

TENDER NOTICE NO. SLIC/H&AI/P&GS/006/2021

OFFICE STATIONERY

For

Health & Accident Insurance Peshawar Zone

Sealed bids are invited in accordance with PPRA rules under “Single Stage-Single Envelop Procedure” from printers/ Stationers/General order supplier having own Office Phone/Fax Number (If found contrary the tender will be rejected) preferably base at Peshawar for the following Stationery Items for the year 2021 on below mentioned terms and conditions: -

Last date for submission of bids is 17.05.2021 at 03:00 PM & opening of the Bids at 03:30 PM on same day.

Note:

1.This is not one order. Orders will be placed according to our budget and need throughout the year especially month wise.

2.Sample must be provided for each and every item listed below, otherwise tender will be rejected.

S/No.	Items	Qty	Delivery Schedule	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
			Within 03 days after placement of purchase order	03:00 PM 17-05-2021	03:30 PM 17-05-2021
1.	Air Freshener spray bottles good quality	40	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
2.	General/Assets Register 25*20 big size	20	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
3.	Ball Points Dollar or Piano/black/Red/blue/green pieces	5000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
4.	Bull-Dog Clips medium	4000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
5.	Phenyl Bottles. For cleaning 3 litter	500	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
6.	Duster (cloth)	300	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
7.	Cutter	200	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
8.	Extra-large Cloth Envelop 14*18	5000	-do-	03:00 PM	03:30 PM

				17-05-2021	17-05-2021
9.	Extra-large Envelop file size	10,000		03:00 PM 17-05-2021	03:30 PM 17-05-2021
10.	Extra-large 10*12	10,000		03:00 PM 17-05-2021	03:30 PM 17-05-2021
11.	Box File legal size good quality	450	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
12.	Flag box for File box	2000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
13.	Flued Pens box	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
14.	Foot Steel per piece	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
15.	Gum Stick good quality (Deli) per piece	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
16.	Highlighters good quality per piece	300	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
17.	Ink pot for stampPads	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
18.	Ink Pot (Ink for Pens)	40	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
19.	Permanent Marker Large(box)	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
20.	Permanent Marker Small(box)	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
21.	Packing Tap Per piece	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
22.	Paper A4 Size Fine 80 gram	1000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
23.	Paper A4 Size 70 gram	1000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
24.	Paper clip (box)	98	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
25.	Paper Legal Size Fine 80 gram	1000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
26.	Paper Legal Size 70 gram	1000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
27.	Paper Pin Box	80	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
28.	Pencils box	390	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
29.	Punch Machine small	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
30.	Punch Machine medium	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
31.	Punch Machine (large size heavy duty)punch 200paper upto 200	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
32.	Plastic thread roll	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
33.	Rough Pad Large Size	500	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
34.	Rough Pads medium	500	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021

35.	Rough Pads Small	500	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
36.	Rubber (Pencil Eraser)box	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
37.	Rubber Band box	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
38.	Scotch Tap Small	120	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
39.	Scotch Tap medium	120	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
40.	Scotch Tap large	120	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
41.	Sharpener Plastic good quality tiawan per piece	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
42.	stamp printee	1000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
43.	Stamp Pad	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
44.	Stapler Machine Medium	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
45.	Stapler Pin (Medium)	480	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
46.	Stapler Machine large	35	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
47.	Stapler Pins Large	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
48.	Stapler Machine heavy duty that can staple above 200 paper at a time	35	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
49.	Stapler Pin (heavy duty)	480	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
50.	Stainless steel Scissor medium size	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
51.	Stainless Scissor small size	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
52.	Stainless steel Scissor large size	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
53.	Stapler Remover	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
54.	Tissue Paper Box good quality	300	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
55.	Tissue Roll packet good quality	300	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
56.	Toilet Soap(lux, dettole, safeguard)	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
57.	Vim/sweep	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
58.	Calculator large	30	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
59.	Paper Pen Cushion	35	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
60.	Gel Pen box black box	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
61.	Gel pen box Red box	80	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021

