

**TENDER NOTICE NO. SLIC/H&AI/P&GS/025/2022**

**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 2022. Tender Document containing specification and terms & conditions can be seen/downloaded from PPRA website, [www.ppra.org.pk](http://www.ppra.org.pk) and from the web site of State Life [www.statelife.com.pk](http://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 10/02/2022 at 03:00 PM & opening of the Bids at 3:30 PM on same day. State Life reserves the right to accept/reject all the proposals of the respondents in accordance to the PPRA rules.

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

# **TENDER NOTICE NO. SLIC/H&AI/P&GS/025/2022**

## **OFFICE STATIONERY**

**For**

### **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 base at Peshawar for the following Stationery Items for the year 2022 on below mentioned terms and conditions: -

Last date for submission of bids is 10.02.2022 at 03:00 PM & opening of the Bids at 03:30 PM 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 2. Tender will be rejected of firms/suppliers who applied for single item.**
- 4. Price must be punched through computer. No hand writing allowed**

<b>S/No.</b>	<b>Items</b>	<b>Delivery Schedule</b>	<b>Last Date and Time of Bids for Submission</b>	<b>Date/Time of opening of Bids</b>
1	Paper A4 (500pages per rim)Size Fine 80 gram multi purpose , both side printable, premium quality, e.g AA, brilliant, copy mate	Within 03 days after placement of purchase order	03:00 PM 10-02-2022	03:30 PM 10-02-2022
2	Paper Legal Size Fine 80 gram (500pages per rim)Size Fine 80 gram multipurpose , both side printable, premium quality, e.g AA, brilliant, copy mate	-do-	03:00 PM 10-02-2022	03:30 PM 10-02-2022
3. Price of each item including tax Sub 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. 3.

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

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 10.02.2022 at 03:00 PM & opening of the bids at 03:30 PM on same day.

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