

**TENDER NOTICE NO.03/2016 for Supply of Stationary items.**

Sealed financial bids are invited from reputable office stationery suppliers, registered with Sales Tax Department, for the supply of following different stationery items as per details given hereunder:

S#	SPECIFICATIONS	Quantity
01	Duster White Cotton large Size Good Quality	100
02	Stamp Pad large size good quality	50
03	Pencil (10 Of each packet)	20 packets
04	Eraser pelican Germany L-30 (for Pencil use) or equalent	30
05	Water pot good quality (water bank) or equalent	24
06	Jam clips 36 mm 100 raised lip power or equalent	100 packet
07	Paper pin packet flower brand original size# 2 weight 50 gram or equalent	100 packet
08	Stapler pin 24/6 1000 staples good quality	300 packet
09	Stapler machine medium good quality made in Japan or equalent	24
10	Rough pad medium A4- 55 gram paper	100
11	Green sheets loose 500 each pocket china ledger	2
12	Punch machine (Large) Maped or equalent	24
13	Scotch tape 1” (Deer brand) or equalent	24
14	Scotch tape (Croton) 2”	6
15	Gum stick medium UHU brand or equalent	48
16	Ring rubber nylon half kg local brand or equalent	24
17	High lighter (Dollar) yellow color or equalent	48
18	Box file Fiber china brand or equalent	48
19	Carbon paper KCR or equalent	24
20	Foot scale steel large china	36
21	Register 400 page HB legal size or equalent	6
22	Register 300 page offset HB legal size or equalent	48
23	Stock Register 200 page HB legal size or equalent	4
24	Acts Register HB 200 pages legal size or equalent	4
25	Register dispatch/ received HB 200 pages legal size or equalent	12
26	Ball pen piano plain all colors (10 each packet) or equalent	50 packet
27	Ball pen piano crystal all colors (10 each packet) or equalent	100 packet
28	Computer sheets 80 columns Golden form 1000 sheets each box imported paper or equalent	100
29	Computer sheets 132 columns Golden form 1000 sheets each box imported paper or equalent	6
30	Computer Paper FS 80 gram AA brand 500 sheets each packet or equalent	30
31	Computer Paper A4 80 gram AA brand 500 sheets each packet or equalent	30

32	Glue white Germany ½ KG	6
33	Marker 90 Dollar or equivalent	100
34	Stamp pad ink Dollar Large size or equivalent	20
35	Calculator CT 500 or equivalent	12
36	Signature pen uniball good quality or equivalent	200
37	Shapnar steel (Germany)	24
38	Franking ink Red color 28 gram or equivalent	12
39	Computer sheets 80 columns carbon copy 500 sets as per sample imported paper	12
40	Toner HP 12 A Original	10
41	Toner HP 85 A Original	24
42	Ribbon Printronix Original P-600 or equivalent	24
43	Ribbon Epson Original 2180 or equivalent	36
44	Epson Original LQ-300 or equivalent	84
45	Cartage HP-3744 (set) Original	4
46	Pin remover Good Quality	30
47	Paper cutter SDI large good quality or equivalent	20
48	Toner Fax Machine Panasonic KX-FL422	12
49	Uniball pointer good quality or equivalent	50
50	Toner Canon L11121E	20

Delivery Schedule: -.

- a) Within 10 days issuance of first order 1/4<sup>th</sup> of the whole assignment
- b) 01-04-2016 to 30-06-2016
- c) 01-07-2016 to 30-09-2016
- d) 01-10-2016 to 31-12-2016

2) The bidder must submit an earnest money of Rs. 10000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan, which shall be returned to the unsuccessful bidders immediately and to the successful bidder after satisfactorily completion of 01 year i.e. 2016. The bids must reach to the office of the undersigned on or before 10<sup>th</sup> February 2016 at 11:00 a.m.

3) Bids will be opened on 10<sup>th</sup> February, 2016 @ 11.30 a.m. at the office of Incharge (P&GS), State Life Zonal Office, Ground Floor, State Life Building, Minara Road, Sukkur, in the presence of those bidders or their authorized agents / representatives, who wish to be present at the occasion.

4) The envelope should bear the “Stationary 2016”. Specimen of items (to be supplied) may be provided with Tender.

5) Competent Authority reserves the right to accept/reject any/all bids assigning reason thereof.

(SECRETARY)  
Zonal Procurement Committee,  
State Life Insurance Corporation,  
Of Pakistan, Zonal Office,  
P&GS Department,  
Ground Floor, State Life Building.  
Minara Road,  
Sukkur.  
Phone # 071-9310506

