



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TENDER NOTICE NO.P&GS/002/2017 **February 07, 2017**

Sealed financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms/Stationers having own Office Phone/Fax number (if found contrary the tender will be rejected) preferably based at Vehari for the following Stationery Items on below mentioned terms and conditions:-

S. No	ITEM NAME	Qty Required
1	Ball Pen Piano Crystal or Equivalent	600
2	Box File with Imported Clip	60
3	Calculator 14 Digit Medium Size	30
4	Carbon Paper KCR or Equivalent	12
5	Duster Medium Cloth, Fine Quality (For Dusting)	160
6	High lighter (Germany) OR Equivalent	48
7	Ink for Stamp Pad Dollar OR Equivalent	30
8	Marker-90 Dollar OR Equivalent	150
9	Packing Tape (2" and 30 Yards)	50
10	PAPER BOX 132 COL. I PLY 2000 Sheets	40
11	Paper Box 80 Col I Ply 1000 Sheets	100
12	Paper Rim A-4, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	100
13	Paper Rim Legal Size, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	70
14	Punching Machine Lotus or Equivalent	24
15	Ribbon LQ-350 Full Mark OR Equivalent	50
16	Ribbon LX-800-300 Full Mark OR Equivalent	60
17	Ring Binder Imported	20
18	Rough Pad A4 68 GM Paper 50 Pages	200
19	Rubber Band Ring Large Packet (1/2 kg)	16
20	Ruled Register Medium 100 Pages	60
21	Signature Pen Pilot G – I or Equivalent	300
22	Stamp Pad Dollar OR Equivalent	60
23	Stapler Machine Opal OR Equivalent	32
24	Stapler Pin Packet - Medium Dollar 24/6 or Equivalent	300
25	Stapler Pin Packet Fine Quality – Large for Cash 23/17	80



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 05% of the approximate value (noted above) of the tender in form of “Cash Payment” or “Call Deposit receipts” in favour of “State Life Insurance Corporation of Pakistan” as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.
3. The rate validity of tender will be upto December 31, 2017 from the date of opening of tender.
4. Tender closing date 02-03-2017 at 02:30 P.M. Tender opening date 02-03-2017 at 03:00 P.M. in the office of *Incharge* P&GS Secretary ZPC Vehari Zone in the presence of the bidders who wish to be present.
5. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
6. The Firm/Suppliers/Stationers will be bound to supply the required items as whole consignment within 15 days for the issuance of Purchase Order.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. The bidders will attach their respective copies of NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
9. 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.
10. The Income Tax will be deducted @4.5% at source.
11. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations.
12. Sample items should be of same quality as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
13. Successful bidders will bear the freight charges occurred in providing all items at State Life Insurance Corporation Vehari Zone (2nd Floor, ZTBL Building, V-Chowk Vehari)



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

14. The Delivery Schedule 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 the undersigned may be contacted during working hours in person or telephonically on phone No. 067-9201135.

Abdul Rauf Ahmad
Secretary Zonal Procurement Committee
Vehari Zone