



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

اسٹیٹ لائف

انشورنس کارپوریشن آف پاکستان



Tender Notice No.HR &Admin/G&P/LHR/01/2026

Date: May 11, 2026

Purchase of Printing & Stationery Items, Office Maintenance Services for Group & Pension Lahore Zone.

State Life Insurance Corporation of Pakistan (SLIC) invites sealed financial bids through (EPADS) in accordance with PPRA Rules, under "Single Stage-single envelope procedure" from well recognized **Lahore Based firms only** dealing in subject mentioned items for Group & Pension Lahore Zone. Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own office in Lahore and telephone/Fax no (if found contrary Tender will be rejected)

Title of Work	Tender Closing Date & Time	Tender Opening Date and Time
Purchase of Printing & Stationery items, Office Maintenance Services (Specifications, Details, QTY and Terms & Conditions as per list attached)	02-06-2026 At 10:00 a.m.	02-06-2026 At 10:30 a.m.

- Tender Notice along with Tender Documents can be seen/downloaded from PPRA website i.e. www.ppra.org.pk also tender notice along with tender documents has been uploaded on EPADS system and State Life website i.e. www.statelife.com.pk as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E- PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- No tender will be entertained without bid security/earnest Money/CDR of 2% for Purchase of said items on each LOT Basis. Original Bid Security in form of bank draft/Pay order/CDR in favor of "State Life Insurance Corporation of Pakistan" must be submitted to undersigned before the opening of Bids.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Incharge HR & Admin (Group & Pension)
Lahore Zone/ Ph. No.042-99200303

HR & ADMIN DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR
AGHA KHAN ROAD LAHORE. PHONE: 99200303 FAX: 99200302



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HR & ADMIN DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR
AGHA KHAN ROAD LAHORE. PHONE: 99200303 FAX: 99200302

<i>Tender enquiry No.</i>	HR &Admin/G&P/LHR/01/2026
<i>Closing date & time for submission of bids</i>	02-06-2026 upto 10:00 a.m.
<i>Date & time of opening of financial bids</i>	02-06-2026 at 10:30 a.m.
<i>Earnest Money</i>	CDR amount 2% of the quoted value

Delivery of Consignment:

Delivery of items as per delivery schedule provided by the under-signed at State Life Insurance Corporation of Pakistan's Group & Pension Lahore Zone, situated at 15-A, Davis Road (Lower ground Floor) Lahore.

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TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
 - a) Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage single-envelope method and clearly marked as “Purchase of Printing & Stationery Items, Office Maintenance Services for Group & Pension Lahore Zone”. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
 - b) The bids will be opened and downloaded from EPADS on the opening date and time as given in tender notice and will be announced on EPADS system accordingly.
2. The order will be placed to the item wise lowest bidders.
3. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidders after issuance of purchase order/ signing of contract. However, successful bidders will be required to submit performance guarantee of 5% in shape of bank guarantee (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.
4. No bid will be accepted without bid security.
5. All the bids must include all government taxes.
6. Most Advantageous bidder will be required to deliver items within (15) days after issuance of Purchase Order.
7. The bids submitted shall hold good for a minimum period of 30 days from the date of bid opening.
8. The quantity of items may vary at the time of issuing purchase order.

HR & ADMIN DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR
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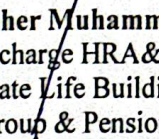
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9. Supply items shall be according to tender specification and sample provided by the under signed. Any defective delivery / Material will be replaced by supplier at his own risk & cost.
10. Successful bidder will have to provide samples of each item as mentioned in this tender documents, at his own cost which will be examined by Zonal Procurement Committee, Supply / Work Order shall be issued upon grant of Final approval of sample by Zonal Procurement Committee Members.
11. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
12. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
13. All the information provided by the bidder must be verifiable and wrong information provided by any vendor will be rejected straight-away.
14. Bid Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
15. All Lots will be consider on Itemwise Lowest Price except Lot 3 (B) which will considered as a Whole.
16. If the 1st lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.


