

**STATE LIFE****Insurance Corporation of Pakistan
Sahiwal Zone****6th Floor Azaan Heights
Jahaz Chowk, Sahiwal
Ph. 040-9200027
Fax.040-9200024
Toll Free.0800-09099**16th February, 2024.**TENDER NOTICE STICK STATIONERY # P&GS/SWL/01/2024**
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	250
2	Carbon Paper (KCR) or equivalent	Box	5
3	Common Pin (Chrysathemum China) or equivalent	Pkt	0
4	Computer Paper 132 Column (63 grams 800 sheets)	Box	100
5	Computer Paper 80 Column (63 grams 800 sheets)	Box	300
6	Diary Stand (Plastic)	No	0
7	Marker Permanent (Dollar) or equivalent	No	150
8	Stapler Pin (24/6 Dollar) or equivalent	Pkt	200
9	Stapler Machine (Opal HD-45N) or equivalent	No	40
10	Led Pencil (Gold Fish) or equivalent	No	24
11	Scotch Tape (3 D) 2" or equivalent	Roll	20
12	Scotch Tape (3 D) 1" or equivalent	Roll	20
13	PVC Tape (3 D) 2" or equivalent	Roll	20
14	Stamp Pad (LANCER) original with Foam pad	No	100
15	Rubber Eraser (Pelikan AL30)	No	20
16	Sharpener (Dux Steel) or equivalent	No	10
17	Paper Clip (Three Flowers 30 MM) or equivalent	Pkt	20
18	Punching Machine (Opal 500) or equivalent	No	10

19	Tempo Marker or equivalent	No	0
20	Ruler Steel	No	5
21	Hiliter Marker (Dollar 90) or equivalent	No	60
22	Register (Large Size)	No	30
23	Rubber Ring (White Small Pack)	Pkt	20
24	Pin Cushion (Butterfly Plastic) or equivalent	No	0
25	Cash Pin (Max Heavy Duty 5/8" 1217)	Pkt	20
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	40
29	Box File	No	40
30	Table Diary	No	0
31	Offset Paper Legal Size (Double A 80 grams) or equivalent	Rim	150
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	150
34	Offset Paper Legal Size (Copymat 70 grams) or equivalent	Rim	100
35	Water Damper (Silver - X Plastic) or equivalent	No	60
36	Paper Cutter Large (SDI 0426) or equivalent	No	10
37	Calculator 12 Digit Casio / Citizen Original or equivalent	No	0
38	Calculator 14 Digit Casio / Citizen Original or equivalent	No	15
39	Calculator 16 Digit Casio / Citizen Original or equivalent	No	15
40	Plastic Dori (Roll)	Roll	50
41	Duster	No	200
42	Card Paper	No	0
43	Bath Soap (Lux Medium Size)	No	250
44	Tissue Paper Box (Rose Petal Pop-up)	Box	250
45	Air Freshener	No	20
46	Stapler Large Cash Counter (Fuji SD23S20) or equivalent	No	5
47	File Separator	No	10
48	Gum Stick Large 21 grams (Dux) or equivalent	No	10
49	Dispatch Register (8 No)	No	10
50	Stock Register (8 No.)	No	5
51	Pen Ink (Dollar Medium Pot) or equivalent	No	0
52	Table Set (Marble) or equivalent	No	5
53	Pen Holder (Dux 240) or equivalent	No	0
54	Rubber Ring 350 grams Pack (White)	Pkt	50
55	Gum Bottle Large	Bottle	3

56	Office File Cover Fine (Plastic)	No	10
57	Pin Remover	No	10
58	Drawing Pin (Thumb Pin)	Pkt	10
59	Printer Ribbon Epson LQ-310 Original and Fullmark	No	250
60	Printer Ribbon Epson LQ-350 Original and Fullmark	No	100
61	Printer Ribbon Epson 2180 – 2190 Original	No	50
62	Printer Ribbon IBM 6400 (Printronix Original)	No	36
63	Pointer	No	10
64	Computer Key board (A4 Tech)	No	30
65	Computer Mouse (A4 Tech)	No	20
66	Mouse Pad	No	15
67	Towel White Large Size	No	5
68	Peon Book	Book	5
69	File Folder (Four Flap)	No	5
70	Binder Clip 25 MM	No	0
71	Binder Clip 1.5/8"	No	0
72	Binder Clip 2"	No	5
73	Rough Pad (A- 4 size fine quality)	Pad	10
74	Tap Cutter Stand (Large 1")	No	5
75	Tumbler (Water Glass) 280 ml	No	0
76	Jug Sheesha standard	No	0
77	Plastic Dinning Plates (Medium size)	No	0
78	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 11-03-2024 at 11.00 am. Tender opening date 11-03-2024 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 Zonal Office State Life Insurance Corporation situated at 6th Floor Azaan Heights Jahaz Chowk, 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.
- 01-04-2024 to 30-06-2024 : 1/4th of the whole consignment.
- 01-07-2024 to 30-09-2024 : 1/4th of the whole consignment.
- 01-10-2024 to 31-12-2024 : 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 11-03-2024 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 during office hours 09.00 a.m. to 05.00 p.m. 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.

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.