

## **TENDER NOTICE NO.SGD/01/2019**

The Federal Government owned Autonomous Corporation invites sealed Tenders from reputable office stationery suppliers from all over the Pakistan (preferably local suppliers for stationery) registered with FBR and having their own offices / shops with landline phone number, for the procurement of different printing and office stationery items for Zonal Office, Sargodha.

Tender Title: **PRINTING & STATIONERY ITEMS**

The detail of items with specification is enclosed on separate sheets.

### **TERMS & CONDITIONS**

- a) No bid will be entertained without earnest money equivalent to 05% of the bid value in favour of State Life in the form of Pay Order.
- b) The sealed quotations should reach to the Secretary Zonal Procurement Committee, State Life, Zonal Office, Gulshan-e-Bilal, Queen's Road, Sargodha up to 11 a.m. on 18<sup>th</sup> February, 2019. The Envelop must bear the "**PRINTING & STATIONERY ITEMS**" at its right hand corner of the Envelop.
- c) Tender will be opened in the office of Secretary (ZPC) / Incharge P&GS (Personnel & General Services), State Life, Zonal Office, Gulshan-e-Bilal, Queen's Road, Sargodha on 18<sup>th</sup> February, 2019 at 11:30 a.m. in the presence of Bidders or their representatives if available.
- d) The Competent Authority may reject all bids / proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- e) The estimated quantity of items mentioned above may vary at the time of issuing purchase orders.
- f) Bidding documents are available for the bidders at the below mentioned address (not compulsory).
- g) The bidders must attach copies of their NTN and GST certificates with the tender.
- h) Withholding Tax and Sales Tax shall be deducted as per laid down Government Policy from all payments.
- i) The firm / supplier will be bound to supply the required items at State Life, Zonal Office, Gulshan-e-Bilal, Queen's Road, Sargodha on the very short notice or at prescribed site with the territorial of Sargodha Zone, no cartage expenses shall payable.
- j) The rates shall be valid up till 31.12.2019 and printing orders shall be given on requirement basis.

[SECRETARY]  
Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan  
Sargodha Zone  
Personnel & General Services Department  
1<sup>st</sup> Floor, M.M. Plaza, Gulshan-e-Bilal, Queen's Road, Sargodha  
Tel:048-3215519, Telefax: 048-3215516



**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**SARGODHA ZONE**

**LIST OF STATIONERY ITEMS REQUIRED FOR YEAR 2019**

<b>Sr.#</b>	<b>NAME OF ITEM</b>	<b>QUANTITY</b>
1	Air Freshner 300ml	3 Dozen
2	Ball Point (Piano, Dollor, Picasso Clutch / Clipper) or equivalent	250 Packet
3	Ball Point Piano (yellow) or equivalent	50 Packet
4	Ball Point Piano Crystle or equivalent	50 Packet
5	Battery Cell Dry Size AA (Toshiba or equivalent)	2 Dozen
6	Battery Cell Dry Size AAA (Toshiba or equivalent)	2 Dozen
7	Box File (AIFA 750 or equivalent)	20 Numbers
8	Calculater 12 digit (MJ 120 CASIO Original) or equivalent	24 Numbers
9	Calculater 14 digit (Citizen CT-724-II Original) or equivalent	12 Numbers
10	Carbon Paper Blue (KCR 100 Sheets) or equivalent	100 Packet
11	Continuous Paper 80 Column 8 x 9.5 Local (1000 sheets 62/63 gm)	100 Boxes
12	Continuous Paper 80 Column 9 x 11 Local (1000 sheets 62/63 gm)	300 Boxes
13	Continuous Paper 132 Column 15x11 Local (2000 sheets 62/63 gm)	300 Boxes
14	Dak Received Register 10 No.	6 Register
15	Duster Yellow (Size 20x30)	100 Numbers
16	Eraser (Fine Quality)	3 Dozen
17	Fax Roll 30 Meter (Fine Quality)	100 Roll
18	File Tray Plastic	3 Dozen
19	Floor Cleaners 975 ml pack (Dettol or equivalent)	3 Dozen
20	Fluid Pen (Fine Quality)	1 Dozen
21	Franking Machine Ink (Lion Metal Ink 28 gm) or equivalent	6 Numbers
22	Gum Bottle 1000 ML (Fine Quality)	6 Numbers
23	Glue Stick (UHU Medium) or equivalent	1 Dozen
24	High Lighter (Pelikon / Murkery) or equivalent	4 Dozen
25	Ink Pottle (Dollor 60 ml) or equivalent	1 Dozen
26	Led Pencil (Dollor) or equivalent	6 Dozen
27	Ledger 10 No.	4 Numbers
28	Marble Pen Stand (8" x 4")	3 Dozen
29	Marker 70 - 90 (Dollor or equivalent)	10 Dozen
30	Marker Paint	2 Dozen
31	Matel Ink Lion Red (Fine Quality)	1 Dozen
32	Packing Rope Plastic	3 Dozen
33	Paper Clip 36 mm Round (Fine Quality)	24 Dozen
34	Paper Cutter Small (Fine Quality)	1 Dozen

