



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TENDER NOTICE NO.P&GS/002/2018

February 12, 2018

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:-

S. No	ITEM NAME	Qty Required
1	Ball Pen Signature or Equivalent	800
2	Box File Imported with Clip	50
3	Calculator 14 Digit Citizen or Equivalent Medium Size	30
4	Calculator 14 Digit Citizen Or Equivalent Large Size	20
5	Carbon Paper KCR or Equivalent	12
6	Color Paper China Fine Quality 100 Sheets	30
7	Damper (Ball) China Fine Quality	50
8	Duster Medium Cloth, Fine Quality (For Dusting)	200
9	Gum Stick Kidco Or Equivalent	40
10	High lighter Piano OR Equivalent	48
11	Marker-90 Dollar OR Equivalent	150
12	Packing Tape (2" and 30 Yards)	50
13	PAPER BOX 132 COL. I PLY 2000 Sheets	40
14	Paper Box 80 Col I Ply 1000 Sheets	100
15	Paper Pin China Fine Quality	30
16	Paper Rim A-4, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	100
17	Paper Rim Legal Size, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	70
18	Pin Remover China Fine Quality	30
19	Punching Machine Opal or Equivalent	24
20	Ribbon LQ 2190 EPSON Or Equivalent	30
21	Ribbon LQ-350 Full Mark OR Equivalent	100
22	Ribbon LX-800-300 Full Mark OR Equivalent	40
23	Ring Binder Imported	30
24	Rough Pad A4 Size 68 GM Paper 50 Pages	200
25	Rubber Band Ring (For Cash) Packet (1/2 kg)	20
26	Ruled Register Medium Size 100 Pages	70
27	Signature Pen Pilot G – I or Equivalent	400
28	Squish tap 2" and 30 Yards	20
29	Stamp Pad Colop OR Equivalent	60
30	Stamp Pad Ink Shiny OR Equivalent	50
31	Stapler Machine Large (Cash) True Or Equivalent	06
32	Stapler Machine Medium Size Mapped Office OR Equivalent	40
33	Stapler Pin Packet - Medium Dollar 24/6 or Equivalent	400
34	Stapler Pin Packet Fine Quality – Large for Cash 23/17	80



STATE LIFE

Insurance Corporation of Pakistan
Vehari Zone

TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- 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, 2018 from the date of opening of tender.
4. Tender closing date 05-03-2018 at 02:30 P.M. Tender opening date 05-03-2018 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 (2nd Floor, ZTBL Building, V-Chowk Vehari)
14. The Delivery Schedule 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. 067-9201135

Abdul Rauf Ahmad
Secretary Zonal Procurement Committee
Vehari Zone