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| Bid Document For PURCHASE OF OFFICE STATIONARY Tender notice No.HR&Admin/SWL/04/2025State Life Insurance Corporation Of Pakistan 6th Floor Azaan Heights Sahiwal . |

**2025**

General Services (HR&Admin Department)

6th Floor, Azaan Heights State Life Insurance Corporation of Pakistan Sahiwal Zone

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| **Tender Document** Purchase of Office Stationary Sahiwal Zone. |  |

1. **Introduction**

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion’s share of the Pakistan life insurance industry. Presently, Corporation intends to Purchase office Stationary for Zonal Office State Life Insurance Corporation of Pakistan Sahiwal Zone as per location given below:-

Sealed Financial bids are invited in accordance with PPRA rules, under ʺ**Single Stage–Single Envelope Procedure (Financial)**ʺ Through [*https://eprocure.gov.pk*](https://eprocure.gov.pk/)(**E-PADS)** from vendors registered with GST/Income Tax Department, own offices and phone/fax numbers, for the Procurement of following office Stationary Items.

**Detail of Date & Time of Tender is as under:-**

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| Last Date & Time for Submission of Tender Documents on E-PADS | Tender’s Opening Date & Time | Bid Security |
|  **12-06-2025****11:00 a.m** | **12-06-2025****11:30 a.m** | **5% of Bid Amount** |

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| **Sr. #** | **Item Name** | **Units** | **Quantity** |
|
| 1 | Ball Point ( PIANO Point 0.8 mm ) or equivalent | Pkt | **250** |
| 2 | Carbon Paper ( KCR ) or equivalent | Box | **5** |
| 3 | Common Pin ( Chrysathemum China ) or equivalent | Pkt | **0** |
| 4 | Computer Paper 132 Column ( 63 grams 800 sheets ) | Box | **150** |
| 5 | Computer Paper 80 Column ( 63 grams 800 sheets ) | Box | **250** |
| 6 | Diary Stand ( Plastic ) | No | **0** |
| 7 | Marker Permanent ( Dollar ) or equivalent | No | **50** |
| 8 | Stapler Pin ( 24/6 Dollar ) or equivalent | Pkt | **300** |
| 9 | Stapler Machine ( Opal HD-45N ) or equivalent | No | **50** |
| 10 | Led Pencil ( Gold Fish ) or equivalent | No | **24** |
| 11 | Scotch Tape ( 3 D ) 2" or equivalent | Roll | **50** |
| 12 | Scotch Tape ( 3 D ) 1" or equivalent | Roll | **30** |
| 13 | PVC Tape ( 3 D ) 2” or equivalent | Roll | **50** |
| 14 | Stamp Pad Large ( LANCER ) original with Foam pad | No | **100** |
| 15 | Rubber Eraser (Pelikan AL30) | No | **20** |
| 16 | Sharpener ( Dux Steel ) or equivalent | No | **10** |
| 17 | Paper Clip ( Three Flowers 30 MM ) or equivalent | Pkt | **20** |
| 18 | Punching Machine ( Opal 500 ) or equivalent | No | **20** |
| 19 | Tempo Marker or equivalent | No | **0** |
| 20 | Ruler Steel | No | **5** |
| 21 | Hiliter Marker ( Dollar 90 ) or equivalent | No | **50** |
| 22 | Register ( No. 16 ) Lining  | No | **30** |
| 23 | Rubber Ring ( White Small Pack ) | Pkt | **20** |
| 24 | Pin Cushion ( Butterfly Plastic ) or equivalent | No | **0** |
| 25 | Cash Pin ( Max Heavy Duty 5/8" 1217) | Pkt | **20** |
| 26 | Fluid Pen ( Dux - 006 ) or equivalent | No | **15** |
| 27 | Signature Pen ( Uniball Signo ) or equivalent | No | **400** |
| 28 | Stamp Pad Ink ( Crystal 28.5 grams ) or equivalent | No | **40** |
| 29 | Box File ( Fine Quality ) | No | **40** |
| 30 | Table Diary | No | **0** |
| 31 | Offset Paper Legal Size ( Double A 80 grams) or equivalent | Rim | **150** |
| 32 | Offset Paper A - 4 Size ( Double A 80 grams) or equivalent | Rim | **150** |
| 33 | Offset Paper A - 4 Size ( Copymat 70 grams) or equivalent | Rim | **200** |
| 34 | Offset Paper Legal Size ( Copymat 70 grams) or equivalent | Rim | **100** |
| 35 | Water Damper ( Silver - X Plastic) or equivalent | No | **80** |
| 36 | Paper Cutter Large ( SDI 0426 ) or equivalent | No | **10** |
| 37 | Calculator 12 Digit Casio / Citizen Original or equivalent | No | **0** |
| 38 | Calculator 14 Digit Casio / Citizen Original or equivalent | No | **20** |
| 39 | Calculator 16 Digit Casio / Citizen Original or equivalent | No | **20** |
| 40 | Plastic Dori ( Roll ) | Roll | **50** |
| 41 | Duster | No | **300** |
| 42 | Card Paper | No | **0** |
| 43 | Bath Soap ( Lux Medium Size ) | No | **250** |
| 44 | Tissue Paper Box (Rose Petal Pop-up) | Box | **250** |
| 45 | Air Freshener 300 ml | No | **50** |
| 46 | Stapler Large Cash Counter ( Fuji SD23S20 ) or equivalent | No | **5** |
| 47 | File Separator | No | **10** |
| 48 | Gum Stick Large 21 grams ( Dux ) or equivalent | No | **15** |
| 49 | Dispatch Register ( 8 No ) | No | **10** |
| 50 | Stock Register ( 8 No. ) | No | **5** |
| 51 | Pen Ink ( Dollar Medium Pot ) or equivalent | No | **0** |
| 52 | Table Set ( Marble ) or equivalent | No | **5** |
| 53 | Pen Holder ( Dux 240 ) or equivalent | No | **0** |
| 54 | Rubber Ring 350 grams Pack ( White ) | Pkt | **70** |
| 55 | Gum Bottle Large | Bottle | **3** |
| 56 | Office File Cover Fine ( Plastic ) | No | **10** |
| 57 | Pin Remover | No | **20** |
| 58 | Drawing Pin ( Thumb Pin ) | Pkt | **10** |
| 59 | Printer Ribbon Epson LQ-310 Original and Fullmark | No | **200** |
| 60 | Printer Ribbon Epson LQ-350 Original and Fullmark | No | **150** |
| 61 | Printer Ribbon Epson 2180 – 2190 Original  | No | **80** |
| 62 | Printer Ribbon IBM 6400 ( Printronix Original ) | No | **60** |
| 63 | Pointer | No | **10** |
| 64 | Computer Key board ( A4 Tech ) | No | **30** |
| 65 | Computer Mouse ( A4 Tech ) | No | **30** |
| 66 | Mouse Pad | No | **20** |
| 67 | Towel White Large Size | No | **5** |
| 68 | Peon Book | Book | **5** |
| 69 | File Folder (Four Flap ) | No | **5** |
| 70 | Binder Clip 25 MM | No | **0** |
| 71 | Binder Clip 1.5/8" | No | **0** |
| 72 | Binder Clip 2" | No | **5** |
| 73 | Rough Pad ( A- 4 size fine quality ) | Pad | **10** |
| 74 | Tap Cutter Stand ( Large 1" ) | No | **5** |
| 75 | Tumbler ( Water Glass ) 280 ml | No | **0** |
| 76 | Jug Sheesha standard | No | **0** |
| 77 | Plastic Dinning Plates (Medium size ) | No | **0** |
| 78 | Dust bin Medium size | No | **20** |

