**TENDER DOCUMENT**

**TENDER NOTICE NO.SGD/01/2025**

**Title:**

**STATIONERY ITEMS**

ADDRESS: **STATE LIFE, ZONAL OFFICE**

**QUEEN’S ROAD**

**SARGODHA**

**PH: 048-9330179**

1. **INVATION OF BID**

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

SARGODHA ZONE

TENDER NOTICE # SGD / 01 / 2025

(OFFICE STATIONERY)

State Life Insurance Corporation of Pakistan, Sargodha Zone invites reputable registered firms / suppliers / wholesalers to submit their sealed Technical and Financial quotations as per PPRA rules under “Single Stage Two Envelope” procedure for the supply of office stationery. Details of the Tendor is given below.

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Works | Bid  Security | Tender Closing Date  and Time for Submission of Bids | Technical Bids opening Date & Time |
| Purchase of Office Stationery for State Life, Zonal Office, Sargodha | 3 % of the  Bid Value | 11-03-2025  11:00 AM | 11-03-2025  11:30 AM |

Eligibility Criteria:

1. The bidder must have 03 years relevant experience.
2. The bidder must have registered with Sales Tax and Income Tax Department.
3. The bidder must submit affidavit regarding never been black listed from Govt., Semi Govt. or from Autonomous bodies.
4. The bidder must provide company profile.
5. The price validity will be upto 31-12-2025.

**ZEESHAN UL HAQ**

Secretary (ZPC)

State Life, Zonal Office, Queen’s Road, Sargodha

Ph. #. 048-9330179

MOB: 0334-4112117

1. **TERMS AND CONDITIONS**

2.1 The bidders shall furnish as part of this Tender, Bid Security @ 3% of the quoted prices in the form of Bank Draft / Pay Order / CDR only in favor of State Life Insurance Corporation of Pakistan, Sargodha Zone.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Please furnish detail** |
| 1. | Name of the Bank |  |
| 2. | Pay Order / CDR /  Bank Draft |  |
| 3. | Date |  |

2.2 The offer received incomplete or not in accordance with the conditions / specifications will not be entertained.

2.3 Tender for Stationery Items must be submitted in separate envelops and clearly write on its corner as **STATIONERY ITEMS**.

2.4 Bid offered is likely to be ignored if:-

i- Offer is ambiguous or conditional.

ii- Bid validity is not mentioned on the quotation.

iii- Bidder is blacklisted by PPRA or defaulter in any previous order or contract with any Government / Semi Govt. Organization.

iv- The bid is not accompanied by full amount of Bid Security.

v- Bid is not received by due date and time specified

2.5 The Tenders prepared by the bidder should comprise of the following documents:

i- Covering letter on company’s /business letterhead

ii- Copy of NTN Certificate

iii- Copy of GST Certificate

iv- Affidavit on Rs.100 Stamp Paper that the company / supplier is not black listed with PPRA or any other Govt. / Semi organization. .

v- List of Top Ten Corporate Clients with their contact information.

vi- A clear written commitment to the effect that if any item supplied is damaged during transportation, it shall be replaced with the same without charges.

2.6 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc, and in Pak Rupees otherwise, it will not be entertained.

* 1. State Life is not bound to accept the lowest offer not fulfilling the requisite standard.
  2. Earnest money will be returned to unsuccessful bidders after acceptance /approval of lowest quoted rates (as per approved item) and to successful bidder after delivery of all items.

1. **SCHEDULE OF SUPPLY OF PROCURING ITEMS** 
   1. The Purchase Orders will be issued on need basis during financial year upto 31-12-2025. The vendor must supply the items within One Week or earlier from receiving the Purchase Order.
2. **BID / TENDER OPENING PROCEDURE**

Single stage – Two envelope procedure.-

Each bid shall comprise two envelopes containing, separately, financial proposal and Technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

