

**STATE LIFE****Insurance Corporation of Pakistan
Sahiwal Zone****2nd Floor Sattar Complex
Stadium Road Sahiwal
Ph. 040-9200027
Fax.040-9200024**18th February,2016.**TENDER NOTICE STICK STATIONERY # P&GS/01/2016**
SAHIWAL.

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office phone/Fax number (if found contrary the tender will be rejected) preferable based at Sahiwal for the following items on given terms and conditions.

Sr. #	Item Name	Units	Quantity
1	Ball Point (Piano Crystal Clutch or equivalent)	Pkt	250
2	Carbon Paper (KCR Or equivalent)	Box	15
3	Common Pin (Chrysathemum China Size No.2 Or equivalent)	Pkt	40
4	Computer Paper 132 Column (63 grams 700 sheets LG or equivalent)	Box	200
5	Computer Paper 80 Column (63 grams 700 sheets LG or equivalent)	Box	200
6	Diary Stand (Plastic)	No	0
7	Marker Permanent (Dollar, Mercury or equivalent)	No	100
8	Stapler Pin (24/6 Dollar Or equivalent)	Pkt	350
9	Stapler Machine (Opal HD-45N or equivalent)	No	30
10	Led Pencil (Gold Fish or equivalent)	No	45
11	Scotch Tape (3 D Or equivalent) 2"	Roll	20
12	Scotch Tape (3 D or equivalent) 1"	Roll	15
13	PVC Tape (3 D or equivalent)	Roll	15
14	Stamp Pad (Lancer or equivalent)	No	100
15	Rubber Eraser	No	20
16	Sharpener (Dux Steel or equivalent)	No	15
17	Paper Clip (Three Flowers 36 MM or equivalent)	Pkt	40
18	Punching Machine (Opal 500 or equivalent)	No	20
19	Tempo Marker or equivalent Black	No	0
20	Ruler Steel	No	10
21	High Lighter Marker (Dollar 90 Or equivalent)	No	70
22	Register No. 50	No	40
23	Rubber Ring (White Small Pack)	Pkt	50
24	Rubber Ring (White 350 grams Pack)	Pkt	25
25	Pin Cushion (Butterfly Plastic or equivalent)	No	0
26	Cash Pin (Max Heavy Duty 5/8" 2317 or equivalent)	Pkt	100
27	Fluid Pen (Dux - 006 or equivalent)	No	5
28	Signature Pen (Unigel , or equivalent)	No	200
29	Stamp Pad Ink (Lancer 28.5 grams or equivalent)	No	50
30	Box File (Alfalah or equivalent)	No	70

31	Table Diary	No	0
32	Offset Paper Legal Size (Double A 80 grams or equivalent)	Rim	80
33	Offset Paper A - 4 Size (Double A 80 grams or equivalent)	Rim	60
34	Water Damper (Silver - X Plastic Crystal or equivalent)	No	50
35	Paper Cutter Large (SDI 0426 or equivalent)	No	10
36	Calculator 12 Digit (Casio Mj-120 D Original or equivalent)	No	30
37	Calculator 14 Digit (Casio Original or equivalent)	No	10
38	Calculator 16 Digit (Casio Original or equivalent)	No	10
39	Plastic Dori (Roll)	Roll	50
40	Duster	No	200
41	Card Paper	Sheet	30
42	Tape 1" cutter stand	No	5
43	Bath Soap Small pack (Lux or equivalent)	No	250
44	Tissue Paper Box (Rose Petal Pop-up or equivalent)	Box	250
45	Air Freshener 300 ML	No	20
46	Stapler Large Cash Counter (Fuji HD23S20 or equivalent)	No	5
47	File Separator	No	35
48	Gum Stick Large (Dux or equivalent)	No	15
49	Dispatch Register (8 No)	No	4
50	Stock Register (8 No.)	No	10
51	Pen Ink (Dollar Medium Pot 60 ML or equivalent)	No	5
52	Table Set (Marble)	No	5
53	Pen Holder (Dux 240 or equivalent)	No	10
54	Gum Bottle Large	Bottle	2
55	Office File Cover Fine	No	10
56	Pin Remover (Opal SR-L 45 or equivalent)	No	20
57	Drawing Pin (Thumb Pin)	Pkt	0
58	Printer Ribbon Epson LQ-300	No	150
59	Printer Ribbon Epson LQ-310	No	100
60	Printer Ribbon Epson LQ-350	No	50
61	Printer Ribbon Epson 2180	No	25
62	Printer Ribbon IBM 6400	No	25
63	Computer Key board	No	20
64	Computer Mouse Optical	No	20
65	Mouse Pad	No	10
66	Pointer (Dollar 0.3 or equivalent)	No	30
67	Towel Large Size White	No	5
68	Tumbler (Water Glass) 280 ml	Nos	36
69	Jug Sheesha standard	Nos	0
70	Plastic Plates Dining (Medium Size)	Nos	60
71	Dust bin (waste basket) Medium size	No	15
72	Peon Book	Book	5
73	File Folder (Four Flap)	No	5
74	Rough Pad Large (A- 4 Size 68 Grams paper fine)	Pad	10
75	Binder Clip 25 MM	Roll	0
76	Binder Clip 1.5/8"	Roll	0
77	Binder Clip 2"	Pkt	10

TERMS AND CONDITIONS.

1. Security amount must be deposited equal to 5% of the approximate value of the tender including G.S.T. in form of “ Cash Payment “ , “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal 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. No tender will be acceptable without earnest money.

2. **Rates should be valid for One Year . Tender closing date 11-03-2016 at 11.00 am. Tender opening date 11-03-2016 at 11.30 a.m positively.**

3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.

4. **Price must be quoted with G.S.T. as per Govt. Rules.**

5. The firm/suppliers in-question will be bound to supply the required items as whole consignment within 10 Days from the issuance date of supply order/ work order.

6. Successful bidder will provide the items in State Life Zonal Office situated at 2nd Floor Sattar Complex Stadium Road Sahiwal.

7. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Order will be placed to bidders on lowest items rates.

8. Delivery Schedule:-

- Within 10 days of first order : 1/4th of the whole consignment.
- 01-04-2016 to 30-06-2016 : 1/4th of the whole consignment.
- 01-07-2016 to 30-09-2016 : 1/4th of the whole consignment.
- 01-10-2016 to 31-12-2016 : 1/4th of the whole consignment.

9. Sealed Tenders duly completed in all respects along with sample articles must be reached to the undersigned by Courier Service/by post **latest by 11-03-2016 at 11.00 am** excepted Sunday as per above mentioned date/time.

10. The Income Tax and Sales Tax will be deducted at source on the total value of tender.

11. The order will be placed to the item wise lowest bidders.

12. Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.300/- as tender fee (non refundable) in shape of Pay Order/Bank Draft in favor of State Life Insurance Corporation of Pakistan.

13. The Corporation reserves the rights to cancel/reject any on or all the Tenders.

14 **The all bidders are require to submit the rates of all items even zero quantity shown in tender.**

15. The envelop should be marked **QUOTATION STATIONERY** the rate should be include transportation/Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on **Phone No. 040-9200027**.

Convener
Zonal Procurement Committee,
Sahiwal.