



STATE LIFE INSURANCE CORPORATION  
MIR ALAM SHOPPING PLAZA  
MANSHERA ROAD JHANGI  
ABBOTTABAD.

PH: 0992-9311014  
FAX: 0992-9311015

DATE: 27/07/2020

## **TENDER NOTICE NO. GS/ABTZ/STAT-SLIC/27-JUL/0001/2020**

Sealed tenders are invited from reputable firms general order suppliers registered with Sales Tax Department having own office and fax number & is or are, engaged in the business of Stationary (if found contrary the tender/s will be rejected), for the stationery containing various items description/specification of which is available at State Life Insurance Corporation of Pakistan, Zonal Office, Mir Alam Shopping Plaza Manshera Road Abbottabad. **“GO THROUGH EACH STATED LINES OF THE TENDER FOR CLEAR UNDERSTANDING.”**

### **TERMS AND CONDITIONS:**

- 1). Tender will be opened on **18.08.2020, OR ON THE NEXT WORKING DAY** as due to the **COVID-19** pandemic most of the offices are totally or partially closed or under partial smart lock down or are engaged with **minimum attendance of manpower & keeping in view this the opening of tenders will be carried out accordingly**, in the office of In charge/Manager (P&GS)/Member Secretary ZPC, Abbottabad Zone at **11:30 AM**. in the presence of the bidders who wish to be present.
- 2). The tenders received after the due date and time will not be entertained. Responsibility of in time delivery of tenders rest with the bidders.
- 3). The rate validity of tender will be up to 30<sup>TH</sup> AUGUST 2021 from the date of opening of tender.
- 4). The supply should be made as per schedule. In case of failure, penalty @5% weekly will be imposed on late delivery of the order and can be cancelled and earnest money will be forfeited without serving any notice.
- 5). The offers received incomplete and not according to criteria shall not be considered. It has been observed and noted that some vendors are astray vendors they only participate on the pretext that they are FBR registered general order suppliers, secondly they are not actively participate in the business of Stationary or have no financial worth, these types of vendors only manipulate our tenders and thus our office working is badly hampered and we have to go through the same practice repeatedly, henceforth such vendors will not be entertained at all.
- 6). Only those firms should participate who agree to our terms and conditions.
- 7). State Life Insurance Corporation has right to increase or decrease the quantity without consultation as and when required. Similarly items can also be reduced.
- 8). State Life Insurance Corporation of Pakistan has the right to modify the schedule of deliveries. Supply order will be placed keeping in view our requirement and budget position.
- 09). The tenders shall be required to **quote their rates inclusive of all taxes and quoted rate must be in the form of per unit.**



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- 10). Any defective delivery will be taken back by supplier at his risk and cost.
- 11). Supplier must be registered with General Sales Tax Department and mention the Sales Tax Registration Number, NTN Number. Also attach clearance certificate of tax on profession and trade from Excise & Taxation Department.
- 12). The envelope should invariably bear the word **TENDER FOR STATIONERY**.
- 13). Earnest money must be deposited equal to 5% of the approximate value (noted above) of the tender in form of "Call Deposit Receipts" in favor of State Life Insurance Corporation Abbottabad Zone.
- 14). Deduction at source on account of income tax as per laid down Government policy shall be enforced on all payments.
- 15). Order will be placed in piece meal as and when required to successful bidders, during the period **DATED: 01/09/2020 AND 30/08/2021**. **The agreement can be carried forwarded if the supplier services are satisfactory, up to the mark & under the rules on the mutual consent of both parties only for one year. & on the same rates.**
- 16). **State Life reserves the right to accept/reject any or all bids without assigning reason thereof.**
- 17). The sealed tenders must reach the under sign **on or before 18/08/2020 but not later than 11:00AM.Detail attached on annexure "A". Stated Tender also available on State Life web site i.e. statelife.com.pk**

For further details the undersigned may be contacted during working hours telephonically on phone No. **0992-9311014 Fax No: 0992-9311015**. (Saturday & Sunday Off)

**Note: Quantity is in units/packets/numbers as where applicable in availability of items in market. Items related to dollars or which is imported, must be clearly mentioned keeping in view its dollar fluctuations, otherwise later on & after the approval of Tender, NO increase will be accepted by the SLIC ABT ZONE and the company or vendor will be black listed under PPRA RULES. PROVISION OF SAMPLES OF STATIONARY ITEMS IS MANDATORY.**

### **Secretary**

Zonal Procurement Committee  
P&GS Department  
State Life Insurance Corporation  
Of Pakistan  
Mir Alam Shopping Plaza P.O. Jhangi  
Mansehra Road, Abbottabad.

Sr #	Description of Items	Quantity
1	Ball Pen Blue/Black/Red/Green pilot/deer/dollar/piano OR (equivalent)	3000
2	Ball Pen pilot/deer/dollar/piano Blue/Black (0.8 mm) OR (equivalent)	2000
3	Ball Pen pilot/deer/dollar/piano Click, Blue Green OR (equivalent)	1000
4	Box File swan OR (equivalent)	200
5	Bull Dog Clip Large and Medium Size OR (equivalent)	100
6	Carbon Paper dollar/swan OR (equivalent)	200
7	Complete Marble Set for Office Table Full Size OR (equivalent)	30
8	Computer Paper 132 Column Sheet 700 & 1000 (63 gm)	600
9	Computer Paper 80 Column Sheet 700 & 1000 (63gm)	800
10	Computer Paper With Carbon 80 Column Sheet 700 & 1000	250
11	COLOR PAPER dollar OR (equivalent)	500
12	Color full flag Sensa HX A03 Post it or equivalent	15
13	Dumper Rubber Body OR (equivalent)	200
14	Duster (White) Cotton Size 20 x 27 OR (equivalent)	500
15	File Flag tape (good quality)	50
16	Fax Roll 210 MM X 30 MM OR (equivalent)	600
17	DVD-RW Maxell/Panasonic OR (equivalent)	100
18	CD-RW Maxell/Panasonic OR (equivalent)	50
19	USB Flash Drive 8, 16 GB OR (equivalent)	50
20	USB Flash Drive 32 GB OR (equivalent)	20
21	File Cover Crystal OR (equivalent)	50
22	Fluid & Thinner OR (equivalent)	400
23	Fluid Pen deer/dollar OR (equivalent)	200
24	File Data Binder Ring F/S OR (equivalent)	400

