



STATE LIFE

Insurance Corporation of Pakistan
Multan Zone

TENDER NOTICE NO.P&GS/001/2018 **January 9, 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 Multan for the following **Stationery Items** on below mentioned terms and conditions:-

S.NO.	ITEM NAME	Required 2018
1	Ball Pen Piano Crystal	400 (pkt)
2	Box File with Imported Clip	40
3	Carbon Paper KCR	20
4	Duster Medium Cloth, Fine Quality (For Dusting)	160
5	Paper Rim Legal Size, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	160
6	Paper Rim A-4, Not Less than 80 GM, 500 Sheets (AA or Equivalent)	160
7	Ink for Stamp Pad Dollar OR Equivalent	80
8	Marker-90 Dollar OR Equivalent	80
9	Packing Tape (2" and 30 Meter)	40
10	Rough Pad Large 68 GM Paper 50 Pages	120
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



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14	Stapler Machine Opal OR Equivalent	30
15	Stapler Pin Packet - Medium Dollar 24/6	600
16	Stamp Pad Dollar OR Equivalent	60
17	Computer Paper 80 Col I Ply 1000 Sheets	600
18	PAPER BOX 132 COL. I PLY 2000 Sheets	450
19	Ribbon LX-800-300 Full Mark OR Equivalent	200
20	Ribbon LX-2180 Full Mark OR Equivalent	80
21	Ribbon IBM-6400 Line Printer General Purpose	160
22	RIBBON LINE PRINTER GENERAL PURPOSE P-7005/7000	4
23	USB 32 GB (HP Steel Body, or Equivalent)	40
24	Ribbon LQ-350/310	200

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 5% 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 upto December 31, 2018 from the date of opening of tender.
4. Tender Closing and Opening Dates are as under:-

Tender Closing Date : **29-01-2018 at 11:00 A.M.**

Tender Opening Date : **29-01-2018 at 11:30 A.M.**

Venue : **P&GS Deptt. 2nd Floor State Life Building
Chowk Nawan Shehr Multan**



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5. On finding substandard quality or not equivalent to specification, 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. 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. 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. 9200678.

NAUMAN AKMAL
Secretary Zonal Procurement Committee
Multan Zone