

**STATE LIFE**Insurance Corporation of Pakistan
Rahim Yar Khan Zone**TENDER NOTICE NO.P&GS/SLIC/RVK/002/2021****February 19, 2021**

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 Rahim Yar Khan for the following Stationery Items on below mentioned terms and conditions:-

S. No.	STATIONERY ITEM	Required Quantity for 2021 Piece/Packets
1	Air Freshener 300ML (Afridi Mix Lavovder or Equivalent)	50 Bottle
2	Ball Point Pen Blue(Piano Crystal or Equivalent)	250 Packet
3	Ball Point Pen Green (Piano Crystal or Equivalent)	20 Piece
4	Box File Large (Alfalah Brand or equivalent)	50 Piece
5	Calulator (Citizen CT-9300 or Equivalent)	25 Piece
6	Carbon Paper Type (100)Piece KCR Brand or Equivalent	20 Packet
7	Computer Ribbon LQ350Epson or Equivalent	200 Ribbon
8	Computer Ribbon LQ 310 Epson or equivalent	200 Ribbon
9	Computer Ribbon Epson 2190 or equivalent	200 Ribbon
10	Computer Ribbon IBM 6400 P300/600 Printronix or Equivalent	8 Box
11	Continue Computer Paper Box Small 80 Colum 1000 Sheets (Century Paper)	400 Box
12	Duster 42*36 Inches (Large/Lining)	100 Piece

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13	Finale floor cleaner	50 Bottle
14	Gum Stick Large 40gm(Dux or Equivalent)	5 Packet
15	Highlighter Marker Dollar 90 or equivalent	5 Packet
16	Marker 90 Blue Dollar or equivalent	8 Packet
17	Paper A4 (Double A 80grams or equivalent)	200 Rim
18	Paper legal Size (Double A 80 grams or equivalent)	50 Rim
19	Paper Tray File Tray Plastic	25 Piece
20	Punching Machine Big Max (Opal 4500 or Equivalent)	20 Piece
21	Punching Machine Large (Opal 500 or Equivalent)	15 Piece
22	Register No. 20 or Equivalent	10 Piece
23	Rough Pad A-4 (70 Gm)H.f 50Pages	15 Pad
24	Rough Pad Small 7.5 x 10 size 63gm Rulled 50pages	50 Pad
25	Rubber Ring 1 KG	50 Packet
26	Scotch Tape 1'' 3D or equivalent	40 Tape
27	Soap 140gm Lux By Unilever or Equivalent	60 Piece
28	Stamp Pad Blue Large (Colop Micro 2 or Equivalent)	100 Pad
29	Stamp Pad Green Large (Colop Micro 2 or Equivalent)	30 Pad
30	Stamp Pad Ink Blue (Dollar or Equivalent)	100 Piece
31	Stapler Note Large Max (HD-12 N/17) or Equivalent	8 Piece
32	Stapler Pin Big 12N/17Max Japan or Equivalent	200 Box
33	Stapler Pin Max Large HD-23/17 or Equivalent	10 Box
34	Stapler Pin 24/6 Dollar or Equivalent	50 Box
35	Stapler Machine Large 24/6 (Max Brand or Equivalent)	50 Piece



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36	Tissue Paper Box (Rose Petal/PoP-Up or Equivalent)	50 Box
37	Towel Medium Size	20 Piece
38	Uni Ball (Mix Colors) Signo Brand or Equivalent	10 Dozens
39	Waste Basket (Medium/Plastic)	30 Piece
40	Water Dumper Large (Fine quality)	50 Piece

TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.500/- Cash as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 05% 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 on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender.
- iii. The rate validity of tender will be upto December 31, 2021 from the date of opening of tender.
- iv. **Tender closing date 09-03-2021 at 11:00 A.M. Tender opening date 09-03-2021 at 11:30 A.M.** in the office of Incharge P&GS Secretary ZPC Rahim Yar Khan Zone in the presence of the bidders who wish to be present.
- v. On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- vi. The Firm/Suppliers/Stationers will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order; otherwise the Corporation has a right to cancel the Purchase Order.
- vii. State Life Insurance Corporation has the right to decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- viii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
- ix. 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 as per Rules.
- x. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.



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- xi. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xii. The Delivery Schedule during the whole year is as under: -
 - 1. 1/3rd of the whole consignment in 1st Quarter.
 - 2. 1/3rd of the whole consignment in 2nd Quarter
 - 3. 1/3rd of the whole consignment in 3rd Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 068-9230036.

Makhdoom Shahrukh Jamil

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
2nd Floor, Iqbal Complex
Rahim Yar Khan

This Tender is available at the following web sites

www.ppra.org.pk

www.statelife.com.pk