

**TENDER NOTICE # SKT/STY/02/2022 (CORRIGENDUM)**

Sealed financial bids are invited from reputable office stationery suppliers registered with Sales Tax department, having own offices and phone /fax numbers (if found contrary the quotation will be rejected) for the supply of different Stationery Items, detail of which is given in Tender Documents which can be obtained from office of undersigned during Office hours by depositing the non refundable tender fee on Cash Counter of State Life Insurance Corporation of Pakistan, Zonal Office, Sialkot.

Sr. #	Description	Delivery Schedule	Closing Date & Time for Submission of Bids	Date / Time for Opening of Bids
1	Misc Stationery Items	Within 15-Days on receipt of Supply Order	April 18, 2022 at 11:00 Hrs	April 18, 2022 at 11:45 Hrs

**Conditions**

- 1 Bids may accompany a Pay Order / Bank Draft of the 02% of the bid value in favor of State Life Insurance Corporation of Pakistan as earnest money which will be returned immediately to un-successful bidders and Successful Bidder upon satisfactory completion of job.
- 2 No Bid will be accepted without earnest money
- 3 Bids shall be dropped / delivered by hand in Dispatch Section, P&GS Deptt, Sialkot Zone upto **Tender Closing Time** i.e. **April 18, 2022 - 11:00 hrs**. Bids will be **opened in the office of Incharge Personnel & General Services Department, Micro Plaza, Paris Road, Sialkot Zone on April 18, 2022 at 11:45 hrs in presence of bidders or their authorized agents who may attend the bids opening occasion at specified time & date**. The authorised agent / representative hold authority letter with full authority to satisfy the management of State Life regarding specifications, price etc on the occasion, otherwise quotation of those having no authority letter will be rejected.
- 4 **Bidder must submit sample of each item with the bid which will be returned to the un-successful bidder.**
- 5 **The envelope should be marked as Quotation for Stationery Items 2022**
- 6 **Bids Evaluation Criteria for Stationery items (as per items specification) of subject tender is Quality 60: Cost 40**
- 7 Income Tax as per government rule will be deducted at the source from the payment.
- 8 **All rates should be inclusive of GST**, General Sales Tax as per the rule of the Government will be deducted at source from the payment.
- 9 No overwriting / Cutting is allowed, Overwritten / cutted offered rate shall not be considered
- 10 **Tender items rates will be valid up to 31-12-2022**
- 11 **Delivery Schedule = Successful Bidder shall supply the Stationery Material within 15-Days upon issuance / receipt of Supply Order**

- 12 Procurement Committee reserves the right to decrease / increase the quantity for Supply as per requirement or may be float the schedule for items delivery as per availability of place for stock
- 13 The supplier will be responsible to supply the stationery material to the Stationery Store located at the Zonal Office building 3rd floor
- 14 Bidding / Tender documents are available in the office of the undersigned which can be obtained during office hours (09:00am to 04:30pm) except Saturday & Sunday by depositing the Tender Fee (Non Refund able) Rs. 1000/- on Cash Counter of Zonal Office.
- 15 Sealed financial bids are invited from reputable office stationery suppliers registered with Sales Tax department, having own offices and phone /fax numbers (if found contrary the quotation will be rejected
- 16 Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

(Secretary)

Zonal Procurement Committee,  
State Life Insurance Corporation,  
Siddique Plaza, Paris Road, Sialkot Zone.  
Contact # 052-9250104



