

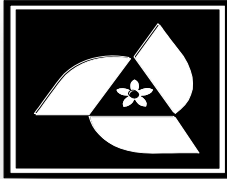
**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

**(TENDER DOCUMENT)**

**FOR**

**SUPPLY OF STATIONERY ITEMS**

**State Life Insurance Corporation of Pakistan**  
**Principal Office**  
**State Life Building No.09**  
**Dr. Ziauddin Ahmed Road, Karachi.**



# **STATE LIFE**

## **INSURANCE CORPORATION OF PAKISTAN**

### **TENDER DOCUMENTS**

#### **Definitions:**

- i) “The Purchaser” means State Life Insurance Corporation of Pakistan Principal Office.
- ii) “The Supplier” means the individual or Firm supplying the goods.
- iii) “The Contract Price” means the price payable to the Supplier under the Purchaser Order for the full and proper performance by them.

#### **2. Bid Requirements:**

- a) The interested Parties should have a good repute with financial capabilities to supply the required items within the stipulated time for supply of goods.
- b) The Supplier/Firm shall produce the copies of GST and NTN Registration Certificates.
- c) The Bids for supply of stationery items shall be submitted under a sealed cover phrasing on the envelop as “**Quotation for Stationery Items**”.
- d) One Bidder shall be allowed to submit only one quotation at a time for the listed items.
- e) All Bidders will ensure in writing that they are not declared as Blacklisted Contractor/Supplier from Federal/Provincial Government Organization/Corporations/ Autonomous Bodies.
- f) If a Bidder fails to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practice, they may be declared as “**Black list Supplier.**”

#### **3. Quoted Price:**

- i) The Supplier shall quote for items on the enclosed Bid Form.
- ii) The goods supplied shall be inclusive of all duties, taxes/GST, Labour/transportation etc.
- iii) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- iv) Conditional Bids will not be entertained.

- v) Corrections in unit rate or in total amount etc. shall not be made by crossing out or overwriting/rewriting.
- vi) The Bids shall not be acceptable through Facsimile or E-mail.

#### **4. Validity of Bid:**

All Bids shall be opened by Central Procurement Committee (CPC) of State Life. The Bid shall remain valid for a period of Ninety (90) days after the date of opening.

#### **5. Bid Security/ Earnest Money Deposit (EMD)**

The Earnest Money @ 5% of the bid value in the form of Pay Order/ Demand Draft drawn in favour of “State Life Insurance Corporation of Pakistan” shall be submitted alongwith each Bid as Bid Security.

*The Bid Security may be forfeited:*

- i) If a Bidder withdraws its offer/bid during the period of bid validity.
- ii) If a Bidder withdraws/call off its offer/bid` or remain non-responsive after quoting the rates.
- iii) If a Bidder fails to provide the required items as per their quoted rates.

#### **6. Evaluation of Quotations:**

- a) After opening of quotations, CPC (Central Procurement Committee) of State Life, shall evaluate and compare the price quoted by all the Bidders to determine the lowest rates. (as per approved sample).
- b) Incomplete Bids in any respect shall not be acceptable.
- c) The evaluation would be done for each item separately. The bidder who has quoted for partial quantity of an item would be treated as non-responsive.

#### **7. Award of Work:**

- i) The Purchaser will award the work to the Supplier/Bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price (as per approved sample).
- ii) The quoted items will be supplied within Fifteen (15) working days from the date of Work Order.

## 8. Mode of Payment

- i) All payments will be made after satisfactory delivery of goods to State Life and submission of payment bill to this effect.
- ii) No advance payment will be admissible to any of the Bidder.
- iii) Tax will be deducted as per prescribed rules by the Government.
- iv) If any item found defective or not matching with the items specifications, the payment for supplied items/goods will not be released till replacement of that item.

