

TENDER NOTICE NO.SGD/01/2021

The Federal Government owned Autonomous Corporation invites sealed Tenders under single stage single procedure, from reputable firms /suppliers of office stationery & stationery printing items from all over the Pakistan (preferably local suppliers for office stationery) having valid GST and NTN number and having their own offices with landline phone / fax number, for the procurement of different office stationery and printing stationery items for State Life Zonal Office, Queen's Road, Sargodha.

Tender Title: **OFFICE STATIONERY & PRINTING STATIONERY ITEMS**

Terms & Conditions

- a) No bid will be entertained without earnest money equivalent to 05% of the bid value in favour of State Life Insurance Corporation of Pakistan in the form of Pay Order / CDR / Bank Draft.
- b) The sealed quotations should be reached to the Secretary Zonal Procurement Committee, State Life, Zonal Office, Queen's Road, Sargodha up to **11 a.m. on 23rd February, 2021.** The Envelope must bear the title "**OFFICE STATIONERY ITEMS**" OR "**PRINTING STATIONERY ITEMS**" at its right hand corner of the envelope.
- c) Tender will be opened in the office of Secretary (ZPC) / Incharge (P&GS), 1st Floor, State Life, Zonal Office, Queen's Road, Sargodha on **23rd February, 2021 at 11:30 a.m** in the presence of bidders or their representatives if any 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 bidder may submit quotation separately for Office Stationery Items OR Printing Stationery Items OR for both categories. Bidders must attach copies of their valid NTN (ALT) and GST Certificates along with quotations.
- f) The firms / Suppliers will be bound to supply the items at State Life, Zonal Office, 1st Floor, Queen's Road, Sargodha. No carriage expenses shall be payable.
- g) The estimated quantity of items mentioned in tender documents may vary at the time of issuing purchase orders. The purchase order will be issued on need basis of Stationery items and Printing items.
- h) Bidding documents are available on request on the payment of Rs.1,000/- (non-refundable) payable in shape of Pay Order / Demand Draft / CDR or Cash Receipt deposited at State Life Cash Counter, Sargodha.
- i) The quality of Stationery items and Printing material will be examined strictly. Below standard specifications, size and quality will be rejected.
- j) Prices shall be quoted in Pak Rupees inclusive of all taxes.
- k) State Life may direct bidders to provide sample of any items prior to award of contract.
- l) Withholding Tax and Sales Tax shall be deducted as per laid down Government policy from each payment.
- m) The quoted rates shall be valid upto 31-12-2021 and Purchase Orders will be given on need basis.

GHULAM ABBAS MAIKEN
(Secretary Zonal Procurement Committee)
State Life Insurance Corporation of Pakistan
Zonal Office, Queen's Road, Sargodha
Tele: 048-321-5519 / Telefax: 048-3215516