

## Tender Notice No.Stationery/P&GS/PSH/001/2020

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 2021 on below mentioned terms and conditions:-

Sr #	Description of Items	Qty	Delivery Schedule 2021	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
1	Ball Pen Blue/Black/Red/Green	2500	Within 15 days after placement of purchase order	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
2	Ball Pen Blue/Black (0.8 mm)	500	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
3	Box File	80	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
4	Bull Dog Clip Large and Medium Size	20	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
5	Carbon Paper	100	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
6	Complete Marble Set for Office Table Full Size	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
7	Computer Paper 132 Column Sheet 700 & 1000 (63 gm)	200	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
8	Computer Paper 80 Column Sheet 700 & 1000 (63gm)	300	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
9	Computer Paper With Carbon 80 Column Sheet 700 & 1000	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
10	COLOR PAPER	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
11	Colorfull flag Sensa HX A03 Post it or equivalent	20	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
12	Dumper Rubber Body	100	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
13	Duster (White) Cotton Size 20 x 27	150	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
14	File Flag tape	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
15	Fax Roll 210 MM X 30 MM	80	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
16	USB Flash Drive 8 GB	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
17	USB Flash Drive 16 GB	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
18	USB Flash Drive 32 GB	5	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
19	File Cover Crystal	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
20	File Data Binder Ring F/S	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)

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21	Gum Bottle (Large Size)	20	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
22	GUM STICK	40	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
23	Highlighter	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
24	Ink Fountain Pen 30 ML	25	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
25	Ink for Stamp pad	100	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
26	Ink Franking Machine	20	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
27	Laser Paper F4 80grams 500sheet each packet White (Legal Size)	100	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
28	Laser Paper A4 70grams 500sheet each packet	300	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
29	Marker Red/Blue Black (70 four color Dollar) Permanent or equivalent	200	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
30	Packing Tap (Brown) (Full Size) [THICK]	60	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
31	Plastic File (T-File) China F/S Color	25	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
32	Pointer 0.3 mm	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
33	Paper Cutter (knif)( HX 332 China)	250	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
34	Paper Pin	250	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
35	Paper Clip (Medium Size)	20	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
36	Penholder Pair	150	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
37	Pencil with Rubber (Dollar / Gold Fish 2 1/2 6000 or equivalent )	15	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
38	Penholder Stand (Marble)	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
39	Pintray (Plastic)	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
40	Punch Machine (STD) Power Heavy Duty or equivalent	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
41	Punch Machine Medium Size (Deli Good Quality or equivalent)	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
42	Ring Binder (Fiber)	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
43	Rough Pad (LARGE)	200	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
44	Rough Pad - (SMALL)	400	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
45	Rubber Band ( No.4) 100 grams (Sensa Brand)	500	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)

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46	Rubber Band ( No.4) 100 grams (ZERO SIZE)	100	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
47	Ruled Register (Size No.30)	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
48	Ruled Register (Size No.40)	40	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
49	Ruled Register (Size No.70)	40	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
50	Ruber Soft AL-30 (Pelikan)	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
51	Scale Wooden/Plastic	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
52	Scale Steel	20	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
53	Scotch Tape – 72 M (Large Size) [THICK]	150	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
54	Scotch Tape – 72 M (Small Size) [THICK]	20	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
55	Sharpener Steel Small	70	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
56	Stamp Pad (Large Size)	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
57	Staple Remover	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
58	Stapler Machine Deli 416	40	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
59	Stapler Machine Large Size(Heavy duty different size) Dell 0395	5	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
60	Stapler Machine Medium Size Eagle	70	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
61	Stapler Pin 2310 Size	30	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
62	Stapler Pin Full Size	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
63	Stapler Pin Dollar	400	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
64	Table Dairy Stand (Plastic)	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
65	Uni Ball 0.7 Signo	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
66	Uni Ball 1.0 Signo	40	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
67	EPSON LQ-2170/2180 Ribbon Or Equivalent	100	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
68	Printer Toner HP MFP M130A Or Equivalent	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
69	Printer Toner HP M102A Or Equivalent	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)

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70	Printer Toner M402D Or Equivalent	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
71	Ribbon NEC - P5200 Or Equivalent	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
72	IBM 6400 (30 MM) Or Equivalent	80	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
73	IBM 6400 (50 MM) Or Equivalent	80	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
74	EPSON MX-80 Ribbon Or Equivalent	150	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
75	HP Laserjet 1020 Toner Or Equivalent	50	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
76	HP Laserjet - 1300 Toner Or Equivalent	5	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
77	HP Laserjet -1005 Toner Or Equivalent	10	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
78	HP Laserjet P-1102 Toner Or Equivalent	40	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
79	HP Laserjet 2600 N (COLOR) Or Equivalent	4	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
80	Laserjet 05A Or Equivalent	5	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
81	HP Laserjet 92A Or Equivalent	5	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
82	HP Q26 13A Or Equivalent	5	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
83	HP Toner PSO279A Or Equivalent	5	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
84	HP Toner 17-A Or Equivalent	7	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)
85	Ribbon EPSON LQ - 350 Or Equivalent	70	-do-	28.12.2020 11:00 (AM)	28.12.2020 11:30 (AM)

**TERMS & CONDITIONS:**

1. Bids should be sent along with a Pay Order / Bank Draft of the 03% of entire bid 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 rates should be valid for 1 (one) 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 may be forfeited in favor of the SLIC and the tender may be treated as 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 Valid for a period of 1 Year and ***all the orders will be placed accordingly to our budget and need.***
5. The bidders should attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to bidders on lowest item rates.
6. The envelopes should be marked as "QUOTATION FOR STATIONARY" 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.

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7. The Rates provided should include all the Government Taxes.

8. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rules of PPRA.

9. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.

10. The number of quantity of items may DECREASE or INCREASE keeping in view the available budget.

11. The sealed tenders will be opened at the office of Incharge (P&GS) 3rd Floor, State Life Building 34 the Mall, Peshawar Cantt on 28/12/2020 11:30 AM

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

**CONVENOR /INCHARGE (P&GS)**

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: [pgspshzn@statelife.com.pk](mailto:pgspshzn@statelife.com.pk)