



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN
JHANG ZONE

State Life Zonal Office,
Near District Courts,
UBL Chowk, Civil Line
Jhang Saddar
Fax 047- 9200391
Phone 047- 9200169

TENDER NOTICE (PRINTING, STATIONERY & Misc. Items) # P&GS/-01A,01B, 01C & Misc.-2021.

The Federal Government owned Autonomous Corporation invites sealed Tenders valid for the whole year 2021 with effect 01.03.2021 to 31.12.2021 from Printers/Stationer and General order Suppliers for supply of specified printing, Stationery & Misc. items on the below noted terms and conditions:-

The total value of the tender is estimated about **01A Rs.5 Lak,01B Rs.5 Lakh , 01C Rs.4.Lakh & Misc. Rs.01.Lakh = Total 15 Lakh.**

TERMS AND CONDITIONS

- A. Security amount must be deposited equal to 5% each Slab separately of applied bidding items in the form of CDR by the bidders against receipt.
- B. If the firm supplies sub-standard printing & Stationery items during the period of agreement, the security deposited may be forfeited in the favor of Corporation and legal action will be taken against him.
- C. The firm will be bound to supply the required items at Zonal Office State Life Insurance Corporation Of Pakistan Jhang Zone situated at behind Book Source Civil Line Jhang Saddar on the very short notice preferably in the Ist week of each quarter – 2021 against purchase order.
- D. The bidder will have to attach copies of their Company Profile, Experience Certificate, Managerial Capacity, Financial Position, Active NTN & STN with the tender. This is the Evaluation Criteria for prequalification of Bidders.
- E. Income Tax & Sale Tax will be Applicable / Deducted according to (F B R) policies (Govt. of Pakistan).
- F. The all bidder should quote the unit price of bidding items and it is also market driven/printed price on the rapper in case of high rate difference from market driven price state life reserve the right to reject the quotation (even it is lowest).
- G. The successful bidder if not supply the required items state life reserve the right to purchase the required items from the second lowest party and the difference will be recovered from the first successful bidder.
- H. The sealed quotation must be reached, by post/courier/by hand to Incharge (P&GS), State Life Insurance Corporation of Pakistan, Jhang Zone up to **11.00 a.m on 16-02-2021.** The time of opening the bid before the representative of the firms/supplier will be **11:30 a.m (sharp) on 16-02-2021.**The envelope must bear the quotation for **Printing, Stationery or Misc. items** at its right corner for identification.
- I. The State Life reserves the right to cancel any bid or bids without assigning any reason. The quantity of items mentioned in tender may be less or excess during 01.02.2021 to 31.12.2021.



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- J.** The quotation must elaborate only the unit cost including all Taxes of the specified items while the 01 Pad will be contain on 100 Leave/Sheets.
- K** The payment will be made by cheque on receipt of shipment.
- L** All Printers are required to print Reference No. (Date and quantity etc.) on each page every time provided by P&GS Department at the time of printing.
- M.** For specification of printing, Stationery & Misc. Items please visit www.ppra.org.pk, www.statelife.com.pk or contact to the undersigned.

Deptt./Organization	P&GS/State Life Ins. Corporation of Pakistan Jhang Zone.
Tender Title	Printing, Stationery & Misc. Items
Method of Procurement	Single Stage-One Envelop Procedure
Criteria for Evaluation	Lowest Evaluated Bid
Tender Enquiry No.	P&GS/-01,02, 03 & Misc. /2021.
Tender Description/Specification	Specified Printing, Stationery & Misc. Items As per detailed attached
Tender Closing Date & Time	16-02-2021 till 11:00 A.M
Tender Opening Date & Time	16-02-2021 at 11:30 A.M -
Person to be contacted	Ghulam Abbas Iqbal Manager P & G S State Life Insurance Corporation Jhang Zone Ph. 047- 9200169-

