

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
TENDER DOCUMENTS AGAINST
SUPPLY OF STATIONERY ITEMS
TENDER #01/GLT/2025

1. Tender will be opened on 02.05.2025 at 11:00 am in the office of Incharge (Personnel & General Services) State Life Insurance Corporation of Pakistan, Gilgit Zone, Nazar Shah Plaza, Shahrah-E-Quaid-E-Azam, Jutial Gilgit Baltistan in the presence of bidders or their authorized agents along with authority letter, who wish to be present on the occasion.
2. The quoted price must be inclusive of all expenses (if any) but without all taxes as Gilgit is tax free Zone.
3. The quoted price must be in Pak Rupee and irrevocable.
4. Bid security/Earnest money must be in lump sum amount Rs. 100,000/- shall be deposited by the bidder/vendor in the form of CDR/Pay Order/Demand Draft favoring State Life Insurance Corporation of Pakistan (Estimated value of the procurement is Rs. 30,000,000/. And Successful bidder shall deposit Rs.100,000/-in the form of CDR/Demand Draft/Pay Order as Performance Guarantee (PPRA rule 39).
5. Any item can be deleted without assigning any reason, thereof.
6. The quantity mentioned in the tender is tentative and may be increased / decreased.
7. The qualified bidders shall submit sample of the respective items for approval by the committee before issuance of the purchase order, if the procuring agency found lowest rate item/sample below the required quality the procuring agency have the right to reject the said item/(s).
8. Items will be purchased from successful bidders on as and when required basis.
9. Bids Received after the above deadline or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
10. State Life reserves the right to accept or reject any or all tenders without assigning any reason thereof.
11. If any of the items found below quality from approved sample, the management reserves the right to forfeit the CDR/Bank Draft/Pay Order deposit along with the outstanding payment of the qualifiers bidder/ bidders.
12. Single Stage Single Envelope Procedure shall be adopted.
13. The rates by the qualified bidder/bidders shall be valid for one year from the date of opening of bid, which may be extendable with mutual consent The order will be placed to the item wise lowest bidders (One item one rate rule should be followed), delivery of items must be delivered at below mentioned address.
14. Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
15. 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.

16. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representatives shall be required to sign on attendance sheet.
17. Only one PRICE for each item/job is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. Rate must be quoted Per Item
18. 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.
19. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
20. Penalty@1% of bid against delay in supply will be charged on weekly basis.
21. The qualified bidder shall be bound to supply the total items as communicated through purchase order within 15 days in our office (Any transport/labour cost will be borne by the bidder).
22. 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 substandard the work will be cancelled and bid security will be forfeited
23. Items list is attached. (Annexure A)

Technical Evaluation Criteria

Following Documents are (Mandatory) for Technical Qualification

- Valid Income Tax Registration.
- Valid General Sales Tax Registration (Status=Active with FBR).
- Company last 2 years Income Tax Returns.
- Bidder must have office/warehouse. (Office address and phone must be mentioned on letter head)
- The following two undertakings are required to be submitted on fresh legal stamp paper minimum Rs. 100/- duly attested by Notary public etc :-

I. Submission of Undertaking that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.

II. I have read all terms and conditions of this tender No. **#01/GLT/2025**, I accept and shall abide by all of the terms & conditions of this Tender for Stationery items at State Life Insurance Corporation, Gilgit Zone.

SECRETARY
Zonal Procurement Committee,
State life Insurance Corporation of Pakistan,
Nazar Shah Plaza, Shahrah-E-Quaid –E-Azam, Jutial Gilgit, Gilgit Baltistan Pakistan.
[Tel:05811-922621](tel:05811-922621)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
GILGIT ZONE
STATIONERY -2025