1. **TERMS OF PAYMENT**
   1. Payment will be made through crossed cheque issued by State Life Zonal Office, Sargodha to the bidder against invoice after 100% completion of satisfactory supply of items.
   2. No payment will be made as advance.
   3. Payment against partial supply of goods of Purchase Order will not be made.
   4. Payment shall be made within 15 days after successful supply of items at 1st Floor State Life, Zonal Office, Queen’s Road, Sargodha
   5. Sales Tax Invoice having NTN/GST numbers.
   6. All tax certificates.
2. **REJECTION OF BIDS**
   1. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
3. **FINANCIAL EVALUATION & SPECIFICATION OF ITEMS**
4. ***LIST OF STATIONERY ITEMS***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. #** | **Name of Stationery Item** | | **Estimated Quantity Required upto 31-12-2025** | Price of one Packet / unit including all Taxes  (Rs.) |
| 1 | | Ball Point (Piano, Dollor, Picasso Clutch / Clipper) or equivalent | 500  Packet |  |
| 2 | | Ball Point Piano (yellow) or equivalent | 200  Packet |  |
| 3 | | Battery Cell AAA 1.5V Big for Wall Clock (Power Plus) or equivalent | 50  Numbers |  |
| 4 | | Box File for Legal Size Paper with imported steel clip (AIFA 750 or equivalent) | 100  Numbers |  |
| 5 | | Carbon Paper Blue (KCR 100 Sheets) or equivalent | 24  Packet |  |
| 6 | | Continuous Paper 132 Column 15x11 Local (1000 sheets 62/63 grm) | 200  Boxes |  |
| 7 | | Continuous Paper 80 Column 11 x 9.5 Local (500 sheets 62/63 grm) | 1000  Boxes |  |
| 8 | | Dak Received Register 10 No. | 24  Register |  |
| 9 | | Desk Calculator 12 digit (Original Deli M19710 Large Size) or equivalent | 50  Numbers |  |
| 10 | | Desk Calculator 12 digit (Original Deli M19810 Medium Size) or equivalent | 50  Numbers |  |
| 11 | | Desk Calculator 14 digit (Original Citizen CT 9300G Large Display) or equivalent | 50  Numbers |  |
| 12 | | Desk Pin Tray Plastic (Fine Quality) | 2  Dozen |  |
| 13 | | Duster Cloth (Size 20x30) | 300  Numbers |  |
| 14 | | Eraser (Fine Quality) | 3  Dozen |  |
| 15 | | File Tray Plastic | 4  Dozen |  |
| 16 | | Floor cleaning Phenyle 3 litter bottle | 0  Numbers |  |
| 17 | | Floor mop flat Large Size 44 cm. x 13 cm approx. (glorium or equivalent) | 0  Numbers |  |
| 18 | | Floor mop with long cloth Large Size | 0  Numbers |  |
| 19 | | Fluid Pen (Fine Quality) | 2  Dozen |  |
| 20 | | Glue Stick (UHU Medium) or equivalent | 4  Dozen |  |
| 21 | | High Lighter (Piano German Ink 1.5mm) or equivalent | 20  Dozen |  |
| 22 | | Led Pencil (Dollor) or equivalent | 4  Dozen |  |
| 23 | | Marker 70 - 90 (Dollor or equivalent) | 20  Dozen |  |
| 24 | | Packing Rope Plastic | 10  Dozen |  |
| 25 | | Paint Marker White | 2  Dozen |  |
| 26 | | Paper Clip 36 mm Round (Fine Quality) | 5  Dozen |  |
| 27 | | Paper Cutter Small (Fine Quality) | 1  Dozen |  |
| 28 | | Paper Pin (Chrysanthemum or equivalent) | 3  Dozen |  |
| 29 | | Paper Ream (80 gram A4 Size) Double A, 500 SHEET or Equivalent | 1500  Numbers |  |
| 30 | | Paper Ream (80 gram Legal Size) Double A 500 sheets or equivalent | 600  Numbers |  |
| 31 | | Paper Tape 1" 18 meter (Fine Quality) | 200  Dozen |  |
| 32 | | Paper Tape 2" 18 meter (Fine Quality) | 10  Dozen |  |
| 33 | | Paper Waste Basket Plastic (12"Size) | 5  Dozen |  |
| 34 | | Paper Weight Marble | 4  Dozen |  |
| 35 | | Poker (Fine Quality) | 2  Dozen |  |
| 36 | | Printer Ribbon (P-300/600) (PRINTRONIX Original) | 10  Dozen |  |
| 37 | | Printer Ribbon Epson LQ-2180/2190/2175/2090 (Print-Rite) or equivalent | 10  Dozen |  |
| 38 | | Printer Ribbon Epson LQ-310 (Print-rite) or equivalent | 20  Dozen |  |
| 39 | | Printer Ribbon Epson LQ-350 (Print-rite) or equivalent | 20  Dozen |  |
| 40 | | Punch Machine Two holes (Deli E0137 for 20 sheets) or equivalent | 10  Dozen |  |
| 41 | | Punch Machine Two holes (Deli E0138 for 35 sheets) or equivalent | 5  Dozen |  |
| 42 | | Punch Machine Heavy Duty | 6  No. |  |
| 43 | | Register Dispatch 10 No. | 24  Register |  |
| 44 | | Register Large 320 pages | 6  Dozen |  |
| 45 | | Register Medium 150 pages | 6  Dozen |  |
| 46 | | Room Air Freshener Cobra 300ml or equivalent | 12  Dozen |  |
| 47 | | Rubber Band Red 1/2 K.G Packet Large Size (Fine Quality) | 12  Dozen |  |
| 48 | | Rubber Band Red 1/2 K.G Packet Small Size(Fine Quality) | 12  Dozen |  |
| 49 | | Scale Steel 12 inches | 2  Dozen |  |
| 50 | | Scotch Tape (1/2") transparent | 2  Dozen |  |
| 51 | | Scotch Tape (2") transparent | 1  Dozen |  |
| 52 | | Sharpener (Fine Quality) | 2  Dozen |  |
| 53 | | Signature Pen (M&G Crystal 0.7 Blue/Black/Red/Green) or equivalent) | 50  Dozen |  |
| 54 | | Signature Pen (uni eye Blue/Black) or equivalent) | 5  Dozen |  |
| 55 | | Soap Bar 125 gram (Safeguard) or equivalent | 0 |  |
| 56 | | Stamp Ink 28ml (Shiny Taiwan S-61, S-62, S-64, S-65 or equivalent) | 20  Dozen |  |
| 57 | | Stamp Pad Large Size (Lancer 7x11 blue/black/red/green) or equivalent) | 20  Dozen |  |
| 58 | | Stapler Machine (Opal HD-12S13 - Heavy Duty Stapler) or equivalent | 10  Numbers |  |
| 59 | | Stapler Machine 24/6 (Deli e0416 50 sheets/80g) or equivalent | 10  Dozen |  |
| 60 | | Stapler Machine 24/6 (Deli e0426 25 sheets) or equivalent | 5  Dozen |  |
| 61 | | Stapler Pin (DOLLAR 6mm / 24/6 1000 pins in box) or equivalent) | 500  Dozen |  |
| 62 | | Stapler Pin No.23/17 1000 pins in box (Whashin or equivalent) | 5  Dozen |  |
| 63 | | Stapler Remover Steal 24/6, 26/6 good quality | 5  Dozen |  |
| 64 | | Stock Register 10 No. | 0  Numbers |  |
| 65 | | Table Calendar | 5  Dozen |  |
| 66 | | Table Calendar Stand with diary | 5  Dozen |  |
| 67 | | Table Dairy | 5  Dozen |  |
| 68 | | Tissue Box Rose Petal Pop Up (200 Sheets) or equivalent | 25  Dozen |  |
| 69 | | Toilet Cleaner 250 ml (Harpic) or equivalent | 12  Numbers |  |
| 70 | | Washing Powder 500Grm (Brite) or equivalent | 0  Numbers |  |
| 71 | | Water Glass plain 280 ml (Toyo Nasic, Omorc,Nova) or equivalent | 25  Dozen |  |
| 72 | | Water Sponge Dumper Plastic fine quality | 5  Dozen |  |

