



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN
JHANG ZONE

State Life Zonal Office
Near District Court,
Civil Line, Jhang Saddar
Fax : 047-9200391
Phone : 047-9200169

Date.11-04-2025

Divisional Head (IT)
State Life Principal Office
KARACHI

Sub: Advertisement of Tender Notice # HR&A/JG/03/2025.

Dear Sir,

Kindly advertise the State Life's enclosed Tender Notice # HR&A/JG/03/2025 on our SLIC Website. Tender documents also enclosed.

Thanking You.

Yours truly,

Dost Muhammad Nadeem
In charge (HR & Admin)



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STATE LIFE INSURANCE CORPORATION OF PAKISTAN
Jhang Zone

TENDER NOTICE No 03 HR&A /JG/ 2025

Stationery Items.

State Life Insurance Corporation of Pakistan Jhang Zone invites sealed tenders from experienced N T N & G S T Registered Contractors/Firms/ General order Suppliers, who are eligible to supply Stationery Items;

Items Sr.	Items Description	Approximate Qty	Delivery Schedule	Closing Date and Time for submission of Bids	Date & Time of Opening of the Bids
01	Stationery items Note ; List of items can be seen at below mentioned address.	Available in tender documents	As per Tender Documents	29-04-2025 At 11.00 A.M	29-04-2025 At 11.30 A.M

1. Tender will be opened in the office of In-charge (HR&A Department) State Life Insurance Corporation of Pakistan U B L Chowk Civil Lines Jhang Saddar.
2. Security amount must be at least 05% of the total value of the bid money (including Taxes) submitted by the bidders in the form of CDR/Pay order favoring of State life State Life insurance Corporation of Pakistan.
3. Bids received through PPRA E-Pads only. But CDR and Affidavit received by hand/by courier with paper sample /cards sample sign and Stamps who provided during contract period.
4. Single Stage single envelopes bidding method shall be adopted as per PPRA Rules.
5. Bidders shall be evaluated strictly on the base of evaluation criteria/provided samples.
6. State Life reserve the right to reject/cancel/withdraw any items or all of the tender items in light of relevant clause of PPRA Rules without assigning any reason thereof.
7. All other terms and conditions including specifications and evaluation criteria are available in tender documents which can be available in tender document

(SECRETARY)

Zonal procurement Committee
Personnel & General Service Deptt (P&GS) Stationery Section.
State Life Insurance Corporation
Jhang Zone
Phone # 047-9200169.



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TENDER NOTICE (, STATIONERY & Misc. Items) # **P&GS/-03-2025.**

The Federal Government owned Autonomous Corporation invites sealed Tenders valid for the whole year 2025 with effect 01.05.2025 to 30.04.2025 from Printers/Stationer and General order Suppliers for supply of specified Stationery & Misc. items on the below noted terms and conditions:-

The total value of the tender is estimated about = **Total 15 Lakh.**

TERMS AND CONDITIONS

- A. Security amount must be deposited equal to 5% each Slab separately of applied bidding items in the form of CDR by the bidders against receipt.
- B. If the firm supplies sub-standard Stationery items during the period of agreement, the security deposited may be forfeited in the favor of Corporation and legal action will be taken against him.
- C. The firm will be bound to supply the required items at Zonal Office State Life Insurance Corporation Of Pakistan Jhang Zone situated at behind Book Source Civil Line Jhang Saddar on the very short notice preferably in the 1st week of each quarter – 2025 against purchase order.
- D. The bidder will have to attach copies of their Company Profile, Experience Certificate, Managerial Capacity, Financial Position, Active NTN & STN with the tender. This is the Evaluation Criteria for prequalification of Bidders.
- E. Income Tax & Sale Tax will be Applicable / Deducted according to (F B R) policies (Govt. of Pakistan).
- F. The all bidder should quote the unit price of bidding items and it is also market driven/printed price on the rapper in case of high rate difference from market driven price state life reserve the right to reject the quotation (even it is lowest).
- G. The successful bidder if not supply the required items state life reserve the right to purchase the required items from the second lowest party and the difference will be recovered from the first successful bidder.
- H. The sealed quotation must be reached, by post/courier/by hand to Incharge (P&GS), State Life Insurance Corporation of Pakistan, Jhang Zone up to **11.00 a.m on 29-04-2025.** The time of opening the bid before the representative of the firms/supplier will be **11:30 a.m (sharp) on 29-04-2025.** The envelope must bear the quotation for **Stationery or Misc. items** at its right corner for identification.
- I. The State Life reserves the right to cancel any bid or bids without assigning any reason. The quantity of items mentioned in tender may be less or excess during 01.05.2025 to 30.04.2025.



