

RE:TENDER NOTICE #SLIC/HYD/P&GS/02/2022 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE:

Date:10/02/2022

State Life Insurance Corp. of Pakistan Hyderabad Zone invites sealed quotations in accordance with the PPRA Rules-2004, under “Single Stage- one Envelopes procedure” for the purchase the stationery (non-printing) of following items from the reputed Firms/Suppliers/Distributors who are registered with Sales Tax and National Income Tax (FBR).

Sr. #	DESCRIPTION OF ITEMS	QUANTITY
01	Ball Point (Signature) Blue or Equivalent	1000 PKTs:
02	Ball Point (Signature) Black or Equivalent	300 PKTS
03	Ball Point (Signature) Red or Equivalent	100 PKTS
04	Bull Doc Clip (Large/Small) or Equivalent	20 Box
05	Calculator (Citizen/Casio 14 digits) or Equivalent	100 No's
06	Carbon Paper (KCR) OR equivalent	50 PKTs:
07	Clip File (Corona) or equivalent	300 files
08	Correction Pen (DUX) or Equivalent	50 No's:
09	Dustbin/waste paper Basket (Plastic) small	50 No's:
10	Dustbin/waste paper Basket (Plastic) Large	50 No's
11	Eraser (Pelican, Germany)OR Equivalent	03 Box
12	Fax Roll (Panasonic) 30 Meter or Equivalent	60 No's:
13	Flag Chit	30 Pkts
14	Gem Clip 36 mm (APEX) or Equivalent	250 Box
15	Green Sheet Pad (50 Sheets) without line	10 PKTs
16	Gum Stick (UHU) 10 Grams or Equivalent	50 PKTS:
17	Highlighter (Dollar) Yellow/Orange or Equivalent	50 PKTS:
18	Ink Franking Machine (Red)	15 Bottles
19	Masking Tape (20meter)	60 Carton
21	Packing Roll Plastic (Doori)	01 Carton
22	Pencil (Gold Fish) or Equivalent	40 PKTS
23	Pencil Cell (Toshiba) or Equivalent	50 PKTS
24	Paper Cutter Steel famous brand	50 No's
25	Paper Pin (Chrysene Themum) or Equivalent	50 Boxes
26	Paper Ruled Lining (DFS) or Equivalent	20 Rims
27	Paper tray plastic /Crystal or Equivalent	20
28	Basket Plastic	20
29	Plastic Tape Cotton	20 Box

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
30	Marker (Blue) Dollar or Equivalent	10 Pkts
31	Marker (Black)Dollar or Equivalent	15 Pkts
32	Punch Machine Small/normal famous brand	150 No's
33	Punch Machine Large famous brand	10 No's
34	Register (200 Pages) Cut Size	70 No's
35	Register (300 Pages) Cut Size	70 No's
36	Register (400 Pages) Cut Size	70 No's
37	Room Spray (Air Freshener cobra) or Equivalent	500 No's
38	Rough Paid (Large/Small) Ordinary	50 Pads
39	Rubber Band (Crystal Size # 2) or equivalent	250 Bags
40	Scale Steel (good quality)	50 Peaces
41	Scotch Tape	120 No's
42	Sharpener (Metal)	05 PKTS
43	Signature Pen Pointer (Blue Gel) Dollar or equivalent	150 PKTS
44	Signature Pen Pointer (Black Gel) Dollar or equivalent	150 PKTS
45	Signature Pen Pointer (Green Gel) Dollar or equivalent	250 PKTS
46	W. Sponge Plastic Water famous brand	50
47	Stamp Pad (Crystal) Plastic or equivalent	150 (Large)
48	Stamp Pad Ink (Crystal) Blue/Black or equivalent	150
49	Stapler Machine (SDI) or equivalent	300
50	Stapler Machine good quality (Large)	10
51	Stapler Pin (2317) 17mm-Washyn or equivalent	100 box
52	Stapler Pin (26/24 Small) GW or equivalent	300 box
53	Stapler Pin Remover (KIDO) or equivalent	50
54	Computer Paper (Imported)132 Columns (1000) Sheets-P-1 (Golden form) or equivalent	300 Box
55	Computer Paper (Imported)80 Columns (1000) Sheets-P-1 (Golden form) or equivalent	500 Box
56	Computer Paper (Imported)80 Columns (1000) Sheets-P-11 (Golden form) or equivalent	250 Box
57	Computer Paper (Imported)810 Columns (1000) Sheets-P-111 (Golden form) or equivalent	50 Box
58	Printer Ribbon LQ 2180/2190 Full Mark or equivalent	250
59	Printer Ribbon LQ 300 Full Mk or equivalent	500
60	Printer Ribbon LQ 310 Full Mk or equivalent	250
61	Key Board famous brand	150
62	Optical Mouse famous brand	150

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
63	Rubber Band (Red) zero size	300 bags
64	Duster good quality	15 dozen
65	Computer Paper A-4 Size 70 gm (Double-AA 500 sheets) or equivalent	500 Rims
66	Computer Paper Legal Size 70 gm (Double-AA 500 sheets) or equivalent	150 Rims
67	Tissue Papers (Rose Petal 300 sheets perfumed) or equivalent	500
69	Glass (Water) Omroc or equivalent	500 No
70	Jug/ Thermos good quality/famous brand	250
71	HP laser jet P1102 Toner or equivalent	20
72	IBM-6400 Line Matrix Printer Ribbon (Mexico/Malaysia) or equivalent	10 boxes
73	Printer Ribbon Lq-350 (Full mark) or equivalent	150 No's
74	Auto Numbering (Embossing Machine) Good Quality	15

TERMS AND CONDITIONS:

1. Security amount must be deposited equal to **02%** of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favour of the State Life Insurance Corporation of Pakistan Regional Office Hyderabad which will be refunded to the un-successful parties after completion of tender process 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- (P&GS) State Life Insurance Corporation of Pakistan, Hyderabad Zone, 5th Floor, State Life Building, Thandi Sarak Hyderabad on or before 03.03.2022 at 11:00 am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 11:30 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. Sealed Quotation duly completed in all respects must reach to the undersigned by Courier Service and by Registered Mail or by hand during the office hours i.e 9:00 am to 5:00 pm (sharp) except Saturday & Sunday till closing date (**03/03/2022**).
6. The Income Tax will be deducted as per Govt. of Pakistan Law.

7. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
8. The Tender fee Rs.3000/= (Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
9. Payments will be released after supplying the above said items and after checking quality etc.
10. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
11. The rate validity of bid should be upto 31-12-2022 from the date of the opening of tender. Bidders must quote one rate, incomplete, ambiguous, conditional bids will not be accepted..
12. The Delivery Schedule during the whole year (2022) on need basis.

For further details or any clarification the undersigned may be contacted during working hours in person or Telephonically on phone # 022-9200128/9201282.

Abdul Aziz Vighio
Secretary Zonal Procurement Committee-(P&GS)
Hyderabad Zone.