

# TENDER DOCUMENT

## TENDER NOTICE NO.SGD/01/2026

### (PRINTING AND STATIONERY ITEMS)

State Life Insurance Corporation of Pakistan, Sargodha Zone invites reputable registered firms / suppliers / wholesalers registered with Income Tax Department and also registered on EPADS to submit their sealed Technical and Financial quotations as per PPRA rules under "Single Stage Single Envelope" procedure for the supply of Stationery items. The detail of tender is as under:

Detail of Items	No. Of Items	Bid Security	Tender Closing Date and Time for Submission of Bids	Technical Bids opening Date & Time
a- Printing material	As per detail in tender documents	Rs.100,000	<b>09-06-2026 11:00 AM</b>	<b>09-06-2026 11:30 AM</b>
b- Stationery Items	As per detail in tender documents	Rs.50,000		

#### TERMS & CONDITIONS

- 1- Bids shall be opened and downloaded from EPADS on the date and time mentioned above.
- 2- Bidders must upload their bids on the EPADS (PPRA) website in accordance with the PPRA Rules under the "Single Stage – Single Envelope" procedure with the title "**Printing Material & Stationery Items.**"
- 3- The estimated annual cost is Rs. 5,000,000/- (Rupees Five Million Only).
- 4- Bid Security (Earnest Money), inclusive of all applicable taxes, as specified below, must be submitted in the form of CDR/Pay Order in favor of **State Life Insurance Corporation of Pakistan** before the closing date and time; otherwise, the bid shall be rejected.
  - a- CDR of Rs.100,000 for Lot No.1 (Printing Materials)
  - b- CDR of Rs.50,000 for Lot No.2 (Stationery Items)
- 5- The Bid Security (Earnest Money) of unsuccessful bidders shall be returned immediately after completion of the tender formalities, whereas the Bid Security of the successful bidder shall be returned after completion of one year subject to satisfactory performance.
- 6- Bidders can participate in any lot or in both lots. But bidder must submit rate for complete Lot either Lot 1 or Lot 2.
- 7- Single Stage, Single envelope procedure of PPRA Rules 2004 shall be adopted for evaluation.
- 8- Proposals of technical qualified and found most advantageous bidders will be announced on EPADS accordingly and will be accepted after completion of all codal formalities.
- 9- Taxes shall be deducted as per Government rules at the time of invoice submission.

10- Only Income Taxes and Sales Tax registered (active tax payers) vendors / General Order Suppliers / Service providers can participate in the tender. Provide documentary evidence.

- 11- The bidder shall submit samples of each offered item with the bid, if possible, or subsequently on demand; otherwise, the bid may be rejected on technical grounds. Samples of unsuccessful bidders shall be returned after final evaluation by the Zonal Procurement Committee.
- 12- Any defective supply/delivery shall be returned to the supplier at his own risk, cost, and expenses.
- 13- Quoted rates shall remain valid up to **31-03-2027** from the date of opening of bids and may be extended for an additional three (03) months with mutual consent.
- 14- Specimens/Samples of each item/form/material are available in the HRA&P Department (Stationery Section), 2nd Floor, State Life Zonal Office, Queen's Road, Sargodha, and may be inspected/obtained during office hours except Saturdays and Sundays.
- 15- The tender will be opened in the office of the Incharge, HRA&P Department, State Life Zonal Office, Queen's Road, Sargodha, on the specified date and time in the presence of bidders or their authorized representatives who wish to attend.
- 16- Each submitted bid must contain complete details including item specifications, features, quoted rates, bidder information, and all other required documents/information.
- 17- Income Tax and General Sales Tax shall be deducted in accordance with FBR Rules at the time of processing invoices of successful bidders.
- 18- The successful bidder shall be bound to supply the required items within five (05) days after issuance of the Supply Order.
- 19- The Competent Authority reserves the right to reject, cancel, or withdraw any/all item(s), form(s), bid(s), or proposal(s) at any stage before award of contract without assigning any reason.
- 20- Required quantities shall be procured strictly on an "as and when required basis" during the validity period 2026-2027 from the item-wise successful bidders at their quoted rates.
- 21- The Zonal Procurement Committee, Sargodha Zone reserves the right to increase or decrease the approved quantity as per requirement.
- 22- Technical Evaluation criteria mentioned below must be observed and fulfilled by all bidders.
- 23- Payment will be made to the successful bidder after satisfactory delivery of ordered items/forms/material in all respects.
- 24- The quoted prices must be in Pak Rupees, firm and irrevocable, inclusive of all applicable taxes, duties, and other expenses, in accordance with the tender documents.
- 25- Bidders must accept all terms and conditions of the Tender Document in letter and spirit. In case of any ambiguity, the bidder shall seek clarification before submission of bid.
- 26- The Zonal Procurement Committee reserves the right to verify/check any information or document submitted by the bidder.
- 27- The successful supplier shall be responsible for delivery of items to the Stationery Section at his own cost and risk at the address mentioned below.

