

**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

TENDER NOTICE NO.P&GS/SLIC/RYP/002/2023**February 08, 2023**

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 2023	Piece/Packets
1	Ball Point Pen Green (Piano Crystal or Equivalent)	20	Piece
2	Highlighter Marker Dollar 90 or equivalent	20	Box
3	Tissue Paper Box (Rose Petal/PoP-Up or Equivalent)	200	Box
4	Stamp Pad Green Large (Colop Micro 2 or Equivalent)	20	Pad
5	Stapler Pin 24/6 Dollar or Equivalent	30	Box
6	Gum Stick Large 40gm(Dux or Equivalent)	5	Box
7	Continue Computer Paper Box Small 80 Colum 1000 Sheets (Century Paper)	600	Box
8	Ball Point Pen Blue(Piano Crystal or Equivalent)	250	Packet
9	Paper A4 (Double A 80grams or equivalent)	500	Rim
10	Register No. 20 or Equivalent	20	Piece
11	Calculator (Citizen CT-9300 or Equivalent)	20	Piece

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12	Pencil cell	100	Piece
13	Air Freshener 300ML (Sultan or Equivalent)	50	Bottle
14	Rubber Ring 1 KG as per Sepesimen	50	Packet
15	Marker 90 Blue Dollar or equivalent	6	Box
16	Stamp Pad Blue Large (Colop Micro 2 or Equivalent)	100	Pad
17	Duster 42*36 Inches (Large/Lining)	100	Piece
18	Computer Ribbon IBM 6400 P300/600 Printronix or Equivalent	10	Box
19	Computer Ribbon LQ350Epson or Equivalent	300	Ribbon
20	Steel Scale	10	Piece
21	Staper Pin Large Max or Equivalent	20	Box
22	Signature Pen(Mix Colors) Uni Ball fine deluxe or Equivalent 0.7 MM	10	Dozens
23	Soap 140gm Lux By Unilever or Equivalent	200	Piece
24	Towel Medium Size	20	Piece
25	Stamp Pad Ink Blue (Dollar or Equivalent)	10	Box
26	Computer Ribbon Epson 2190 or equivalent	300	Ribbon
27	Water Dumper Large (Fine quality) Large Size	100	Piece
28	Stapler Machine Large 24/6 (Max Brand or Equivalent)	50	Piece
29	Binder Clip/Bull Dog Clip	30	Piece
30	Stapler Large (Max HD 12 N/17 or Equivalent)	5	Piece
31	Paper legal Size (Double A 80 grams or equivalent)	100	Rim



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32	Box File Large (Alfalah Brand or equivalent)	100	Piece
33	Dispatch Register	10	Piece

TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash/Pay Order as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 02% of the approximate value (noted above) of the tender in form of "Pay Order/Demand Draft" 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, 2023** from the date of opening of tender.
- iv. **Tender closing date 27-02-2023 at 10:00 A.M. Tender opening date 27-02-2023 at 10:30 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 5:00 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.
- 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: -



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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
State Life Building Abu Dhabi Road
Rahim Yar Khan

This Tender is available at the following web sites