

**TENDER NOTICE NO. HR&ABWP/02/2026****18.01.2026****TENDER FOR STATIONERY ITEMS****CLOSING DATE: 10.02.2026 11.00 am OPENING DATE: 10.02.2026 11.30 am**

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/Stationers having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following stationery items on below mentioned terms and conditions:-

No	ITEM NAME	REQUIRED QTY
1	Air Freshener medium size cobra / Aseel or equivalent	100 no.
2	Ball Pen Signature or equivalent	2000 no.
3	Box File Large or equivalent	30 no.
4	File Tray Plastic Large fine quality	50 no.
5	Calculator Casio dj.120 original (digit 12) equivalent	30 no.
6	Soap lux Medium size or equivalent	200 no.
7	Carbon Paper or equivalent	10 no.
8	Computer Paper Box Small 80 column 1000 sheets (century paper) or equivalent	250 box
9	Computer Paper Box Large 132 column ( 2000 sheets) (century paper or equivalent	30 box
10	Computer Ribbon full mark -LQ-300 equivalent	30 Ribbon
11	Computer Ribbon full mark -LQ-350 equivalent	150 Ribbon
12	Computer Ribbon full mark LQ-310 equivalent	100 Ribbon
13	Computer Ribbon full mark LQ-2190 equivalent	1000 Ribbon
14	Computer Ribbon IBM -6400 Printronix genuine	20 Ribbon
15	Duster cotton check medium or equivalent	100 no.
16	Fax Rim AA 500 sheet (80gram) or equivalent full Legal	30 Rim
17	Fax Rim AA A-4 Sheet (70gram) I or equivalent	250 Rim
18	White Paper 500 sheet (70 gram) Legal or equivalent	100 Rim
19	Glass Toyo fine quality or equivalent	50 no
20	Gum Stick Small Three flower or equivalent	20 no
21	High Lighter 60 g Three flower or equivalent	30 no.
22	Lioss tape Three flower or equivalent	50 no.
23	USB 64 GB SanDisk or equivalent	15 no
24	Led Pencil Three flower or equivalent	50 no
25	Marker-90(dollar ) or equivalent	200 Marker
26	Punching Machine Large Three flower or equivalent	20 no
27	Rubber for Led Pencil or equivalent	50 no.
28	Rubber Band 1/5 kg (crystal )	50 no.
29	Register Simple No.25 (koh-I-noor or equivalent	50 no
30	Towel Large size fine quality	20 no
31	Stapler Machine opal HD30 (medium) or equivalent	30 no
32	Stamp Pad shiny or equivalent	50 no
33	Stapler Pin Small (dollar ) 24/6 or equivalent	500 no
34	INK Pad shiny or equivalent	50 no
35	Scael	20 no
36	Shopner	30 no
37	Signature pen uni or equivalent different colors	100 no
38	Signature pen Green uni or equivalent	200 no
39	Ink for Stamp pad Green shiny or equivalent	50no
40	Tissue Paper 2 Ply(Rose Petal) or equivalent	200 no
41	Water jug or equivalent	50 no
42	Hand Wash Dettol Medium size or equivalent	100 no
43	Uni Paint Marker or equivalent	10 no
44	Toshiba Cell or equivalent	30 no
45	Cash Binding tape 30 mm	100 no
46	Color Paper rim A4	100 no
47	Heavy duty Punching Machine Large DP 50 Three flower or equivalent	10 no
48	Binder Clip tree star or equivalent	50 no
49	Air Freshener Auto machine	10 no.

**TERMS AND CONDITIONS**

- Technical & financial bids would be invited through EPADS.
- Quotations shall be accepted only against on Tender Document (specimen, design, size, stationery material and quality) to be collected from our Office.
- Security amount must be deposited equal to 2% of the approximate value (noted above) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be

refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.

- The rates validity of tender will be up to December 31, 2026 from the date of opening of tender.
- Tender closing date 10.02.2026 11:00 A.M. Tender opening date 10.02.2026 at 11:30 A.M. in the office of In charge (HR&A) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/stationery in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/its own.
- Sealed Tenders duly completed in all respect must reach to the undersigned by EPADS during till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 5.5% at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Sample paper should be of same quality and gram as specified in tender or provided (specimen, design, size, printing material and quality) in tender documents. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-2201120 or may contact with Mr.M.Saleem (suptt.) at cell # 03049356415 for any assistance

**Syed Nazar Askarif**  
**Secretary Zonal Procurement Committee**  
**Bahawalpur Zone**