Rana Muhmmad Shamsheer  
[SECRETARY]  
Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan

## **Technical Evaluation Criteria**

**Bids shall be evaluated on the basis of following points:-**

- 1- The Bidder must not be blacklisted by any Government Department / Institutions nor in the process of going bankrupt.
- 2- Bidder has NTN & GST Registration Certificate.
- 3- Samples Provided by Bidder must meet the standards of sample at site.
- 4- Bidders must provide a Stamp Paper of Rs.100 on Non-Judicial Paper regarding the following:-
  - a. We are registered company / firm.
  - b. We are not bankrupt nor in process of going to be bankrupt.
  - c. We have never been convicted for an offence concerning the professional conduct.
  - d. We have fulfilled obligations related to payment of taxes.
  - e. We are supplying and supplied printing & stationery related items to our existing & previous clients efficiently and no client have complaints regarding our professional conduct in this regard.
  - f. We never found guilty of serious misinterpretation, misrepresentation of facts in supplying information.
- 5- Each item of Lot 1 and Lot 2 will be evaluated separately; lowest bidder of each item shall be successful for that item if technically qualified.
- 6- Each bidder is free to participate for any Lot, A bidder quoting for a lot must quote for complete lot. Otherwise, bidder shall be rejected technically.
- 7- Each bidder who is found technically qualified, lowest evaluated bidder for an item and his provided samples are also approved by the committee, if not in conflict with any other law, rules, regulations of policy of the State Life Insurance Corporation of Pakistan, shall be consider as successful bidder.
- 8- All bids received will be opened and evaluated in the manner prescribed by PPRA as "Single Stage Single Envelope Bidding" process.
- 9- The Zonal Procurement Committee shall disqualify a supplier / bidder if found, at any time, that the information submitted by him concerning his qualification as General Order Supplier or contractor was false or materially inaccurate or incomplete. And Committee reserves the right to Blacklist said supplier / contractor / bidder any time.
- 10- Specifications of items mentioned in bid shall be compared with specifications mentioned in (Lot 1 and Lot 2) of tender documents. A bid having lower/inferior of these specifications shall be rejected technically. In order to avoid confusion accept same specifications of tender documents in a general manner and provide samples accordingly.
- 11- All points of Technical Evaluation Criteria and General Terms & Conditions are compulsory, failing in any point / criteria may result in disqualification of bidder technically.

