

RE:TENDER NOTICE #SLIC/HYD/P&GS/01/2018 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE;

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 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 (Crystal) Blue	400 PKTs:
02	Ball Point (Crystal) Black	400 PKTS
03	Ball Point (Crystal) Red	100 PKTS
04	Box File	100 No's
05	Bull Doc Clip (Large/Small)	10 Box
06	Calculator (Citizen)	50 No's
07	Carbon Paper (KCR) OR equivalent	50 PKTs:
08	Chit Box	25
09	Clip File (Corona) or equivalent	200
10	Correction Pen (DUX)	50 No's:
11	Dustbin/wast paper Basket (Plastic)	60 No's:
12	Eraser (Pelican,germany)OR Equivakent	3 Box
13	Exercise Book (200 Pages)	0
14	Fax Roll (Panasonic) 30 Meter	60 No's:
15	Flag Chit	30 Pkts
16	Gem Clip 36 mm (APEX)	60 Box
17	Green Sheet Pad (50 Sheets) without line	10 PKTs
18	Gum Stick (UHU) 10 Grams	10 PKTS:
19	Highlighter (Pelikan) Yellow/Orange	10 PKTS:
20	Ink Franking Machine (Red)	10 Bottles
21	Masking Tap (20meter)	10 Carton
22	Packing Roll Plastic	01 Carton
23	Pencil (Gold Fish)	25 PKTS
24	Pencil Cell (Toshiba)	25 PKTS
25	Paper Cutter Steel	50 No's
26	Paper Pin (Chrysan Themum)	100 Boxes
27	Paper Ruled Lining (DFS)	20 Rims
28	Paper tray plastic /Crystal	20
29	Pin Tray Plastic	20
30	Plastic Tape Cotton	20 Box

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
31	Marker (Blue)	5 Pkts
32	Marker (Black)	5 Pkts
33	Plastic Tape Cotton	20 Pkts
34	Punch Machine	100 No's
35	Register (200 Pages) Cut Size	50 No's
36	Register (300 Pages) Cut Size	50 No's
37	Register (400 Pages) Cut Size	50 No's
38	Room Spray (Air Freshener)	200 No's
39	Rough Paid (Large/Small) Ordinary	100 Pads
40	Rubber Band (Crystal Size # 2)	100 Baigs
41	Scale Steel	10 Pkt
42	Scotch Tape	100 No's
43	Sharpener (Metal)	05 PKTS
44	Signature Pen Pointer (Blue)	50 PKTS
45	Signature Pen Pointer (Black)	50 PKTS
46	Signature Pen Pointer (Green)	40 PKTS
47	W.Sponge Plastic Water	50
48	Stamp Pad (Crystal) Plastic	100
49	Stamp Pad Ink (Crystal) Blue / Black	50
50	Stapler Machine (SDI)	100
51	Stapler Pin (2317) 17mm-Washyn	100 box
52	Stapler Pin (26/24 Small) GW	200 box
53	Stapler Pin Remover (KIDO)	50
54	Table Calander Stand (Plastic)	50
55	Computer Paper (Imported)132 Columns 1000 Sheets-P-1 (Golden form)	1000 Box
56	Computer Paper (Imported)80 Columns 1000 Sheets-P-1 (Golden form)	1000 Box
57	Computer Paper (Imported)80 Columns 1000 Sheets-P-11 (Golden form)	400 Box
58	Computer Paper (Imported)810 Columns 1000 Sheets-P-111 (Golden form)	300 Box
59	White Paper (IK) 70 Grams (Legal Size)	20 Box
60	Printer Ribbon LQ 2180 Full Mark or equivlant	300
61	Printer Ribbon LQ 300 Full Mk	500
62	Printer Ribbon LQ 310 Full Mk	300
63	Key Board	30
64	Optical Mouse	50
65	Gell Pen Green (Dollar)	50 Pkts

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
66	Gell Pen Black (Dollar)	50
67	Gell Pen Blue (Dollar)	50
68	Duster	05 dozen
69	Computer Paper A-4 Size PPC 75 gms	50 Box
70	Tissue Paper (Rose Petal)	100
71	Glass (Water) Omroc	100 No
72	Jug/ Thurmos	50
73	HP laser jet P1102 Toner	50
74	IBM-6400 Line Matrix Printer Ribbon (Mexico)	10 boxes

TERMS AND CONDITIONS:

- 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 **06/03/2018** 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.
- On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favour of the Corporation.
- 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.
- The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
- 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 (**06/03/2018**).
- The Income Tax will be deducted as per Govt. of Pakistan Law.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
- The Tender fee Rs.1000/= (Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
- Payments will be released after supplying the above said items and after checking quality etc.
- Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
- The rate validity of bid should be upto 31-12-2018 from the date of the opening of tender. Bidders must quote one rate, incomplete, ambiguous, conditional bids will not be accepted.
- Sample paper should be of same quality and grammage as specified in tender or provided. The Committee will not consider any sample not according to our specification, attached by the vendor.

13. The Delivery Schedule during the whole year is as under: -

1. ¼th of the whole consignment in 1st Quarter
2. ¼th of the whole consignment in 2nd Quarter
3. ¼th of the whole consignment in 3rd Quarter
4. ¼th of the whole consignment in 4th Quarter

For further details or any clarification the undersigned and dealing officer (Mr. Sheraz Ahmed Akhund) 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.