(Sher Muhammad)
Incharge HRA&P
State Life Building, 15-A, Davis Road
Group & Pension Lahore Zone.
Ph.042-99200303

HR & ADMIN DEPARTMENT, GROUP AND PENSIONS LAHORE ZONE, 15-A SIR
AGHA KHAN ROAD LAHORE. PHONE: 99200303 FAX: 99200302

Lot 1:(A) Stationary & Printing :

Lot 1 will be evaluated on an item-wise basis and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Total Price with GST
1	Air Freshener Air Wick or EQ.	50			
2	Ball Points (PIANO 0.8 GRIP) OR EQ.	1200			
3	Ball Points (CLIPPER) OR EQ.	1200			
4	Box Files (With clip shakir) OR EQ.	100			
5	Calculator (12 DIGIT CASIO/CITIZEN) OR EQ.	12			
6	Computer Paper A4 80 grm (AA-Imported) OR EQ.	500			
7	Computer Paper A4 70 grm (AA) OR EQ.	50			
8	Computer Paper Legal Size 80 grm Imported size 8.5x13.5 inch (AA) OR EQ.	50			
9	Computer Ribbon 2180 or 2190 print Write OR EQ.	30			
10	Duster Cloth (24x24) inches Fine quality.	200			
11	Eraser SOFT Peliken AI-30 OR EQ.	100			
12	File Separator A-4 (1 STAR 10 A4) OR EQ.	12			
13	Gel Pen Signo OR EQ.	120			
14	Gum Stick Large Size 36 Grame (Chaina) OR EQ.	200			
15	Highlighter (Mix Colour) Mercury/dollar OR EQ.	200			
16	Lead Pencils Soft Gold Fish 5000 no OR EQ.	200			
17	Ledger Register 350 Pages	6			
18	Rough Register 350 Pages	50			
19	Mirror Tape (1 INCH DEER OR EQ 50 YARDS)	120			
20	Packing Tape 2 Inch (BROWN 50 YARDS)	300			
21	Paper Clips (3 Flower) OR EQ.	24			
22	Pointer Dollar Mix Colours OR EQ.	500			
23	Paper Cutter Olfa 1 INCH or EQ.	36			
24	Paper Tape White 1/2 Inch	20			
25	Marker Permanent 70 DOLLAR OR EQ.	300			
26	Punching Machine (Fuji Fine Quilty) OR EQ.	36			
27	Punching Machine Large Opal,Fuji or EQ.	6			
28	Rubber Band Pkt 400 GM CHINA	12			
29	Scale STEEL 12 INCHES thickness 2mm Fine Quilty (As per sample)	24			
30	Sharpener DUX OR EQ.	36			
31	Stamp Pad Ink Youth Or EQ.	100			
32	Stamp Pad Large Size Lancer OR EQ.	48			
33	Stapler Pins 23/10 Fuji OR EQ.	12			
34	Stapler Pins 23/13 Fuji OR EQ.	12			
35	Stapler Pins 24/6 Dollar OR EQ.	600			
36	Stapler Machine 24/6 (45 N FUJI) OR EQ.	60			
37	Stapler Machine Large (45 N FUJI) OR EQ.	5			
38	Stapler Pin Remover Cling or EQ.	50			
39	Towel 20x40	40			
40	Tissue paper Box 150x2ply POPUP/ ROSEPETAL OR EQ.	400			

