

**TENDERDOCUMENT**

**STATE LIFE INSURANCE CORPORATIONOFPAKISTAN**

**ZONAL OFFICE PESHAWAR**

**FOR STATIONARY ITEMS**

***PESHAWAR ZONE***

***State Life Insurance Corporation of Pakistan invites e-PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers /bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for “SUPPLY OF STATIONARY ITEMS” OF STATE LIFE PESHAWAR ZONE.***

***HUMANRESOURCESADMIN&PROCUREMENTDEPARTMENT***

State Life Insurance Corporation of Pakistan

Peshawar Zone

3rd Floor State Life Building, 34 The Mall Peshawar Cantt 091-9211583 / drmujahidafridi@gmail.com

**TERMSANDCONDITIONS**

1. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions, preferably based at Peshawar.
2. The procurement method as per Public Procurement Rules will be observed for this tender.
3. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
4. If the Bid is found against the terms and conditions of Tender, same will be rejected.
5. Sales Tax Registration Certificate FBR must be attached with tender.
6. Certificate of National Tax Number.
7. Proof of Active Tax Payer
8. All Vendors should provide in writing that they are not blacklisted by any firm / company / institution / Government / or any of its departments.
9. Bidders are required to submit their bids through PPRA E-PADS ([www.eprocure.gov.pk)](http://www.eprocure.gov.pk/) only.
10. Bids will be opened in the office of In-charge (HRA&P / Secretary ZPC) State Life Insurance Corporation of Pakistan, Peshawar Zone. 3rd Floor, State Life Building, 34 The Mall, Peshawar Cantt, in the presence of the Zonal Procurement Committee and any of the Vendors or their representatives who wish to be present.
11. Please note that all vendors are required to submit their bid security of 2% of the total amount quoted, in favour of State Life Insurance Corporation of Pakistan in shape of Demand Draft/ Pay order/ CDR before the closing date and time of the tender. Personal cheques under no circumstances will be accepted. The bid security will be released to the concerned after completion of the tender and to the unsuccessful bidder upon submission of request soon after opening of the tender.
12. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
13. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representatives hall be required to sign on attendance sheet.
14. The tender will be awarded as a whole and not in parts.
15. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid ‘Bid Security’ shall be forfeited in the favor of State Life Insurance Corporation of Pakistan.
16. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
17. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
18. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
19. Penalty@1%ofbid against delay in supply will be charged on weekly basis.
20. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need / requirement. I
21. In complete bids/conditional bids will be rejected.
22. The Firm / Suppliers in question will be bound to supply the required items as whole consignment within 15 days. Labour or transport cost will not be payable.
23. All Government Tax(s) will be applicable.
24. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. PLEASE PROVIDE BIDS PER ITEM.
25. The successful bidder will have to show a sample of each and every item to the committee or the undersigned as the case may be before finalization of whole order and would be subject to approval.
26. State Life Insurance Corporation of Pakistan reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal. However, State Life shall upon request communicate to any bidder who submitted a bid or proposal, the grounds for its rejection out of all bids or proposals.
27. State Life Ins. Corporation of Pakistan reserves the right to check the item and its quality, prior to delivery and / or upon delivery. If any item is found sub standard the work will be cancelled and bid security will be forfeited.
28. Any firm or its representative may visit the Office at the time of opening of Bids.
29. In case of further query, the following may be contacted during working hours, on the details given above.
* Mr. Muhammad Yahya Khan, Manager HRA & P
* Mr. Imran Majeed, Assistant Manager HRA & P

