26	Tissue Paper box	800 Boxes	150 x 2 ply roze pattle (Pop up)	
27	Towel Medium	200 Nos	20 x 40" white Fine quality	
28	Tumblers	450 Nos	Toyo Nasic / Omroc	
29	Uni Ball	1000 Nos.	M&G or equivalent (Blue,Black,Red,Green)	
30	Uni Ball Gel Pen	500 Nos	(Blue,Black,Red,Green)	
31	Vim	250 Bottles	450 gram Plastic Jar	
32	Gum Stick (UHU)	400 Nos.	Medimum size Original Germany	
33	Paper Clip	250 Pkts	Three Flower or equivalent	
34	Scale 12" Steel	80 Nos	Fine quality	
35	Staple Machine	300 Nos	Fuji HD 45N	
36	Punch Machine	300 Nos	Opal 500 or equivalent	
37	Liquid Hand wash	100 Nos	250 ml Dettol or Lifebuoy	
38	File Tray	100 Nos	Hard Plastic	
39	Jug	50 Nos	Glass (Toyo Nasic)	
40	Table Set	30 Nos	Rexion or equivalent	
41	Heavy Duty Staple Machine	15 Nos	Deli 0486 or equivalent	
42	Heavy Duty Punch Machine	10 Nos	Best Quality iron made	
43	Laces	600 Nos	good quality	
44	Color paper different sheets	200 nos	A4 00 gram imported paper	
45	China Lock	72 nos	size 1.5 inch, Good quality China	



State Life Insurance Corporation
Lahore Zone Central
Tender Documents against Tender Enq No. 01/LZC/PRINTING/STATIONERY/2026

Annexure " B "
(Stationery Items)

Sr	ITEM NAME	Quantity	Remarks	Rate in Rs.
Computer Paper				
46	Plain Paper 9.50*11 Size	500 Boxes	continues sheets 63 gm Century Paper	
47	Off Set Paper A4 Size	3000 Rims	70 gram imported paper (Double A) original	
48	Off Set Paper A4 Size	1000 Rims	80 gram imported paper (Double A) original	
49	Plain Legal Size Paper	500 Rims	80 gram imported paper (Double A) original	
50	Ruled Paper 11 * 15" Size	500 Boxes	continues sheets 63 gram Century Paper	
51	Plain A4 Size (Half)	1500 Rims	70 gram imported Paper (Double A) original	
52	Plain A5 Size (Half)	1000 Rims	70 Gram Local paper (locally known brand)	

Note : Each Box containing 2000 sheets

(Lot-3)

Annexure "C"

Computer Consumable Accessories

53	Ribbon For IBM 6400 Printer	150 Nos	Printronix or equivalent	
54	Ribbons LQ 2180& 2190 Printer	100 Nos	PrintRite or Equivalent	
55	LASERJET PRO M402DN(CRTG)26-A	600 Nos	Original (CHINA) by HP (Must be compatible)	
56	HP LASERJET P2035/2055 DN(CARTG)	300 Nos	Original (CHINA) by HP (Must be compatible)	
57	HP LASERJET 1102 (85A)	100 Nos	Original (CHINA) by HP (Must be compatible)	
58	LASERJET PRO M404DN(CRTG)	20 Nos	Original (CHINA) by HP (Must be compatible)	
59	HP LASERJET 1005 (35A)	100 Nos	Original (CHINA) by HP (Must be compatible)	
Total of all quoted rates				

Note: 01-Pad Contains 100-Pages (if not mentioned otherwise) & 01-Register contains 200-Pages excluding Stock Register and Dispatch Register.

Note - Sample of each item is available at site, bidder must obtain sample of each item.

Bidder must Sign & Stamp on each page