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Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Accident Claim Register	02 Reg	13 x 16	70 gm offset or equivalent (200 Leaves)
2	Accident Claim under policy JZ233	50 Pad	9 x 7	70 gm offset or equivalent
3	Accident indemnity benefit form C	20 Pad	8 X 13	70 gm offset or equivalent
4	Address change advice	20 Pad	8 x 5	70 gm offset or equivalent
5	Adjustment of suspense	160	7 x 9	70 gm offset or equivalent
6	AIB Claim Processing Sheet J.Z 307	20 Pad	8 X 13	70 gm offset or equivalent
7	AIB Claim Requirement Letter	10	8.5 X11	70 gm offset or equivalent
8	Alteration Advice M 2 A	100	7 x 9½	70 gm offset or equivalent
9	Annexure A (Late Fee waves)	50 Pads	8.5 X11	70 gm offset or equivalent
10	Annexure C (N.B)	100 Pads	8.5 X11	70 Gram offset Paper
11	Annual Statement of Declaration(Agy)	50 Pads	8 X 13	70 Gram offset or equivalent
12	Annuity claim under policy (J.Z-214)	10 Pads	5½ x 8.5	70 gm offset or equivalent
13	Anticipated claim J.V	10 Pads	8.5 X11	70 gm offset or equivalent
14	App Ka Maktoob	40 pads	8.5 X11	70 gm offset or equivalent
15	Application for grant of cash	10 Pads	8 X 13	70 Gram offset or equivalent300 sheet
16	Application for Promotion SO to SM 50x3	10 pads	8 X 13	70 Gram offset or equivalent300 sheet
17	Application for PromotionsSR to SO 50x3	10 pads	8 X 13	70 Gram offset or equivalent300 sheet
18	Application for Reg. SR,SO,SM	50 Pads	8 X 13	80 Gram Offset 2 Ply (double side print)200 sheet
19	Application for Renewal of Registration SR,SO,SM)	50 Pads	8 X 13	80 Gram Offset or equivalent(double side print)
20	Application to work as S.R	50 Pads	8 X 13	80 Gram Offset or equivalent(double side print)
21	Attendance Register Cover(Regular) Yellow	150	14 X 17	Color Card 150 gm Imported every card
22	Attendance Register Cover(Late Coming) Pink	150	14 X 17	Color Card 150 gm Imported every card
23	Attendance Sheet (Large)	500	13 X 16	80 Gram Offset or equivalent
24	Attendance Sheet (Small)	1000	16 X 6	80 Gram Offset or equivalent
25	Audit Observation Pad	20 Pads	8.5 X11	70 gm Color paper Imported



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26	Aptitude Test	20 Pads	8.5 X11	70 Gram Offset or equivalent
27	Budget Register Sheet(Double Side Print)	500	13 X 11	100 Gram offset /E (Side cut)
28	Calculation Sheet Death	20 Pads	8.5 X11	70 gm offset or equivalent
29	Calculation Sheet Mty	20 Pads	8.5 X11	70 gm offset or equivalent
30	Change of Address &Status Change Advice	20 Pads	8.5 X11	70 gm offset or equivalent
31	Change Of Guardian	10 Pads	8.5 X11	70 Gram High Finish or equivalent
32	Change Of Nomination	10 Pads	8.5 X11	70 Gram High Finish or equivalent
33	Cheque Dishonor letter Urdu (PHS)	40 Pads	8.5 X11	70 gm offset or equivalent
34	Cheque Forwarding Letter J.Z 17	200 Pads	5.5 X 8.5	70 gm offset or equivalent
35	CHQ Schedule	20	8.5 X11	3 Ply Color Paper Local
36	Claim Covering Letter	15	8.5 X11	70 Gram Offset or equivalent
37	Claim Form A	10 Pads	8¼ x 13¼	70 Gram Offset or equivalent
38	Claim Form AIB	10 Pads	8.5 X11	70 gm offset or equivalent
39	Claim Payment Voucher	4	8.5 X11	70 gm offset or equivalent
40	Conveyance Bill	10 Pads	5.5 X 8.	70 gm offset or equivalent
41	D- P.O 6-B	20 Pads	9 X 14	70 gm offset or equivalent
42	D.P.O 4-A	40 Pads	8.5 X11	70 gm offset or equivalent
43	D.P.O 6-A	25Pads	8 X 13	70 gm offset or equivalent
44	D/C. J.V		8.5 X11	70 gm offset or equivalent
45	D/C. Intimation Ledger	03 Reg	13 x 16	75 Gram Offset or equivalent (200 Sheet)
46	D/C/Letter Urdu	10 Pads	8.5 X11	70 gm offset or equivalent
47	Daily cash Register	10 Reg	8 X 13	80 Gram Offset or equivalent (200 Sheet)
48	Daily Dispatch Register (250 Leaves)	10	8 X 13	80 Gram Offset or equivalent (200 Sheet)
49	Dak Receipt Register (250 Leaves)	10	8 X 13	80 Gram Offset or equivalent (200 Sheet)
50	Dak Receipt Slip	500	5.5 X 8.5	70 gm offset or equivalent
51	Dawedar ka bian (Form Alaf)(2 Ply Single Print)	25	8.5 X11	80 Gram Offset or equivalent
52	Death claim cheque forwarding letter(Reg./TCS)	20 Pads	8.5 X11	70 gm offset or equivalent
53	Death claim form A-5	20 Pads	8.5 X11	70 Gram Offset or equivalent