### **BID FOR STATIONERY ITEMS**

S#	Description	Required Qty 2021	Unit Price	GST (Rs.)	Total Price (Rs.)
1	Air Freshener (Frey) 300ml or equivalent	100 Nos.			
2	Ball Pen Nidle Point 0.8mm	500 Nos.			
3	Ball Pen Piano 4 Color or equivalent	3000 Nos.			
4	Blanco Fluid Set 20ml or equivalent	60 Nos.			
5	Box File with Liver Good Quality( Korona) or equivalent	100 Nos.			
6	Battery Cell for Remote AAA Toshiba or equivalent	150 Nos.			
7	Calculator Cell AA 1.5 Toshiba or equivalent	200 Nos.			
8	Colorfull Flag Sensa HX A03 Post it or equivalent	200 Packts.			
9	Correction Pen Kita or equivalent	150 Nos.			
10	Divider Card Plain Yellow 9x4" 50 each Packets	50 Packts.			
11	Duster Yellow	60 Nos.			
12	Duster Cotton Soft White Cloth 24 x 20 Good Quality or equivalent	500 Nos.			
13	Eraser Al-30 (Pelikan) Good Quality or equivalent	300 Nos.			
14	Fiber File Ring Techno ED Good Quality or equivalent	100 Nos.			
15	File Ring Binder (Blue) 25mm pp99627 exclusive	150 Nos.			
16	File Ring Binder (Blue) 38mm exclusive Good Quality	150 Nos.			
17	File Board F/S Size 15" x 10" Good Quality both side white Sheet	1800 Nos.			
18	Gum Bottle 1000ml Good Quality	20 Bottle			
19	Gum Stick Dollar Medium Size Good Quality 21grams or equivalent	200 Nos.			
20	Masking Tape PVC	150 Nos.			
21	Marker 70 Blue/Black Dollar (Permanent) or equivalent	100 Nos.			
22	Market 90 Blue/Black Dollar (Permanent) or equivalent	100 Nos.			
23	Pencil With Rubber (Dollar / Gold Fish 2½ 6000 or Equivalent	400 Nos.			
24	Peon Book (HP) 100 Leaves Paper Good Quality or equivalent	50 Nos.			
25	Plastic File (T-File) Data Save F141A China A/4 Color China Good Quality or equivalent	1200 Nos.			
26	Plastic File (T-File) Bili A320F China F/S Color China Good Quality or equivalent	150 Nos.			
27	Punching Machine (Medium) DL-8250 or equivalent	50 Nos.			
28	Post it Sticky Yellow 2" x 3"	100 Nos.			
29	Register Account 200 pages (Numbering)	50 Nos.			
30	Register letter Dispatch imported & local	50 Nos.			
31	Ruled Pad Small Size 8¼ x 6½ Offset Paper 55grams Two Side Line 50 Sheets each Pad	400 Pads			

S#	Description	Required Qty 2021	Unit Price	GST (Rs.)	Total Price (Rs.)
32	Ruled Pad F/S Size 13¼ x 8¼ Offset Paper 55grams Two Side Line 50 Sheets each Pad	100 Pads			
33	Register Ruled 300 Leaves	100 Nos.			
34	Register Ruled 400 Leaves	50 Nos.			
35	Scale Steel 1 Feet Good Quality	50 Nos.			
36	Scale Plastic 1 Feet Good Quality	200 Nos.			
37	Sharpener Steel Good Quality	150 Nos.			
38	Signature Pen Dux-1000 Blue/Black or equivalent	500 Nos.			
39	Stamp Pad Good Quality	100 Nos.			
40	Stapler Pin 24/6 Dollar or equivalent	400 Packets.			
41	Stapler Pin 23/10 Dollar or equivalent	20 Packets			
42	Staple Machine Medium Good Quality	50 Nos.			
43	Soap Lux Large White, Pink or equivalent	100 Nos.			
44	Scotch Tape 1" Good Quality	50 Nos.			
45	Separator (Set 1 to 10) PVC Plastic with Numbering	150 Sets			
46	Separator (Set 1 to 20) PVC Plastic with Numbering	100 Sets			
47	Highlighter Marker Yellow Dollar or equivalent	200 Nos.			
48	Highlighter Marker Sets four Color Dollar or equivalent	25 Sets			
49	Tissue Roll Rose Patel Luxury Good Quality or equivalent	150 Rolls			
50	Tissue Box Rose Patel Luxury Good Quality or equivalent	500 Boxes			
51	Uni Ball Signo Fine 0.7 UM 120 Blue/Black or equivalent	200 Nos.			
52	Uni Ball Eye Micro UB 150 Blue/Black or equivalent	150 Nos.			
53	Vim Powder (Washing) Lemon MAX 500 Grams Bottle or equivalent	100 Nos.			
54	Green Note Sheet F/S 80grams Ledger Paper two sides Line each pad of 100 sheets & Lose Binding	100 Pads			
55	Plain Paper Computer Small Box 80 Columns Size 9.5 x 11.5 63grams each Box 2000 sheets	05 Boxes			