



# STATE LIFE

Insurance Corporation of Pakistan  
Multan Zone

## **TENDER NOTICE NO.P&GS/002/2016**

**January 20, 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 Multan for the following Stationery Items on below mentioned terms and conditions:-

No	ITEM NAME	REQUIRED QTY
1	Ball Pen Piano Crystal	500
2	Box File with Imported Clip	50
3	Carbon Paper KCR	30
4	Duster Medium Cloth, Fine Quality (For Dusting)	200
5	Paper Rim Legal Size, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	140
6	Paper Rim A-4, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	140
7	High lighter (Germany) OR Equivalent	40
8	Ink for Stamp Pad Dollar OR Equivalent	100
9	Marker-90 Dollar OR Equivalent	120
10	Punching Machine Lotus	30
11	Packing Tape (2" and 30 Meter)	50
12	Rough Pad Large 68 GM Paper 50 Pages	200
13	Rubber Band Ring Large Packet (1/2 kg)	25
14	Ruled Register Large 200 Pages	50
15	Stapler Pin Packet – Large for Cash 23/17	110
16	Stapler Machine Opal OR Equivalent	30
17	Stapler Pin Packet - Medium Dollar 24/6	600
18	Stamp Pad Dollar OR Equivalent	60
19	Signature Pen Pilot G – I	160
20	Squash Tape (1" and 25 Meter)	24
21	Computer Paper 80 Col I Ply 1000 Sheets	600



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22	PAPER BOX 132 COL. I PLY 2000 Sheets	450
23	Ribbon LX-800-300 Full Mark OR Equivalent	400
24	Ribbon LX-2180 Full Mark OR Equivalent	80
25	Ribbon IBM-6400 Line Printer General Purpose	150
26	RIBBON LINE PRINTER GENERAL PURPOSE P-7005/5000	4
27	Data Cartridge Large 40 GB	40
28	Ribbon LQ-350	40

## **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 09-02-2016 at 11:00 A.M. Tender opening date 09-02-2016 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 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. 8:30 am to 5:00 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.



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13. 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. 9200678.

NAUMAN AKMAL  
Secretary Zonal Procurement Committee  
Multan Zone