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54	Death Claim Letter (J.Z-210)	20 Pads	8.5 X11	70 gm offset or equivalent
55	Death claim paid register	03 Reg	13 x 16	70 Gram Offset or equivalent (200 Leaves)
56	Debit to SR	10 Pads	8.5 X11	70 gm offset or equivalent
57	Declaration Form field	10 Pads	8.5 X11	70 Gram High Finish or equivalent
58	Declaration Rule – 2002	50 Pads	8 X 13	
59	Discharge of policy form No.XII		8.5 X11	70 Gram of set or equal
60	Existence Certificate	25 Pads	8.5 X11	70 Gram of set or equal
61	Endorsement PHS/ALT		8.5 X11	70 Gram of set or equal
62	Envelope Khaki 9 x 4	25000	9 X 4	Golden Craft Paper or equivalent
63	Envelope Policy Document Size	5000	10 X 12	Golden Craft Paper or equivalent
64	Envelope X-Ray Size	1000 No	15 X 20	Golden Craft Paper or equivalent
65	Envelope File Size	2000	11 X 15	Golden Craft Paper or equivalent
66	Envelope White	5000	11 X 5	80 Gram Offset or equivalent
67	Three Specimen Signature	50 Pads	8.5 X11	70 gm offset or equivalent
68	File cover office	6000	21.5 X 13.5	240 Gram Bleach Card or equivalent with steel clip + State Life Monogram etc.
69	Form -B (2 Ply single print) 2 x 100	25Pads	8.5 X11	80 Gram Offset or equivalent (200 Sheet)
70	Form D – 2	10Pads	8.5 X11	70 gm offset or equivalent
71	Form -Jeem (1 Ply)	10Pads	8.5 X11	80 Gram offset or equal
72	Form R - 2	10 Pads	8.5 X11	70 gm offset or equivalent
73	Form Daal (1 Ply)	10	8.5 X11	80 Gram Offset or equivalent(2 - color print)
74	Foundation Course.	10 Pads	8.5 X11	80 Gram Offset or equivalent(2 - color print)
75	Hospitalization	10	8.5 X11	70 gm offset or equivalent
76	Indent Pad	10	8.5 X11	70 gm offset or equivalent
77	Inter Office Communication Pad	20 Pads	20 X 30/8	70 gm offset or equivalent
78	Intimation Register (Mty) 200 leave	03 Reg	13 x 16	80 Gram offset paper or equivalent
79	Iqrar Nama (Medical)	10 Pads	8.5 X11	80 Gram Offset Paper.
80	Journal Voucher	20	11 X 12	70 gm offset or equivalent
81	J.Z 121	25 Pads	8.5 X11	70 gm offset or equivalent



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82	L. A. 3. New Business	40 Pads	8.5 X11	70 Gram Offset or equivalent
83	L-A-3 (PHS)	10 Padss	8 X 13	70 gm offset or equivalent
84	Leave Application English	20 Pads	8 X 13	70 gm offset or equivalent
85	Leave Application Urdu	40 Pads`	8.5 X11	70 gm offset or equivalent
86	Letter Head Pad 2 Colour Print	40 Pads	8.5 X11	90 Gram Offset or equivalent
87	Loan Assignment Register	04 Reg	8 X 13	80 Gram offset paper or equivalent
88	Loan S.v MTY Claim Cheque Dispatch Register (300 Leaves)	15Reg	8X13	70 gm offset or equivalent
89	Loan Payment Voucher	25 Pads	8.5 X11	70 gm offset or equivalent
90	Loan Application Form.	50 Pads	8.5 X11	70 gm offset or equivalent
91	Leave Card	200 No	13 x 11½	100 Gram Offset or equivalent(double side print)
92	Maturity Claim D.V	50 Pads	8.5 X11	70 gm offset or equivalent
93	Maturity Claim J.V	20 Pads	8.5 X11	70 gm offset or equivalent
94	Medical Expense Card Officer	200 No	13x11	100 gm offset or equal
95	Medical Fee statement	40 Pads	8.5 X11	70 gm offset or equivalent
96	Medical Book Officer (50 Leaves)	200 Book	11 X 4	70 gm offset or equivalent
97	Medical Exp card Staff	200 No	13 X 11	100 gm offset or equal
98	Medical Exp. Card field	500 No	10 X 15	100 Gram Offset or equivalent
99	Medical Reference Letter (Agency)	10 Pads	8.5 X11	70 gm offset or equivalent
100	Medical Re-imburement pad	20 Pads	8 X 13	70 gm offset or equivalent
101	MTY Requirement Letter App Ka Maktoob	20 Pads	8.5 X11	70 gm offset or equivalent
102	N.D Form PHS	20 Pads	8 X 13	70 gm offset or equivalent
103	Nomination Form (2 Color Print)	50	8.5 X11	80 Gram Offset or equivalent
104	Off Policy Advice	10 Pads	8.5 X11	70 gm offset or equivalent
105	Over Time Pad	20 Pads	8 X 13	70 gm offset or equivalent
106	P.R. Book Fresh (50 x 4)Four Color Pages	50 Book	8¼ x 11	4 Ply Color Paper (Carbonless)
107	P.R. Book Renewal (50 x 4)Four Color Pages	100 Book	8¼ x 5½	4 Ply Color Paper (Carbonless)
108	Payment Sheet Of Annuity Card	100 Card	8¼ x 13¼	Alabaster 300 Germ. or equivalent
109	Payment Voucher Pads	50 Pads	8.5 X11	70 gm offset or equivalent