41	Ring Files Fiber OR EQ.	50			
42	Water Dumper (PLASTIC CHINA WITH CAP)	36			
43	Automatic Air Freshner Dispenser Machine (Air Wick Or EQ.)	7			
44	Automatic Air Freshner Dispenser Refill (Air Wick Or EQ.)	35			
45	Insulation Tape Nitto Or EQ.	10			
46	Ceramic Dinner Plates Large (As per Sample)	24			
47	Ceramics Bowl (As per Sample)	7			
48	Bowl Spoon Stainless Steel (As per Sample)	7			
49	Sticky Note 3x3" mix 4 color 100 sheets	10			
50	File Separatorlx10	20			
51	Glass/Tumbler (Fine quality imported) Toyonasic/omroc Or EQ.	50			
52	Jug Jar Made of Glass (Fine imported quality) toyonasic/omroc Or EQ.	7			
53	Lux or Eq. soap 75g	500			
54	Stamp Printy with rubber Trodat 4911	20			
55	Stamp Printy with rubber Trodat 4912	20			
56	Standee for holding flex	10			
57	Toilet Tissue Roll 22-meter (Rose Petal or EQ.)	100			
58	Electric Stainless-Steel Kettle 4 Litre capacity imported made of good quality	10			
59	Dust Bin Large Size (As per sample)	20			
60	Tea Cup fine bone china with Saucer set of 06 pcs (High quality) as per sample	24			
61	Sticky Flag 05 colors packet	20			
62	Mosquito Spray 250 ml Kingtox or EQ.	20			
63	Table spoon stainless steel (As per sample)	24			
64	Ceramic Dessert Plates medium (As per sample)	24			
65	Electric Cable roll (3/29) GM or EQ.	2			
66	Electric Cable roll (7/29) GM or EQ.	2			
67	Electric Cable roll (7/36) GM or EQ.	2			
68	Flex Printing per square feet (star)				
69	Flex Printing per square feet (China)				

Lot 1: (B) Stationary & Printing

Lot 1 will be evaluated on an item-wise basis and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Total Price with GST
1	Adjustment Sheet Each Pad containg 100 70 gm	6			
2	Agency Commission Sheets SM (Both Side Print) 100 gm impmtd	1000			
3	Agency Commission Sheets SR (Both Side Print) 100 gm impmtd	1000			
4	Annexure D (Both side print) Each Pad containg 100 Pages- 70 gm	100			
5	Annexure F Each Each Pad containg 100 Pages containg 100 Pages- 70 gm	30			
6	Computer Paper 80 Column (Continuous) Print (Monogram Only) 70 gm	20			
7	Computer Paper 132 Column (Continuous) Monnogram Only- 70 gm	12			
8	DCS Book Group Life INS (GLI) Both side print 80 gm hnpmtd	3			
9	Claim Payment Book 1688 (Both Side Print) 100 gm impmtd	3			
10	Commission Payment Book 1689 (Both Side Print) 100 gm impmtd	3			
11	Journal Payment Book 1690 (Both Side Print) 100 gm impmtd	3			
12	Employer Statement Death Claim Each Pad containg 100 Pages 70 gm	10			
13	Envelops 9x4 (Adress & Logo) As per sample 70 gm	5000			
14	Envelops Window 9x4 (Adress & Logo) As per sample 70 gm	20000			
15	Envelops Book Post (Adress & Logo) As per sample	2000			
16	Envelops File Size (Adress & Logo) As per sample	5000			
17	Envelops Policy Size (Adress & Logo) As per sample	5000			
18	File Covers Plastic (Blue Screen Printing, TRAN 30,A3 20)As per sample	1000			
19	File Cover Sky Blue (Printed) As per sample	200			
20	File Cover Brown (Printed) As per sample	1000			
21	File Cover Green (Two Side Printed) As per sample	10000			
22	File Cover Orange (Printed) As per sample	3000			
23	File Cover White (Printed) As per sample	2000			
24	Tag Folder File (Green) Printed	100			
25	Letter Heads (Rim) As per sample	300			
26	Leave Application Fann Each Pad containg 100 Pages	10			
27	Medical Reimbursement Fonns As per sample	20			
28	M.R Receipt Book (CARBON LESS 4 PAGES) as per Sample	30			
29	Note Sheet Each Pad containg 100 Pages (Green Paper, both side print) As per sample	10			
30	Officer Medical Book As per sample	50			
31	Premium Collection hlvoice (Each Pad containg 100 Pages) As per sample	10			
32	Physician Statement (Each Pad containg 100 Pages) As per sample	20			
33	Rate Review Fonns (Each Pad containg 100 Pages) As per sample	10			
34	Specimen hldemnity Bond (Each Pad containg 100 Pages) As per sample	20			
35	Stationary hldent (Each Pad containg 100 Pages) As per sample	10			
36	Visiting Cards as per SAMPLE	5000			
37	Raugh Each Each Pad containg 100 Pages	50			
38	Raugh Each Each Pad containg 100 Pages containg 100 Pages	50			

