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|  | Zonal Office  StateLifeBuilding  Minara Road  Sukkur –65200  Phone: 9310514-6  Fax No. 071-9310502  UAN No. 111-111-888 |

E-PAD NO. F-250191408 TENDER NOTICE NO.HR&ADMIN/SUK/02/2025for Supply of Stationary Items

Date of Issue: 17-01-2025

Closing date of Tender: 31-01-2025 Time: 11.00 a.m.

Date of opening Bid: 31-01-2025 Time: 11.30a.m.

Venue: Zonal Office State Life Building Minara Road Sukkur.

Sealed financial bids are invited from reputable office stationery suppliers, registered with Sales Tax Department, for the supply of following different stationery items as per details given hereunder:

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| **S#** | **SPECIFICATIONS** | **Quantity** |
| 01 | Duster Cotton large Size Good Quality | On Demand |
| 02 | Stamp Pad large size good quality | On Demand |
| 03 | Pencil (10 0f each packet) | On Demand |
| 04 | Eraser pelican Germany L-30 (for Pencil use) or equalent | On Demand |
| 05 | Water pot good quality (water bank) or equalent | On Demand |
| 06 | Jam clips 36 mm 100 raised lip power or equalent | On Demand |
| 07 | Paper pin packet flower brand original size# 2 weight 50 gram or  equalent | On Demand |
| 08 | Stapler pin 24/6 1000 staples good quality | On Demand |
| 09 | Stapler machine medium good quality made in Japan or equalent | On Demand |
| 10 | Rough pad medium A4- 55 gram paper | On Demand |
| 11 | Green sheets loose 500 each pocket china ledger | On Demand |
| 12 | Punch machine (Large) Maped or equalent | On Demand |
| 13 | Scotch tape 1” (Deer brand) or equalent | On Demand |
| 14 | Scotch tape (Croton) 2” | On Demand |
| 15 | Gum stick medium UHU brand or equalent | On Demand |
| 16 | Ring rubber nylon half kg local brand or equalent | On Demand |
| 17 | High lighter (Dollar) yellow color or equalent | On Demand |
| 18 | Box file Fiber china brand or equalent | On Demand |
| 19 | Carbon paper KCR or equalent | On Demand |
| 20 | Foot scale steel large china | On Demand |
| 21 | Register 400 page HB legal size or equalent | On Demand |
| 22 | Register 300 page offset HB legal size or equalent | On Demand |
| 23 | Stock Register 200 page HB legal size or equalent | On Demand |
| 24 | Acts Register HB 200 pages legal size or equalent | On Demand |
| 25 | Register dispatch/ received HB 200 pages legal size or equalent | On Demand |
| 26 | Ball Pen Signature all colors (10 each packet) or equalent | On Demand |
| 27 | Computer sheets 80 columns Golden form1000 sheets each box  imported paper or equalent | On Demand |
| 28 | Computer sheets 132 columns Golden form 1000 sheets each box  imported paper or equalent | On Demand |
| 29 | Computer Paper FS 80 gram AA brand 500 sheets each packet or  equalent | On Demand |
| 30 | Computer Paper A4 80 gram AA brand 500 sheets each packet or  equalent | On Demand |
| 31 | Marker 90 Dollar or equalent | On Demand |
| 32 | Stamp pad ink Large size or equalent | On Demand |
| 33 | Calculator Original Citizen/ Casio 14 Digit or equalent | On Demand |
| 34 | Signature pen uniballall Color good quality or equalent | On Demand |
| 35 | Shapnar steel (Germany) | On Demand |
| 36 | Toner HP 12A Original | On Demand |
| 37 | Toner HP 79A Original | On Demand |
| 38 | Toner HP 85A Original | On Demand |
| 39 | Toner HP 107A Original | On Demand |
| 40 | Ribbon Printronix Original P-600 or equalent | On Demand |
| 41 | Ribbon Epson Original 2180 / 2190 or equalent | On Demand |
| 42 | Epson Original LQ-310 or equalent | On Demand |
| 43 | Epson Original LQ-350 or equalent | On Demand |
| 44 | Pin remover Good Quality | On Demand |
| 45 | Paper cutter SDI large good quality or equalent | On Demand |
| 46 | Uniball pointer good quality or equalent | On Demand |

Delivery Schedule: -.

1. Within 10 days issuance of first order 1/4th of the whole assignment
2. 01-04-2025to 30-06-2025
3. 01-07-2025to 30-09-2025
4. 01-10-2025 to 31-12-2025

Terms and Conditions: -

1. The bidder must submit an earnest money of Rs. 10000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan.
2. If the firm / supplier provide / supplies sub-standard product, the Security Deposit will be forfeited in favor of the Corporation.
3. The firm / supplier will be bound to supply/affix the required items on above mentioned address of State Life Sukkur Zone, within prescribed time to be notified.
4. The bidders will have to attach copies of their NTN, GST Payer Number with the Tender.
5. Income Tax and GST or as per Government Policy will be deducted on the total value of the Tender.
6. No change will be acceptable of required items. Such bid(s) will be rejected.
7. Suppliers will have to provide specimen/samples of each item as quoted for approval
8. Security deposit will be refunded after the completion of successful supply.
9. The Sealed envelope of CDR (Original) must be reached by post / Courier / by hand to Secretary Zonal Procurement Committee, State Life Insurance Corporation of Pakistan, Ground Floor, State Life Building Minara Road, Sukkur till closing date
10. The quotations and CDR must be uploaded on PPRA website @E-PAD for supply of subjected items within stipulated date & time till closing of the date.
11. Bids will be opened directly on the address of website on closing date at 11.30 am (Sharp)
12. The State Life reserves the right to cancel any bid or bids assigning reason thereof.

(SECRETARY)

Zonal Procurement Committee,

State Life Insurance Corporation,

Of Pakistan, Zonal Office,

P&GS Department,

Ground Floor, State Life Building.

Minara Road,

Sukkur.

Phone # 071-9310506