



STATE LIFE

Insurance Corporation of Pakistan
Bahawalpur Zone

TENDER NOTICE NO. P&GS/BWP/002/2020

18.03.2020

TENDER FOR STATIONARY ITEMS

CLOSING DATE: 09-04-2020 11.00 am OPENING DATE : 09-04-2020 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	REQUIRIED QTY
1	Air Freshener medium size cobra / Aseel or equivalent	50
2	Ball Pen Crystal or equivalent	1000
3	Calculator Casio dj.120 original (digit 12) or equivalent	10
4	Soap lux Medium size or equivalent	100
5	Carbon Paper (butter fly) or equivalent	10
6	Computer Paper Box Small 80 column 1000 sheets (century paper)	300
7	Computer Paper Box Large 132 column (2000 sheets) (century paper)	60
8	Computer Ribbon full mark –LQ-300 equivalent	20
9	Computer Ribbon full mark –LQ-350 equivalent	150
10	Computer Ribbon full mark LQ-2180 equivalent	120
11	File Tray Plastic Large fine quality	10
12	Computer Ribbon IBM -6400	40
13	Duster cotton check medium	100
14	Damper	30
15	Dustbin Large	30
16	Dispatch Register 4.no	10
17	Fax Rim AA 500 sheet (80gram) or equivalent Legal	50
18	Fax Rim AA A-4 Sheet (80gram) Legal or equivalent	15
19	White Paper 500 sheet (70 gram) Legal	100
20	Glass Toyo or equivalent	30
21	Gum Stick UHU 21 g or equivalent	20
22	Ink for Stamp pad	50
23	Highlighter Mercury or equivalent	30
24	USB 8-GB	15
25	Led Pencil	100
26	Lioss Tap	30
27	Punching Machine Large	30

28	Pin Remover	20
29	Marker 90-Dollar or equivalent	100
30	Paper Cutter	10
31	Rubber For led Pencil	20
32	Rubber band	15
33	Register no 16	12
34	Towel Medium size fine quality	10
35	Stapler Machine Large	30
36	Stamp Pad dollar equivalent	50
37	Stapler Pin Small (dollar) 24/6 or equivalent	300
38	Scale	30
39	Stapler Pin max (large 23X17 or equivalent	60
40	Signature pen uni or equivalent different colors	32
41	Signature pen uni Green or equivalent	600
42	Scateh Tap "2	30
43	White Board Marker	30
44	Ink for Stamp pad Green	50
45	Ink Cheek Writer in roller	10
46	Stamp pad green colab	10
47	Tissue Paper 2 Ply(Rose Petal) or equivalent	100
48	Printy ink pad no.822	50
49	Printy ink pad no.843	50

TERMS AND CONDITIONS

- Quotations shall be accepted only against on Tender Document to be collected from our Office on Payment of Rs.1000/- Cash as Tender Fee (Non Refundable).
- Security amount must be deposited equal to 5% 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, 2020 from the date of opening of tender.
- Tender closing date 09.04.2020 11:00 A.M. Tender opening date 09.04.2020 at 11:30 A.M. in the office of In charge (P&GS) 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/Printers 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 Courier Service/by post during Office hours i.e. 9:00 am to 5: 30 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 4.5% 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.
- Total purchase up to 31.12.2020 for above tender items will not exceed 2(two) millions.
- Sample paper should be of same quality and gram as specified in tender or provided in tender office. 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.062-9330033 or may contact with Mr. Syed Nazar Askari (DM) at cell # 03049921506 for any assistance

Mirza Asad Saeed Atif
Secretary Zonal Procurement Committee
Bahawalpur Zone