

## Tender Notice No.Stationery/P&GS/PSH/002/2019

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 2019/2020 on below mentioned terms and conditions:-

Sr #	Description of Items	Qty	Delivery Schedule 2020	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
1	Ball Pen Blue/Black/Red/Green (Good Quality)	3000	Within 15 days after placement of purchase order	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
2	Ball Pen Blue/Black (0.8 mm) (Good Quality)	2000	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
3	Ball Pen Click Blue Green (Good Quality)	1000	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
4	Box File (Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
5	Bull Dog Clip Large and Medium Size (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
6	Carbon Paper (Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
7	Complete Marble Set for Office Table Full Size (Good Quality)	30	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
8	Computer Paper 132 Column Sheet 700 & 1000 (63 gm)	600	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
9	Computer Paper 80 Column Sheet 700 & 1000 (63gm)	800	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
10	Computer Paper With Carbon 80 Column Sheet 700 & 1000	250	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
11	COLOR PAPER (Good Quality)	500	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
12	Colorfull flag Sensa HX A03 Post it or equivalent	15	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
13	Dumper Rubber Body (Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
14	Duster (White) Cotton Size 20 x 27 (Good Quality)	500	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
15	File Flag tape	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
16	Fax Roll 210 MM X 30 MM (Good Quality)	600	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
17	DVD-RW (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
18	CD-RW (Good Quality)	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)

Sr #	Description of Items	Qty	Delivery Schedule 2020	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
19	USB Flash Drive 8 GB (Good Quality)	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
20	USB Flash Drive 16 GB (Good Quality)	20	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
21	USB Flash Drive 32 GB (Good Quality)	10	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
22	File Cover Crystal	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
23	Fluid & Thinner (Good Quality)	400	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
24	Fluid Pen(Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
25	File Data Binder Ring F/S (Good Quality)	400	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
26	File Ring F/S (Good Quality)	300	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)

Sr #	Description of Items	Qty	Delivery Schedule 2020	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
27	Gum Bottle (Large Size) (Good Quality)	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
28	GUM STICK (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
29	Highlighter (Good Quality)	150	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
30	Ink Fountain Pen 30 ML.(Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
31	Ink for Stamp pad (Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
32	Ink Franking Machine(Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
33	Laser Paper F4 80grams 500sheet each packet White Best Quality (Legal Size)	500	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
34	Laser Paper A4 70grams 500sheet each packet Good quality	800	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
35	Marker Red/Blue Black (70 four color Dollar) Permanent or equivalent	700	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
36	Packing Tap (Brown) (Full Size) [THICK](Good Quality)	400	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
37	Plastic File (T-File) China F/S Color China Good Quality or equivalent	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
38	Pointer 0.3 mn (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
39	Paper Cutter (knif)(Good Quality HX 332 China)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
40	Paper Pin (Good Quality)	1000	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
41	Paper Clip (Medium Size)(Good Quality)	1000	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
42	Paper Ruled(Good Quality)	20	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
43	Penholder Pair(Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
44	Pencil with Rubber (Dollar / Gold Fish 2 1/2 6000 or equivalent )	600	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
45	Penholder Stand (Marble)(Good Quality)	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
46	Pintray (Plastic)(Good Quality)	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
47	Punch Machine P800 Plus	10	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
48	Punch Machine Opal 720	10	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
49	Punch Machine (STD) Power Heavy Duty or equivalent	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
50	Punch Machine Medium Size (Deli Good Quality or equivalent)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)

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51	Ring Binder (Fiber)(Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
52	Rough Pad (LARGE)(Good Quality)	600	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
53	Rough Pad - (SMALL)(Good Quality)	600	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
54	Rubber Band ( No.4) 100 grams (Sensa Brand)(Good Quality or equivalent)	2000	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
55	Rubber Band ( No.4) 100 grams (ZERO SIZE)(Good Quality)	500	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
56	Ruled Register (Size No.30)(Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
57	Ruled Register (Size No.40)(Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
58	Ruled Register (Size No.70)(Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
59	Ruber Soft AL-30 (Pelikan) Good quality or equivalent	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
60	Scale Wooden/Plastic(Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
61	Scale Steel(Good Quality)	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)

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62	Scotch Tape – 72 M (Large Size) (Good Quality)[THICK]	500	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
63	Scotch Tape – 72 M (Small Size) [THICK](Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
64	Sharpener Steel Small (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
65	Stamp Pad (Large Size) (Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
66	Staple Remover(Good Quality)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
67	Stapler Machine Deli 416	10	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
68	Stapler Machine Large Size(Heavy duty different size) Dell 0395 Good Quality or equivalent	5	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
69	Stapler Machine Medium Size(Good Quality) Eagle	250	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
70	Stapler Pin 2310 Size (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
71	Stapler Pin Full Size (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
72	Stapler Pin Dollar (Good Quality)	600	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
73	Table Dairy Stand (Plastic)(Good Quality)	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
74	Uni Ball 0.7 Signo (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
75	Uni Ball 1.0 Signo (Good Quality)	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
<b>Computers/Printers Toners</b>					
76	EPSON LQ-2170/2180 Ribbon	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
77	Printer Toner HP MFP M130A	15	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
78	Printer Toner HP M102A	15	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
79	Printer Toner M402D	10	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
80	Printer Toner HP Laser Color Pro MFP	5	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
81	Ribbon NEC - P5200	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
82	IBM 6400 (30 MM)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
83	IBM 6400 (50 MM)	200	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
84	EPSON MX-80 Ribbon	500	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)

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85	HP Laserjet 2600 Toner	5	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
86	HP Laserjet 1020 Toner	70	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
87	HP Laserjet - 1300 Toner	20	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
88	HP Laserjet -1005 Toner	150	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
89	HP Laserjet 1610 Toner	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
90	HP Laserjet P-1102 Toner	60	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
91	HP Laserjet 2600 N (COLOR)	5	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
92	Panasonic KX-FAT88A	100	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
93	Laserjet 05A	20	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
94	HP Laserjet 92A	10	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
95	HP Q26 13A	50	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
96	HP Toner PSO279A	15	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)
97	HP Toner 17-A	15	-do-	30.12.2019 11:00 (AM)	30.12.2019 11:30 (AM)

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**TERMS & CONDITIONS:**

1. Bids should be sent along with a Pay Order / Bank Draft of the 03% 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 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 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.
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 rule (33) of Public Procurement Regulations.
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 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 30/12/2019 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)