

Dated:- 1st March, 2012.

STATE LIFE
Insurance Corporation of Pakistan,
2nd Floor Sattar Complex Stadium Road,
Sahiwal Zone.

TENDER NOTICE STATIONERY # P&GS/01/2012
SAHIWAL.

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office phone/Fax number (if found contrary the tender will be rejected) preferable based at Sahiwal for the following items on given terms and conditions.

Sr. #	Item Name	Units	Quantity
1	Ball Point (Piano Simple)	Pkt	100
2	Ball Point Piano Crystal	Pkt	50
3	Carbon Paper (KCR)	Box	5
4	Common Pin (Chrysathemum China)	Pkt	5
5	Computer Paper 132 Colum (63 grams 800 sheets)	Box	100
6	Computer Paper 80 Colum (63 grams 800 sheets)	Box	35
7	Diary Stand (Plastic)	No	0
8	Table Diary	No	0
9	Marker Permanent (Dollar)	No	30
10	Stapler Pin (24/6 Dollar)	Pkt	200
11	Stapler Machine (Opal HD-45N)	No	25
12	Led Pencil (Gold Fish)	No	20
13	Scotch Tape (3 D)	Roll	10
14	Scotch Tape 1/2" mm (Deer)	Roll	15
15	Scotch Tape 1" (Deer)	Roll	15
16	Scotch Tape 2" (Deer)	Roll	10
17	PVC Tape (3 D)	No	0
18	Stamp Pad (Colop Micro 2)	No	40
19	Rubber Eraser	No	20
20	Sharpner (Dux Steel)	No	0
21	Paper Clip (Three Flowers 30 MM)	Pkt	20
22	Punching Machine (Opal 500)	No	15
23	Tempo Marker	No	0
24	Ruller Steel	No	6
25	High Lighter Marker (Dollar 90)	No	30
26	Register No. 24	No	20
27	Rubber Ring (White Small Pack)	Pkt	70
28	Rubber Ring 1 KG Pack	Pkt	10

29	Pin Cushion (Butterfly Plastic)	No	0
30	Cash Pin (Max Heavy Duty 5/8" 1217)	Pkt	5
31	Fluid Pen (Dux - 006)	No	5
32	Signature Pen (Signo)	No	55
33	Stamp Pad Ink (Crystal 28.5 grams)	No	10
34	Box File (China LG. Gold)	No	15
35	Offset Paper Legal Size (Double A 80 grams)	Rim	65
36	Offset Paper A - 4 Size (Double A 80 grams)	Rim	30
37	Water Damper (Silver - X Plastic)	No	30
38	Paper Cutter Large (SDI 0426)	No	10
39	Calculator 12 Digit (Casio Mj-120 D)	No	30
40	Calculator 14 Digit	No	5
41	Calculator 16 Digit	No	5
42	Plastic Dori (Roll)	Roll	10
43	Duster	No	10
44	Card Paper	No	0
45	Bath Soap (Safe Guard small)	No	150
46	Stapler Large Cash Counter (Fuji SD23S20)	No	4
47	File Separator	No	10
48	Gum Stick Large (Dux)	No	15
49	Gum Bottle Large	Bottle	10
50	Dispatch Register (8 No)	No	5
51	Stock Register (8 No.)	No	10
52	Pen Ink (Dollar Medium Pot)	No	10
53	Table Set (Marble)	No	5
54	Pen Holder (Dux 240)	No	10
55	Office File Cover Fine (Transparent)	No	5
56	Pin Remover	No	10
57	Drawing Pin (Thumb Pin)	Pkt	12
58	Printer Ribbon Epson LQ-300	No	50
59	Printer Ribbon Epson 2180	No	25
60	Printer Ribbon IBM	No	10
61	Binder Clip 25 MM	Roll	10
62	Binder Clip 1.5/8"	Roll	10
63	Binder Clip 2"	Roll	10

TERMS AND CONDITIONS.

1. Security amount must be deposited equal to 05% of the approximate value of the tender in form of " Cash Payment " , " Call Deposit Receipts " in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal 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. No tender will be acceptable without earnest money.
2. Rates should be valid for 30 days . **Tender closing date 19-03-2012 at 11.00 am. Tender opening date 19-03-2012 at 11.30 am positively.**

3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.

4. Price must be quoted with Income Tax and G.S.T. as per Govt. Rules.

5. The firm/suppliers in-question will be bound to supply the required items as whole consignment within 10 Days from the issuance date of supply order/ work order.

6. Successful bidder will provide the items in State Life Zonal Office situated at 2nd Floor Sattar Complex Stadium Road Sahiwal.

7. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Order will be placed to bidders on lowest items rates.

8. Delivery Schedule:-

- Within 10 days of first order : 1/3rd of the whole consignment.
- 01-04-2012 to 30-06-2012 : 1/3rd of the whole consignment.
- 01-07-2012 to 30-09-2012 : 1/3rd of the whole consignment.
- 01-10-2012 to 31-12-2012 : 1/3rd of the whole consignment.

9. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post **latest by 19-03-2012 at 11.00 am** excepted Sunday as per above mentioned data/time.

10. The Income Tax will be deducted @ 3.5% plus 16% surcharge on Income Tax at source on the total value of tender.

11. The order will be placed to the item wise lowest bidders.

12. Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.100/- as tender fee (non refundable) in shape of Pay Order/Bank Draft in favor of State Life Insurance Corporation of Pakistan.

13. The Corporation reserves the rights to cancel/reject any on or all the Tenders.

14. The envelop should be marked **QUOTATION STATIONERY** the rate should be include transportation/Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on Phone No. 040-9200027.

Secretary/Member

Zonal Procurement Committee,
Sahiwal.

