



Insurance Corporation of Pakistan
VEHARI ZONE

TENDER NOTICE NO.P&GS/001/2024 /VZ -January 25, 2024

Sealed financial bids are invited (under single stage two envelopes) from pre-qualified/non pre-qualified GST/NTN registered firms/Stationers having own Office Phone/Mobile/e-mail (if found contrary the tender will be rejected) preferably based at Vehari for the following Stationery items on the below mentioned terms and conditions:

S.No.	ITEM NAME	Qty Required	Unit
1	Ball Pen Piano or Equivalent	100	Pkt
2	Box File Imported with Clip	20	Nos.
3	Calculator 14 Digit Citizen or Equivalent Medium Size	15	Nos.
4	Calculator 14 Digit Citizen Or Equivalent Large Size	15	Nos.
5	Carbon Paper KCR or Equivalent	5	Box
6	Color Paper 80 GM, China Fine Quality 100 Sheets	20	Pkt
7	Damper Plastic China Fine Quality	30	Nos.
8	Duster Medium Cloth, Fine Quality (For Dusting)	150	Nos.
9	Gum Stick 35gm Dollar Or Equivalent	70	Nos.
10	High lighter Piano Or Equivalent	50	Nos.
11	Permanent Marker Signature OR Equivalent	72	Nos.
12	Packing Tape PVC (2" and 72 Yards)	50	Nos.
13	Paper Continuous-60Gsm Plain,80 Col,I Ply 1000 Sheet Golden Form or Equivalent	200	Box
14	Paper Continuous-60Gsm,132 Col I Ply 1000 Sheets Golden Form or Equivalent	30	Box
15	Paper Pin Three Flower OR Equivalent	25	Box
16	Paper Rim A-4,70 GM, 500 Sheets (AA or Equivalent)	250	Rim
17	Paper Rim A-4,80 GM, 500 Sheets (AA or Equivalent)	30	Rim
18	Paper Rim Legal Size,80 GM, 500 Sheets (AA or Equivalent)	20	Rim
19	Paper Rim Legal Size,70 GM, 500 Sheets (AA or Equivalent)	120	Rim
20	Pin Remover China Fine Quality	15	Nos.
21	Punching Machine Medium Opal or Equivalent	15	Nos.
22	Register Dispatch/Receiving Legall Size 80GM 200 Pages	8	Nos.
23	Ribbon LQ-350 Full Mark OR Equivalent	150	Nos.
24	Ribbon LQ 2190 Full Mark Or Equivalent	60	Nos.
25	Ring File/Binder Imported	30	Nos.
26	Rough Pad A4 Size 80 GM Paper 50 Pages	100	Nos.
27	Rubber Band Ring (For Cash) Packet (1/2 kg)	20	Pkt
28	Ruled Register Medium Size 100 Pages	50	Nos.
29	Scotch Tap 2" (3D) or Equivalent	10	Roll
30	Scotch Tap 1/2" (3D) or Equivalent	8	Roll
31	Signature Pen Uniball (Signo) or Equivalent	500	Nos.
32	Stamp Pad Dollar Or Equivalent	50	Nos.
33	Stamp Pad Ink Shiny OR Equivalent	50	Nos.
34	Stapler Pin- Medium 24/6 Dollar or Equivalent	200	Pkt

35	Stapler Pin Packet Fine Quality – Large for Cash 23/17	80	Pkt
36	Stapler Machine Medium Three Flowers Or Equivalent 24/6	25	Nos.
37	Stapler Machine Large (Cash) 3-Flowers Or Equivalent	3	Nos.

TERMS AND CONDITIONS

- (a) Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.2000/- Cash as Tender Fee (Non Refundable).
- (b) Security amount must be deposited equal to 2.5% 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 Vehari Zone" 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.
- (c) The rates provided should be included with all taxes and the rates validity of tender will be up to December 31, 2024 from the date of opening of tender.
- (d) Tender closing date 12-02-2024 at 02:00 P.M. Tender opening date 12-02-2024 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.
- (e) On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favour of the Corporation.
- (f) The Firm/Suppliers/Printers in quotation will be bound to supply the required items as whole consignment within 30 days after the issuance of Purchase Order.
- (g) State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
- (h) 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.
- (i) 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: 00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
- (j) All the applicable Taxes would be deducted as per Govt. of Pakistan Law.
- (k) The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
- (l) Samples should be of same quality and gramage as specified in tender are provided. The Committee will not consider any other sample attached by the vendor.
- (m) 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)
- (n) 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
Incharge P&GS,State Life Office,2nd Floor,
ZTBL Building, Vehari