



# STATE LIFE

Insurance Corporation of Pakistan  
Multan Zone

## **TENDER NOTICE NO.MUL/P&GS/001/2021** **January 13, 2021**

Sealed financial and Technical bids are invited (under single stage two envelopes) 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 terms and conditions as per list attached.

The Firm Supplier Stationery in question will be mandatory bound to qualify technical criteria specified and attached with tender documents.

Those who qualify technical criteria shall be eligible for opening of their financial quotations. The passing marks of technical qualified are 60% out of 100%.

S.NO.	ITEM NAME	Required 2021
1	Ball Pen Piano Crystal / Equivalent	400 (pkt)
2	Box File with Imported Clip / Equivalent	40
3	Carbon Paper KCR / Equivalent	10
4	Duster Medium Cloth, Fine Quality (For Dusting)	60
5	Paper Rim Legal Size, Not Less than 70 GM, 500 Sheets (AA or Equivalent)	140
6	Paper Rim A-4, Not Less than 70 GM, 500 Sheets (AA or Equivalent)	200
7	Ink for Stamp Pad Dollar OR Equivalent	40
8	Printer Ribbon LQ-310	100
9	Packing Tape (2" and 30 Meter)	40
10	Rough Pad Large 68 GM Paper 50 Pages	40
11	Rubber Band Ring Large Packet (1/2 kg	30
12	Ruled Register Large 200 Pages	60
13	Stapler Pin Packet – Large for Cash 23/17 (Kangaroo or equivalent)	120
14	Stapler Pin Packet - Medium Dollar 24/6 / Equivalent	600
15	Stamp Pad Dollar OR Equivalent	60
16	Computer Paper 80 Col I Ply 1000 Sheets (63 gram) Century Sheet	600 (Box)
17	PAPER BOX 132 COL. I PLY 2000 Sheets (63 gram) Century Sheet	400 (Box)
18	Ribbon LX-2180 Full Mark OR Equivalent	60
19	Ribbon IBM-6400 Line Printer General Purpose	160
20	RIBBON LINE PRINTER GENERAL PURPOSE P-7005/7000 Part # 103	8
21	Printer Ribbon LQ-350	200



# STATE LIFE

Insurance Corporation of Pakistan  
Multan Zone

## **TERMS AND CONDITIONS**

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1,500/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 3% 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, 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 up to December 31, 2021 from the date of opening of tender.
4. Tender Closing and Opening Dates are as under:-

**Tender Closing Date** : **02-02-2021 at 11:00 A.M.**  
**Tender Opening Date** : **02-02-2021 at 11:30 A.M.**  
**Tender Validity Date** : **Up to December 2021**  
: **P&GS Deptt. 2<sup>nd</sup> Floor State Life Building**  
**Chowk Nawan Shehr Multan**

5. On finding substandard quality or not equivalent to specification, as and when noticed during process, the security deposit may be forfeited in favor 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. State Life Insurance Corporation of Pakistan has right to call the sample of any item for checking the specification of particular item.
9. 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.
10. 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.
11. The Income Tax will be deducted as per Rules.
12. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations.
13. Sample items should be of same quality as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
14. The Delivery Schedule is as under: -
  1. 1/4th of the whole consignment in 1<sup>st</sup> Quarter.
  2. 1/4th of the whole consignment in 2<sup>nd</sup> Quarter
  3. 1/4th of the whole consignment in 3<sup>rd</sup> Quarter
  4. 1/4th of the whole consignment in 4<sup>th</sup> Quarter



# STATE LIFE

Insurance Corporation of Pakistan  
Multan Zone

## TECHNICAL EVALUATION PERFORMA

	Total Nos.	20
Income Tax Registered		10
Sales Tax Registered		10
No. of Clients	Total Nos.	20
From 5 to 10		5
From 10 to 15		5
5 Points for each 1 complete Year above 15 Years		
Type of Clients	Total Nos.	20
Private Clients up to 5		5
Above 5		5
Govt. Clients up to 5		5
above 5		5
Financial Tern Over	Total Nos.	20
Up to 10 Million		5
10 to 20 Million		5
Above 20 Million shell be eligible for 20 marks		
Previous Experience	Total Nos.	20
1 to 5 Years		5
5 to 10 Years		5
5 points for each 1 complete Year above 10 Years		

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 9200678.

**MAZHAR HASSAN**  
Secretary Zonal Procurement Committee  
Multan Zone