

TENDER NOTICE NO. SLIC/H&AI/P&GS/003/2023

For
OFFICE STATIONERY

Health & Accident Insurance Peshawar Zone

Sealed bids are invited in accordance with PPRA rules under “Single Stage-Single Envelop Procedure” from printers/ Stationers/General order supplier having own Office Phone/Fax Number (If found contrary the tender will be rejected) preferably based at Peshawar for Stationery Items for the year 2023. Tender Document containing specification and terms & conditions can be seen/downloaded from PPRA website, www.ppra.org.pk and from the web site of State Life www.statelife.com.pk. Tender Documents can also be obtained from the address given below during office hours (Monday to Friday) without any cost. Last date for submission of bids is 16/02/2023 at 11:00 AM & opening of the Bids at 11:30 AM on same day. State Life reserves the right to accept/reject all the proposals of the respondents in accordance to the PPRA rules.

Amanullah
(Sr.Admin Officer)
Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
Health & Accident Insurance, Peshawar
State Life Building, 1st Floor
34-The Mall, Peshawar Cantt
Phone 091-9213949
amanmohmand@yahoo.com

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Sealed bids are invited in accordance with PPRA rules under “Single Stage-Single Envelop Procedure” from printers/ Stationers/General order supplier 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 2023 on below mentioned terms and conditions: -

Last date for submission of bids is 16.02.2023 at 11:00 AM & opening of the Bids at 11:30 AM on same day.

Note:

- 1. This is not one order. Orders will be placed according to our budget and need throughout the year especially month wise.**
- 2. Sample must be provided for each and every item listed below, otherwise tender will be rejected.**
- 3. Vendor must apply for all items i.e form S.No 1 to 54. Tender will be rejected of firms/suppliers who applied for single or few items.**
- 4. Price must be punched through computer. No hand writing allowed**

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	11:00 AM 16-02-2023	11:30 AM 16-02-2023
1.	Ball Points Dollar or Piano/black/Red/blue/green pieces	5000			
2.	Bull-Dog Clips medium	2000			
3.	Cutter	100			
4.	Box File legal size good quality	200			
5.	Flag box for File box	1000			
6.	Flued Pens box	150			
7.	Foot Steel per piece	100			
8.	Gum Stick good quality (Deli) per piece	500			
9.	Highlighters good quality per piece	200			

10.	Ink pot for stampPads	200			
11.	Ink Pot (Ink for Pens)	150			
12.	Permanent Marker Large(box)	100			
13.	Permanent Marker Small(box)	50			
14.	Paper clip (box)	100			
15.	Paper Pin Box	80			
16.	Pencils box	100			
17.	Punch Machine small	50			
18.	Punch Machine medium	50			
19.	Rough Pad Large Size	500			
20.	Rough Pads medium	500			
21.	Rough Pads Small	500			
22.	Rubber (Pencil Eraser)box	100			
23.	Rubber Band box	100			
24.	Scotch Tap Small	100			
25.	Scotch Tap medium	100			
26.	Scotch Tap large	100			
27.	Sharpener Plastic good quality tiawan per piece	100			
28.	stamp printee	300			
29.	Stamp Pad	100			
30.	Stapler Machine Medium	100			
31.	Stapler Pin (Medium)	480			
32.	Stapler Machine large	35			
33.	Stapler Pins Large	50			
34.	Stapler Machine heavy duty that can staple above 200 paper at a time	10			
35.	Stapler Pin (heavy duty) box	50			
36.	Stainless steel Scissor medium size	30			
37.	Stainless Scissor small size	30			
38.	Stainless steel Scissor large size	30			
39.	Stapler Remover	100			
40.	Calculator large	30			
41.	Paper Pen Cushion	35			
42.	Gel Pen box black box	50			
43.	Gel pen box Red box	15			
44.	Gel pen Green/Blue box	50			
45.	Ring File Blue Multi-ply Size: legal Feature: With rings	100			
46.	Post It Pad (3-3)	30			
47.	Letter tray	10			
48.	Pen Jar	10			
49.	Separator sets	50			

50.	Stock Register/ Dispatch Register	2			
51.	Note Paper green Dasta legal size 80gm imported	10			
52. Price of each item inc taxSub Total ()					Total amount inc tax???

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 rate written in subtotal row No. 55.

7. Vendor/supplier must apply for all items. Tender will be rejected of firm who applied for few items.

8. 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 05:00 PM except Saturday and Sunday till the closing date / time as mentioned above. If there is holiday on tender opening date, tender will be opened on next working day.

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. Only one PRICE for each item is admissible. Multiple / vague/handwritten / no rates for any item will amount to cancellation of the entire bid.
11. The number of quantity of items may decrease keeping in view the available budget.
12. 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.
- 13. Sample must be provided for each and every item listed above, otherwise tender will be rejected.**
14. Last date for submission of bids is 16.02.2023 at 11:00 AM & opening of the bids at 11:30AM on same day.

Amanullah(Sr.Admin Officer)
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