



# STATE LIFE

Insurance Corporation of Pakistan  
Vehari Zone

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**TENDER NOTICE NO.P&GS/004/2016**  
**March 28, 2016**

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:-

No	ITEM NAME	REQUIRED QTY
1	Ball Pen Piano Crystal or Equivalent	400
2	Box File with Imported Clip	40
3	Carbon Paper KCR or Equivalent	12
4	Duster Medium Cloth, Fine Quality (For Dusting)	80
5	Paper Rim Legal Size, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	40
6	Paper Rim A-4, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	60
7	High lighter (Germany) OR Equivalent	24
8	Ink for Stamp Pad Dollar OR Equivalent	40
9	Marker-90 Dollar OR Equivalent	60
10	Punching Machine Lotus or Equivalent	16
11	Packing Tape (2" and 30 Meter)	50
12	Rough Pad Large 68 GM Paper 50 Pages	80
13	Rubber Band Ring Large Packet (1/2 kg	16
14	Ruled Register Large 200 Pages	20
15	Stapler Pin Packet – Large for Cash 23/17	80
16	Stapler Machine Opal OR Equivalent	16
17	Stapler Pin Packet - Medium Dollar 24/6 or Equivalent	200
18	Stamp Pad Dollar OR Equivalent	30
19	Signature Pen Pilot G – I or Equivalent	100
20	Squash Tape (1" and 25 Meter)	16
21	Computer Paper 80 Col I Ply 1000 Sheets	100
22	PAPER BOX 132 COL. I PLY 2000 Sheets	40
23	Ribbon LX-800-300 Full Mark OR Equivalent	60



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## **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, 2016 from the date of opening of tender.
4. Tender closing date 18-04-2016 at 02:30 P.M. Tender opening date 18-04-2016 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 (2<sup>nd</sup> Floor, ZTBL Building, V-Chowk Vehari)
14. The Delivery Schedule is as under: -
  1. ¼th of the whole consignment in 1<sup>st</sup> Quarter.
  2. ¼th of the whole consignment in 2<sup>nd</sup> Quarter
  3. ¼th of the whole consignment in 3<sup>rd</sup> Quarter
  4. ¼th of the whole consignment in 4<sup>th</sup> Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 067-9201135.



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**Abdul Rauf Ahmad**  
**Secretary Zonal Procurement Committee**  
**Vehari Zone**