Lot 2: Repair & Maintenance Items

Lot 2 will be evaluated on an item-wise basis and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Total Price with GST
1	Stainless steel Muslim shower with holder and 1 meter chain pipe Faysal/master or Eq.	Single unit			
2	Stainless steel Bathroom sink tap single Faysal/master or Eq.	Single unit			
3	Single sink Tap Faysal/master or Eq.	Single unit			
4	Single bib cock Faysal/Master or Eq.	Single unit			
5	Double bib cock Faysal/Master or Eq.	Single unit			
6	PVC Drain waste pipe	Single unit			
7	Multi light plug sockets 5 in 1	Single unit			
8	Circuit breaker single pole 16 Amp schneider or Eq.	Single unit			
9	Circuit breaker single pole 32 Amp schneider or Eq.	Single unit			
10	Elfy 20 gram	Single unit			
11	Samad Bond medium size	Single unit			
12	3 in 1 drawer lock with keys	Single unit			
13	Single drawer lock	Single unit			
14	D Lock for 12 mm Glass doors	Single unit			
15	Silicon sealant 310 ml with gun	Single unit			
16	SMD Lights 2x2 48 watt	Single unit			
17	Duct patti 1 inch length:10 feet	Single unit			
18	Duct patti 1.5-inch length:10 feet	Single unit			
19	Fumigation spray for rodent, insects and pests 1 Litter Attack, bouncer or Eq.	Single unit			
20	Office Chair castor (wheel) imported	Single unit			
21	Electro Battery Water 1.5 L	Single unit			

Lot 3 (A): Computer repair & Maintenance & Services

Rate of single unit should be submitted. All rates of this Lot must be submitted for getting technically qualified.

Lot 3. (A): will be evaluated on an item-wise basis and vendors offering the lowest evaluated rate while meeting the required quality standards will be selected. (Item-wise basis)

S#	Description	Qty.	Unit Price without GST	Amount of GST	Total Price with GST
1	Wired Mouse	Single unit			
2	Wired Keyboard	Single unit			
3	Wireless Mouse	Single unit			
4	Wireless Keyboard	Single unit			
5	Data USB 64Gb Branded 3.0	Single unit			
6	External HDD 01 TB Branded	Single unit			
7	Printer Data Cable Branded	Single unit			
8	Power Cable Branded	Single unit			
9	VGA Cable Branded	Single unit			
10	Printer Data Cable Branded	Single unit			
11	Mouse Pad Branded	Single unit			
12	HDD 500 Gb Branded	Single unit			
13	SSD 256 Gb Branded	Single unit			
14	RAM 4 Gb DDRII Branded 2+2	Single unit			
15	RAM 4Gb DDR III Branded	Single unit			
16	RAM 8GB DDR IV Branded	Single unit			
17	Cell (AAA) Battery	Single unit			
18	Cell (AA) Battery	Single unit			
19	CMOS Cell Branded	Single unit			
20	CPU Power supply Branded	Single unit			
21	Motherboard Repair	Single unit			
22	LED 14" Repair	Single unit			
23	Window & Service	Single unit			
24	Branded Net cable per feet	Single unit			
25	Branded RJ45 with punching	Single unit			
26	Branded 8 port switch D/T	Single unit			
27	Branded 24 port switch D/T	Single unit			
28	Branded Wi-Fi range extender	Single unit			
29	Branded Wi-Fi Router Dual Giga	Single unit			
30	Branded Wi-Fi Network card	Single unit			
31	Cable repair (cat-6)	Single unit			
32	Cable tester (cat-6)	Single unit			
33	Cable Puncher (cat-6)	Single unit			
34	Cable Cutter (cat-6)	Single unit			

Lot 3. (B): Computer repair & Maintenance & Services

Rate of single unit should be submitted. All rates of this Lot must be submitted for getting technically qualified.

