

TENDER DOCUMENTS

TENDER FOR STATIONERY ITEMS

CLOSING DATE: 18.02.2025 11.00 am OPENING DATE: 18.02.2025 11.30 am

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/Stationers having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following stationery items on below mentioned terms and conditions:-

No	ITEM NAME	REQUIRED QTY	Quality / Equivalent
1	Air Freshener medium	100 no.	size cobra / Aseel or
2	Ball Pen	1500 pen	Signature
3	Box File Large	50 box .	Office Line imported fine quality
4	File Tray	50 no.	Plastic Large fine quality
5	Calculator	30 no.	Casio dj.120 original (digit 12)
6	Soap	100 no.	lux Medium size
7	Computer Paper Box Small 80 column	200 box	century paper 1000 sheets
8	Computer Paper Box Large 132 column	50 box	century paper 2000 sheets
9	Computer Ribbon	30 ribbon	full mark -LQ-300
10	Computer Ribbon	100 ribbon	full mark -LQ-350
11	Computer Ribbon	100 ribbon	full mark -LQ-310
12	Computer Ribbon	50 ribbon	full mark -LQ-2190
13	Computer Ribbon IBM -6400	30 ribbon	Printronix genuine
14	Duster	200 no.	cotton check medium
15	Damper	50 no	plastic fine quality
16	Dustbin Large size	50 no	plastic fine quality
17	Dispatch Register no.6	15 no	(Koh-I-noor)
18	Fax Rim Legal	20	AA 500 sheet (80gram)or
19	Paper Rim	200	AA A-4 Sheet (70gram)
20	White Paper t	150	500 sheet (70 gram) Legal
21	Glass	50 no	Toyo
22	Gum Stick Small	20 no	60 ml
23	Ink for Stamp	50 no	doller
24	Lioss tape	20 no	½ Half Inch (nichiban)
25	Led Pencil	50 no	Goldfish
26	Marker-90	200 no	doller
27	Rubber for Led Pencil	20 no	Pelican
28	Rubber Band	20no.	1/5 kg (polo)
29	Pin Remover	30 no	Three flower
30	Register Simple	30 no	No.25 (koh-I-noor
31	Towel	05 no	Large size fine quality
32	Stapler Machine	30 no	opal HD30 (medium)
33	Stamp Pad	50 no	dollar (crystal)
34	Stamp Pad	50 no	shiny
35	Stapler Pin Small	500 no	(dollar) 24/6
36	INK Pad	50 no	shiny
37	Stapler Pin	30 no	max (large 23X17
38	Signature pen	50 no	Uniball signo different colors
39	Signature pen	200 no	Green Uniball signo
40	Scotch Tape Peking	50 no	Tripine 2 Inch
41	Ink for Stamp pad	50 no	Green shiny



42	Stamp Pad Green	30 no	shiny
43	Tissue Paper	150 no	2 Ply(Rose Petal) or equivalent
44	Water jug	20 no	(Sheesha) fine quality
45	Stapler Machine	5 no	max Heavy Duty
46	Hand Wash	50 no	Dettol Medium size
47	Paint Marker	05 no	Uni Paint
48	Toshiba Cell	50 no	Toshiba Cell
49	Mortein Spray 600 ml	10 no	Mortein Spray 600 ml
50	Marbal Tee set	10 no	Marbal Tee set
51	Crockery set	5 no	(Royal China 72 pieces (Sheesha)
52	Cash Binding Machine Tap 30mm	50 no	Cash Binding Machine Tap 30mm

TERMS AND CONDITIONS

- Technical bids would be invited through EPADS.
- Quotations shall be accepted only against on Tender Document (specimen, design, size, stationery material and quality) to be collected from our Office.
- Security amount must be deposited equal to 2% of the approximate value (30000/= thousand) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2025 from the date of opening of tender.
- Tender closing date 18.02.2025 11:00 A.M. Tender opening date 18.02.2025 at 11:30 A.M. in the office of In charge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/stationery in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget.
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- Sealed Tenders duly completed in all respect must reach to the undersigned by EPADS during till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 5.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Sample paper should be of same quality as specified in tender or provided (specimen, design, size ,stationery material and quality) in tender documents. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-2201120 or may contact with Mr.M.Saleem (suptt.) at cell # 03049356415 for any assistance


Syed Nazar Askari
 Secretary Zonal Procurement Committee
 Bahawalpur Zone

