

H&AI Regional Office, Islamabad State Life Building No.9 33-E, Buland Markaz, Blue Area 2nd Floor, State Life Building No. 9 Islamabad

Phone: 051-9216740-41 Fax No. 051-9216344

TENDER NOTICE No. SLIC/P&GS/H&AI/07/2022

Tender for Supply of Office Stationary and Printing Requirement

State Life Insurance Corporation of Pakistan intends to hire the services of reputed and experienced Service Provider/ vendor for "Supply of Office Stationary and Printing Requirement" registered with Income Tax /Sales Tax Department. In this regard Sealed Bids are invited in accordance with PPRA rules under "Single Stage – One Envelope Procedure"

General Terms and Conditions:

- Sealed Envelope should be clearly marked as "Tender for Supply of Office Stationary and Printing Requirements"
- 2. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp
- 3. The bids will be accepted up to 23-08- 2022 at 2:30 PM and will be opened on the same day at 3:00 PM in the Office of undersigned
- 4. Quantity of items required is enclosed with Tender Document. However actual quantity may vary depending on requirements
- 5. Bid Security must be deposited equal to 5% of the quoted cost of the tender including all Taxes in form of "Pay order/Demand Draft" in favor of "(H&AI), State Life Insurance Corporation of Pakistan" which will be refunded to the unsuccessful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained till the completion of Tender
- 6. No tender will be acceptable without Bid Security
- 7. Bidders/ Vendors are required to submit following with their bids:
 - a. Copy of Income Tax & Sales Tax Registration Certificates
 - b. Bid Security Deposit as per clause-3
 - c. Proof of non-blacklisting by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory);





- d. Duly filled and signed Financial Proposal (List is enclosed at Annex-A)
- e. Duly signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents (Sample enclosed at Annex-B)
- 8. Item Wise lowest Evaluated Bid would be accepted.
- 9. The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges. Further prices must be quoted both in words and figures
- 10. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of tenders rest with the bidders.
- 11. Conditional tender is likely to be rejected
- 12. Bidder must take into account that quality of items is paramount. If any item doesn't confirming to quality standards outlined, bid security will be fortified
- 13. Bidder must strictly adhere to Schedule communicated. In case of failure, penalty @ of 5% weekly will be imposed on late delivery or the order can be cancelled and Bid Security will be forfeited without serving any notice
- 14. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1)

In case of any query, please contact undersigned

In-charge (P&GS)

H&AI Regional Office, Islamabad State Life Insurance Corporation, 2nd Floor, State Life Building No. 09, 33-E Buland Markaz, Blue Area, Islamabad Ph. No. 051-9216740



1 Ball Point pen (Black+Blue) Pits 2 Caliculator Large Lighter Pen 3 Dumper Water Lighter Pen 4 Sharpner 5 Glue Sti 35 Grams Lighter Pen 6 Signature pen (1x12) PKt. Panos or equivalent 7 High Lighter Pen 8 Packing Tape 60/75 Yards Poctor 9 Scrotch Tape 1	Ball Point pen (Black+Blue) Piano Crystal or equivalent	Sr. No	ltem	Size	Specification Required Qty. In Rate in PKR	Required Qty. In	A Rate in PKR	
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	Flash Drive USB 16 GB 16 GB Kingston Or Equivalent	23	Electric wire extention for PC		5 points 5 metter Cable Heavy Fine Quality Copper wire or Equivallent	Nos.		

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Office Isb

Sr. No	ltem	Size	Specification	Required Qty. In	A Rate in PKR	B Quantity	Total Cost in PKR C=A*B IN FIGURES Inclusive of all Applicable Tax
25	Paper Cutter Knife	N/A	Fine Quality	Nos.		15	
26	Gel Ink Pen Red		Dollar Gel 1 or Equivalent	Pkts.		2	
27	Gel Ink Pen Green		Dollar Gel 1 or Equivalent	Pkts.		2	
28	Lead Pencil		Gold Fish HB Accurate or Equivalent	Pkts.		20	
29	Permanent Marker (Black)		Dollar All Mark or Equivalent	Pkts.		5	*
30	Permanent Marker (Blue)		Dollar All Mark or Equivalent	Pkts.		5	
31	Stapler Pin Remover		ICW/SDI or Equivalent	Nos.		30	
32	Paper Punch Machine (2 Holes)		KW-Trio 912 or Equivalent	Nos.		10	
33	Sticky Notes Multi color		1*3" 100 Sheets	Boxes.		500	
34	Large Basket		Laundry Basket Fine Quality Plastic	Nos.		12	
35	Rubber Band 1/2	a	Natural Color Imported	Pkts.		10	
36	Paper Clip Pkts.		Three Flower 50 MM Fine Quality	Pkts.		30	
37	Plastic File Cover A-4		Fine Quality (Colour Blue, White)	Nos.		100	
38	Rubber Eraser		Fine Quality	Pkts.		20	
39	Stapler Machine		Fine Quality	Nos.		20	
40	Waste Basket Medium Plastic		Fine Quality	Nos		4	
41	Notes Sheets Green		Fine Quality	Pkts.		10	
42	Air Freshener		Good Fragrance Fine Quality or Equivallent	Nos.		10	
43	Drafting Pad		Fine Quality	Nos.		200	
44	Insect Killer		Mortein or Equivallent	Nos.		5	
45	Mouse		Wireless A4 TECH Fine Quality or Equivallent	Nos.		10	
46	Keyboard		A4 TECH Fine Quality or Equivallent	Nos.		10	
47	Heavy Duty Stalper		Best Quality upto 150 to 200 pages	1		2	
48	Heavy Duty Punch Machine		Best Quality upto 150 to 200 pages (KW-Trio or Equivallent)	2		2	
49	Heavy Duty Punch Machine Replacement Set		Best Quality upto 150 to 200 pages (KW-Trio or Equivallent)	4		4	

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Per piece	
Per piece	
Required Qty. In	A Rate in PKR

Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions

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Note

- quantities may not be required at all 1. Bidder must take into account that above mentioned quantities are just an estimate. Actual quantity may increase or decrease depending on requirements. Furthermore, some
- 2. Bidder must quote rates inclusive of delivery, installation, transportation charges and all applicable taxes
- 3. Rate per item will be evaluated and bidder with lowest rate per item will be declared qualified
- 4. Bidder must fill rates carefully. Overwriting or cutting must be initialed
- 5. Bidder must print above list duly filled against the quoted product on Official/Company Letter Head duly signed and stamped



ANNEX-B

To be printed on official letter head (Duly signed and stamped)

General Terms and Conditions:

- Sealed Envelope should be clearly marked as "Tender for Supply of Office Stationary and Printing Requirements"
- 2. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp
- 3. The bids will be accepted up to 23-08-2022 at 2.30 PM and will be opened on the same day at 3:00 PM in the Office of undersigned
- 4. Quantity of items required is enclosed with Tender Document. However actual quantity may vary depending on requirements
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- 6. No tender will be acceptable without Bid Security
- 7. Bidders/ Vendors are required to submit following with their bids:
 - a. Copy of Income Tax & Sales Tax Registration Certificates
 - b. Bid Security Deposit as per clause-3
 - c. Proof of non-blacklisting by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory);
 - d. Duly filled and signed Financial Proposal (List is enclosed at Annex-A)
 - e. Duly signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents (Sample enclosed at Annex-B)
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Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and	stamp:		
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