**Lot No.1 LIST OF PRINTING ITEMS**

Sr. #	NAME OF ITEM	SIZE	QUALITY	ESTIMATED QUANTITY	PRICE OF ONE ITEM
1	A.I.B. Claim	A4 size (100 pages)	70 gram local	10 Pad	
2	Acknowledge Letter	A4 size (100 pages)	70 gram local	20 Pad	
3	Adjustment Advice	A4 size (100 pages)	70 gram local	100 Pad	
4	Admission Letter Hospital	A4 size (100 pages)	70 gram local	20 Pad	
5	Agency Channel Register (200 pages with page No.)	Size 19½ x 15	80 grm Imported Paper	6 Register	
6	Agency Form DO-2	Legal Size (100 pages)	70 gram local	100 Pad	
7	Amendment Proposal	A4 size (100 pages)	70 gram local	500 Pad	
8	AML /CFT for High Risk Cases	A4 Size - 100 pages	70 gram local	200 Pad	
9	AML/CFT for Revival of Policy	A4 Size - 100 pages	70 gram local	200 Pad	
10	Annual Declaration Statement	Legal Size 100 pages	70 gram local	100 Pad	
11	Application for Loan	A4 size 100 pages	70 gram local	100 Pad	
12	Application for Surrender (Urdu)	A4 size 100 pages	70 gram local	200 Pad	
13	Area Manager Ledger	Legal Size	80 grm Imported Paper	2 Register	
14	Attachment Registration Application	A4 size 100 pages	70 gram local	200 Pad	
15	Attendance Sheets for Area Managers	Size 6½ x 13½	100 grm Imported Paper	1000 Sheets	
16	Attendance Sheets for Office Employees	Size 17 x 13½	100 grm Imported Paper	1000 Sheets	
17	Authority Letter (Agency)	A4 size 100 pages	70 gram local	200 Pad	
18	Budget Register (150 pages with page No.)	Legal Size - 200 pages	80 grm Imported Paper	6 Register	
19	C.R Form (Financial)	Size 11 x 8.5 - 100 pages	70 gram local	500 Pad	
20	C.R Form (Thumb)	Size 11 x 8.5 (double side) 100 pages	70 gram local	300 Pad	
21	Cash Register	Legal Size - 200 pages	80 grm Imported Paper	6 Register	
22	Certificate Date of Birth	Size 6.50 x 8 - 100 pages	70 gram local	20 Pad	
23	Change of Nomination (Annex # 2-F)	Size 9.5 x 7.25 - 100 pages	70 gram local	20 Pad	
24	Change of Nomination Under Guardianship	Size 9.5 x 7.25 - 100 pages	70 gram local	20 Pad	
25	Change of Policy Status	Size 9.5 x 7.25 - 100 pages	70 gram local	20 Pad	
26	Channel Change PHS Form	Legal Size 100 Pages	70 gram local	20 Pad	
27	Check List for AML/CFT Policy	A4 size 100 pages	70 gram local	500 Pad	
28	CHQ Dispatch Pad	Size 8.50 x 6 - 100 pages	70 gram local	500 Pad	
29	CHQ Payment Register (200 pages with Page No.)	Legal Size	80 grm Imported Paper	10 Register	



