

TENDER NOTICE NO. HD/P&GS/01/2016
DATED 18.03.2016

The Federal Government owned Autonomous Corporation invites sealed Tenders from National Tax Registered Firms / Suppliers preferably based at Karachi and Hyderabad for supply of **STATIONERY ITEMS** at Hyderabad Zone as per enclosed Tender Document with following terms & Conditions: -

TERMS & CONDITIONS

1. No bids will be entertained without Earnest Money equivalent to 02% of the bids value in favour of State Life Insurance Corporation of Pakistan in the form of Pay Order, which will be returned immediately after issuance of Purchase Order to un-successful bidders and after satisfactory completion of job to successful bidders. In case of non-compliance or failure of execution of order within the specified time or the sub-standard product supplied, the earnest money shall be forfeited in favour of the Corporation.
2. The sealed quotations should reach to the Secretary, Zonal Procurement Committee, State Life, 5th Floor, State Life Building, Thandi Sarak, Hyderabad upto **04th April 2016** at **11:30 a.m.** The envelope should bear the phrase of "**TENDER FOR STATIONERY ITEMS**" at its right hand corner.
3. Tender will be opened in the office of Manager (General Services) State Life, 5th Floor, State Life Building, Thandi Sarak, Hyderabad, on **04th April 2016** at **12:00 noon.** in the presence of those bidders or their authorized agents who wish to be present at the occasion.
4. The estimated quantity of items mentioned in the Tender Document may vary at the time of issuing job orders.
5. The firm/supplier will be bound to supply the required items at State Life Building Thandi Sarak, Hyderabad, or at prescribed site within the territorial jurisdiction at Hyderabad on the very short notice. No cartage expenses shall be payable.
6. The supplier shall be required to quote their rates inclusive of all taxes.
7. 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 rejection of all bids or proposals.

(SECRETARY)
Zonal Procurement Committee
P&GS Department
State Life Insurance Corporation
of Pakistan
5th Floor, State Life Building,
Thandi Sarak, Hyderabad
Tel. # 022-9200128

TENDER DOCUMENT
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Sr:#	DESCRIPTION OF ITEMS	Quantity	Rate	Financial Impact
1	Ball Point (Crystal / Piono Clic) OR Equivalent	600		
2	Carbon Paper (KCR) OR Equivalent	50		
3	Clip File(Korona Classic) OR Equivalent	100		
4	Correction Pen (DUX) OR Equivalent	50		
5	Dust Bin/ Wast Paper Basket (Plastic)	50		
6	Eraser Pencil (Pelican, Germany)OR Equivalent	50		
7	Exercise Book (200 page)	30		
8	Fax Roll 30 Meter (Panasonic) OR Equivalent	50		
9	Gem Clip 36 mm (APEX / Power) OR Equivalent	600		
10	Green Sheet Pad(50 Sheets) Indonisia Paper,80 GRAM	50		
11	Gum Stick 10 Grams (UHU) OR Equivalent	50		
12	High Lighter Yellow/Orange(Pelikan/ Dollar)OR Equivalent	60		
13	Ink Franking Machine (Red) Shiny, TAIWAN	20		
14	Marker Red/Black/Blue (Dollar) OR Equivalent	100		
15	Masking Tap (20, Meter)	500		
16	Paking Roll Plastic	50		
17	Paper Cutter Steel	50		
18	Paper Pin (Chrysan Themum) OR Equivalent	500		
19	Paper Rulled Lining (Fool's cap)	50		
20	Pencil (Gold Fish) OR Equivalent	50		
21	Pencil Cell (Toshiba) OR Equivalent	200		
22	Pin Tray (Plastic)	50		
23	Punch Machine	50		
24	Register (200 Pages)	50		
25	Register (300 Pages)	40		

Sr:#	DESCRIPTION OF ITEMS	Quantity	Rate	Financial Impact
26	Register (400 Pages)	30		
27	Rubber Band (Crystal Size # 2)	100		
28	Scale Steel	50		
29	Scotch Tape	50		
30	Sharpener (Metal)	60		
31	Sponge Water (Plastic)	50		
32	Stamp Pad (Crystal) Medium Blue/Black/Green OR Equivalent	60		
33	Stamp Pad Ink (Crystal) Blue/Black/Green OR Equivalent	60		
34	Stapler Machine (SDI 306) OR Equivalent	70		
35	Stapler Pin (2317) 17 mm - Washyn. OR Equivalent	50		
36	Stapler Pin (26/24 Small) Dollar. OR Equivalent	400		
37	Stapler Pin Remover (KIDO) OR Equivalent	50		
38	Table Calendar Stand (Plastic)	30		
39	Computer Paper (Imported)132Column 2000 Sheets-P-I	50		
40	Computer Paper(Imported) 80Column 1000 Sheets-P-I	120		
41	Computer Paper(Imported) 80Column 1000 Sheets-P-II	10		
42	Computer Paper(Imported) 80Column 1000 Sheets-P-III	10		
43	White Paper (IK) 70 Grams (Legal Size) OR Equivalent	50		
44	White Paper (A4 Size) PPC 70 Grams OR Equivalent	100		
45	Printer Ribbon- LQ-2180 Full Mark	50		
46	Printer Ribbon -LQ-300 Full Mark	100		
47	Key Board	40		
48	Optical Mouse	60		
49	Gell Pen Green/ Black/ Blue (Dollar or equivalent)	100		

NOTE: Samples are required for items of unspecified brands

Seal & Signature of Firm / Supplier

TO BE SUBMITTED BY THE FIRM / SUPPLIER ON THEIR LETTER HEAD

The Secretary (ZPC)
State Life Insurance Corp. of Pakistan,
State Life Building,
Thandi Sarak,
HYDERABAD

Dear Sir,

SUB: TENDER NOTICE NO. HD/P&GS/01/2016 - SUPPLY OF STATIONERY ITEMS FOR HYDERABAD ZONE

Having gone through the tender document, terms & conditions, we hereby offer to execute the above job for a total amount of Rs. _____ (Rupees _____) as per Tender Document attached.

A Pay Order No. _____ dated _____ from _____ Bank for Rs. _____ is enclosed as Earnest Money.

Thanking you.

Yours faithfully,

For and on behalf of Firm / Supplier

Seal of Firm / Supplier