



STATE LIFE

Insurance Corporation of Pakistan
Dera Ghazi Khan Zone

TENDER NOTICE NO.P&GS/005/2020

Jun 11, 2020

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 Dera Ghazi Khan for the following Stationery Items on below mentioned terms and conditions:-

No	ITEM NAME	REQUIRED QTY
1	Ball Pen Piano Crystal Gel or Equivalent	1500
2	Imported Box File with Imported Clip blue or Equivalent	20
3	Calculator Ct-9914D or Equivalent	15
4	Carbon Paper KCR/ Axent or Equivalent	5
5	Duster Medium Cloth, Fine Quality (For Dusting)	100
6	Paper Rim HP Legal Size, 80 GM, 500 Sheets or Equivalent	30
7	Paper HP Rim A-4,80 GM, 500 Sheets or Equivalent	40
8	High lighter (Germany) Sensa or Equivalent	25
9	Ink for Stamp Pad CRYSTAL or Equivalent	60
10	Marker 70-90 Dollar or Equivalent	72
11	Punching Machine Large opal 500 two Hole	10
12	Packing Tape (3" and 30 Meter)	20
13	White Tape (1" and 30 Meter)	30
14	Rough Pad Large 68 GM Paper 50 leaves Legal Size	50
15	Rubber Band Ring Large Packet (1/2 kg) crystal or Equivalent	20
16	Ruled Register Large 300 Pages	30
17	Register No 50 Large 300 Leaves	8
18	Stapler Machine Opal MOD-45 or Equivalent	20
19	Stapler Pin Packet - Medium Dollar 24/6 or	400



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	Equivalent	
20	Stapler Pin Packet - Large Dollar 23/17 or Equivalent	100
21	Steel Scale	10
22	Stamp Pad Crystal or Equivalent	70
23	Signature Pen Signo or Equivalent	150
24	Scotch Tape (1/2" and 25 Meter)	15
25	Computer Paper 80 Col I Ply 1000 Sheets or Equivalent	150
26	Ribbon LQ-350-310 Full Mark OR Equivalent	200
27	Ribbon LQ-2180 Full Mark OR Equivalent	10
28	Ribbon IBM-6400 Line Printer General Purpose	40
29	Damper vip	30
30	Paper Cutter large	20
31	Key Board Dell Branded or Equivalent	30
32	Mouse Dell Branded or Equivalent	20
33	Pin Remover	10
34	Gum Stick	20
35	Led Pencil Goldfish or Equivalent	30
37	Imported Ring Binder File Cover	40

TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash as Tender Fee (Non Refundable).
2. Security amount must be deposited equal to 05% of the approximate value (noted above) of the tender in form of "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the refundable 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, 2020 from the date of opening of tender.
4. Tender closing date 30-06-2020 at 11:00 A.M. Tender opening date 30 -06-2020 at 11:30 A.M. in the office of Incharge (P&GS) Secretary ZPC Dera Ghazi Khan Zone in the presence of the bidders who wish to be present.
5. On finding substandard quality 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.



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7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. 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.
9. 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.
10. The Income Tax will be deducted @4.5% at source.
11. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations.
12. Sample items should be of same quality as specified in tender or provided. The Committee will not consider any sample attached by the vendor.
13. 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. 064-9260036.

MUHAMMAD AKHTAR BHATTI
Secretary Zonal Procurement Committee
Dera Ghazi Khan Zone