



# STATE LIFE

Insurance Corporation of Pakistan  
Bahawalpur Zone

## TENDER NOTICE NO. P&GS/003/2019

06.03.2019

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/Stationers having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following stationery items on below mentioned terms and conditions:-

| No | ITEM NAME  | REQUIRIED QTY |
|----|--|---------------|
| 1  | Air Freshener medium size cobra or equivalent                      | 30 no.        |
| 2  | Ball Pen Crystal or equivalent                                     | 1000 no.      |
| 3  | Box File uni (large) or equivalent                                 | 30 no.        |
| 4  | Calculator Casio dj.120 original (digit 12) or equivalent          | 20 no.        |
| 5  | Soap lux Medium size or equivalent                                 | 100 no.       |
| 6  | Carbon Paper (butter fly ) or equivalent                           | 10 no.        |
| 7  | Computer Paper Box Small 80 column1000 sheets (century paper)      | 300 no.       |
| 8  | Computer Paper Box Large 132 column ( 2000 sheets) (century paper) | 60 no.        |
| 9  | Computer Ribbon Epson –LQ-350 equivalent                           | 150 no.       |
| 10 | Computer Ribbon Epson-LQ-2180 equivalent                           | 120 no.       |
| 11 | File Tray Plastic Medium fine quality                              | 10 no.        |
| 12 | Computer Ribbon IBM -6400 (printonix p 300)                        | 40 no.        |
| 13 | Duster cotton check medium   | 100 no.       |
| 14 | Damper   | 50 no.        |
| 15 | Dispatch Register 6.no   | 10 no,        |
| 16 | Fax Rim AA 500 sheet (80gram)or equivalent Legal                   | 50 no.        |
| 17 | Fax Rim AA A-4 Sheet (80gram) Legal or equivalent                  | 15 no.        |
| 18 | White Paper 500 sheet (70 gram) Legal                              | 100 no.       |
| 19 | Glass Toyo or equivalent   | 30 no.        |
| 20 | Gum Stick UHU 21 g or equivalent                                   | 20 no.        |
| 21 | Highlighter Mercury or equivalent                                  | 30 no.        |
| 22 | Led Pencil   | 100 no.       |
| 23 | Lioos Tap  | 10 no.        |
| 24 | Marker 90-Dollar or equivalent                                     | 100 no.       |
| 25 | Paper Cutter   | 10 no.        |
| 26 | Rubber band  | 15 no.        |
| 27 | Register no.12 Hero  | 30 no.        |
| 28 | Clock Cell   | 50 no.        |
| 29 | Tissue Paper 2 Ply(Rose Petal) or equivalent                       | 120 no.       |
| 30 | Register no 16   | 12 no.        |
| 31 | Towel Medium size fine quality                                     | 10 no.        |
| 32 | Stamp Pad dollar equivalent  | 50 no.        |
| 33 | Stapler Pin Small (dollar ) 24/6 or equivalent                     | 500 no.       |
| 34 | Sharpener  | 20 no.        |
| 35 | Stapler Pin max (large 23X17 or equivalent                         | 60 no.        |
| 36 | Signature pen uni or equivalent different colors                   | 100 no.       |
| 37 | Signature pen uni Green or equivalent                              | 600 no.       |
| 38 | Scatch Tap “2  | 20 no.        |
| 39 | Stamp pad green colab  | 10 no.        |
| 40 | Tissue Roll (Rose Petal) or equivalent                             | 15 no.        |
| 41 | Printy ink pad no.822  | 50 no.        |
| 42 | Printy ink pad no.843  | 30 no.        |
| 43 | Check Writer Ink Roller  | 10 no.        |

## **TERMS AND CONDITIONS**

- Quotations shall be accepted only against on Tender Document to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
- Security amount must be deposited equal to 5% of the approximate value (noted above) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2019 from the date of opening of tender.
- Tender closing date 28.03.19 11:00 A.M. Tender opening date 28.03.19 at 11:30 A.M. in the office of Incharge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- 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.
- The Income Tax will be deducted @ 4.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Total purchase up to 31.12.2019 for above tender items will not exceed 2(two) millions.
- Sample paper should be of same quality and gram as specified in tender or provided in tender office. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-9255414or may contact with Mr. Syed Nazar Askari (AM) at cell # 03049921506/03049356415 or 0629330033 for any assistance

**Mirza Asad Saeed Atif**  
**Secretary Zonal Procurement Committee**  
**Bahawalpur Zone**