Sr. #	NAME OF ITEM	SIZE	QUALITY	ESTIMATED QUANTITY	PRICE OF ONE ITEM
30	CHQ Schedule Local	A4 size 100 pages	70 gram local	20 Pad	
31	Comm. Register (SR, SO, SM) (200 pages with Page No.)	Size 14.25 x 9.25	80 grm Imported Paper	2 Register	
32	Comparative Statement Pad	Legal Size 100 pages	70 gram local	50 Pad	
33	Conveyance Bill	Size 8.5 x 5.5 - 100 pages	70 gram local	20 Pad	
34	Dak Received Register (200 pages with Page No.)	Legal Size	80 grm Imported Paper	10 Register	
35	Dak Received Slip PHS	Size 9.5 x 7 - 100 pages	70 gram local	100 Pad	
36	Death Claim Alif Form	Legal Size 100 Pages	70 gram local	50 Pad	
37	Death Claim Calculation Sheet	Legal Size 100 pages	70 gram local	50 Pad	
38	Death Claim JV Pad	Legal Size 100 Pages	70 gram local	100 Pad	
39	Death Claim Processing Sheets (3 leafs)	Legal Size 100 pages	70 gram local	50 Pad	
40	Death Claim Register (300 pages with Page No.)	Size 23 x 17	80 grm Imported Paper	2 Register	
41	Declaration For Propose	Legal Size 100 pages	70 gram local	50 Pad	
42	DGH Form	A4 size 100 pages	70 gram local	500 Pad	
43	Discharge of Policy	Legal Size 100 pages	70 gram local	50 Pad	
44	Envelop 10" x 12" White	10 x 12	100 grm White Imported	3000 Numbers	
45	Envelop 15" x 12.5" X-Ray Size with cloth	15 x 12.5	100 grm White paper with cloth	1200 Numbers	
46	Envelop 4"x9" (white)	4 x 9	100 grm White Imported	20000 Numbers	
47	Envelop 5"x 11" (white)	5 x 11	100 grm White Imported	10000 Numbers	
48	Existence Certificate (CLM-2) - URDU	Size 5.5 x 8.5 - 100 pages	70 gram local	10 Pad	
49	Field Medical Scheme Health Card	Size 5 x 6.5	300 grm Bleach Card Local	2000 Cards	
50	File Cover Agy (with steel clip)	Size 14 x 10.5	300 grm Bleach Card Local	5000 Numbers	
51	File Cover Office (with steel clip)	Size 14 x 10.5	300 grm Bleach Card Local	2000 Numbers	
52	Indent For Stationery	A4 size 100 pages	100 grm imported or Equivalent	20 Pad	
53	Internal Audit Observation Memo (Carbonless Paper)	Size 11.5 x 08 (three leafs different colors)	70 gram local	20 Pad	
54	J. V Pad	Size 11 x 11 - 100 pages	70 gram local	100 Pad	
55	Juvenile Supplementary Proposal Form (Medical)	A4 Size	100 gram Imported	1000 Forms	
56	Juvenile Supplementary Proposal Form (Non-Medical)	A4 Size (2-leaves , both side printing)	100 gram Imported	2000 Forms	



Sr. #	NAME OF ITEM	SIZE	QUALITY	ESTIMATED QUANTITY	PRICE OF ONE ITEM
57	Key for رجحاناتی سوالنامہ (both side printing)	A4 size 100 pages	100 gram Imported	100 Pad	
58	Khata Amanat Pad (urdu)	Legal Size 100 pages	70 gram local	50 Pad	
59	Know Your Customer Form + Additional Questionnaire Declaration (two pages)	A4 Size - 100 pages	70 gram local	300 Pad	
60	Late fee Waiver Form	Size 9.5 x 7 - 100 pages	70 gram local	500 Pad	
61	Late Sitting (Officers)	Legal Size 100 pages	70 gram local	10 Pad	
62	Leave Application Officers	Size 9.75 x 7.3 - 100 pages	70 gram local	25 Pad	
63	Leave Card	A4 Size - 100 pages	300 gram Bleach local	200 Cards	
64	Leave Encashment Letter	Size 9.75 x 7.3 - 100 pages	70 gram local	25 Pad	
65	Letter Head Pad	A4 size 100 pages	100 grm Imported Paper	120 Pad	
66	Letter of Acceptance (LA3)	A4 size 100 pages	70 gram local	400 Pad	
67	Loan Schedule	A4 size - 100 pages	80 grm Imported Paper	200 Pad	
68	Maturity Claim Form	Legal Size 100 Pages	70 gram local	50 Pad	
69	Maturity Claim Register (300 pages with Page No.)	Size 23 x 17	80 grm Imported Paper	2 Register	
70	Medical Attendance Certificate (Form B)	A4 size (double side) - 100 pages	70 gram local	50 Pad	
71	Medical Books	Size 4.4 x 11	70 gram local	100 Books	
72	Medical Card	Legal Size	300 gram Bleach local	500 Cards	
73	Medical Declaration Form for Field Force	A4 size (double side) - 100 pages	100 gram Imported	20 Pad	
74	Medical Declaration Form for Officers	A4 size (double side) - 100 pages	100 gram Imported	20 Pad	
75	Medical Declaration Form for Staff	A4 size (double side) - 100 pages	100 gram Imported	20 Pad	
76	Medical Register (300 Pages with Page No.)	Size 15 x 11.8	100 gram Imported	4 Register	
77	Medical Reimbursement Form	Legal Size - 100 pages	70 gram local	10 Pad	
78	Medical ZSC Form	Legal Size - 100 pages	70 gram local	10 Pad	
79	N.D Form	Size 10 x 7 - 100 pages	70 gram local	60 Pad	
80	NOC Policy Transfer (English)	Size 9.5 x 7 - 100 pages	70 gram local	10 Pad	
81	NOC Policy Transfer Reply (English)	Size 8 x 6.5 - 100 pages	70 gram local	10 Pad	
82	Nomination Form	A4 Size - 100 pages	70 gram local	80 Pad	
83	Nominee Change Form	A4 Size - 100 pages	70 gram local	20 Pad	