25	File Ring F/S deer/dollar OR (equivalent)	300
26	Gum Bottle (Large Size) deer/dollar OR (equivalent)	50
27	GUM STICK deer/dollar OR (equivalent)	100
28	Highlighter deer/dollar OR (equivalent)	150
29	Ink Fountain Pen 30 ML deer/dollar OR (equivalent)	100
30	Ink for Stamp pad deer/dollar OR (equivalent)	200
31	Ink Franking Machine deer/dollar OR (equivalent)	100
32	Laser Paper F4 80grams 500sheet each packet White Best Quality (Legal Size)	500
33	Laser Paper A4 70grams 500sheet each packet OR (equivalent)	800
34	Marker Red/Blue Black (70 four color Dollar) Permanent or equivalent	700
35	Packing Tap nitto (Brown) (Full Size) [THICK]OR (equivalent)	400
36	Plastic File (T-File) China F/S Color China Good Quality or equivalent	100
37	Pointer 0.3 mn OR (equivalent)	100
38	Paper Cutter (knife) HX 332 China) OR (equivalent)	200
39	Paper Pin swan OR (equivalent)	1000
40	Paper Clip swan (Medium Size)OR (equivalent)	1000
41	Paper Ruled deer OR (equivalent)	20
42	Penholder Pair swan/deer OR (equivalent)	100
43	Pencil with Rubber (Dollar / Gold Fish 2 1/2 6000 or equivalent )	600
44	Penholder Stand (Marble)OR (equivalent)	50
45	Pin tray (Plastic)OR (equivalent)	50
46	Punch Machine P800 Plus OR (equivalent)	10
47	Punch Machine Opal 720 OR (equivalent)	10
48	Punch Machine (STD) Power Heavy Duty or equivalent	12
49	Punch Machine Medium Size (Deli Good Quality or equivalent)	30
50	Ring Binder (Fiber)OR (equivalent)	100

51	Rough Pad (LARGE) rose ,tulip OR (equivalent)	600
52	Rough Pad - (SMALL) rose ,tulip OR (equivalent)	600
53	Rubber Band ( No.4) 100 grams (Sensa Brand) or equivalent	2000
54	Rubber Band ( No.4) 100 grams (ZERO SIZE) dollar/deer OR (equivalent)	500
55	Ruled Register (Size No.30) rose, fareed OR (equivalent)	100
56	Ruled Register (Size No.40) rose, fareed OR (equivalent)	200
57	Ruled Register (Size No.70) rose, fareed OR (equivalent)	100
58	Ruber Soft AL-30 (Pelikan) Good quality or equivalent	200
59	Scale Wooden/Plastic OR (equivalent)	100
60	Scale Steel OR (equivalent)	50
61	Scotch Tape – 72 M (Large Size) nitto, dollar OR (equivalent)[THICK]	500
62	Scotch Tape – 72 M (Small Size) nitto, dollar [THICK]OR (equivalent)	100
63	Sharpener Steel Small, dollar OR (equivalent)	100
64	Stamp Pad (Large Size) dollar OR (equivalent)	200
65	Staple Remover swan SDI OR (equivalent)	200
66	Stapler Machine Deli 416 OR (equivalent)	10
67	Stapler Machine Large Size(Heavy duty different size) Dell 0395 Good Quality or equivalent	5
68	Stapler Machine Medium Size OR (equivalent) Eagle	250
69	Stapler Pin 2310 Size OR (equivalent)	100
70	Stapler Pin Full Size OR (equivalent)	100
71	Stapler Pin Dollar OR (equivalent)	600
72	Table Dairy Stand (Plastic) OR (equivalent)	50
73	Uni Ball 0.7 Signo OR (equivalent)	100
74	Uni Ball 1.0 Signo OR (equivalent)	100

Con'td

## PC's Toners/Ribbons

75	EPSON LQ-2170/2180 Ribbon AND LQ-310-350OR (equivalent)	200
76	Printer Toner HP MFP M130AOR (equivalent)	15
77	Printer Toner HP M102AOR (equivalent)	15
78	Printer Toner M402DOR (equivalent)	10
79	Printer Toner HP Laser Color Pro MFP OR (equivalent)	5
80	Ribbon NEC - P5200OR (equivalent)	50
81	IBM 6400 (30 MM)OR (equivalent)	200
82	IBM 6400 (50 MM)OR (equivalent)	200
83	EPSON MX-80 Ribbon OR (equivalent)	500
84	HP Laser jet 2600 Toner OR (equivalent)	5
85	HP Laser jet 1020 Toner OR (equivalent)	70
86	HP Laser jet - 1300 Toner OR (equivalent)	20
87	HP Laser jet -1005 Toner OR (equivalent)	150
88	HP Laser jet 1610 Toner OR (equivalent)	50
89	HP Laser jet P-1102 Toner OR (equivalent)	60
90	HP Laser jet 2600 N (COLOR)OR (equivalent)	5
91	Panasonic KX-FAT88A OR (equivalent)	100
92	Laser jet 05AOR (equivalent)	20
93	HP Laser jet 92A OR (equivalent)	10
94	HP Q26 13AOR (equivalent)	50

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