



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

Zonal Office  
State Life Building  
Minara Road  
Sukkur –65200  
Phone: 9310514-6  
Fax No. 071-9310502  
UAN No. 111-111-888

Dated: 26-01-2022

**TENDER NOTICE NO.P&GS/SUK/02/2022 for Supply of Stationary Items.**

Sealed financial bids are invited from reputable office stationery suppliers, registered with Sales Tax Department, for the supply of following different stationery items as per details given hereunder:

S#	SPECIFICATIONS	Quantity
01	Duster Cotton large Size Good Quality	On Demand
02	Stamp Pad large size good quality	On Demand
03	Pencil (10 Of each packet)	On Demand
04	Eraser pelican Germany L-30 (for Pencil use) or equalent	On Demand
05	Water pot good quality (water bank) or equalent	On Demand
06	Jam clips 36 mm 100 raised lip power or equalent	On Demand
07	Paper pin packet flower brand original size# 2 weight 50 gram or equalent	On Demand
08	Stapler pin 24/6 1000 staples good quality	On Demand
09	Stapler machine medium good quality made in Japan or equalent	On Demand
10	Rough pad medium A4- 55 gram paper	On Demand
11	Green sheets loose 500 each pocket china ledger	On Demand
12	Punch machine (Large) Maped or equalent	On Demand
13	Scotch tape 1” (Deer brand) or equalent	On Demand
14	Scotch tape (Croton) 2”	On Demand
15	Gum stick medium UHU brand or equalent	On Demand
16	Ring rubber nylon half kg local brand or equalent	On Demand
17	High lighter (Dollar) yellow color or equalent	On Demand
18	Box file Fiber china brand or equalent	On Demand
19	Carbon paper KCR or equalent	On Demand
20	Foot scale steel large china	On Demand
21	Register 400 page HB legal size or equalent	On Demand
22	Register 300 page offset HB legal size or equalent	On Demand
23	Stock Register 200 page HB legal size or equalent	On Demand
24	Acts Register HB 200 pages legal size or equalent	On Demand
25	Register dispatch/ received HB 200 pages legal size or equalent	On Demand
26	Ball Pen Signature all colors (10 each packet) or equalent	On Demand
27	Computer sheets 80 columns Golden form 1000 sheets each box imported paper or equalent	On Demand
28	Computer sheets 132 columns Golden form 1000 sheets each box imported paper or equalent	On Demand
29	Computer Paper FS 80 gram AA brand 500 sheets each packet or equalent	On Demand
30	Computer Paper A4 80 gram AA brand 500 sheets each packet or equalent	On Demand

31	Glue white Germany ½ KG	On Demand
32	Marker 90 Dollar or equalent	On Demand
33	Stamp pad ink Large size or equalent	On Demand
34	Calculator Original Citizen/ Casio 14 Digit or equalent	On Demand
35	Signature pen uniball all Color good quality or equalent	On Demand
36	Shapnar steel (Germany)	On Demand
37	Toner HP 12 A Original	On Demand
38	Toner HP 85 A Original	On Demand
39	Ribbon Printronix Original P-600 or equalent	On Demand
40	Ribbon Epson Original 2180 or equalent	On Demand
41	Epson Original LQ-310 or equalent	
42	Epson Original LQ-350 or equalent	On Demand
43	Pin remover Good Quality	On Demand
44	Paper cutter SDI large good quality or equalent	On Demand
45	Toner Canon FX9 Fax Machine FAX-L140	On Demand
46	Uniball pointer good quality or equalent	On Demand
47	Toner Canon L11121E	On Demand

Delivery Schedule: -

- a) Within 10 days issuance of first order 1/4<sup>th</sup> of the whole assignment
  - b) 01-04-2022 to 30-06-2022
  - c) 01-07-2022 to 30-09-2022
  - d) 01-10-2022 to 31-12-2022
- 2) The bidder must submit an earnest money of Rs. 10000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan, which shall be returned to the unsuccessful bidders immediately and to the successful bidder after satisfactorily completion of 01 year i.e. 2022. The bids must reach to the office of the undersigned on or before 10<sup>th</sup> February, 2022 at 02:00 p.m.
  - 3) All Taxes as per Government Policy will be deducted on the total value of the tender.
  - 4) During opening of bid the bidders must submit specimen of each item before Zonal Procurement Committee for quality checking.
  - 5) Bids will be opened on 10<sup>th</sup> February, 2022 @ 02.30 p.m. at the office of Incharge (P&GS), State Life Zonal Office, Ground Floor, State Life Building, Minara Road, Sukkur, in the presence of those bidders or their authorized agents / representatives, who wish to be present at the occasion.
  - 6) On the sealed envelope “Stationary 2022” should be mentioned. Specimen of items (to be supplied) may be provided with tender.
  - 7) Competent Authority reserves the right to accept/reject any/all bids assigning reason thereof.

**(SECRETARY)**  
Zonal Procurement Committee,  
State Life Insurance Corporation,  
Of Pakistan, Zonal Office,  
P&GS Department,  
Ground Floor, State Life Building.  
Minara Road,  
Sukkur.  
Phone # 071-9310506

