



STATE LIFE

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/04/2023 Tender for Supply of Office Stationary, Printing and Computer Items

State Life Insurance Corporation of Pakistan intends to hire the services of reputed and experienced Service Provider/ vendor for "Supply of Office Stationary, Printing & Computer Items" 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:

1. Sealed Envelope should be clearly marked as "Supply of Office Stationary, Printing & Computer Items"
2. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp with date
3. The bids will be accepted up to 21-03- 2023 at 11:30 AM and will be opened on the same day at 12:00 PM in the Office of undersigned
4. Quantity of items required is enclosed with Tender Document (item list). However actual quantity may vary depending on requirements
5. Bid Security amounting to PKR 110,000/- in form of "Pay order/Demand Draft" in favor of "(H&AI), State Life Insurance Corporation of Pakistan" which will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained till the completion of Tender i.e. December 31, 2023
6. No tender will be acceptable without Bid Security
7. Bid will remain valid till December 31, 2023 and rates will remain intact as approved.
8. Further bidder must ensure delivery/supply of items as communicated via work award issued by P&GS Department
9. 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-5
 - 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)

10. Item Wise lowest Evaluated Bid would be accepted.
11. 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
12. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of items as per list rest with the bidders.
13. Conditional tender is likely to be rejected
14. Bidder must take into account that quality of items is paramount. If any item doesn't confirm to quality standards outlined, bid security will be forfeited
15. Bidder must strictly adhere to Schedule and Quality Parameters 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
16. 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