Sr. #	NAME OF ITEM	SIZE	QUALITY	ESTIMATED QUANTITY	PRICE OF ONE ITEM
84	Overtime Form (Staff)	Legal Size - 100 pages	70 gram local	10 Pad	
85	P.S Medical	A4 Size (4 pages)	100 gram Imported	5000 Numbers	
86	P.S Non Medical	A4 Size (4 pages)	100 gram Imported	10000 Numbers	
87	Pakistani Currency declaration	A4 Size - 100 pages	70 gram local	100 Pad	
88	Payment Voucher (Area Managers)	Size 11 x 11 - 100 pages	70 gram local	10 Pad	
89	Payment Voucher Green	Size 11 x 8.5 - 100 pages	70 gram local	20 Pad	
90	Performa For Surrender	A4 Size - 100 pages	70 gram local	100 Pad	
91	Personal File for Employees with laces (as per sample)	Size 13 x 9.5	Fine Quality Board, cloth and laces	200 Files	
92	Photocopy Slip	Size 6.5 x 4 - 100 pages	70 gram local	20 Pad	
93	Policy Documents Acknowledgement	Size 8.5 x 5.5 - 100 pages	70 gram local	500 Pad	
94	Policy File Cover (with steel clip)	Size 13.8 x 9.7	350 grams Bleach Card	80000 Numbers	
95	Policy Indent Card	Size 11 x 9	350 grams Art Card	10000 Numbers	
96	Policy Revival/Reinstatement Endorsement without Late Fee	A4 Size - 100 pages	70 gram local	20 Pad	
97	Policy Transfer Cover Letter	Size 9.5 x 7.3 - 100 pages	70 gram local	10 Pad	
98	Pre-receipt S.V Discharge Voucher	Legal Size - 100 pages	70 gram local	100 Pad	
99	Promotion Letter SO/SM	Legal Size (3 pages,double side)-100 pages	70 gram local	10 Pad	
100	Proposal Form Medical with Brief sheet & serial No. on each page	A4 Size (5-leafs.10 pages, both side)	100 grams Imported	50000 Numbers	
101	Proposal Form Non Medical with Brief sheet & serial No. on each page	A4 Size (4-leafs/08 pages, both side)	100 grams Imported	100000 Numbers	
102	Proposal Slip	Size 6.3 x 4 - 100 pages	70 gram local	700 Pad	
103	Receipt Cancel Register	Legal Size - 200 pages	80 grams Imported	10 Register	
104	Re-evaluation of R.C.C	A4 Size - 100 pages	70 gram local	20 Pad	
105	Registered Form PHS	A4 Size - 100 pages	70 gram local	500 Pad	
106	Registration Form (Fresh)	Legal Size (2-pages, both side)-200 pages	70 gram local	300 Pad	
107	Renewal of Registration	Legal Size (both side) - 100 pages	70 gram local	50 Pad	
108	Requirement Letter Urdu (PHS)	Size 9.5 x 7.25 - 100 pages	70 gram local	40 Pad	



