

TENDER NOTICE NO. SLIC/H&AI/P&GS/001/2020

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 2020-21 on below mentioned terms and conditions: -

Last date for submission of bids is 08.10.2020 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 08-10-2020	03:30 PM 08-10-2020
1	Air Freshener good quality	35	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
2	General/Assets Register	20	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
3	Ball Points Dollar/black/Red/blue/green	3000	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
4	Bull-Dog Clips medium	2200	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
5	Phenyl Bottles. For cleaning	200	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
6	Duster	150	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
7	Cutters	150	-do-	03:00 PM 08-10-	03:30 PM 08-10-

				2020	2020
8	Extra-large Cloth Envelop	3000	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
9	Box File	450	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
10	Flag box for File box	2000	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
11	Flued Pens box	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
12	Foot Steel	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
13	Gum Stick	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
14	Highlighters	300	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
15	Ink pot for Pads	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
16	Ink Pot (Ink for Pens)	40	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
17	Marker Large box	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
18	Marker Small box	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
19	Packing Tap	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
20	Paper A4 Size Fine	1000	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
21	Paper clip box	98	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
22	Paper Legal Size Fine	1000	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
23	Paper Pin Box	80	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020

24	Pencils	390	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
25	Punch Machine medium	70	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
26	Plastic thread	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
27	Rough Pad Large Size	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
28	Rough Pads Small	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
29	Rubber (Pencil Eraser)	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
30	Rubber Band box	100	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
31	Scotch Tap Small	120	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
32	Sharpener Plastic	100	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
33	stamp printee	450	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
34	Stamp Pad	100	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
35	Stapler Machine Medium	80	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
36	Stapler Pin (Medium)	480	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
37	Stapler Machine large	35	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
38	Stapler Pins Large	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
39	Scissor medium size	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
40	Stapler Remover	150	-do-	03:00 PM	03:30 PM

				08-10-2020	08-10-2020
41	Tissue Paper Box	150	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
42	Tissue Roll packet	50	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
43	Toilet Soap	100	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
44	Vim/sweep	150	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
45	Calculator large	30	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
46	Paper Pen Cushion	35	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
47	Gel Pen box black	150	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
48	Gel pen box Red	80	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
49	Gel pen Green/Blue	300	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
50	Ring File Blue	150	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
51	Ring File black	170	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
52	Post It Pad (3-3)	30	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
53	Hand Wash	40	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
54	Heavy Duty Stapler Machine (Big Size)	100	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
55	Extension Board good quality	55	-do-	03:00 PM 08-10-2020	03:30 PM 08-10-2020
56	Insect spray	35	-do-	03:00 PM 08-10-	03:30 PM 08-10-

				2020	2020
57	Hard file cover clip	2000	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
58	Letter tray	30	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
59	Key Board	30	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
60	Mouse Optical	30	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
61	Pen Jar	22	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
62	USB data traveler 32 GB	10	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
63	USB data traveler 16 GB	20	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
64	USB data traveler 8 GB	20	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
65	Separator sets	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
66	Viper Brush	15	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
67	Dust bin	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
68	Stock Register/ Dispatch Register	15	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
69	Note Paper green Dasta	30	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
70	CDRs/DVD RW	100	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
71	Cell Pair D,AA, AAA etc	70	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
72	Sponge Damper	30	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020

73	Heavy punch Machine (large size heavy duty)	100	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
74	Tonner Hp laser jet. 1022N	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
75	Tonner HP laser jet.1022N Refilling	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
76	Tonner Hp laser jet.P2035	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
77	Tonner HP laser jet.P2035 Refilling	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
78	Tonner HP laser jet M402 D.	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
79	Tonner HP laser jet M402 D Refilling	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
80	Tonner HP laser jet Pro. MFP-M130 A	50	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
81	Tonner HP Laser jet Pro. MFP-M130 A Refilling	150	-do-	03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
82	Dispenser machine for air freshener	15		03:00 PM 08-10- 2020	03:30 PM 08-10- 2020
Sub Total (amount must be written)					Total amount?? ?

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 08.10.2020 at 03:00 PM & opening of the Technical Bids and financial 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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