# Note:- Number of items may vary at the time of order.

**TECHNICAL EVALUATION PERFORMA**

**TENDER NOTICE NO.SGD/01/2025**

Total Points = 100

Minimum Points = 70

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Evaluation Factor** | **Criteria & Grading Points** | **Documentary Evidence** | **Max Points** | **Points Obtained** |
| 1 | Establishment of Office /Manufacturer / Firm / Company / Supplier /Whole Seller / Retailer | 10 Years = 20 points  05 – 09 Years = 10 Points  <05 Years = 05 points | Attach documentary evidence | **20** |  |
| 2 | Yearly turnover (2021 & 2022) | 2 Million or above = 20 Points 1 Million or above = 10 Points Less Than 01 Million = 05 Points | Attach attested bank statement | **20** |  |
| 3 | Copy of Valid Income Tax Registration Certificate | Yes = 10 points  No = Knock-out | Attach documentary evidence | **10** |  |
| 4 | Copy of Sales Tax Registration Certificate | Yes = 10 points  No = Knock-out | Attach documentary evidence | **10** |  |
| 5 | Affidavit regarding non-involvement in any arbitration / litigation with any government / semi government agency / department and not blacklisted as well | Yes = 20 points  No = Knock out | Attach documentary evidence | **20** |  |
| 6 | List of Satisfied Customers along with their contact numbers. | 10 client = 20 points 5-9 client = 15 points Less than 5 clients = 05 points | Attach documentary evidence | **20** |  |
| **Passing points are 70, less than 70 points, bidder cannot qualify for Financial Evaluation** | | | | **100** |  |

**Authorized Signature of Company / Firm / Supplier Official with Seal**