



STATE LIFE

Insurance Corporation of Pakistan
Multan Zone

TENDER NOTICE NO.P&GS/001/2017

January 12, 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 Multan for the following Stationery Items on below mentioned terms and conditions:-

S.NO.	ITEM NAME	Required 2017
1	Ball Pen Piano Crystal	400 (pkt)
2	Box File with Imported Clip	40
3	Carbon Paper KCR	20
4	Duster Medium Cloth, Fine Quality (For Dusting)	160
5	Paper Rim Legal Size, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	160
6	Paper Rim A-4, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	160
7	Ink for Stamp Pad Dollar OR Equivalent	80
8	Marker-90 Dollar OR Equivalent	100
9	Packing Tape (2" and 30 Meter)	40
10	Rough Pad Large 68 GM Paper 50 Pages	200
11	Rubber Band Ring Large Packet (1/2 kg	40
12	Ruled Register Large 200 Pages	80
13	Stapler Pin Packet – Large for Cash 23/17 (Kangaroo or equivalent)	100
14	Stapler Machine Opal OR Equivalent	30



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15	Stapler Pin Packet - Medium Dollar 24/6	600
16	Stamp Pad Dollar OR Equivalent	60
17	Computer Paper 80 Col I Ply 1000 Sheets	600
18	PAPER BOX 132 COL. I PLY 2000 Sheets	450
19	Ribbon LX-800-300 Full Mark OR Equivalent	400
20	Ribbon LX-2180 Full Mark OR Equivalent	80
21	Ribbon IBM-6400 Line Printer General Purpose	150
22	RIBBON LINE PRINTER GENERAL PURPOSE P-7005/7000	4
23	Data Cartridge Large 40 GB	40
24	Ribbon LQ-350/310	60

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 01-02-2017 at 11:00 A.M. Tender opening date 01-02-2017 at 11:30 A.M.** in the office of Manager P&GS Secretary ZPC Multan 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 after the issuance of Purchase Order, otherwise the Corporation has a right to Cancel the Purchase Order.



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7. State Life Insurance Corporation has the right to decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
8. The bidders will attach their respective copies of valid 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 as per Rules.
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. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
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 the undersigned may be contacted during working hours in person or telephonically on phone No. 9200678.

NAUMAN AKMAL
Secretary Zonal Procurement Committee
Multan Zone