SPECIFICATIONS OF STATIONARY ITEMS FOR THE YEAR 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Description of Items** | **Qty** | **Unit** | **Delivery Schedule 2025** | **Last Date and Time of Bids for Submission** | **Date/Time of opening of Bids** |
| **1** | **Ball Pen Blue/Black/Red/Green piano or equivalent** | **2000** | **Pc** | **Within 15 days after placement of supply order** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **2** | **Ball Pen Blue/Black (0.8 mm)**  | **500** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **3** | **Box File**  | **40** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **4** | **Clip Large and Medium Size (Buldog Clip)** | **20** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **5** | **Carbon Paper**  | **50** | **Box** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **6** | **Complete Marble Set for Office Table Full Size**  | **3** | Box | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **7** | **Computer Paper 132 Column Sheet 700 (63 gm)** | **100** | **Box** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **8** | **Computer Paper 80 Column Sheet 700 (63gm)** | **100** | **Box** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **9** | **Computer Paper With Carbon 80 Column Sheet 700**  | **50** | **Box** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **10** | **COLOR PAPER**  | **3** | **Pkt.** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **11** | **Colorfull flag Sensa HX A03 Post it or equivalent**  | **5** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **12** | **Dumper Rubber Body**  | **50** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **13** | **Duster Size 20 x 27**  | **90** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **14** | **File Cover Crystal** | **20** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **15** | **GUM STICK**  | **20** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **16** | **Highlighter**  | **24** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **17** | **Ink for Stamp pad**  | **84** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **18** | **Paper 80grams 500 sheet each packet White (Legal Size)** | **40** | **Pkt.** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **19** | **Paper A4 70grams 500 sheet each packet white** | **150** | **Pkt.** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **20** | **Marker Red/Blue/ Black**  | **84** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **21** | **Packing Tap (Brown) (Full Size) [THICK]** | **50** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **22** | **Pointer 0.3 mm dollar or equivalent** | **20** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **23** | **Paper Cutter (knif)( HX 332 ) or equivalent** | **40** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **24** | **Paper Pin**  | **140** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **25** | **Paper Clip (Medium Size)** | **100** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **26** | **Pencil with Rubber**  | **40** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **27** | **Pin Tray (Plastic)** | **10** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **28** | **Punch Machine Heavy Duty**  | **2** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **29** | **Punch Machine Medium Size**  | **20** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **30** | **Ring Binder (Fiber)** | **60** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **31** | **Rough Pad (LARGE)** | **100** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **32** | **Rough Pad - (SMALL)** | **250** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **33** | **Rubber Band Large Size** | **150** | **Pkt.** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **34** | **Rubber Band Small Size** | **50** | **Pkt.** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **35** | **Ruled Register ( No. 80)** | **40** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **36** | **Ruber Soft**  | **30** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **37** | **Scale Steel** | **20** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **38** | **Scotch Tape – 72 M (Large Size) [THICK 1"]** | **100** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **39** | **Sharpener Steel Small**  | **40** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **40** | **Stamp Pad (Large Size)** | **30** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **41** | **Staple Remover** | **30** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **42** | **Stapler Machine Medium Size** | **40** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **43** | **Stapler Machine Large Size (Heavy Duty)** | **3** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **44** | **Stapler Pin 2317 (Full Size )** | **15** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **45** | **Stapler Pin dollar 24/6 Size or equivalent** | **200** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **46** | **Uni Ball 0.7 (Gel) or equivalent** | **25** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **47** | **EPSON LQ-2170/2180 Ribbon Or Equivalent** | **40** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **48** | **IBM 6400 (30 MM) Or Equivalent** | **18** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **49** | **EPSON MX-80 Ribbon Or Equivalent** | **100** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **50** | **HP Laserjet 1020 Toner Or Equivalent** | **20** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **51** | **HP Laserjet - 1300 Toner Or Equivalent** | **3** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **52** | **HP Laserjet -1005 Toner Or Equivalent** | **10** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **53** | **HP Laserjet P-1102 Toner Or Equivalent** | **25** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **54** | **HP Laserjet 2600 N Or Equivalent** | **2** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **55** | **Laserjet 05A Or Equivalent** | **5** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **56** | **HP Laserjet 92A Or Equivalent** | **2** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **57** | **HP Q26 13A Or Equivalent** | **2** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **58** | **HP Toner PSO279A Or Equivalent** | **3** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **59** | **Ribbion EPSON LQ - 350 Or Equivalent** | **70** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |
| **60** | **HP Toner 107-A Or Equivalent** | **2** | **Pc** | **-do-** | **28.01.2025 11:00 (AM)** | **28.01.2025 11:30 (AM)** |