

TENDER NOTICE NO. SLIC/H&AI/P&GS/007/2020

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 30.12.2020 at 03:00 PM & opening of the Bids at 03:30 PM on same day.

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 30-12-2020	03:30 PM 30-12-2020
1.	Air Freshener good quality	35	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
2.	General/Assets Register	20	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
3.	Ball Points Dollar/black/Red/blue/green	5000	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
4.	Bull-Dog Clips medium	4000	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
5.	Phenyl Bottles. For cleaning	500	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
6.	Duster	300	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
7.	Cutters	200	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020

8.	Extra-large Cloth Envelop 14*18	5000	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
9.	Extra-large Envelop file size	10,000		03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
10.	Extra-large 10*12	10,000		03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
11.	Box File	450	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
12.	Flag box for File box	2000	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
13.	Flued Pens box	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
14.	Foot Steel	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
15.	Gum Stick	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
16.	Highlighters	300	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
17.	Ink pot for Pads	50	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
18.	Ink Pot (Ink for Pens)	40	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
19.	Marker Large box	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
20.	Marker Small box	50	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
21.	Packing Tap	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
22.	Paper A4 Size Fine 80 gram	1000	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
23.	Paper clip box	98	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
24.	Paper Legal Size Fine 80 gram	1000	-do-	03:00 PM	03:30 PM

				30-12-2020	30-12-2020
25.	Paper Pin Box	80	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
26.	Pencils box	390	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
27.	Punch Machine medium	200	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
28.	Plastic thread box	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
29.	Rough Pad Large Size	500	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
30.	Rough Pads Small	500	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
31.	Rubber (Pencil Eraser)box	150	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
32.	Rubber Band box	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
33.	Scotch Tap Small	120	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
34.	Sharpener Plastic	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
35.	stamp printee	450	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
36.	Stamp Pad	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
37.	Stapler Machine Medium	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
38.	Stapler Pin (Medium)	480	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
39.	Stapler Machine large	35	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
40.	Stapler Pins Large	50	-do-	03:00 PM 30-12-	03:30 PM 30-12-

				2020	2020
41.	Scissor medium size	50	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
42.	Stapler Remover	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
43.	Tissue Paper Box good quality	300	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
44.	Tissue Roll packet good quality	300	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
45.	Toilet Soap	100	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
46.	Vim/sweep	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
47.	Calculator large	30	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
48.	Paper Pen Cushion	35	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
49.	Gel Pen box black box	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
50.	Gel pen box Red box	80	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
51.	Gel pen Green/Blue box	300	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
52.	Ring File Blue	150	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
53.	Ring File black	170	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
54.	Post It Pad (3-3)	30	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
55.	Hand Wash	100	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
56.	Heavy Duty Stapler Machine (Big Size)	300	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020

57.	Extension Board good quality	55	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
58.	Insect spray	35	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
59.	Hard file cover with clip 14*22	10,000	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
60.	Letter tray	30	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
61.	Key Board	100	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
62.	Mouse Optical	100	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
63.	Pen Jar	22	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
64.	USB data traveler 32 GB	10	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
65.	USB data traveler 16 GB	20	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
66.	USB data traveler 8 GB	20	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
67.	Separator sets	50	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
68.	Viper Brush	15	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
69.	Dust bin	50	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
70.	Stock Register/ Dispatch Register	15	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
71.	Note Paper green Dasta	30	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
72.	CDRs/DVD RW	100	-do-	03:00 PM 30-12- 2020	03:30 PM 30-12- 2020
73.	Cell Pair D,AA, AAA etc good quality	100	-do-	03:00 PM	03:30 PM

				30-12-2020	30-12-2020
74.	Sponge Damper	30	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
75.	Heavy punch Machine (large size heavy duty)	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
76.	Tonner Hp laser jet. 1022N	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
77.	Tonner HP laser jet.1022N Refilling	150	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
78.	Tonner Hp laser jet.P2035	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
79.	Tonner HP laser jet.P2035 Refilling	150	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
80.	Tonner HP laser jet M402 D.	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
81.	Tonner HP laser jet M402 D Refilling	150	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
82.	Tonner HP laser jet Pro. MFP-M130 A	100	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
83.	Tonner HP Laser jet Pro. MFP-M130 A Refilling	150	-do-	03:00 PM 30-12-2020	03:30 PM 30-12-2020
84.	Tonner HP laser jet Pro. MFP-M137A 107-ATonner	100		03:00 PM 30-12-2020	03:30 PM 30-12-2020
85.	Dispenser machine for air freshener	15		03:00 PM 30-12-2020	03:30 PM 30-12-2020
Sub Total (amount must be written)					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. 09:00 AM to 05:30 PM 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. The firm has to submit an affidavit being not black listed, from any department /organization.
11. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.

12. The number of quantity of items may decrease keeping in view the available budget.
13. 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.
- 14. Sample must be provided for each and every item listed above, otherwise tender will be rejected.**
15. 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.

Secretary
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Health & Accident Insurance, Peshawar
State Life Building, Ist Floor
34-The Mall, Peshawar Cantt
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