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110	Performa For Surrender Of Policy	50 Pads	8.5 X11	70 gm offset or equivalent
111	Personal Accident Claim Form A-2	10 Pads	8.5 X11	70 Gram Offset or equivalent(double side print)
112	Personal Accident Claim Form B	10 Pads	8.5 X11	70 gm offset double side print
113	Policy Particular PHS	40	8 X 13	70 gm offset or equivalent
114	Policy File Cover (Green/Red / White or any Color)5" Scotch Tape	15000	9.25 X 29	300 gm local card/sentry-Polo.(with steel clip) + 5" Squash Tape
115	Policy Indent Card	5000	9 X 13	300 Gram Alabaster Card or equivalent
116	Policy Loan Processing Sheet	40 Pads	8 X 13	70 gm offset or equivalent
117	Policy Loan Schedule (Loan Form)	50 Pads	8.5 X11	70 Gram Offset or equivalent
118	Policy Record Received letter	10 Pads	8.5 X11	70 gm offset or equivalent
119	Policy Register (2 Ply) 300 x 2	10 Reg	13 x 8½	70 gm offset or equivalent
120	Policy Revival Register (200 Leaves)	05 Reg	8 x 13	70 gm offset or equivalent
121	Pre Receipt D. Voucher Annuity	10 Pads	8.5 X11	70 gm offset or equivalent
122	Pre-Receipt S.V, Discharge Voucher	35	8.5 X11	70 gm offset or equivalent
123	Prescription Form Field	20 Pads	8.5 X11	70 gm offset or equivalent
124	Promotion evaluation Sheet	05 Pads	8.5 X11	70 gm offset or equivalent
125	Proposal Register Sheet double side print	3000	13x16.	80 Gram Offset or equivalent
126	Record Creation Advice M-1-A	10 Pads	8.5 X11	70 gm offset or equivalent
127	Record Transfer pad Urdu	10 Pads	8.5 X11	70 gm offset or equivalent
128	Record Transfer pad English	10 Pads	8.5 X11	70 gm offset or equivalent
129	Reference Letter (Agency)	10 Pads	8.5 X11	70 gm offset or equivalent
130	Reference Slip Pad (Medical)	10 Pads	4.5 X 11	70 gm offset or equivalent
131	Reminder Letter Mty	10 Pads	8.5 X11	70 gm offset or equivalent
132	Requirement Letter P.H.S	10 Pads	8.5 X11	70 gm offset or equivalent
133	Revival Of Policy Letter	10 Pads	8.5 X11	70 gm offset or equivalent
134	Rujhanati Sawalnama	50 Pads	8 X 13	70 gm offset or equivalent
135	Request Form For Loan	50 Pad	8.5 X11	70 gm offset or equivalent