62.	Gel pen Green/Blue box	300	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
63.	Ring File Blue Multi-ply Size: legal Feature: With rings	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
64.	Ring File black Multi-ply Size: legal Feature: With rings	170	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
65.	Post It Pad (3-3)	30	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
66.	Hand Wash lifebuoy, dettole	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
67.	Extension Board good quality	55	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
68.	Insect spray cobra,morties	35	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
69.	Hard file cover with clip 14*22 with statelife monogram and address 300gm art card with steel clip	20,000	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
70.	Letter tray	30	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
71.	Key Board	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
72.	Mouse Optical	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
73.	Pen Jar	22	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
74.	USB data traveler 32 GB	10	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
75.	USB data traveler 16 GB	20	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
76.	USB data traveler 8 GB	20	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
77.	Separator sets	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
78.	Viper Brush	35	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
79.	Dust bin	50	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
80.	Stock Register/ Dispatch Register	15	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
81.	Note Paper green Dasta legal size 80gm imported	30	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
82.	CDRs/DVD RW	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
83.	Duracel Cell Pair D,AA, AAA etc good quality	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
84.	Sponge Damper	30	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
85.	Tonner Hp laser jet. 1022N	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
86.	Tonner HP laser jet.1022N Refilling	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
87.	Tonner Hp laser jet.P2035	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
88.	Tonner HP laser jet.P2035 Refilling	150	-do-	03:00 PM	03:30 PM

				17-05-2021	17-05-2021
89.	Tonner HP laser jet M402 D.	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
90.	Tonner HP laser jet M402 D Refilling	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
91.	Tonner HP laser jet Pro. MFP-M130 A	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
92.	Tonner HP Laser jet Pro. MFP-M130 A Refilling	150	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
93.	Tonner HP laser jet Pro. MFP-M137A 107-ATonner	100	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
94.	Dispenser machine for air freshener	15	-do-	03:00 PM 17-05-2021	03:30 PM 17-05-2021
Sub Total ()					Total amount???

TERMS & CONDITIONS

1. Bids should be sent along with a Pay Order / Bank Draft of the 2% of the value in favor State Life Insurance Corporation of Pakistan, as earnest money which will be returned immediately after completion of ZPC process to the un-successful bidders.
No tender will be acceptable without earnest money.
2. The rates should be valid for 1 Year. No increase of rates will be acceptable after the submission of tender.
3. On finding sub-standard quality as and when noticed during process, the deposit security will be forfeited in favor of the Corporation and the tender will be cancelled.
4. The Firm/Suppliers in question will be bound to supply the required items within 3 days from the issuance date of supply order, on the address provided when ordered. The mentioned tender is for a period of 1 Year and all the orders will be placed accordingly, to our budget and need throughout the year. It will be responsibility of contractor to deliver the order to First Floor H&AI Office SLIC Building Peshawar. All and / any cost of transportation to Office will be responsibility of the contractor and no additional charges will be given.
6. The bidders should attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to bidders on lowest item rates.
7. The envelopes should be marked as "QUOTATION FOR STATIONERY" and properly sealed. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post during Office hours i.e. 10:00 AM to 04:00 PM (Ramadan Timing) except Saturday and Sunday till the closing date / time as mentioned above.
8. The order placed will be subjected to Income and other Government Taxes.
9. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
10. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.

11. The number of quantity of items may decrease keeping in view the available budget.
12. Bids will be opened in the office of Personnel & General Services, State Life, Ist Floor, Health & Accident Insurance State Life Building, The Mall Peshawar Cantt, on the date and time as specified above in the presence of those bidders or their authorized agents, who wish to be present at the occasion of opening of bids.
- 13. Sample must be provided for each and every item listed above, otherwise tender will be rejected.**
14. Last date for submission of bids is 30.12.2020 at 03:00 PM & opening of the bids at 03:30 PM on same day.

Amanullah(Admin Officer)
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Health & Accident Insurance, Peshawar
State Life Building, Ist Floor
34-The Mall, Peshawar Cantt
Phone 091-9213949
amanmohmand@yahoo.com