

TENDER NOTICE NO. SLIC/H&AI/P&GS/001/2019

OFFICE STATIONERY

For

Health & Accident Insurance Peshawar Zone

Sealed financial bids are invited from pre-qualified/non-prequalified GST/NTN registered firms/ Stationers having own Office Phone/Fax Number (If found contrary the tender will be rejected) preferably base at Peshawar for the following Stationery Items for the year 2019-20 on below mentioned terms and conditions: -

Last date for submission of bids is 19.09.2019 at 03:00 PM & opening of the Technical Bids at 03:30 AM on same day.

S/No.	Items	Qty	Delivery Schedule	Last Date and Time of Bids for Submission	Date/Time of opening of Bids
			Within 03 days after placement of purchase order	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
1	Air Freshener good quality	35	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
2	General/Assets Register	20	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
3	Ball Points Dollar/black/Red/blue	3000	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
4	Bull-Dog Clips medium	2200	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
5	Carbon paper Dasta	60	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
6	Duster	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
7	Cutters	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019

8	Extra-large Cloth Envelop	3000	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
9	Box File	450	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
10	Flag box for File box	450	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
11	Flued Pens box	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
12	Foot Steel	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
13	Gum Stick	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
14	Highlighters	300	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
15	Ink pot for Pads	50	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
16	Ink Pot (Ink for Pens)	40	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
17	Marker Large box	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
18	Marker Small box	50	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
19	Packing Tap	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
20	Paper A4 Size Fine	700	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
21	Paper clip box	98	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
22	Paper Legal Size Fine	500	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
23	Paper Pin Box	80	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
24	Pencils	390	-do-	03:00 PM	03:30 PM

				19-09-2019	19-09-2019
25	Punch Machine medium	70	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
26	Plastic thread	50	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
27	Rough Pad Large Size	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
28	Rough Pads Small	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
29	Rubber (Pencil Eraser)	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
30	Rubber Band box	100	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
31	Scotch Tap Small	120	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
32	Sharpener Plastic	100	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
33	stamp printee	450	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
34	Stamp Pad	100	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
35	Stapler Machine Medium	80	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
36	Stapler Pin (Medium)	480	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
37	Stapler Machine large	15	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
38	Stapler Pins Large	50	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
39	Scissor	50	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
40	Stapler Remover	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019

				2019	2019
41	Tissue Paper Box	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
42	Tissue Roll packet	50	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
43	Toilet Soap	50	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
44	Vim/sweep	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
45	Calculator large	30	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
46	Paper Pen Cushion	35	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
47	Gell Pen box black	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
48	Gell pen box Red	80	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
49	Gel pen Green/Blue	300	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
50	Ring File Blue	150	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
51	Ring File black	170	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
52	Post It Pad (3-3)	30	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
53	Hand Wash	40	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
54	Heavy Stapler Machine	25	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
55	Extension Board good quality	55	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
56	Insect spray	35	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019

57	Hard file cover clip	2000	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
58	Letter tray	30	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
59	Key Board	25	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
60	Mouse Optical	25	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
61	Pen Jar	22	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
62	USB data traveler 32 GB	10	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
63	USB data traveler 16 GB	20	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
64	USB data traveler 8 GB	20	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
65	Separator sets	50	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
66	Viper Brush	15	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
67	Dust bin	50	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
68	Stock Register/ Dispatch Register	15	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
69	Note Paper green Dasta	30	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
70	CDRs/DVD RW	100	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
71	Cell Pair D,AA, AAA etc	70	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
72	Sponge Damper	30	-do-	03:00 PM 19-09- 2019	03:30 PM 19-09- 2019
73	Heavy punch Machine large size	30	-do-	03:00 PM	03:30 PM

				19-09-2019	19-09-2019
74	Tonner Hp laser jet. 1022N	50	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
75	Tonner HP laser jet.1022N Refilling	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
76	Tonner Hp laser jet.P2035	50	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
77	Tonner HP laser jet.P2035 Refilling	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
78	Tonner HP laser jet M402 D.	50	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
79	Tonner HP laser jet M402 D Refilling	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
80	Tonner HP laser jet Pro. MFP-M130 A	50	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
81	Tonner HP Laser jet Pro. MFP-M130 A Refilling	150	-do-	03:00 PM 19-09-2019	03:30 PM 19-09-2019
82	Dispenser machine for air freshener	15		03:00 PM 19-09-2019	03:30 PM 19-09-2019

TERMS & CONDITIONS

1. Bids should be sent along with a Pay Order / Bank Draft of the 2% of the value in favor State Life Insurance Corporation of Pakistan, as earnest money which will be returned immediately after completion of ZPC process to the un-successful bidders.
No tender will be acceptable without earnest money.
2. The rates should be valid for 1 Year. No increase of rates will be acceptable after the submission of tender.
3. On finding sub-standard quality as and when noticed during process, the deposit security will be forfeited in favor of the Corporation and the tender will be cancelled.
4. The Firm/Suppliers in question will be bound to supply the required items within 3 days from the issuance date of supply order, on the address provided when ordered. The mentioned tender is for a period of 1 Year and all the orders will be placed accordingly, to our budget and need throughout the year. It will be responsibility of contractor to deliver the order to First Floor H&AI Office SLIC Building Peshawar. All and / any cost of transportation to Office will be responsibility of the contractor and no additional charges will be given.
6. The bidders should attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to bidders on lowest item rates.
7. The envelopes should be marked as "QUOTATION FOR STATIONERY" and properly sealed. Sealed Tenders duly completed in all respects must be reached to the undersigned by Courier Service/by post during Office hours i.e. 09:00 am to 05:30 pm except Saturday and Sunday till the closing date / time as mentioned above.
8. The order placed will be subjected to Income and other Government Taxes.
9. The Corporation reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
10. The firm has to submit an affidavit being not black listed, from any department /organization.
11. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the entire bid.

12. The number of quantity of items may decrease keeping in view the available budget.
13. Bids will be opened in the office of Personnel & General Services, State Life, Ist Floor, Health & Accident Insurance State Life Building, The Mall Peshawar Cantt, on the date and time as specified above in the presence of those bidders or their authorized agents, who wish to be present at the occasion of opening of bids.
14. Last date for submission of bids is 19.09.2019 at 03:00 PM & opening of the Technical Bids at 03:30 PM on same day.

Secretary
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Health & Accident Insurance, Peshawar
State Life Building, Ist Floor
34-The Mall, Peshawar Cantt
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