Sr. #	NAME OF ITEM	SIZE	QUALITY	ESTIMATED QUANTITY	PRICE OF ONE ITEM
109	Requirement of Succession/Guardian Certificate	Size 9.5 x 7.25 - 100 pages	70 gram local	20 Pad	
110	Revenue Stamp Register	Legal Size - 200 pages	80 gram Imported	5 Register	
111	Revival of Policy Annex - 1	A4 Size - 100 pages	70 gram local	20 Pad	
112	Revival of Policy Annex -2	A4 Size - 100 pages	70 gram local	20 Pad	
113	Risk Profiling Sheet-NB	A4 Size - 100 pages	70 gram local	10 Pad	
114	Rough Pad (Large)	Legal Size - 100 pages	70 gram local	100 Pad	
115	Rough Pad (Small)	A4 Size - 100 pages	70 gram local	100 Pad	
116	Self Certification Form	A4 Size - 100 pages	70 gram local	200 Pad	
117	Service Change Zone Advice	Size 5.5 x 8.5 - 100 pages	70 gram local	10 Pad	
118	Special Revival Plan (Calculation Sheet)	Size 12.5 x 8 - 100 pages	70 gram local	10 Pad	
119	Special Revival Plan Endorsement	Size 10 x 7 - 100 pages	70 gram local	20 Pad	
120	Supplementary Proposal	Size 9.5 x 7.5 - 100 pages	70 gram local	100 Pad	
121	TA/DA Bill	Size 12.75 x 9.75 - 100 pages	70 gram local	10 Pad	
122	Three Specimen Signature	Size 8.25 x 6.50 - 100 pages	70 gram local	500 Pad	
123	Tour Approval Form	A4 Size - 100 pages	70 gram local	10 Pad	
124	Zakat Collection Report (CZ07)	Legal Size (4 pages) - 100 pages	70 gram local	10 Pad	
125	آجر کی سند	A4 Size - 100 pages	70 gram local	10 Pad	
126	درخواست برائے رخصت (سٹاف)	Size 9.75 x 7.3 - 100 pages	70 gram local	50 Pad	
127	دعویدار کا بیان	A4 Size - 100 pages	70 gram local	50 Pad	
128	سند شناخت	A4 Size - 100 pages	70 gram local	50 Pad	
129	شعبہ دعوی جات	Size 9.5 x 7.25 - 100 pages	70 gram local	20 Pad	

