

INVITATION TO BID
Tender No.SLIC/HZ/HR&Admin/01/2026
E-pads Tender No.

State Life Insurance Corporation of Pakistan invites E-PADS bids from the Service Provider/Bidder/ Firm, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Purchase of “Stationeries (non-printing) State Life **HYDERABAD ZONE**.”

2. Bidding documents, containing detailed terms and conditions etc, available for download at State life’s website www.statelife.com.pk & www.ppra.org.pk .
3. The bids, prepared in accordance with the instructions the bidding documents, submitted through e-PADS “**Single Stage –one Envelope Procedure**” on or before 05-03-2026 10.00 a.m will be opened on the same day **at 10.30 a.m.** This advertisement has been published via PPRA/ E-PADS website. If any clarification required in this tender please contact to **Mr. Muhammad Ali Shaikh** Offtg Deputy Manager-(CPD) on Cell No. 0333-2638319 Office Number 022-9200128.
4. Any bid submitted other than e-PADS would not be considered.

Shahid Hussain Malik
Manager/Incharge (HR&Admin),
State Life Insurance Corporation of Pakistan,
Hyderabad Zone, 5th Floor,
State Life Building No.3,
Thandi Sarak, Hyderabad.
Phone: 022-9200128

RE:TENDER NOTICE #SLIC/HYD/HR&A/01/2026 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE:

Date: 10.02.2026

State Life Insurance Corp: of Pakistan Hyderabad Zone invites quotations in accordance PPRA Rules-2004, under “**Single Stage-one Envelopes procedure**” for the purchase of stationeries (non-printing) at Hyderabad Zone Office as per enclosed Tender document with following terms & Conditions:

SR. #	DESCRIPTION OF ITEMS	QUANTITY
01	Ball Point (Signature) Blue Piano or Equivalent	1500 PKTs:
02	Ball Point (Signature) Black Piano or Equivalent	1500 PKTS
03	Ball Point (Signature) Red Piano or Equivalent	200 PKTS
04	Bull Doc Clip (Large/Small) or Equivalent	20 Box
05	Calculator (Citizen/Casio 14 digits) or Equivalent	100 No's
07	Clip File (Corona) or equivalent	300 files
08	Correction Pen (DUX) or Equivalent	100 No's:
09	Dustbin/waste paper Basket (Plastic) Medium	100 No's
10	Eraser (Pelican, Germany)OR Equivalent	03 Box
11	Flag Chit	30 Pkts
12	Gem Clip 36 mm (APEX) or Equivalent	500 Box
13	Green Sheet Pad (50 Sheets) without line	50 PKTs
14	Gum Stick (UHU) 10 Grams or Equivalent	100 PKTS:
15	Highlighter (Dollar) Yellow/Orange or Equivalent	100 PKTS:
16	Masking Tape (20meter)	40 Carton
17	Packing Roll Plastic (Doori)	01 Carton
18	Pencil (Gold Fish) or Equivalent	40 PKTS
19	Pencil Cell (Toshiba) or Equivalent	50 PKTS
20	Paper Cutter Steel famous brand	50 No's
21	Paper tray plastic /Crystal or Equivalent	20
22	Basket Plastic	20
23	Plastic Tape Cotton	20 Box

