



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Zonal Office  
State Life Building  
Minara Road  
Sukkur –65200  
Phone: 9310514-6  
Fax No. 071-9310502  
UAN No. 111-111-888

Dated: 15-02-2018

**TENDER NOTICE NO.P&GS/SUK/02/2018 for Supply of Stationary Items.**

Sealed financial bids are invited from reputable office stationery suppliers, registered with Sales Tax Department, for the supply of following different stationery items as per details given hereunder:

S#	SPECIFICATIONS	Quantity
01	Duster Cotton large Size Good Quality	100
02	Stamp Pad large size good quality	50
03	Pencil (10 Of each packet)	20 packets
04	Eraser pelican Germany L-30 (for Pencil use) or equalent	30
05	Water pot good quality (water bank) or equalent	24
06	Jam clips 36 mm 100 raised lip power or equalent	100 packet
07	Paper pin packet flower brand original size# 2 weight 50 gram or equalent	100 packet
08	Stapler pin 24/6 1000 staples good quality	300 packet
09	Stapler machine medium good quality made in Japan or equalent	24
10	Rough pad medium A4- 55 gram paper	100
11	Green sheets loose 500 each pocket china ledger	2
12	Punch machine (Large) Maped or equalent	24
13	Scotch tape 1” (Deer brand) or equalent	24
14	Scotch tape (Croton) 2”	6
15	Gum stick medium UHU brand or equalent	48
16	Ring rubber nylon half kg local brand or equalent	24
17	High lighter (Dollar) yellow color or equalent	48
18	Box file Fiber china brand or equalent	48
19	Carbon paper KCR or equalent	24
20	Foot scale steel large china	36
21	Register 400 page HB legal size or equalent	6
22	Register 300 page offset HB legal size or equalent	48
23	Stock Register 200 page HB legal size or equalent	4
24	Acts Register HB 200 pages legal size or equalent	4
25	Register dispatch/ received HB 200 pages legal size or equalent	12
26	Ball Pen Signature all colors (10 each packet) or equalent	100 packet
27	Computer sheets 80 columns Golden form 1000 sheets each box imported paper or equalent	100
28	Computer sheets 132 columns Golden form 1000 sheets each box imported paper or equalent	6
29	Computer Paper FS 80 gram AA brand 500 sheets each packet or equalent	30
30	Computer Paper A4 80 gram AA brand 500 sheets each packet or equalent	30

31	Glue white Germany ½ KG	6
32	Marker 90 Dollar or equalent	100
33	Stamp pad ink Large size or equalent	20
34	Calculator Original Citizen/ Casio 14 Digit or equalent	12
35	Signature pen uniball all Color good quality or equalent	200
36	Shapnar steel (Germany)	24
37	Toner HP 12 A Original	10
38	Toner HP 85 A Original	24
39	Ribbon Printronix Original P-600 or equalent	24
40	Ribbon Epson Original 2180 or equalent	36
41	Epson Original LQ-350 or equalent	84
42	Pin remover Good Quality	30
43	Paper cutter SDI large good quality or equalent	20
44	Toner Fax Machine Panasonic KX-FL422	12
45	Uniball pointer good quality or equalent	50
46	Toner Canon L11121E	20

Delivery Schedule: -

- a) Within 10 days issuance of first order 1/4<sup>th</sup> of the whole assignment
- b) 01-04-2018 to 30-06-2018
- c) 01-07-2018 to 30-09-2018
- d) 01-10-2018 to 31-12-2018

2) The bidder must submit an earnest money of Rs. 10000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan, which shall be returned to the unsuccessful bidders immediately and to the successful bidder after satisfactorily completion of 01 year i.e. 2018. The bids must reach to the office of the undersigned on or before 06<sup>th</sup> March, 2018 at 11:00 a.m.

3) Bids will be opened on 06<sup>th</sup> March, 2018 @ 11.30 a.m. at the office of Incharge (P&GS), State Life Zonal Office, Ground Floor, State Life Building, Minara Road, Sukkur, in the presence of those bidders or their authorized agents / representatives, who wish to be present at the occasion.

4) The envelope should bear the "Stationary 2018". Specimen of items (to be supplied) may be provided with Tender.

5) Competent Authority reserves the right to accept/reject any/all bids assigning reason thereof.

(SECRETARY)  
Zonal Procurement Committee,  
State Life Insurance Corporation,  
Of Pakistan, Zonal Office,  
P&GS Department,  
Ground Floor, State Life Building.  
Minara Road,  
Sukkur.  
Phone # 071-9310506