**Note:- Number of items may vary at the time of order.**

**Lot No.2 LIST OF STATIONERY ITEMS**

Sr. #	Name of Stationery Item	Estimated Quantity		Rate in Rs.
1	Ball Point (Piano, Dollor, Picasso Clutch / Clipper) or equivalent	500	Packet	
2	Ball Point Piano (yellow) or equivalent	200	Packet	
3	Battery Cell AAA 1.5V Big for Wall Clock (Power Plus) or equivalent	50	Number	
4	Box File for Legal Size Paper with imported steel clip (AIFA 750 or equivalent)	100	Number	
5	Carbon Paper Blue (KCR 100 Sheets) or equivalent	24	Packet	
6	Continuous Paper 132 Column 15x11 Local (1000 sheets 62/63 gm) Century	100	Boxes	
7	Continuous Paper 80 Column 8 x 9.5 Local (500 sheets 62/63 gm)	800	Boxes	
8	Dak Received Register 10 No.	24	Register	
9	Desk Calculator 12 digit (Original Deli M19710 Large Size) or equivalent	50	Number	
10	Desk Calculator 12 digit (Original Deli M19810 Medium Size) or equivalent	50	Number	
11	Desk Calculator 14 digit (Original Citizen CT 9300G Large Display) or equivalent	50	Number	
12	Desk Pin Tray Plastic (Fine Quality)	24	Number	
13	Duster Cloth (Size 20x30)	300	Number	
14	Eraser (Fine Quality)	24	Number	
15	File Tray Plastic	24	Number	
16	Fluid Pen (Fine Quality)	12	Number	
17	Glue Stick (UHU Medium) or equivalent	24	Number	
18	High Lighter (Piano German Ink 1.5mm) or equivalent	240	Number	
19	Led Pencil (Dollor) or equivalent	50	Number	
20	Marker 70 - 90 (Dollor or equivalent)	240	Number	
21	Packing Rope Plastic (Dori)	120	Number	
22	Paint Marker White	1	Number	
23	Paper Clip 36 mm Round (Fine Quality)	60	Number	
24	Paper Cutter Small (Fine Quality)	12	Number	
25	Paper Pin Packet (Chrysanthemum or equivalent)	36	Number	
26	Paper Ream (80 gram A4 Size) Double A or equivalent	1000	Number	
27	Paper Ream (80 gram Legal Size) Double A or equivalent	300	Number	
28	Paper Tape 1" 18 meter (Fine Quality)	240	Number	
29	Paper Tape 2" 18 meter (Fine Quality)	120	Number	
30	Paper Waste Basket Plastic (12"Size)	36	Number	
31	Paper Weight Marble	24	Number	
32	Poker (Fine Quality)	24	Number	
33	Printer Ribbon (P-300/600) (PRINTRONIX Original)	180	Number	
34	Printer Ribbon Epson LQ-2180/2190/2175/2090 (Print-Rite) or equivalent	300	Number	
35	Printer Ribbon Epson LQ-310 (Print-rite) or equivalent	500	Number	
36	Printer Ribbon Epson LQ-350 (Print-rite) or equivalent	500	Number	
37	Punch Machine Two holes (Deli E0137 for 20 sheets) or equivalent	100	Number	
38	Punch Machine Two holes (Deli E0138 for 35 sheets) or equivalent	60	Number	
39	Punch Machine Heavy Duty	6	Number	



40	Register Dispatch 10 No.	24	Register	
41	Register Large 320 pages	12	Register	
42	Register Medium 150 pages	24	Register	
43	Room Air Freshener Cobra 300ml or equivalent	200	Number	
44	Rubber Band Red 1/2 K.G Packet Large Size (Fine Quality)	150	Number	
45	Rubber Band Red 1/2 K.G Packet Small Size(Fine Quality)	150	Number	
46	Scale Steel 12 inches	24	Number	
47	Scotch Tape (1/2") transparent	24	Number	
48	Scotch Tape (2") transparent	12	Number	
49	Sharpener (Fine Quality)	24	Number	
50	Signature Pen (M&G Crystal 0.7 Blue/Black/Red/Green) or equivalent)	600	Number	
51	Signature Pen (uni eye Blue/Black) or equivalent)	60	Number	
52	Stamp Ink 28ml (Shiny Taiwan S-61, S-62, S-64, S-65 or equivalent)	240	Number	
53	Stamp Pad Large Size (Lancer 7x11 blue/black/red/green) or equivalent)	72	Number	
54	Stapler Machine (Opal HD-12S13 - Heavy Duty Stapler) or equivalent	6	Number	
55	Stapler Machine 24/6 (Deli e0416 50 sheets/80g) or equivalent	120	Number	
56	Stapler Machine 24/6 (Deli e0426 25 sheets) or equivalent	120	Number	
57	Stapler Pin (DOLLAR 6mm / 24/6 1000 pins in box) or equivalent)	50	Number	
58	Stapler Pin No.23/17 1000 pins in box (Whashin or equivalent)	500	Number	
59	Stapler Remover Steal 24/6, 26/6 good quality	36	Number	
60	Table Calendar	20	Number	
61	Table Calendar Stand with diary	20	Number	
62	Table Dairy	20	Number	
63	Tissue Box Rose Petal Pop Up (200 Sheets) or equivalent	300	Number	
64	Water Glass plain 280 ml (Toyo Nasic, Omorc,Nova) or equivalent	100	Number	
65	Water Sponge Dumper Plastic fine quality	60	Number	

**Note:- Number of items may vary at the time of order.**