Lot 3. (B): will be evaluated as a whole and a single vendor offering the lowest evaluated cost on Total while meeting the required quality standards will be selected as the Most Advantageous Bidder.

S#.	Description	Qty.	Unit Price w/o GST	Amount of GST	Total Price with GST
1	Laser Unit HP-1020 ,HP 15W, HP-1010 , Canon LBP-2900,6030	Single unit			
2	Heater Sleeve HP-1020 , HP-1010 ,HP 15W ,Canon LBP-2900,6030	Single unit			
3	Power Board Change HP-1020 ,HP15W, HP-1010 ,Canon LBP-2900,6030	Single unit			
4	Pressure Roller HP-1020 ,HP 15W,HP-1010 , Canon LBP-2900,6030	Single unit			
5	Heater Unit HP-1020 ,HP-15W, HP-1010 , Canon LBP-2900,6030	Single unit			
6	Power Board Repair HP-1020, HP-1010 ,HP 15w , Canon LBP-2900,6030	Single unit			
7	Epson LQ-2190 New Ribbon(15-Meter)	Single unit			
8	New Toner HP-1020 , HP-1010 ,HP 15W ,HP 402 ,HP 404,Canon LBP-2900,6030	Single unit			
9	Toner Refill HP-1020 , HP-1010 ,HP 15W ,HP 402 ,HP404,HP 406 ,Canon LBP-2900,6030	Single unit			
10	Toner Refill HP 3015	Single unit			
11	HP 3015 new toner	Single unit			
12	Toner Recycle LBP-2900,1010, 1020 , HP M15w,HP 107I	Single unit			
13	Toner Recycle HP 3015	Single unit			
14	New Toner HP-107,	Single unit			
15	Toner Recycle Model- HP-4003,406,404,402	Single unit			
16	Labor & Service Charges HP 1010,1020,404,406,402,4003 15w,107,Canon2900	Single unit			
17	Heater Sleeve HP 3015,HP404,HP402,HP107	Single unit			
18	HP 3015 power board	Single unit			
19	Drum Unit 2900,1020,1010,6030	Single unit			
20	HP 3015 heater unit	Single unit			
21	Heater Unit HP 402,HP 107	Single unit			
22	Drum Unit HP-406,404,402,107,15w,4003	Single unit			
23	HP 3015 laser unit	Single unit			
24	HP 3015 board repair	Single unit			
25	Cleaning-Blade 6030,2900,1020,1010	Single unit			
26	HP 3015 pressure roller	Single unit			
27	HP 402 pressure roller	Single unit			
28	Cleaning Blade 406,404,402,107,15w	Single unit			
29	Power Board HP-402,404,4003	Single unit			
30	107 pressure roller	Single unit			
31	Doctor Blade LBP-2900 HP 1020,1010	Single unit			
32	Power Board Repair HP-107,404,4003	Single unit			
33	HP-107 power board	Single unit			
34	Doctor Blade HP-4003,406,404,402,107,15w	Single unit			
35	HP-404 heater unit	Single unit			

35	Epson lq2190 formatter board	Single unit			
37	Magnet LBP 2900 HP 1010,1020	Single unit			
38	Laser Unit HP 107,HP402,HP 404	Single unit			
39	Epson lq2190 service	Single unit			
40	Magnet 4003,406,404,402,107,15w	Single unit			
41	HP-404 pressure roller	Single unit			
42	Epson lq2190 head	Single unit			
43	PCR 2900,1010,1020	Single unit			
44	HP-406 pressure roller	Single unit			
45	Epson 2190 head cable	Single unit			
46	PCR Model- HP-406,404,4003,402,15w,107	Single unit			
47	Power board M402 , 4003	Single unit			
48	Epson 2190 panel	Single unit			
49	Data chip HP-406,4003,404	Single unit			
50	HP 406,4003 Power Board Repair	Single unit			
51	HP 406 ,4003Heater Unit	Single unit			
52	Data chip: Model- 15w,107,402,4003	Single unit			
53	4003,406 Laser Unit	Single unit			
54	4003,406 Heater Sleeve	Single unit			
55	Epson Ribbon Drive Assembly Unit	Single unit			