

March 26, 2013



**STATE LIFE**  
**Insurance Corporation of Pakistan,**  
**Group & Pension,**  
**Lahore Zone.**

**TENDER NOTICE STICK STATIONERY**  
**P&GS/G&P/LHR/02/2013**

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) preferably based at Lahore for the following items on given terms and conditions.

Sr. #	Item Name	Units	Required Qty
1	Ball Point (Piano Crystal or equivalent )	Pkt	250
2	Ball Point Pointer Blue/Black/Green/Red (dollar or equivalent)	Pkt	10
3	Box File with clip ( China Alfalah or equivalent )	No	60
4	Printer Ribbon LQ 2180	No	20
5	Printer Ribbon LQ 2190	No	65
6	Cell AAA (Toshiba H.D or Equivalent)	Pkt	1
7	Cell AA ( Toshiba H.D or Equivalent)	Pkt	2
8	DVD Rewriteable	Pkt	2
9	CD Rewriteable	Pkt	2
10	Carbon Paper ( KCR Or equivalent)	Box	5
11	Computer Paper 132 Column ( 63 grams 100 sheets )	Box	15
12	Dispatch Register ( 8 No )	No	6
13	Diary Stand ( Plastic )	No	6
14	Drawing Pin ( Thumb Pin )	Pkt	6
15	Duster, Fine quality Cotton	Dozn	12
16	Fax Roll 100 Meter (Panasonic or Equivalent)	No	15
17	Fax Roll 50 Meter (Panasonic or Equivalent)	No	15
18	Gum Bottle Large, Dollar or equivalent	No	6
19	Gum Stick, Amos or equivalent 22 gm	No	100
20	High lighter Marker ( Dollar Or equivalent )	No	48
21	Lead Pencil ( Gold Fish or equivalent)	pkt	12
22	Ledger Register	No.	1
23	Permanent marker ( Dollar or equivalent )	No	100
24	Office File Cover Fine quality	No	50
25	Offset Paper Legal Size ( Double A 80 grams or equivalent )	Rim	100
26	Offset Paper A-4 Size ( Double A 80 grams or equivalent )	Rim	300
27	Paper Clip ( Three Flowers 30 MM or equivalent )	Pkt	5
28	Paper Cutter ( SDI 0426 or equivalent )	No	10
29	Packing Tape 50 mtr	No	48
30	Scotch Tape 50 mtr 1" transparent	No	48

31	Paper Tape 20 mtr	No.	12
32	Punching Machine ( Opal 500 or equivalent )	No	12
33	Rough Pad Legal size Friends or equivalent	No	100
34	Rough Pad A-4 size Friends or equivalent	No	75
35	Receipt Register No.08	NO	12
36	Eraser Pelikan or equivalent (rubber)	box	2
37	Rubber Ring ( White I KG Pack )	Pkt	6
38	Ruler Steel	No	12
39	Sharpener, Dux Steel or equivalent	No	48
40	Stamp Pad Blue/Black/Green Pelikan or equivalent, large	No	12
41	Stamp Pad Ink , Blue/Blak/Green Dollar or equivalent	No	30
42	Stapler Machine, Kw trio or equivalent	No	24
43	Stapler Pin 23/13, Dollar or equivalent	Dabi	6
44	Stapler Pin (23/10), Dollar or equivalent	Dabi	6
45	Stapler Pin ( 24/6 Dollar Or equivalent )	Pkt	100
46	Stapler Pin Remover (Pelikan or equivalent)	Pkt	2
47	Stock Register ( 8 No. )	No	1
48	Water Damper ( Silver - X Plastic or equivalent )	No	12
49	Towel Large Size White	No	6
50	Air Freshener, Afridi or equivalent	No	24
51	Tissue Paper Box Ross petal 100x2 ply or equivalent	Box (Pieces)	200

## **TERMS AND CONDITIONS.**

1. Security amount must be deposited equal to 5% of the approximate value of the tender in form of “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office ,Group & Pension, 15 A, Davis Road, Lahore which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of whole job / c o n s i g n m e n t . No tender will be acceptable without earnest money.
2. Rates should be valid for one year. Tender closing date 15/04/2013 at 11.00a.m. Tender opening date 15/04/2013 at 11.30 am positively.
3. On finding substandard quality as and when noticed/pointed out during process, the Deposited Security will be forfeited in-favor of the Corporation.
4. Price must be quoted including all taxes as per Government Rules.
5. The firm/suppliers in-question will be bound to supply the required items as required quarter-wise 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 Lower Ground Floor, State Life Building 15/A, Davis Road, Lahore.
7. The Quantity may vary at the time of placing order.
8. **Delivery Schedule: -**

*Within 10 days of issuance of purchase order: 1/3 of the whole consignment*  
*01/07/2013 to 30/09/2013: 1/3 of the whole consignment*  
*01/10/2013 to 31/12/2013: 1/3 of the whole consignment*

9. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates.
10. Sealed Tenders duly completed in all respects must reach the undersigned by Courier Service/by post/by hand **latest by 15/04/2013 at 11.00 am** except Saturday and Sunday as per above mentioned date/time.
11. The Taxes will be deducted at source as per Government Policy.
12. The order will be placed to the item-wise lowest bidders.
13. Tender documents with complete specification can be obtained from the Office of the undersigned during office hours except Saturday and Sunday
14. The Corporation reserves the rights to cancel/reject any one or all the bids as PPRA rule.
15. All bidders are required to submit the rates of all items even zero quantity shown in tender.
16. Envelop should be marked **QUOTATION FOR STATIONERY** the rate should include transportation/Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on Phone No.+092-042-99200303.

**Sher Muhammad**  
Incharge (P&GS)  
G&P Lahore,