



STATE LIFE

Insurance Corporation of Pakistan

Bahawalpur Zone

TENDER NOTICE NO. P&GS/BWP/02/2022

10.03.2022

TENDER FOR STATIONERY ITEMS

CLOSING DATE: 30.03.2022 11.00 am OPENING DATE: 30.03.2022 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	30 no.
2	Ball Pen Crystal or equivalent	125 box
3	File Tray Plastic Large fine quality	30 no.
4	Calculator Casio dj.120 original (digit 12) or equivalent	15 no.
5	Soap lux Medium size or equivalent	100 no.
6	Carbon Paper (butter fly) or equivalent	10 no.
7	Computer Paper Box Small 80 column1000 sheets (century paper) or equivalent	200 box
8	Computer Paper Box Large 132 column (2000 sheets) (century paper or equivalent	60 box
9	Computer Ribbon full mark –LQ-300 equivalent	50 ribbon.
10	Computer Ribbon full mark –LQ-350 equivalent	60 ribbon
11	Computer Ribbon full mark LQ-310 equivalent	50 ribbon
12	Computer Ribbon full mark LQ-2190 equivalent	100 ribbon
13	Computer Ribbon IBM -6400 Printronix genuine / equivalent	30 ribbon
14	Duster cotton check medium	150 no.
15	Damper Plastic	20 no.
16	Dustbin Plastic Large	30 no.
17	Fax Rim AA 500 sheet (80gram) Legal or equivalent	50 rim
18	Fax Rim AA A-4 Sheet (80gram) Legal or equivalent	100 rim
19	White Paper 500 sheet (70 gram) Legal	150 rim
20	Register Simple No.16 (koh-I-noor) or equivalent	50 no
21	USB 8-GB	15 no.
22	Lioss 1/2"Tap	20 no.
23	Paper cutter	20 no.
24	Rubber for Led Pencil Pellican) or equivalent	30 no.
25	Rubber Band 1/5 kg (crystal)	10 no.
26	Towel Medium size 28/54 fine quality	15 no.
27	Stapler Machine opal HD30 (medium) or equivalent	30 no.
28	Stamp Pad dollar or equivalent	50 no.
29	Stapler Pin Small (dollar) 24/6 or equivalent	300 no.
30	INK Pad shiny or equivalent	10 no.
31	Stapler Pin max (large 23X17 or equivalent	50 no.
32	Signature pen uni or equivalent different colors	100 no.
33	Signature pen Green uni or equivalent	200 no.
34	Ink for Stamp pad Green (Shiny) equivalent	50 no.

35	Ink Cheek Writer in roller	5 no.
36	Tissue Paper 2 Ply(Rose Petal) or equivalent	150 no.
37	Water jug	10 no.
38	Hand Wash Dettol Medium size or equivalent	50 no.
39	Printy pad no.822 Shiny or equivalent	50 no.
40	Wall Clock cell Toshiba ar equivalent	100 no.
41	Tissue Paper Roll (Rose Petal) or equivalent	10 no.

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, 2022 from the date of opening of tender.
- Tender closing date 30.03.2022 11:00 A.M. Tender opening date 30.03.2022 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. 10:00 am to 4:00 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 31.12.2022 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.M.Saleem (suptt.) at cell # 03049356415 for any assistance

Mirza Asad Saeed Atif
Secretary Zonal Procurement Committee
Bahawalpur Zone