

**STATE LIFE****Insurance Corporation of Pakistan
Sahiwal Zone****2nd Floor Sattar Complex
Stadium Road Sahiwal
Ph. 040-9200027
Fax.040-9200024**8th April,2019.**TENDER NOTICE STICK STATIONERY # P&GS/01/2019**
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 Crystal Grip or equivalent	Pkt	200
2	Carbon Paper (KCR) or equivalent	Box	10
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	250
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	30
10	Led Pencil (Gold Fish) or equivalent	No	21
11	Scotch Tape (3 D) 2" or equivalent	Roll	10
12	Scotch Tape (3 D) 1" or equivalent	Roll	10
13	PVC Tape (3 D) or equivalent	Roll	10
14	Stamp Pad (Colop Micro 2) or equivalent	No	70
15	Rubber Eraser	No	25
16	Sharpener (Dux Steel) or equivalent	No	25
17	Paper Clip (Three Flowers 30 MM) or equivalent	Pkt	20
18	Punching Machine (Opal 500) or equivalent	No	20
19	Tempo Marker or equivalent	No	10

20	Ruler Steel	No	15
21	Hiliter Marker (Dollar 90) or equivalent	No	70
22	Register No. 24	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) or equivalent	Pkt	70
26	Fluid Pen (Dux - 006) or equivalent	No	10
27	Signature Pen (Unigel) or equivalent	No	400
28	Stamp Pad Ink (Crystal 28.5 grams) or equivalent	No	50
29	Box File	No	60
30	Table Diary	No	0
31	Offset Paper Legal Size (Double A 80 grams) or equivalent	Rim	80
32	Offset Paper A - 4 Size (Double A 80 grams) or equivalent	Rim	80
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	70
36	Paper Cutter Large (SDI 0426) or equivalent	No	10
37	Calculator 12 Digit Casio Original or equivalent	No	20
38	Calculator 14 Digit Casio Original or equivalent	No	10
39	Calculator 16 Digit Casio Original or equivalent	No	10
40	Plastic Dori (Roll)	Roll	30
41	Duster	No	200
42	Card Paper	No	50
43	Bath Soap (Medium Size)	No	150
44	Tissue Paper Box Pop-up or equivalent	Box	250
45	Air Freshener	No	12
46	Stapler Large Cash Counter (Fuji SD23S20) or equivalent	No	5
47	File Separator	No	15
48	Gum Stick Large (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	10
52	Table Set (Marble) or equivalent	No	05
53	Pen Holder (Dux 240) or equivalent	No	10
54	Rubber Ring 350 grams Pack	Pkt	30

55	Gum Bottle Large	Botl	3
56	Office File Cover Fine (Plastic)	No	10
57	Pin Remover	No	20
58	Drawing Pin (Thumb Pin)	Pkt	0
59	Printer Ribbon Epson LQ-300	No	30
60	Printer Ribbon Epson LQ-310	No	150
61	Printer Ribbon Epson LQ-350	No	150
62	Printer Ribbon Epson 2180	No	20
63	Printer Ribbon IBM 6400	No	50
64	Pointer	No	30
65	Computer Key board	No	20
66	Computer Mouse	No	30
67	Mouse Pad	No	15
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	0
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	50
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 29-04-2019 at 11.00 am. Tender opening date 29-04-2019 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.
- 01-04-2019 to 30-06-2019 : 1/4th of the whole consignment.
- 01-07-2019 to 30-09-2019 : 1/4th of the whole consignment.
- 01-10-2019 to 31-12-2019 : 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 29-04-2019 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.300/- as tender fee (non refundable) in shape of 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.

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.