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- J The quotation must elaborate only the unit cost including all Taxes of the specified items while the 01 Pad will be contain on 100 Leave/Sheets.
- K The payment will be made by cheque on receipt of shipment.
- L For specification of , Stationery & Misc. Items please visit www.ppra.org.pk, www.statelife.com.pk or contact to the undersigned.

Deptt./Organization	P&GS/State Life Ins. Corporation of Pakistan Jhang Zone.
Tender Title	Stationery & Misc. Items
Method of Procurement	Single Stage-One Envelop Procedure
Criteria for Evaluation	Lowest Evaluated Bid
Tender Enquiry No.	P&GS/-03 /2025.
Tender Description/Specification	Specified Stationery & Misc. Items As per detailed attached
Tender Closing Date & Time	29-04-2025 till 11:00 A.M
Tender Opening Date & Time	29-04-2025 at 11:30 A.M -
Person to be contacted	Dost Muhammad Nadeem Incharge P & G S State Life Insurance Corporation Jhang Zone Ph. 047- 9200169-

TENDER NOTICE NO.JZ/P&GS/03/C/2025

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Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2025
1	Abro Tape	1" width Length 15 Meter or equivalent	100 Nos.
2	Air Fresheners large	Ideal/Afrieda mix lavender or equivalent	100 No's
3	Ball Point (Mix Colors)	Piano Signature /Crystal or equivalent	400 Pkts
4	Box File (Large) 03 Inch	Ideal 55 #/Alfalfa brand	50 Nos.
5	Box File (Large) 1.5 Inch	Ideal 55 #/Alfalfa brand	50 Nos.
6	Bull Dog Clip (02")	China brand or equivalent	50 Nos.
7	Bull Dog Clip (03")	China brand or equivalent	50 Nos.
8	Carbon Paper Pencil Blue(Fresh material)	KCR Brand or equivalent	20 Pkts.
9	Dumper	Plastic/Rubber Body	150 No's
10	Duster	Fallen 20" X 30"	300 No's
11	Foot (steel) 12"	Fine quality	50 No's
12	Foot 12"	Plastic 12" Dux	50 Nos.
13	Gum Stick	35 gm Bahadar brand or equivalent	60Nos
14	High Lighter (Mix colors)	Dollar or equivalent	100 No's
15	Led Pencil	Gold Fish HB-5000 Autocrat or equivalent	24 Dozens
16	Marker No. 70,90 (Mix Colors)	Dollar mix color	24 Dozens
17	Paper Cutter (Sharp/Large)	18mm Steel Based covered in plastic body	72 No's
18	Paper Clip Pkt. 30mm80 Nos. approx.	Tri flower brand (Yellow)or equivalent	50pkts
19	Paper Clip Pkt. 52mm80 Nos. approx.	52 mm or No.5 T.F	50pkts
20	Pin Tray (Plastic)	Dux or equivalent	50 No's
21	Punch Machine (Medium)	Kido band or equivalent	50 Nos.
22	Punch Machine (Large)	Fine Quality (for 50 Pages hole)	10 Nos.
23	Register. (Small)	150 Leaves/Local (Ruled)	100 Nos.
24	Rough Pad (Large)	Legal Size 68 gm H.F 50 Pages(8 X 13)	200 No's
25	Rough Pad (Medium)	7.5 x 10 Size 68 gm Rued 50 pages	300 No's
26	Rubber AL-30	AL-30/Pelican Germen or equal	6 Dozens
27	Rubber Band Pkt. ½ kg(Large) No.4	Bata or equal (Fine Quality)	20 Pkts.
28	Rubber Band Pkt. 1/2 kg(Medium) No.1	Bata or equal (Fine Quality)	50 Pkts
29	Squats Tape	1/2" 60 Yards	6 Dozens

