



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Principal Office
State Life Building No.9
Dr. Ziauddin Ahmed Road
Karachi -75530
Phone : 021-99204521
Fax No. 92-21-99204577
General Services Deptt:

28-03-2018

REQ: TENDER NOTICE # SLIC/PO/04/2018

Sealed bids are invited from well reputed NTN/GST registered suppliers dealing in stationery items, for supply of Stationery items at State Life Insurance Corporation of Pakistan, Principal Office, SLB-09.

S.N o.	Description of Jobs	Estimated Quantity	Tender Fee (Rs.)	Tender Enquiry No.	Closing Date & Time for Submission of Bids	Date / Time of Opening of Bids
01.	Supply of Stationery Items (Pen, Pencil, paper, toners etc)	As per bidding Document	Rs.500/=	SLIC/PO/04/2018	16-04-2018 at 11.00 a.m.	16-04-2018 at 11.30 a.m.

TERMS & CONDITIONS:

- The bids should be submitted on prescribed "TENDER DOCUMENT"(under seal and signature of vendor), which can be obtained from the office of the undersigned on payment of Rs.500/= in shape of Pay Order/Bank Draft in favor of State Life Insurance Corporation of Pakistan (Non Refundable).
- No bids will be entertained without earnest money/ bid Security equivalent to Rs.5% of total bid value in form of pay order in favor of State Life Insurance Corporation of Pakistan.
- The sealed Tenders should reach to the Departmental Head (General Services Department), State Life Building No.09, Dr.Zia-ud-Din Ahmed Road, Karachi up to 16-04-2018 by 11.00 A.M. Envelope must bear the wordings "**QUOTATIONS FOR supply of Stationery Items**".
- Tenders will be opened in the office of Departmental Head (General Services), State Life Insurance Corporation of Pakistan, Principal Office, 2nd floor, State Life Building No.09, Dr.Zia-ud-Din Ahmed Road, Karachi 16-04-2018 at 11.30 A.M. in the presence of Bidders or their representatives who are available.
- The Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal, in terms of Rule 33 (1) of PPRA-2004.



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- f. The estimated quantity of items mentioned above may vary at the time of issuing job Order/purchase order.
- g. The bidders must attach copies of their NTN, GST and Professional Tax certificates along with copies of All the Relevant Certificates issued by concerned authorities.
- h. Income Tax or any other tax / levies as per laid down Government Policy shall be enforced on all payments.
- i. The bidder/ vendor shall be bound to supply all the items at State Life Building No.09, Zia-ud-din Ahmed Road, Karachi within fifteen (15) days of award of purchase order, for which no labor expenses shall be payable.
- j. Earnest money will be returned to unsuccessful bidders after acceptance/ approval of lowest quoted rates (as per approved sample) and to successful bidder after delivery of all items.

(Departmental Head)
(General Services Department)

State Life Insurance Corporation of Pakistan, Principal Office, General Services Department, 2nd Floor, SLB-09.Dr. Zia-ud-Din Ahmed Road. Karachi. Phone: 021-99204521