



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Zonal Office
StateLifeBuilding
Minara Road
Sukkur –65200
Phone: 9310514-6
Fax No. 071-9310502
UAN No. 111-111-888

TENDER NOTICE NO.HR&ADMIN/SUK/02/2026 FOR SUPPLY OF STATIONARY
ITEMS, SUKKUR ZONE

Date of Issue: 19-01-2026

Closing date of Tender: 03-02-2026 Time: 11.00 a.m.

Date of opening Bid: 03-02-2026 Time: 11.30 a.m.

Venue: Zonal Office State Life Building Minara Road Sukkur.

Sealed financial bids are invited from reputable office stationery suppliers, registered with Sales Tax Department, for the supply of following different stationery items as per details given hereunder:

S#	SPECIFICATIONS	Quantity
01	Duster Cotton large Size Good Quality	On Demand
02	Stamp Pad large size good quality	On Demand
03	Pencil (10 Of each packet)	On Demand
04	Eraser pelican Germany L-30 (for Pencil use) or equalent	On Demand
05	Water pot good quality (water bank) or equalent	On Demand
06	Jam clips 36 mm 100 raised lip power or equalent	On Demand
07	Paper pin packet flower brand original size# 2 weight 50 gram or equalent	On Demand
08	Stapler pin 24/6 1000 staples good quality	On Demand
09	Stapler machine medium good quality made in Japan or equalent	On Demand
10	Rough pad medium A4- 55 gram paper	On Demand
11	Green sheets loose 500 each pocket china ledger	On Demand
12	Punch machine (Large) Maped or equalent	On Demand
13	Scotch tape 1” (Deer brand) or equalent	On Demand
14	Scotch tape (Croton) 2”	On Demand
15	Gum stick medium UHU brand or equalent	On Demand
16	Ring rubber nylon half kg local brand or equalent	On Demand
17	High lighter (Dollar) yellow color or equalent	On Demand
18	Box file Fiber china brand or equalent	On Demand
19	Carbon paper KCR or equalent	On Demand
20	Foot scale steel large china	On Demand
21	Register 400 page HB legal size or equalent	On Demand
22	Register 300 page offset HB legal size or equalent	On Demand
23	Stock Register 200 page HB legal size or equalent	On Demand
24	Acts Register HB 200 pages legal size or equalent	On Demand
25	Register dispatch/ received HB 200 pages legal size or equalent	On Demand
26	Ball Pen Signature all colors (10 each packet) or equalent	On Demand
27	Computer sheets 80 columns Golden form1000 sheets each box imported paper or equalent	On Demand
28	Computer sheets 132 columns Golden form 1000 sheets each box imported paper or equalent	On Demand

29	Computer Paper FS 80 gram AA brand 500 sheets each packet or equivalent	On Demand
30	Computer Paper A4 80 gram AA brand 500 sheets each packet or equivalent	On Demand
31	Marker 90 Dollar or equivalent	On Demand
32	Stamp pad ink Large size or equivalent	On Demand
33	Calculator Original Citizen/ Casio 14 Digit or equivalent	On Demand
34	Signature pen uniballall Color good quality or equivalent	On Demand
35	Shapnar steel (Germany)	On Demand
36	Toner HP 12A Original	On Demand
37	Toner HP 79A Original	On Demand
38	Toner HP 85A Original	On Demand
39	Toner HP 107A Original	On Demand
40	Ribbon Printronix Original P-600 or equivalent	On Demand
41	Ribbon Epson Original 2180 / 2190 or equivalent	On Demand
42	Epson Original LQ-310 or equivalent	On Demand
43	Epson Original LQ-350 or equivalent	On Demand
44	Pin remover Good Quality	On Demand
45	Paper cutter SDI large good quality or equivalent	On Demand
46	Uniball pointer good quality or equivalent	On Demand

Delivery Schedule: -

- a) Within 10 days issuance of first order 1/4th of the whole assignment
- b) 01-04-2026 to 30-06-2026
- c) 01-07-2026 to 30-09-2026
- d) 01-10-2026 to 31-12-2026

Terms and Conditions: -

1. The bidder must submit an earnest money of Rs. 10000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan.
2. If the firm / supplier provide / supplies sub-standard product, the Security Deposit will be forfeited in favor of the Corporation.
3. The firm / supplier will be bound to supply/affix the required items on above mentioned address of State Life Sukkur Zone, within prescribed time to be notified.
4. The bidders will have to attach copies of their NTN, GST Payer Number with the Tender.
5. Income Tax and GST or as per Government Policy will be deducted on the total value of the Tender.
6. No change will be acceptable of required items. Such bid(s) will be rejected.
7. Suppliers will have to provide specimen/samples of each item as quoted for approval
8. Security deposit will be refunded after the completion of successful supply.
9. The Sealed envelope of CDR (Original) must be reached by post / Courier / by hand to Secretary Zonal Procurement Committee, State Life Insurance Corporation of Pakistan, Ground Floor, State Life Building Minara Road, Sukkur till closing date
10. The quotations and CDR must be uploaded on PPRA website @E-PAD for supply of subjected items within stipulated date & time till closing of the date.
11. Bids will be opened directly on the address of website on closing date at 11.30 am (Sharp)
12. The State Life reserves the right to cancel any bid or bids assigning reason thereof.

(SECRETARY)

Zonal Procurement Committee,
State Life Insurance Corporation,
Of Pakistan, Zonal Office,
P&GS Department,
Ground Floor, State Life Building.
Minara Road, Sukkur
Phone # 071-9310506