35	Paper Pin (Chrysanthemum or equivalent)	100	Packet
36	Paper Rim (80 gram A4 Size) Double A or equivalent	3	Dozen
37	Paper Rim (80 gram Legal Size) Double A or equivalent	3	Dozen
38	Paper Rim A4 Size (local City) or equivalent	2	Dozen
39	Paper Waste Basket Plastic (Medium Size)	3	Dozen
40	Paper Weight Marble	2	Dozen
41	Paper Tape 1" 18 meter (Fine Quality)	20	Dozen
42	Paper Tape 2" 18 meter (Fine Quality)	10	Dozen
43	Pen Holder (Fine Quality)	2	Dozen
44	Pin Cushion (Fine Quality)	3	Dozen
45	Pin Tray (Fine Quality)	1	Dozen
46	Pokar (Fine Quality)	1	Dozen
47	Printer Ribbon Epson LQ-2180/2190 (Print-Rite) or equivalent	50	Numbers
48	Printer Ribbon Epson LQ-300 (Print-Rite) or Equivalent	50	Numbers
49	Printer Ribbon Epson LQ-350 / 310 (Print-rite) or equivalent	200	Numbers
50	Printer Ribbon (P-300/600) (PRINTRONIX Original)	200	Numbers
51	Punch Machine (two holes) Heavy Duty)	6	Numbers
52	Punch Machine Medium (Two holes) SID or equivalent	3	Dozen
53	Register Dispatch 10 No.	6	Register
54	Register Large 320 pages	5	Dozen
55	Register Medium 150 pages	5	Dozen
56	Rubber Band imported white 1/2 K.G Packet (Fine Quality)	6	Dozen
57	Scale Steel 12 inches	2	Dozen
58	Scotch Tape (1/2") transparent	1	Dozen
59	Sharpner (Fine Quality)	3	Dozen
60	Signature Pen (unieye or equivalent)	6	Dozen
61	Signature Pen (Dollor Gel-1 or equivalent)	15	Dozen
62	Stamp Pad normal size fine quality	8	Dozen
63	Stamp Pad 7x11 (Lancer or equivalent)	6	Dozen
64	Stamp Refill Ink 28ml Blue/Green/Black (Shiny or equivalent)	12	Dozen
65	Stapler Remover Steal 24/6, 26/6 good quality	2	Dozen
66	Stapler Machine (Opal HD-12S13 - Heavy Duty Stapler) or equivalent	6	Numbers
67	Stapler Machine No. 24/6 (Opal, SID or equivalent) for 40 sheets	3	Dozen
68	Stapler Machine No.24/6 Small (Fine Quality) for 20 sheets	2	Dozen
69	Stapler Pin (DOLLAR / PIANO 6mm / 24/6 1000 pins in box) or equivalent)	150	Dozen
70	Stapler Pin No.23/17 1000 pins in box (Whashin or equivalent)	5	Dozen
71	Stock Register 10 No.	2	Numbers
72	Water Dumper Plastic fine quality	3	Dozen
73	Table Calendar Stand with diary	3	Dozen
74	Table Set (Marble)	6	Numbers

75	Table Set (Plastic)	6	Numbers
76	Table Calendar	3	Dozen
77	Table Dairy	3	Dozen

**Note:- Number of items may vary at the time of order.**