

TENDER NOTICE NO. SLIC/H&AI/P&GS/007/2018

OFFICE STATIONARY

For

Health & Accident Insurance Peshawar Zone

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 2018-19 on below mentioned terms and conditions: -

Last date for submission of bids is 13.08.2018 at 03:00 PM & opening of the Technical Bids at 03:30 AM on same day.

S/No.	Items	Qty	Delivery Schedule	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
			Within 15 days after placement of purchase order	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
1	Air Freshener	35	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
2	Assets Register	2	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
3	Ball Points Dollar/black/Red/blue	3000	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
4	Bull-Dog Clips medium	2200	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
5	Carbon paper Dasta	48	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
6	Duster	96	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
7	Cutters	45	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018

8	Extra-large Cloth Envelop	3000	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
9	Box File	316	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
10	Flag box for File	370	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
11	Flued Pens	150	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
12	Foot Steel	95	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
13	Gum Stick	150	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
14	High liters	100	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
15	Ink for Pads	50	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
16	Ink Pot (Ink for Pens)	40	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
17	Marker Large box	150	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
18	Marker Small box	50	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
19	Packing Tap	130	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
20	Paper A4 Size Fine	480	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
21	Paper clip box	98	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
22	Paper Legal Size Fine	90	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
23	Paper Pin	40	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
24	Pencils	390	-do-	03:00 PM	03:30 PM

				13-08-2018	13-08-2018
25	Punch Machine medium	70	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
26	Plastic thread	50	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
27	Rough Pad Large Size	60	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
28	Rough Pads Small	120	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
29	Rubber (Pencil Eraser)	150	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
30	Rubber Band box	100	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
31	Scotch Tap Small	90	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
32	Sharpener Plastic	100	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
33	stamp printee	450	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
34	Stamp Pad	100	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
35	Stapler Machine Medium	80	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
36	Stapler Pin (Medium)	480	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
37	Stapler Machine large	15	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
38	Stapler Pins Large	50	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
39	Scissor	25	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
40	Stapler Remover	95	-do-	03:00 PM 13-08-	03:30 PM 13-08-

				2018	2018
41	Tissue Paper Box	80	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
42	Tissue Roll packet	40	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
43	Toilet Soap	40	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
44	Vim/sweep	35	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
45	Calculator large	30	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
46	Paper Pen Cushion	35	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
47	Gell Pen black	130	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
48	Gell pen Red	80	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
49	Gel pen Green/Blue	300	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
50	Ring File Blue	70	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
51	Ring File black	170	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
52	Post It Pad (3-3)	30	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
53	Hand Wash	40	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
54	Heavy Stapler Machine	25	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
55	Extension Board	55	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
56	Insect spray (cobra)	35	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018

57	hard file cover clip	2000	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
58	Letter tray	30	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
59	Key Board	25	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
60	Mouse Optical	25	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
61	Pen Jar	22	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
62	USB data traveler 32 GB	10	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
63	USB data traveler 16 GB	12	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
64	USB data traveler 8 GB	20	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
65	Separator sets	35	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
66	Viper Brush	33	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
67	Dust bin	30	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
68	Stock Register/ Dispatch Register	15	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
69	Note Paper green Dasta	30	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
70	CDRs	100	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
71	Cell Pair	70	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
72	Sponge Damper	30	-do-	03:00 PM 13-08- 2018	03:30 PM 13-08- 2018
73	Heavy punch Machine large size	30	-do-	03:00 PM	03:30 PM

				13-08-2018	13-08-2018
74	Tonner Hp laser jet. 1022N	50	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
75	Tonner HP laser jet.1022N Refilling	150	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
76	Tonner Hp laser jet.P2035	50	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
77	Tonner HP laser jet.P2035 Refilling	150	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
78	Tonner HP laser jet M402 D.	50	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
79	Tonner HP laser jet M402 D Refilling	150	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
80	Tonner HP laser jet Pro. MFP-M130 A	50	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
81	Tonner HP Laser jet Pro. MFP-M130 A Refilling	150	-do-	03:00 PM 13-08-2018	03:30 PM 13-08-2018
				03:00 PM 13-08-2018	03:30 PM 13-08-2018

TERMS & CONDITIONS

1. Bids should be sent along with a Pay Order / Bank Draft of the 2% of the value in favor State Life Insurance Corporation of Pakistan, 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 rates should be valid for 1 Year. No increase of rates will be acceptable after the submission of tender.
3. 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.
4. 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 2nd Floor H&AI Office 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 envelopes 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 05:30 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 Personnel & General Services, State Life, 2nd Floor, Health & Accident Insurance State Life Building, 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.
14. Last date for submission of bids is 13.08.2018 at 03:00 PM & opening of the Technical Bids at 03:30 AM on same day.

Secretary
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Health & Accident Insurance, Peshawar
State Life Building, 2nd Floor
34-The Mall, Peshawar Cantt
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