



# STATE LIFE

Insurance Corporation of Pakistan  
Bahawalpur Zone

## **TENDER NOTICE NO. P&GS/002/2018**

**23.02.2018**

STATIONARY TENDER BAHAWALPUR

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/Stationers having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following stationery items on below mentioned terms and conditions:-

No	ITEM NAME	REQUIRED QTY
1	Air Freshener medium size cobra or equivalent	40 no.
2	Ball Pen Crystal or equivalent	1500 no.
3	Box File uni (large) or equivalent	20 no.
4	File Tray Plastic Medium	30 no.
5	Calculator Casio dj.120 original (digit 12) or equivalent	10 no.
6	Soap lux Medium size or equivalent	100 no.
7	Carbon Paper (butter fly ) or equivalent	10 no.
8	Computer Paper Box Small 80 column 1000 sheets (century paper)	200 box
9	Computer Paper Box Large 132 column ( 2000 sheets) (century paper)	50 box
10	Computer Ribbon Epson –LQ-350 equivalent	70 no.
11	Computer Ribbon Epson –LQ-300 equivalent	30 no.
12	Computer Ribbon Epson-LQ-2180 equivalent	70 no.
13	Computer Ribbon IBM -6400	30 no.
14	Damper	40 no.
15	Duster cotton check medium	200 no.
16	Dustbin plastic large	40 no.
17	Fax Rim AA 500 sheet (80gram) or equivalent Legal	30 rim
18	White Paper 500 sheet (80 gram) Legal	60 rim
19	Glass Toyo or equivalent	40 no.
20	Gum Stick UHU 21 g or equivalent	40 no.
21	Ink for stamp pad Crystal or equivalent	50 no.
22	Highlighter Mercury or equivalent	40 no.
23	U.S.B 8GB	20 no.
24	Led Pencil	100 no.
25	Marker 90-Dollar or equivalent	100 no.
26	Punching Machine large	20 no.
27	Eraser Pencil Pelican or equivalent	30no.
28	Register no.12 Hero	20 no.
29	Paper Pin 50g	30 no.
30	Rubber band	20 no.
31	Tissue Paper 2 Ply(Rose Petal) or equivalent	100 box
32	Register no 16	10 no.
33	Towel Medium size fine quality	10 no.
34	Stapler Machine opal H.D 30 N or equivalent	20 no.
35	Stamp Pad dollar equivalent	40no.
36	Stapler Pin Small (dollar ) 24/6 or equivalent	500 no.
37	Tissue Roll (Rose Petal) or equivalent	10 no.
38	Foot Scale steel	10 no.
39	Stapler Pin max (la 23X17 or equivalent	50 no.
40	Signature pen uni or equivalent different colors	50 no.
41	Signature pen Green Dollar or equivalent	500 no.
42	Whit Board Marker	30 no.
43	Ink for stamp pad green (shiny) or equivalent	30 no.
44	Ink Franking Machine	10 no.
45	Check Writer Ink Roller	10no.
46	Stamp pad green Colab	15no.



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## TERMS AND CONDITIONS

- Quotations shall be accepted only against on Tender Document to be collected from our Office on Payment of Rs.200/- Cash as Tender Fee (Non Refundable).
- Security amount must be deposited equal to 5% of the approximate value (noted above) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2018 from the date of opening of tender.
- Tender closing date **14.03.2018 11:00 A.M. Tender opening date 14.03.2018 at 11:30 A.M.** in the office of Incharge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 9:00 am to 5: 30 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 4.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Total purchase up to 31.12.2018 for above tender items will not exceed 2(two) millions.
- Sample paper should be of same quality and gram as specified in tender or provided in tender office. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-9255414or may contact with Mr. Syed Nazar Askari (AM) at cell # 03049921506 or 0629255363 for any assistance

**Mirza Asad Saeed Atif**  
**Secretary Zonal Procurement Committee**  
**Bahawalpur Zone**