***TERMS AND CONDITIONS***

State Life Insurance Corporation of Pakistan invites quotations through E-PADS, under Single Stage Single Envelope ( Financial ) Procedure, from the experienced firms / contractors of the filed registered with Income Tax Department & who are an Active Taxpayers List of the Federal Board of Revenue (FBR) and eligible to provide the “ **Office Stationary** ” for State Life Insurance Corporation of Pakistan Sahiwal Zone of above mentioned locations

Bidding Documents, containing detailed terms & conditions etc. are available for download on EPADS website <http://eprocure.gov.pk> free of cost.

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| **Tender Document For:****Purchase of Office Stationary** Sahiwal Zone. |  |

**TERMS AND CONDITIONS**.

* Security amount must be deposited equal to 5% of the approximate value of the tender including G.S.T. in form of “Cash Payment “, “ Call Deposit Receipts “ in favor of State Life Insurance Corporation of Pakistan, Zonal Office Sahiwal which will be refunded to the un-successful parties and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. No tender will be acceptable without earnest money.
* **Rates Should be valid for One Year .** **Tender closing date 12-06-2025 at 11.00 am**. **Tender opening date 12-06-2025 at 11.30 a.m positively in the office of Incharge HR&Admin / Secretary ZPC Sahiwal Zone in the presence of the bidders who wish to be present**. This advertisement is available on PPRA EPAD and State Life website.
* On finding sub standard quality as and when noticed during process, the Deposit Security will be forfeited in favor of the Corporation.
* **Price must be quoted with G.S.T. as per Govt. Rules**.
* The firm/suppliers in-question will be bound to supply the required items as whole consignment within 10 Days from the issuance date of supply order/ work order Penalty @ 1% of bid against delay in supply will be charged on weekly basis
* State Life Insurance Corporation has the right to increase /decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
* Successful bidder will provide the items in Zonal Office State Life Insurance Corporation situated at 6th Floor Azaan Heights Jahaz Chowk, Sahiwal.
* The bidders will attach their respective copies of N.T.N and Sales Tax Certificates and Bidder should be Active Tax payer . Order will be placed to bidders on lowest items rates.

**Delivery Schedule:-**

* Within 10 days of first order : 1/4th of the whole consignment.
* 01-04-2025 to 30-06-2025 : 1/4th of the whole consignment.
* 01-07-2025 to 30-09-2025 : 1/4th of the whole consignment.
* 01-10-2025 to 31-12-2025 : 1/4th of the whole consignment
* Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service / by post / by Hand **latest by 12-06-2025 at 11.00 am** excepted Saturday and Sunday as per above mentioned date/time.
* The Income Tax and Sales Tax will be deducted at source on the total value of tender.
* The order will be placed to the item wise lowest bidders.
* Tender documents with complete specification can be obtained during office hours 09.00 a.m. to 05.00 p.m. from the Office of the undersigned on payment of **Rs.1000**/- as tender fee ( non refundable ) in shape of Cash / Pay Order / Bank Draft in favor of State Life Insurance Corporation of Pakistan.
* The Corporation reserves the rights to cancel / reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
* **The all bidders are require to submit the rates of all items even zero quantity shown in tender.**
* The envelop should be marked **QUOTATION STATIONERY**  the rate should be include transportation / Courier Cost.
* For further details the undersigned may be contacted during working hours in person or telephonically on **Phone No. 040-9200027**.

(Madiha Farid)

Department Head

HR&Admin

State Life Insurance Corporation of Pakistan

Sahiwal Office,

6th Floor, Azaan Heights Jahaz Chowk,Sahiwal.

Phone: 040-9200027

#### Undertaking:

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sign and stamp by Vendor)