



STATE LIFE

INSURANCE CORP. OF PAKISTAN

PESHAWAR ZONE

Tender Notice No.Stationery/P&GS/PSH/002/2016

Sealed financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms/ Stationers having own Office Phone/Fax Number (If found contrary the tender will be rejected) preferably base at Peshawar for the following Stationery Items for the year 2016 on below mentioned terms and conditions:-

Sr #	Description of Items	Qty	Delivery Schedule 2016	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
1	Ball Pen Blue/Black/Red/Green (Good Quality)	3000	Within 15 days after placement of	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
2	Ball Pen Blue/Black (0.8 mm) (Good Quality)	2000	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
3	Ball Pen Click Blue Green (Good Quality)	1000	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
4	Box File (Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
5	Bull Dog Clip Large and Medium Size (Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
6	Carbon Paper (Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
7	Complete Marble Set for Office Table Full Size (Good Quality)	30	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
8	Computer Paper 132 Column Sheet 700 & 1000 (63 gm)	600	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
9	Computer Paper 80 Column Sheet 700 & 1000 (63gm)	800	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
10	Computer Paper With Carbon 80 Column Sheet 700 & 1000	250	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
11	COLOR PAPER (Good Quality)	500	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
12	Pointer 0.3 mm (Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
13	Dumper Rubber Body (Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
14	Duster (White) Cotton Size 20 x 27 (Good Quality)	500	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
15	File Flag tape	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
16	Fax Roll 210 MM X 30 MM (Good Quality)	600	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
17	DVD-RW (Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
18	CD-RW (Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
19	USB Flash Drive 8 GB (Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
20	USB Flash Drive 16 GB (Good Quality)	20	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
21	Fluid & Thinner (Good Quality)	400	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
22	Fluid Pen(Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
23	File Data Binder Ring F/S (Good Quality)	400	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
24	File Ring F/S (Good Quality)	300	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
25	Gum Bottle (Large Size) (Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
26	GUM STICK (Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
27	Highlighter (Good Quality)	150	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
28	Ink Fountain Pen 30 ML(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
29	Ink for Stamp pad (Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
30	Ink Franking Machine(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)

31	Laser Paper F4 80grams 500sheet each packet White Best Quality (Legal Size)	500	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
32	Laser Paper A4 70grams 500sheet each packet Good quality	800	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
33	Marker Red/Blue Black (Good Quality)	700	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
34	Packing Tap (Brown) (Full Size) [THICK](Good Quality)	400	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
35	Paper Cutter Plastic Handle(Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
36	Paper Pin (Good Quality)	1000	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
37	Paper Clip (Medium Size)(Good Quality)	1000	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
38	Paper Ruled(Good Quality)	20	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
39	Penholder Pair(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
40	Pencil Original(Good Quality)	600	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
41	Penholder Stand (Marble)(Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
42	Pintray (Plastic)(Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
43	Punch Machine Large Size(Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
44	Punch Machine Medium Size (Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
45	Ring Binder (Fiber)(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
46	Rough Pad (LARGE)(Good Quality)	600	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
47	Rough Pad - (SMALL)(Good Quality)	600	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
48	Rubber Band (No.4) 100 grams (LARGE SIZE)(Good Quality)	2000	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
49	Rubber Band (No.4) 100 grams (ZERO SIZE)(Good Quality)	500	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
50	Ruled Register (Size No.30)(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
51	Ruled Register (Size No.40)(Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
52	Ruled Register (Size No.70)(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
53	Ruber Soft(Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
54	Scale Wooden/Plastic(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
55	Scale Steel(Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
56	Scotch Tape – 72 M (Large Size) (Good Quality)[THICK]	500	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
57	Scotch Tape – 72 M (Small Size) [THICK](Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
58	Sharpener Steel Small(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
59	Stamp Pad (Large Size)(Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
60	Staple Remover(Good Quality)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
61	Stapler Machine Large Size(Good Quality)	5	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
62	Stapler Machine Medium Size(Good Quality)	250	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
63	Stapler Pin Full Size (Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
64	Stapler Pin(Good Quality)	600	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
65	Table Dairy Stand (Plastic)(Good Quality)	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
66	Uni Ball 0.7 (Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
67	Uni Ball 1.0(Good Quality)	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)

Computers/Printers Toners					
68	EPSON LQ-2170/2180 Ribbon	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
69	Ribbon NEC - P5200	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
70	IBM 6400 (30 MM)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
71	IBM 6400 (50 MM)	200	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
72	EPSON MX-80 Ribbon	500	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
73	HP Laserjet 2600 Toner	5	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
74	HP Laserjet 1020 Toner	70	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
75	HP Laserjet - 1018 Toner	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
76	HP Laserjet - 1300 Toner	20	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
77	HP Laserjet -1005 Toner	150	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
78	HP Laserjet 1610 Toner	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
79	HP Laserjet P-1102 Toner	60	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
80	HP Laserjet 2600 N (COLOR)	5	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
81	Panasonic KX-FAT88A	100	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
82	Laserjet 05A	20	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
83	HP Laserjet 92A	10	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)
84	HP Q26 13A	50	-do-	01.06.2016 10:30 (AM)	01.06.2016 11:00 (AM)

TERMS & CONDITIONS:

1. Bids should be sent along with a Pay Order / Bank Draft of the 2% of the value in favour State Life Insurance Corporation of Pakistan, Peshawar Zone as earnest money which will be returned immediately after completion of ZPC process to the un-successful bidders. No tender will be acceptable without earnest money.
2. The Specimen are available in the office of Incharge (P&GS) State Life Peshawar Zone
3. The rates should be valid for 1 Year. No increase of rates will be acceptable after the submission of tender.
4. On finding sub-standard quality as and when noticed during process, the deposit security will be forfeited in favor of the Corporation and the tender will be cancelled.
5. The Firm/Suppliers in question will be bound to supply the required items within 15 days from the issuance date of supply order, on the address provided when ordered. The mentioned tender is for a period of 1 Year and all the orders will be placed accordingly to our budget and need throughout the year. It will be responsibility of contractor to deliver the order to 3rd Floor SLIC Building Peshawar All and / any cost of transportation to Office will be responsibility of the contractor and no additional charges will be given.
6. The bidders should attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to bidders on lowest item rates.
7. The envelops should be marked as "QUOTATION FOR STATIONERY" and properly sealed. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post during Office hours i.e. 09:00 am to 05:00 pm except Saturday and Sunday till the closing date / time as mentioned above.
8. The order placed will be subjected to Income and other Government Taxes.
9. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
10. The firm has to submit an affidavit being not black listed, from any department /organization.
11. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.
12. The number of quantity of items may decrease keeping in view the available budget.
13. Bids will be opened in the office of Manager (Personnel & General Services), State Life, 3rd Floor, State Life Building, 34 – The Mall Peshawar Cantt, on the date and time as specified above in the presence of those bidders or their authorized agents, who wish to be present at the occasion of opening of bids.

For further details the undersigned may be contacted during working hours in person or telephonically.

SECRETARY

Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Peshawar Zone, State Life Building, 3rd Floor
34 The Mall, Peshawar Cantt
Contact: 091-9211588 /091-9211576-79
Fax: 091-9211580
Email: pgspszhn@statelife.com.pk