SR. #	PARTICULARS	APROX. QTY	REMARKS	RATE PER ITEM WITHOUT TAXES
1	A-4 Paper (80 Gram) Rim	200	Imported AA or equivalent	
2	Legal Size (80 Gram) Rim	100	Imported AA or equivalent	
3	Legal Size (70 Gram) Rim	100	Best Quality	
4	Air Freshner	80	Fridi or equivalent	
5	Ball Points Piano Crystal Gel or equivalent	10000	Gel or equivalent	
6	Box File (Premium Quality)	150	Equir or equivalent	
7	Buldog Clip	24	Superior or equivalent	
8	Calculator Casio (14 Digit) or equivalent	30	DR-2140 TW or equivalent	
9	Carbon Paper Blue	100	KCR or equivalent	
10	Computer Paper Continue 11 x 15 (2000 Sheets)	200 BOX	Century or equivalent	
11	Computer Paper Plain Continue (63 GM) 9-1/2 x 11 (2000 Sheets)	200 BOX	Century or equivalent	
12	Computer Paper Plain LPP 9-1/2x8 (2000 Sheets)	200 Box	Century or equivalent	
13	Computer Paper Printed (100 GM) 9-1/2 x 11 (500 Sheets Rim) as per sample	100 Rim	Imported AA or equivalent	
14	COMPUTER PAPER GREEN A4 (500 SHEET PER RIM)	10	Imported AA or equivalent	
15	Computer Ribbon LQ-300	500	Print Rite or equivalent	
16	Dumper Plastic	50	Genuine Toko # 1 or equivalent	
17	Dustbin Plastic	50	Fine Quality	
18	Duster	200	30 x 30	
19	File Tray Plastic	50	Plastic	
20	Flapper File Card	100	Superior or equivalent	
21	Glass	100	Toyo Nasic or equivalent	
22	Gum Large	50	Dollaror equivalent	
23	Gum Stick	50	UHU 21-GM or equivalent	
24	Ink	30	Dollar 60 ML or equivalent	
25	Jug (Glass)	30	Superior QUA or equivalent	
26	LED Pencil	100	Bahadur or equivalent	
27	Marker 70-90	100	Dollar 60 ML or equivalent	
28	Marker Highlighter	100	Pelikanor equivalent	
29	Packing Tape	50	2" (72 ML) or equivalent	
30	Paper Clip 30 MM	200	3 Flowers or equivalent	
31	Paper Cutter	50	Fine Quality	
32	Paper Pin (Size 2 Original China)	500	Superior or equivalent	
33	Pen Holder	15	As per Sample	
34	Pin Tray Plastic	24	Plastic or equivalent	
35	Punching Maching	25	OPAL-500 or equivalent	
36	Razer	50	Pelikon or equivalent	

SR. #	PARTICULARS	APROX. QTY	REMARKS	RATE PER ITEM WITHOUT TAXES
37	Rough Pad Small (80 GM Imported)	500	8 1/2" x 7 1/2"	
38	Rough Pad Large (80 GM Imported)	500	12" x 8 1/2	
39	Ruled Register	50	As per Sample	
40	Scale Steel	50	Steel Fine or equivalent	
41	Scotch Tape (Large)	50	Lious China 1" or equivalent	
42	Sharpner	50	Bahadur or equivalent	
43	Soap Case	50	Plastic or equivalent	
44	Soap Lux	500	LUX 80 Gram or equivalent	
45	Sootri Plastic	50	250 GM	
46	Stamp Pad	100	Lancer or equivalent	
47	Stamp Pad Ink (20ml)	100	SHINY S-61 or equivalent	
48	Stappler Machine	50	FUJI HD-30 or equivalent	
49	Stappler Pin 24/6	2000	Dollar 60 ML or equivalent	
50	Stappler Pin Large	500	2317 Maxor equivalent	
51	Stappler Pin Remover	50	KW Trio-508-B or equivalent	
52	Tissue Paper	300	Rose Petal Pop Up or equivalent	
53	Towel	50	Medium 40 x 24 BEST Quality	
54	Unibal Pointer	1000	MG Office G (0.7) or equivalent	
55	VIM	50	450 GM	
56	Ribbon LQ-310	500	Print Rite	
57	Ribbon LQ-2190	100	Print Rite	
58	Stappler Machine Large	30	FUJI-HD 23s24/NFL or equivalent	
59	Dettol Hand Wash or equivalent	50	250 ml	
60	Computer Ribbon PRINTRONIX 7000	100	P7000	
61	Toner HP-1102	50	Laser Jet	
62	Toner HP-4003	20	HP-4003	
63	Toner HP-107A	50	Laser Jet	