

Tender Notice No.Stationery/P&GS/PSH/001/2023

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 2023 on below mentioned terms and conditions:-

Sr #	Description of Items	Qty	Unit	Delivery Schedule 2023	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
1	Ball Pen Blue/Black/Red/Green (piano or equivalent)	2500	Pc	Within 10 days after placement of supply order	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
2	Ball Pen Blue/Black (0.8 mm)	500	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
3	Box File	40	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
4	Bull Dog Clip Large and Medium Size	20	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
5	Carbon Paper	50	Box	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
6	Complete Marble Set for Office Table Full Size	3	Box	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
7	Computer Paper 132 Column Sheet 700 (63 gm)	150	Box	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
8	Computer Paper 80 Column Sheet 700 (63gm)	150	Box	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
9	Computer Paper With Carbon 80 Column Sheet 700	50	Box	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
10	COLOR PAPER	3	Pkt.	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
11	Colorfull flag Sensa HX A03 Post it or equivalent	5	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
12	Dumper Rubber Body	50	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
13	Duster Size 20 x 27	90	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
14	File Cover Crystal	20	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
15	Gum Bottle (Large Size)	5	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
16	GUM STICK	20	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
17	Highlighter	24	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
18	Ink for Stamp pad	84	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
19	Laser Paper F4 80grams 500sheet each packet White (Legal Size)	40	Pkt.	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
20	Laser Paper A4 70grams 500sheet each packet	200	Pkt.	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
21	Marker Red/Blue Black (70 four color Dollar) Permanent or equivalent	84	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
22	Packing Tap (Brown) (Full Size) [THICK]	50	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
23	Pointer 0.3 mn	20	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
24	Paper Cutter (knif)(HX 332 China)	40	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
25	Paper Pin	140	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
26	Paper Clip (Medium Size)	100	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)

Sr #	Description of Items	Qty	Unit	Delivery Schedule 2023	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
27	Pencil with Rubber (Dollar / Gold Fish 2 1/2 6000 or equivalent)	40	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
28	Pintray (Plastic)	10	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
29	Punch Machine (STD) Power Heavy Duty or equivalent	2	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
30	Punch Machine Medium Size (Deli Good Quality or equivalent)	20	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
31	Ring Binder (Fiber)	60	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
32	Rough Pad (LARGE)	100	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
33	Rough Pad - (SMALL)	250	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
34	Rubber Band (No.4) 100 grams (Sensa Brand)	150	Pkt.	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
35	Rubber Band (No.4) 100 grams (ZERO SIZE)	100	Pkt.	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
36	Ruled Register (No. 80)	40	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
37	Ruber Soft AL-30 (Pelikan)	30	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
38	Scale Steel	20	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
39	Scotch Tape – 72 M (Large Size) [THICK]	100	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
40	Sharpener Steel Small	40	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
41	Stamp Pad (Large Size)	30	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
42	Staple Remover	30	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
43	Stapler Machine Deli 416	40	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
44	Stapler Machine Large Size(Heavy duty different size) Dell 0395	3	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
45	Stapler Pin 2317 Size	15	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
46	Stapler Pin Dollar	200	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
47	Uni Ball 0.7 Signo (Gel)	25	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
48	Uni Ball 1.0 Signo (Gel)	30	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
49	EPSON LQ-2170/2180 Ribbon Or Equivalent	40	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
50	IBM 6400 (30 MM) Or Equivalent	18	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
51	EPSON MX-80 Ribbon Or Equivalent	100	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
52	HP Laserjet 1020 Toner Or Equivalent	20	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
53	HP Laserjet - 1300 Toner Or Equivalent	3	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
54	HP Laserjet -1005 Toner Or Equivalent	10	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
55	HP Laserjet P-1102 Toner Or Equivalent	25	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
56	HP Laserjet 2600 N (COLOR) Or Equivalent	1	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)

Sr #	Description of Items	Qty	Unit	Delivery Schedule 2023	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
57	HP Laserjet 2600 N Or Equivalent	2	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
58	Laserjet 05A Or Equivalent	5	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
59	HP Laserjet 92A Or Equivalent	2	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
60	HP Q26 13A Or Equivalent	2	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
61	HP Toner PSO279A Or Equivalent	3	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
62	Ribbon EPSON LQ - 350 Or Equivalent	70	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)
63	HP Toner 107-A Or Equivalent	10	Pc	-do-	25.01.2023 11:00 (AM)	25.01.2023 11:30 (AM)

TERMS & CONDITIONS:

- Single Stage-one envelope procedure will be adopted for open competitive bidding. The bid found to be lowest evaluated bid (lowest evaluated cost) shall be accepted.
- Bid/tender 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 2% earnest money/bid security.
- The rates should be valid for 1 (one) Year. No increase of rates will be acceptable after the submission of tender.
- On finding sub-standard quality as and when noticed during process, the deposit bid security may be forfeited in favor of the Corporation and the tender may be treated as cancelled.
- 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.
- The bidders should attach their respective copies of NTN and Sales Tax Certificates.
- 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 during Office hours i.e. 09:00 am to 05:00 pm except Saturday and Sunday till the closing date / time as mentioned above.
- The Rates provided should include all the Government Taxes.
- The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rules of PPRA.
- Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.
- The number of quantity of items may DECREASE or INCREASE keeping in view the available budget.
- The sealed tenders will be opened at the office of Incharge (P&GS) 3rd Floor, State Life Building 34 the Mall, Peshawar Cantt on 25/01/2023 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
Email: pgspshzn@statelife.com.pk