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30	Sharpener	Dux or equivalent	100 No's
31	Soap Large 115 gm (Mix color)	Lax (large) or equivalent mix color	200 No's
32	Squats Tape Large 1"	Large Deer Brand 1"60 Yards	24 No's
33	Stamp Pad (Mix color)	Crystal / 2" m Dollar or equivalent	12 Doze
34	Stamp Pad Endorsing Ink(Mix Color)	Crystal / 2" m Dollar or equivalent	12Dozens
35	Stapler Remover	ICW/SDI brand or equivalent	60 Nos.
36	Stapler Pin 12N/17	Max Japan	60 Pkts
37	Stapler Machine	OPAL brand (24/6)or equivalent	72 No's
38	Stapler Pin 23/13	Heavy Duty	20 Pkts
39	Stapler Pin 24/6	Dollar or equivalent	1000 Pkts
40	Tissue Paper Box	Tulip (Mix color) or equivalent	200 Pkts
41	Tumbler 280 ml	Falcon or equivalent	25 Dozens
42	Jug	1500 M L	24 No
43	Typing Paper 80 gm offsetA-4 Size	A.A 500 sheets	100 Rim
44	Typing Paper 80 gm offset Legal Size	A.A 500 sheets	100 Rim
45	Typing Paper 70 gm offsetA-4 Size	A.A 500 sheets	100 Rim
46	Typing Paper 70 gm offset Legal Size	A.A 500 sheets	100 Rim
47	Typing Paper Local Legal Size	Copy Mate Brand or equivalent70 gm	50 Rim
48	Typing Paper Local A- 4 Size	Copy Mate Brand or equivalent70 gm	350 Rim
49	Uni Ball (Mix colors)	Signo Japan	24 Dozens
50	Vim 500 gm	Bage 450gm	50 No's
51	Packing Tape 3"	60 Meter	50 No
52	Table Tray (Large)	Fine Plastic	50 No
53	Waste Basket (Medium/Plastic)	Plastic Fresh material	100 No's

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COMPUTER ITEMS

S. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty. 2025
1	Computer Paper 80 Column	Local 1000 Sheets (63 gm)	250 Boxes
2	Computer Paper 132 Column	Local 1000 Sheets (63 gm)	100 Boxes
3	Computer Ribbon LQ-310	Print rite /or equal	300 No's
4	Computer Ribbon LQ-2180/2170	Print rite /or equal	150 No's
5	Computer Ribbon IBM 6400	I B M 6400i/or equal	50 NO
6	Key Board	Dell or Equal (New)	36 No
7	Mouse	Dell or Equal (New)	36No
8	Mouse Pad	Fine Quality	50 No

MISCELLANEOUS ITEMS

S. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty. 2025
1	Plate Medium Size (State Life Monogram)	Melamine (Fine Quality	72 No
2	Cup with Saucers (State Life Monogram)	Coffee Size	06 Doze
3	Wall Clock (State Life Monogram)	Q & Q or Fine Quality	24 No
4	Calculator Casio or Citizen	No 1 Quality	36 No
5	Tape Dispenser	Large	12 No
6	Magnifying Glass	Large size + Metal Cover	12 No
7	Dry Cell (1.5 V Pencil)	Heavy Duty	144 No
8	Dry Cell (1.5 V Baby)	Heavy Duty	144 No
9	Table Set	Fine Quality	12 Set
10	Energy Saver (18 W)	Philips/Orient	100 No
11	Saver (For Note Checking W) Ultra violet	Philips/Orient	24 No
12	Electric Kettle	Philips or Black Dakar	12 No
13	Electric Extension 05 Meter 09 point	15 feet Cable 7x29Copper	20 No
14	Tea Spoon	Fine Quality	72 No
15	Spoon large (for eating)	Fine Quality	72 No
16	Towel Cotton	24 X 36 Fine Quality	24 No
17	Bool (for Salan)	Large	24No
18	Spoon For Salan	Large	24 No
19	Dish	Medimum	24 No
20	Energy Saver 12/W	12/W	100 No
21	Energy Saver 40/W	40/W	100 No
22	Thermos For Tea	01 LTR	18 No
23			
24			