

RE:TENDER NOTICE #SLIC/HYD/P&GS/02/2021 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE:

Date:15/02/2021

State Life Insurance Corp. of Pakistan Hyderabad Zone invites sealed quotations in accordance with the PPRA Rules-2004, under “Single Stage- one Envelopes procedure” for the purchase the stationery(non-printing) of following items from the reputed Firms/Suppliers/Distributors who are registered with Sales Tax and National Income Tax (FBR).

Sr. #	DESCRIPTION OF ITEMS	QUANTITY
01	Ball Point (Signature) Blue or Equivalent	500 PKTs:
02	Ball Point (Signature) Black or Equivalent	300 PKTS
03	Ball Point (Signature) Red or Equivalent	100 PKTS
04	Bull Doc Clip (Large/Small) or Equivalent	20 Box
05	Calculator (Citizen/Casio 14 digits) or Equivalent	100 No's
06	Carbon Paper (KCR) OR equivalent	50 PKTs:
07	Clip File (Corona) or equivalent	300 files
08	Correction Pen (DUX) or Equivalent	50 No's:
09	Dustbin/waste paper Basket (Plastic) small	50 No's:
10	Dustbin/waste paper Basket (Plastic) Large	50 No's
11	Eraser (Pelican, Germany)OR Equivalent	03 Box
12	Fax Roll (Panasonic) 30 Meter or Equivalent	60 No's:
13	Flag Chit	30 Pkts
14	Gem Clip 36 mm (APEX) or Equivalent	250 Box
15	Green Sheet Pad (50 Sheets) without line	10 PKTs
16	Gum Stick (UHU) 10 Grams or Equivalent	50 PKTS:
17	Highlighter (Dollar) Yellow/Orange or Equivalent	50 PKTS:
18	Ink Franking Machine (Red)	15 Bottles
18	Masking Tape (20meter)	40 Carton
20	Packing Roll Plastic (Doori)	01 Carton
21	Pencil (Gold Fish) or Equivalent	40 PKTS
22	Pencil Cell (Toshiba) or Equivalent	50 PKTS
23	Paper Cutter Steel famous brand	50 No's
24	Paper Pin (Chrysene Themum) or Equivalent	50 Boxes
25	Paper Ruled Lining (DFS) or Equivalent	20 Rims
26	Paper tray plastic /Crystal or Equivalent	20
27	Basket Plastic	20
28	Plastic Tape Cotton	20 Box

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
29	Marker (Blue) Dollar or Equivalent	10 Pkts
30	Marker (Black)Dollar or Equivalent	15 Pkts
31	Punch Machine Small/normal famous brand	150 No's
32	Punch Machine Large famous brand	10 No's
32	Register (200 Pages) Cut Size	70 No's
33	Register (300 Pages) Cut Size	70 No's
34	Register (400 Pages) Cut Size	70 No's
35	Room Spray (Air Freshener cobra) or Equivalent	500 No's
36	Rough Paid (Large/Small) Ordinary	50 Pads
37	Rubber Band (Crystal Size # 2) or equivalent	250 Bags
38	Scale Steel (good quality)	50 Peaces
39	Scotch Tape	120 No's
40	Sharpener (Metal)	05 PKTS
41	Signature Pen Pointer (Blue Gel) Dollar or equivalent	150 PKTS
42	Signature Pen Pointer (Black Gel) Dollar or equivalent	150 PKTS
43	Signature Pen Pointer (Green Gel) Dollar or equivalent	250 PKTS
44	W. Sponge Plastic Water famous brand	50
45	Stamp Pad (Crystal) Plastic or equivalent	150 (Large)
46	Stamp Pad Ink (Crystal) Blue/Black or equivalent	150
47	Stapler Machine (SDI) or equivalent	300
48	Stapler Machine good quality (Large)	10
49	Stapler Pin (2317) 17mm-Washyn or equivalent	100 box
50	Stapler Pin (26/24 Small) GW or equivalent	300 box
51	Stapler Pin Remover (KIDO) or equivalent	50
52	Computer Paper (Imported)132 Columns (1000) Sheets-P-1 (Golden form) or equivalent	300 Box
53	Computer Paper (Imported)80 Columns (1000) Sheets-P-1 (Golden form) or equivalent	500 Box
54	Computer Paper (Imported)80 Columns (1000) Sheets-P-11 (Golden form) or equivalent	250 Box
55	Computer Paper (Imported)810 Columns (1000) Sheets-P-111 (Golden form) or equivalent	50 Box
56	Printer Ribbon LQ 2180/2190 Full Mark or equivalent	250
57	Printer Ribbon LQ 300 Full Mk or equivalent	500
58	Printer Ribbon LQ 310 Full Mk or equivalent	250
59	Key Board famous brand	150
60	Optical Mouse famous brand	150

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
61	Rubber Band (Red) zero size	300 bags
62	Duster good quality	15 dozen
63	Computer Paper A-4 Size 70 gm (Double-AA 500 sheets) or equivalent	500 Rims
64	Computer Paper Legal Size 70 gm (Double-AA 500 sheets) or equivalent	150 Rims
65	Tissue Papers (Rose Petal 300 sheets perfumed) or equivalent	500
66	Glass (Water) Omroc or equivalent	500 No
67	Jug/ Thermos good quality/famous brand	250
68	HP laser jet P1102 Toner or equivalent	20
69	IBM-6400 Line Matrix Printer Ribbon (Mexico/Malaysia) or equivalent	10 boxes
70	Printer Ribbon Lq-350 (Full mark) or equivalent	150 No's

TERMS AND CONDITIONS:

1. Security amount must be deposited equal to **02%** of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favour of the State Life Insurance Corporation of Pakistan Zonal Office Hyderabad which will be refunded to the un-successful parties on the spot and the refundable cash payment of CDR will be detained of the successful parties till the completion of job as per quotation/purchase order. No quotation will be acceptable without earnest money.
Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- (P&GS) State Life Insurance Corporation of Pakistan, Hyderabad Zone, 5th Floor, State Life Building, Thandi Sarak Hyderabad on or before **08/03/2021** 11:00 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 11:30 Am. in the presence of Tenders representative who choose to attend.
2. On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favor of the Corporation.
3. The Firms/ Suppliers / Distributors in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order.
4. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
5. Sealed Quotation duly completed in all respects must reach to the undersigned by Courier Service and by Registered Mail during the office hours i.e 9:00 am to 5:30 pm (sharp) expect Saturday & Sunday till closing date **(08/03/2021)** .
6. The Income Tax & GST will be deducted as per Govt. of Pakistan Law.
7. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
8. The Tender fee Rs.3000/= (Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
9. Payments will be released after supplying the above said items and after checking quality etc.

10. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.

11. The rate validity of bid should be upto 31-12-2021 from the date of the opening of tender. Bidder must quote one rate, incomplete, ambiguous, conditional bids will not be accepted.

12. The Delivery Schedule during the whole year (2021) when requirement of need basis: -

For further details or any clarification the undersigned and dealing officer (Ms. Yasmin Darkshan) may be contacted during working hours in person or telephonically on phone # 022-9200128/9201282.

Shahid Hussain Malik
(Secretary/Member Zonal Procurement Committee-(P&GS)
Hyderabad Zone.