

RE:TENDER NOTICE #SLIC/HYD/P&GS/02/2019 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE:

State Life Insurance Corp. of Pakistan Hyderabad Zone invites sealed quotations in accordance with the PPRA Rules-2004, under “Single Stage- one Envelopes procedure” for the purchase the stationery of following items from the reputed Firms/Suppliers/Distributors who are registered with Sales Tax and National Income Tax (FBR).

Sr. #	DESCRIPTION OF ITEMS	QUANTITY
01	Ball Point (Crystal) Blue or Equivalent	500 PKTs:
02	Ball Point (Crystal) Black or Equivalent	500 PKTS
03	Ball Point (Crystal) Red or Equivalent	100 PKTS
04	Bull Doc Clip (Large/Small) or Equivalent	20 Box
05	Calculator (Citizen) or Equivalent	100 No's
06	Carbon Paper (KCR) OR equivalent	50 PKTs:
07	Clip File (Corona) or equivalent	300
08	Correction Pen (DUX) or Equivalent	70 No's:
09	Dustbin/waste paper Basket (Plastic) small	50 No's:
10	Dustbin/waste paper Basket (Plastic) Large	50 No's
11	Eraser (Pelican, Germany)OR Equivalent	03 Box
12	Fax Roll (Panasonic) 30 Meter or Equivalent	60 No's:
13	Flag Chit	30 Pkts
14	Gem Clip 36 mm (APEX) or Equivalent	150 Box
15	Green Sheet Pad (50 Sheets) without line	10 PKTs
16	Gum Stick (UHU) 10 Grams or Equivalent	30 PKTS:
17	Highlighter (Pelican) Yellow/Orange or Equivalent	25 PKTS:
18	Ink Franking Machine (Red)	15 Bottles
18	Masking Tap (20meter)	30 Carton
20	Packing Roll Plastic (Doori)	01 Carton
21	Pencil (Gold Fish) or Equivalent	40 PKTS
22	Pencil Cell (Toshiba) or Equivalent	50 PKTS
23	Paper Cutter Steel	50 No's
24	Paper Pin (Chrysene Themum) or Equivalent	70 Boxes
25	Paper Ruled Lining (DFS) or Equivalent	20 Rims
26	Paper tray plastic /Crystal or Equivalent	20
27	Pin Basket Crystal or Equivalent	20
28	Plastic Tape Cotton	20 Box

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
29	Marker (Blue) famous brand	10 Pkts
30	Marker (Black) famous brand	15 Pkts
31	Punch Machine famous brand	150 No's
32	Register (200 Pages) Cut Size	70 No's
33	Register (300 Pages) Cut Size	70 No's
34	Register (400 Pages) Cut Size	70 No's
35	Room Spray (Air Freshener) famous brand	250 No's
36	Rough Paid (Large/Small) Ordinary	100 Pads
37	Rubber Band (Crystal Size # 2) or equivalent	250 Bags
38	Scale Steel	20 Pkt
39	Scotch Tape	120 No's
40	Sharpener (Metal)	05 PKTS
41	Signature Pen Pointer (Blue Gel) famous brand	80 PKTS
42	Signature Pen Pointer (Black Gel) famous brand	80 PKTS
43	Signature Pen Pointer (Green Gel) famous brand	80 PKTS
44	W. Sponge Plastic Water famous brand	60
45	Stamp Pad (Crystal) Plastic or equivalent	100 (Large)
46	Stamp Pad Ink (Crystal) Blue/Black or equivalent	50
47	Stapler Machine (SDI) or equivalent	150
48	Stapler Pin (2317) 17mm-Washyn or equivalent	100 box
49	Stapler Pin (26/24 Small) GW or equivalent	250 box
50	Stapler Pin Remover (KIDO) or equivalent	50
51	Computer Paper (Imported)132 Columns 1000 Sheets-P-1 (Golden form) or equivalent	1500 Box
52	Computer Paper (Imported)80 Columns 1000 Sheets-P-1 (Golden form) or equivalent	1500 Box
53	Computer Paper (Imported)80 Columns 1000 Sheets-P-11 (Golden form) or equivalent	400 Box
54	Computer Paper (Imported)810 Columns 1000 Sheets-P-111 (Golden form) or equivalent	300 Box
55	Printer Ribbon LQ 2180 Full Mark or equivalent	400
56	Printer Ribbon LQ 300 Full Mk or equivalent	500
57	Printer Ribbon LQ 310 Full Mk or equivalent	300
58	Key Board famous brand	200
59	Optical Mouse famous brand	200

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
60	Rubber Band (Red)	200 bags
61	Duster good quality	15 dozen
62	Computer Paper A-4 Size 80 gm (Double-A) or equivalent	200 Box
63	Computer Paper Legal Size 80 gm (Double-A) or equivalent	50 Box
64	Tissue Paper (Rose Petal) or equivalent	200
65	Glass (Water) Omroc or equivalent	100 No
66	Jug/ Thermos famous brand	50
67	HP laser jet P1102 Toner or equivalent	50
68	IBM-6400 Line Matrix Printer Ribbon (Mexico) or equivalent	10 boxes
69	Printer Ribbon Lq-350 (Full mark) or equivalent	150 No's

TERMS AND CONDITIONS:

1. Security amount must be deposited equal to **02%** of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favour of the State Life Insurance Corporation of Pakistan Zonal Office Hyderabad which will be refunded to the un-successful parties on the spot and the refundable cash payment of CDR will be detained of the successful parties till the completion of job as per quotation/purchase order. No quotation will be acceptable without earnest money.
Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- (P&GS) State Life Insurance Corporation of Pakistan, Hyderabad Zone, 5th Floor, State Life Building, Thandi Sarak Hyderabad on or before **08/03/2019** 11:00 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 11:30 Am. in the presence of Tenders representative who choose to attend.
2. On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favor of the Corporation.
3. The Firms/ Suppliers / Distributors in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order.
4. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
5. Sealed Quotation duly completed in all respects must reach to the undersigned by Courier Service and by Registered Mail during the office hours i.e 9:00 am to 5:30 pm (sharp) expect Saturday & Sunday till closing date (**08/03/2019**).
6. The Income Tax will be deducted as per Govt. of Pakistan Law.
7. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
8. The Tender fee Rs.1000/=(Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
9. Payments will be released after supplying the above said items and after checking quality etc.
10. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.

11. The rate validity of bid should be upto 31-12-2019 from the date of the opening of tender. Bidder must quote one rate, incomplete, ambiguous, conditional bids will not be accepted.

12. The Delivery Schedule during the whole year is as under & when requirement of need basis: -
 1. ¼th of the whole consignment in 1st Quarter
 2. ¼th of the whole consignment in 2nd Quarter
 3. ¼th of the whole consignment in 3rd Quarter
 4. ¼th of the whole consignment in 4th Quarter

For further details or any clarification the undersigned and dealing officer (Ms. Yasmin Darkshan) may be contacted during working hours in person or telephonically on phone # 022-9200128/9201282.

Shahid Hussain Malik
(Secretary/Member Zonal Procurement Committee-(P&GS)
Hyderabad Zone.