

**STATE LIFE****Insurance Corporation of Pakistan
Sahiwal Zone****2nd Floor Sattar Complex
Stadium Road Sahiwal
Ph. 040-9200027
Fax.040-9200024**25th January,2021.**TENDER NOTICE STICK STATIONERY # P&GS/SWL/01/2021**
SAHIWAL.

Sealed financial bids are invited from pre-qualified GST/NTN registered firms having own office phone/Fax number (if found contrary the tender will be rejected) preferable based at Sahiwal for the following items on given terms and conditions.

Sr. #	Item Name	Units	Quantity
1	Ball Point (PIANO Point 0.8 mm) or equivalent	Pkt	200
2	Carbon Paper (KCR) or equivalent	Box	5
3	Common Pin (Chrysathemum China) or equivalent	Pkt	10
4	Computer Paper 132 Column (63 grams 800 sheets)	Box	200
5	Computer Paper 80 Column (63 grams 800 sheets)	Box	200
6	Diary Stand (Plastic)	No	0
7	Marker Permanent (Dollar) or equivalent	No	100
8	Stapler Pin (24/6 Dollar) or equivalent	Pkt	300
9	Stapler Machine (Opal HD-45N) or equivalent	No	35
10	Led Pencil (Gold Fish) or equivalent	No	48
11	Scotch Tape (3 D) 2" or equivalent	Roll	10
12	Scotch Tape (3 D) 1" or equivalent	Roll	15
13	PVC Tape (3 D) 2" or equivalent	Roll	20
14	Stamp Pad (LANCER) or equivalent	No	50
15	Rubber Eraser (Pelikan AL30)	No	25
16	Sharpener (Dux Steel) or equivalent	No	10
17	Paper Clip (Three Flowers 30 MM) or equivalent	Pkt	10
18	Punching Machine (Opal 500) or equivalent	No	30
19	Tempo Marker or equivalent	No	0

20	Ruler Steel	No	10
21	Hiliter Marker (Dollar 90) or equivalent	No	50
22	Register No. 24	No	35
23	Rubber Ring (White Small Pack)	Pkt	15
24	Pin Cushion (Butterfly Plastic) or equivalent	No	10
25	Cash Pin (Max Heavy Duty 5/8" 1217)	Pkt	50
26	Fluid Pen (Dux - 006) or equivalent	No	10
27	Signature Pen (Unigel) or equivalent	No	500
28	Stamp Pad Ink (Crystal 28.5 grams) or equivalent	No	60
29	Box File	No	50
30	Table Diary	No	0
31	Offset Paper Legal Size (Double A 80 grams) or equivalent	Rim	100
32	Offset Paper A - 4 Size (Double A 80 grams) or equivalent	Rim	100
33	Offset Paper A - 4 Size (Copymat 70 grams) or equivalent	Rim	30
34	Offset Paper Legal Size (Copymat 70 grams) or equivalent	Rim	20
35	Water Damper (Silver - X Plastic) or equivalent	No	100
36	Paper Cutter Large (SDI 0426) or equivalent	No	10
37	Calculator 12 Digit Casio / Citizen Original or equivalent	No	20
38	Calculator 14 Digit Casio / Citizen Original or equivalent	No	10
39	Calculator 16 Digit Casio / Citizen Original or equivalent	No	10
40	Plastic Dori (Roll)	Roll	30
41	Duster	No	300
42	Card Paper	No	50
43	Bath Soap (Lux Medium Size)	No	200
44	Tissue Paper Box (Rose Petal Pop-up)	Box	200
45	Air Freshener	No	30
46	Stapler Large Cash Counter (Fuji SD23S20) or equivalent	No	5
47	File Separator	No	15
48	Gum Stick Large 21 grams (Dux) or equivalent	No	20
49	Dispatch Register (8 No)	No	10
50	Stock Register (8 No.)	No	05
51	Pen Ink (Dollar Medium Pot) or equivalent	No	0
52	Table Set (Marble) or equivalent	No	05
53	Pen Holder (Dux 240) or equivalent	No	10
54	Rubber Ring 350 grams Pack (White)	Pkt	30
55	Gum Bottle Large	Botl	3
56	Office File Cover Fine (Plastic)	No	20

57	Pin Remover	No	20
58	Drawing Pin (Thumb Pin)	Pkt	0
59	Printer Ribbon Epson LQ-300	No	0
60	Printer Ribbon Epson LQ-310 Original	No	100
61	Printer Ribbon Epson LQ-350 Original and Fullmark	No	300
62	Printer Ribbon Epson 2180 – 2190 Original	No	50
63	Printer Ribbon IBM 6400 (Printronix Original)	No	50
64	Pointer	No	10
65	Computer Key board (A4 Tech)	No	20
66	Computer Mouse (A4 Tech)	No	20
67	Mouse Pad	No	10
68	Towel White Large Size	No	05
69	Peon Book	Book	05
70	File Folder (Four Flap)	No	05
71	Binder Clip 25 MM	No	0
72	Binder Clip 1.5/8"	No	0
73	Binder Clip 2"	No	5
74	Rough Pad (A- 4 size fine quality)	Pad	15
75	Tap Cutter Stand (Large 1")	No	5
76	Tumbler (Water Glass) 280 ml	No	0
77	Jug Sheesha standard	No	0
78	Plastic Dinning Plates (Medium size)	No	0
79	Dust bin Medium size	No	20

TERMS AND CONDITIONS.

1. Security amount must be deposited equal to 5% of the approximate value of the tender including G.S.T. in form of “ Cash Payment “ , “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal which will be refunded to the un-successful parties and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. No tender will be acceptable without earnest money.
2. **Rates should be valid for One Year . Tender closing date 11-02-2021 at 11.00 am. Tender opening date 11-02-2021 at 11.30 a.m positively.**
3. On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.
4. **Price must be quoted with G.S.T. as per Govt. Rules.**
5. The firm/suppliers in-question will be bound to supply the required items as whole consignment within 10 Days from the issuance date of supply order/ work order.
6. Successful bidder will provide the items in State Life Zonal Office situated at 2nd Floor Sattar Complex Stadium Road Sahiwal.

7. The bidders will attach their respective copies of N.T.N and Sales Tax Certificates. Order will be placed to bidders on lowest items rates.

8. Delivery Schedule:-

- Within 10 days of first order : 1/4th of the whole consignment.
- 01-04-2021 to 30-06-2021 : 1/4th of the whole consignment.
- 01-07-2021 to 30-09-2021 : 1/4th of the whole consignment.
- 01-10-2021 to 31-12-2021 : 1/4th of the whole consignment.

9. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service / by post / by Hand **latest by 11-02-2021 at 11.00 am** excepted Saturday and Sunday as per above mentioned date/time.

10. The Income Tax and Sales Tax will be deducted at source on the total value of tender.

11. The order will be placed to the item wise lowest bidders.

12. Tender documents with complete specification can be obtained from the Office of the undersigned on payment of Rs.500/- as tender fee (non refundable) in shape of Cash / Pay Order / Bank Draft in favor of State Life Insurance Corporation of Pakistan.

13. The Corporation reserves the rights to cancel / reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations or reduce / increase the quantity of Tender.

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14. **The all bidders are require to submit the rates of all items even zero quantity shown in tender.**

15. The envelop should be marked **QUOTATION STATIONERY** the rate should be include transportation / Courier Cost.

For further details the undersigned may be contacted during working hours in person or telephonically on **Phone No. 040-9200027**.

Secretary
Zonal Procurement Committee,
Sahiwal.