

**STATE LIFE****Insurance Corporation of Pakistan  
Sahiwal Zone****6<sup>th</sup> Floor Azaan Heights  
Jahaz Chowk, Sahiwal  
Ph. 040-9200027  
Fax.040-9200024  
Toll Free.0800-09099**16<sup>th</sup> March, 2023.**TENDER NOTICE STICK STATIONERY # P&GS/SWL/01/2023**  
**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.

<b>Sr. #</b>	<b>Item Name</b>	<b>Units</b>	<b>Quantity</b>
1	Ball Point ( PIANO Point 0.8 mm ) or equivalent	Pkt	<b>150</b>
2	Carbon Paper ( KCR ) or equivalent	Box	<b>5</b>
3	Common Pin ( Chrysathemum China ) or equivalent	Pkt	<b>0</b>
4	Computer Paper 132 Column ( 63 grams 800 sheets )	Box	<b>200</b>
5	Computer Paper 80 Column ( 63 grams 800 sheets )	Box	<b>300</b>
6	Diary Stand ( Plastic )	No	<b>0</b>
7	Marker Permanent ( Dollar ) or equivalent	No	<b>70</b>
8	Stapler Pin ( 24/6 Dollar ) or equivalent	Pkt	<b>50</b>
9	Stapler Machine ( Opal HD-45N ) or equivalent	No	<b>20</b>
10	Led Pencil ( Gold Fish ) or equivalent	No	<b>0</b>
11	Scotch Tape ( 3 D ) 2" or equivalent	Roll	<b>10</b>
12	Scotch Tape ( 3 D ) 1" or equivalent	Roll	<b>10</b>
13	PVC Tape ( 3 D ) 2" or equivalent	Roll	<b>10</b>
14	Stamp Pad ( LANCER ) or equivalent	No	<b>0</b>
15	Rubber Eraser (Pelikan AL30)	No	<b>10</b>
16	Sharpener ( Dux Steel ) or equivalent	No	<b>0</b>
17	Paper Clip ( Three Flowers 30 MM ) or equivalent	Pkt	<b>0</b>
18	Punching Machine ( Opal 500 ) or equivalent	No	<b>0</b>

19	Tempo Marker or equivalent	No	<b>0</b>
20	Ruler Steel	No	<b>0</b>
21	Hiliter Marker ( Dollar 90 ) or equivalent	No	<b>10</b>
22	Register No. 24	No	<b>30</b>
23	Rubber Ring ( White Small Pack )	Pkt	<b>10</b>
24	Pin Cushion ( Butterfly Plastic ) or equivalent	No	<b>0</b>
25	Cash Pin ( Max Heavy Duty 5/8" 1217)	Pkt	<b>0</b>
26	Fluid Pen ( Dux - 006 ) or equivalent	No	<b>0</b>
27	Signature Pen ( Unigel ) or equivalent	No	<b>400</b>
28	Stamp Pad Ink ( Crystal 28.5 grams ) or equivalent	No	<b>40</b>
29	Box File	No	<b>40</b>
30	Table Diary	No	<b>0</b>
31	Offset Paper Legal Size ( Double A 80 grams) or equivalent	Rim	<b>50</b>
32	Offset Paper A - 4 Size ( Double A 80 grams) or equivalent	Rim	<b>150</b>
33	Offset Paper A - 4 Size ( Copymat 70 grams) or equivalent	Rim	<b>100</b>
34	Offset Paper Legal Size ( Copymat 70 grams) or equivalent	Rim	<b>20</b>
35	Water Damper ( Silver - X Plastic) or equivalent	No	<b>50</b>
36	Paper Cutter Large ( SDI 0426 ) or equivalent	No	<b>10</b>
37	Calculator 12 Digit Casio / Citizen Original or equivalent	No	<b>0</b>
38	Calculator 14 Digit Casio / Citizen Original or equivalent	No	<b>10</b>
39	Calculator 16 Digit Casio / Citizen Original or equivalent	No	<b>10</b>
40	Plastic Dori ( Roll )	Roll	<b>10</b>
41	Duster	No	<b>150</b>
42	Card Paper	No	<b>0</b>
43	Bath Soap ( Lux Medium Size )	No	<b>250</b>
44	Tissue Paper Box (Rose Petal Pop-up)	Box	<b>150</b>
45	Air Freshener	No	<b>0</b>
46	Stapler Large Cash Counter ( Fuji SD23S20 ) or equivalent	No	<b>5</b>
47	File Separator	No	<b>10</b>
48	Gum Stick Large 21 grams ( Dux ) or equivalent	No	<b>10</b>
49	Dispatch Register ( 8 No )	No	<b>5</b>
50	Stock Register ( 8 No. )	No	<b>5</b>
51	Pen Ink ( Dollar Medium Pot ) or equivalent	No	<b>0</b>
52	Table Set ( Marble ) or equivalent	No	<b>5</b>
53	Pen Holder ( Dux 240 ) or equivalent	No	<b>0</b>
54	Rubber Ring 350 grams Pack ( White )	Pkt	<b>40</b>
55	Gum Bottle Large	Bottle	<b>3</b>

56	Office File Cover Fine ( Plastic )	No	<b>10</b>
57	Pin Remover	No	<b>10</b>
58	Drawing Pin ( Thumb Pin )	Pkt	<b>10</b>
59	Printer Ribbon Epson LQ-300	No	<b>0</b>
60	Printer Ribbon Epson LQ-310 Original	No	<b>150</b>
61	Printer Ribbon Epson LQ-350 Original and Fullmark	No	<b>250</b>
62	Printer Ribbon Epson 2180 – 2190 Original	No	<b>20</b>
63	Printer Ribbon IBM 6400 ( Printronix Original )	No	<b>12</b>
64	Pointer	No	<b>10</b>
65	Computer Key board ( A4 Tech )	No	<b>30</b>
66	Computer Mouse ( A4 Tech )	No	<b>20</b>
67	Mouse Pad	No	<b>10</b>
68	Towel White Large Size	No	<b>5</b>
69	Peon Book	Book	<b>5</b>
70	File Folder (Four Flap )	No	<b>5</b>
71	Binder Clip 25 MM	No	<b>0</b>
72	Binder Clip 1.5/8"	No	<b>0</b>
73	Binder Clip 2"	No	<b>5</b>
74	Rough Pad ( A- 4 size fine quality )	Pad	<b>10</b>
75	Tap Cutter Stand ( Large 1" )	No	<b>5</b>
76	Tumbler ( Water Glass ) 280 ml	No	<b>0</b>
77	Jug Sheesha standard	No	<b>0</b>
78	Plastic Dinning Plates (Medium size )	No	<b>0</b>
79	Dust bin Medium size	No	<b>20</b>

### **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 04-04-2023 at 11.00 am. Tender opening date 04-04-2023 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 6<sup>th</sup> 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 : 1/4<sup>th</sup> of the whole consignment.
- 01-04-2023 to 30-06-2023 : 1/4<sup>th</sup> of the whole consignment.
- 01-07-2023 to 30-09-2023 : 1/4<sup>th</sup> of the whole consignment.
- 01-10-2023 to 31-12-2023 : 1/4<sup>th</sup> 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 04-04-2023 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**.

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**Secretary**  
Zonal Procurement Committee,  
Sahiwal.