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
24	Marker (Blue) Dollar or Equivalent	10 Pkts
25	Marker (Black)Dollar or Equivalent	15 Pkts
26	Punch Machine Medium famous brand	150 No's
27	Register (200 Pages) Cut Size	70 No's
28	Register (300 Pages) Cut Size	70 No's
30	Register (400 Pages) Cut Size	70 No's
31	Room Spray (Air Freshener cobra) or Equivalent	500 No's
32	Rough Paid (Large/Small) Ordinary	50 Pads
33	Rubber Band (Crystal Size #0) or equivalent	300 Bags
34	Rubber Band (Crystal Size #2) or equivalent	300 Bags
35	Rubber Band (Crystal Size #4) or equivalent	300 Bags
36	Scale Steel (good quality)	50 Peaces
37	Scotch Tape (small)	120 No's
38	Sharpener (Metal)	05 PKTS
39	Signature Pen Pointer (Blue Gel) Dux or equivalent	150 PKTS
40	Signature Pen Pointer (Black Gel) Dux or equivalent	150 PKTS
41	Signature Pen Pointer (Green Gel) Dux or equivalent	250 PKTS
42	W. Sponge Plastic Water famous brand	50
43	Stamp Pad (Crystal) Plastic or equivalent	150 (Large)
44	Stamp Pad (Crystal) Plastic medium or equivalent	150
45	Stamp Pad (Crystal) Plastic small or equivalent	150
46	Stamp Pad Ink (Crystal) Blue/Black or equivalent	150
47	Stapler Machine Good quality (Medium)	10
48	Stapler Pin (2317) 17mm-Washyn or equivalent	100 box
49	Stapler Pin Remover (KIDO) or equivalent	50
50	Computer Paper (Imported)132 Columns (1000) Sheets-P-1 (Golden form) or equivalent	10 Box
51	Computer Paper (Imported)80 Columns (1000) Sheets-P-1 (Golden form) or equivalent	500 Box
52	Computer Paper (Imported)80 Columns (1000) Sheets-P-11 (Golden form) or equivalent	500 Box
53	Computer Paper (Imported)80 Columns (1000) Sheets-P-111 (Golden form) or equivalent	20 Box
54	Printer Ribbon LQ 2180/2190 Full Mark or equivalent	500
55	Printer Ribbon LQ 300 Full Mk or equivalent	300
56	Printer Ribbon LQ 310 Full Mk or equivalent	300
57	Printer Ribbon Lq-350 (Full mark) or equivalent	400
58	HP laser jet P1102 Toner or equivalent	20
59	IBM-6400 Line Matrix Printer Ribbon (Malaysia) or equivalent	10 boxes
60	Key Board famous brand	300
61	Optical Mouse famous brand	300
62	Mouse Pad famous brand	100

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
63	Duster (Large) good quality	15 dozen
64	Computer Paper A-4 Size 80 gm (Double-AA 500 sheets) or equivalent	1500 Rims
65	Computer Paper Legal Size 80 gm (Double-AA 500 sheets) or equivalent	500 Rims
66	Tissue Papers (Rose Petal 300 sheets) or equivalent	500
67	Glass (Water) Omroc or equivalent	100 No
68	Jug/ Thermos good quality/famous brand	100
69	File folder Korana or equivalent	200
70	Dispatch Register	10
71	Stock Register	10

TERMS AND CONDITIONS:

1. Security amount must be deposited amounting Rs.50000/= of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favor of the State Life Insurance Corporation of Pakistan Zonal Office Hyderabad which will be refunded to the un-successful parties on the spot and the refundable cash payment of CDR will be detained of the successful parties till the completion of job as per quotation/purchase order. No quotation will be acceptable without earnest money.
Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- (HR&A) State Life Insurance Corporation of Pakistan, Hyderabad Zone, 5th Floor, State Life Building, Thandi Sarak Hyderabad on or before **05/03/2026** 10:00 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 10:30 Am. in the presence of Tenders representative who choose to attend.
2. On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favor of the Corporation.
3. The Firms/ Suppliers / Distributors in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order.
4. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
5. The Income Tax & GST will be deducted as per Govt. of Pakistan Law.
6. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
7. The Tender fee Rs.3000/=(Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
8. Payments will be released after supplying the above said items and after checking quality etc.
9. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
10. The rate validity of bid should be upto 31-12-2026 from the date of the opening of tender. Bidder must quote one rate, incomplete, ambiguous, conditional bids will not be accepted.
11. The Delivery Schedule during the whole year (2026) when requirement of need basis or quarterly basis.
12. Any bid submitted other than e-PADS would not be considered.
13. Bidders are advised to submit the quotation with taxes along with items samples. After verification of samples ZPC decision.

For further details or any clarification the undersigned and dealing officer **Mr. Muhamad Ali Shaikh** Deputy Manager-(CPD) may be contacted during working hours in person or telephonically on phone # 022-9200128 and cell no.0333-2638319.

Shahid Hussain Malik
(Secretary/Member Zonal Procurement Committee-(HR&A)
Hyderabad Zone.