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136	S.B Calculation Sheet	10 Pads	8.5 X11	70 gm offset or equivalent
137	Surrender Application (Urdu)	40 Pads	8.5 X11	70 Gram Offset or equivalent
138	S.B Payment Voucher	10 Pads	8.5 X11	70 gm offset or equivalent
139	S.B. Calculation Sheet J.Z,226.A	10 Pads	8.5 X11	70 gm offset or equivalent
140	S.B. Claim Register (100 Pages)	02 Reg	8 x 13	100 Gram Offset or equivalent (100 Leaves)
141	S.R. Appointment Letter	10 Pads	8.5 X11	70 gm offset or equivalent
142	S.V Requirement Letter	10 Pads	8.5 X11	70 gm offset or equivalent
143	Stock Register	10 Reg	8 x 13	70 Gram Offset or equivalent
144	Supply Order Book	5Book	8.5 X11	03 Ply (color Page Local)
145	Service Zone change Advice M-13-A	10 Pads	8.5 X11	70 gm offset or equivalent
146	Special Re-instatement of Policy	10 Pads	8.5 X11	70 Gram Offset or equivalent
147	Status Change Advice M-11-A	10 Pads	8.5 X11	70 gm offset or equivalent
148	T.A. D.A. Form	10 Pads	13 X 11	70 gm offset or equivalent
149	Termination Letter (Agency)	10 Pads	8.5 X11	70 gm offset or equivalent
150	Under Writing Continues Sheet(N.B)	1000 Sheets	8.5 X11	80 Gram Offset or equivalent (200 Leaves)
151	Under Taking	25 Pads	8.5 X11	70 Gram Offset or equivalent
152	Zakat Deduction Refund Register	03 Reg	13 x 16	80 Gram Offset or equivalent (200 Leaves)
153	Zero Pad	50 Pads	8.5 X 11	70 gm offset or equivalent
154	Zero Pad	50 Pads	8.5 X 11	70 Gram Offset or equivalent(double side print
155	Zero Pad	50 Pads	8.5 X 11	70 Gram Offset or equivalent(double side print 2 ply)
156	Zero Pad	50 Pads	8.5 X 11	68 gm H.F or equivalent

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Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY 2021	SIZE Measurement in Inches	SPECIFICATION
1	Amendment to proposal for policy	150 Pads	8.5 X11	70 Gram Offset or equivalent
2	Certificate by Manager	50 Pads	8 X 6.5	68 Gram High Finish or equivalent
3	Annexure A Risk Profile Sheet (N.B)	50 Pads	8.5 X11	70 Gram offset Paper (double side print)
4	Annexure B (N.B)	50 Pads	8.5 X11	70 Gram offset Paper (02 leaf double side print)
5	Annexure B (N.B) Sm/Am/Sector Head	50 Pads	8.5 X11	70 Gram offset Paper (02 leaf double side print)
6	Annexure C (N.B)	50 Pads	8.5 X11	70 Gram offset Paper (02 leaf double side print)
7	Annexure D (N.B) Coved -19 Performa	50 Pads	8.5 X11	70 Gram offset Paper (02 leaf double side print)
8	Confidential Report in Lieu FMR	50 Pads	8.5 X11	70 Gram Offset or equivalent
9	Confidential Report above 1-M	50 Pads	8.5 X11	70 Gram Offset or equivalent(double Side Print)
10	Confidential Report below 1-M	100 Pads	8.5 X11	70 Gram Offset or equivalent
11	D. G. H Form	150 Pads	8.5 X11	70 Gram offset or equivalent
12	Policy Brief Sheet(2 Ply double side print)	20000	8.5 X11	70 Gram Offset or equivalent
13	Proposal Form Medical (4 Ply double print)	20000	8.5 X11	75 Gram Offset or equivalent
14	Proposal Form Non Medical (3 Ply double side)	40000	8.5 X11	75 Gram Offset or equivalent
15	Revival Application (Non Medical)	10000	8.5 X11	75 Gram Offset or equivalent 2 ply (double side print)
16	Risk Profile Sheet (N.B)	25 Pads	8.5 X11	75 Gram Offset or equivalent
17	Supplementary Form	40	8.5 X11	70 Gram offset or equivalent
18	Suspicious Transaction Report (.N.B)	50 Pads	8.5 X11	75 Gram Offset or equivalent 2 ply (double side print)
19	Revival Application (Medical)	10000	8.5 X11	75 Gram Offset or equivalent 2 ply (double side print)
20	N D Forms	50	8.5 X11	70 Gram Offset or equivalent
21	Petti Cash Voucher	50 Pads	7 X 4.5	68 Gram High Finish or equivalent
22	Proposal Slip pad	400 Pads	3.5 X 5	68 Gram High Finish or equivalent

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Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2021
1	Abro Tape	1" width Length 15 Meter or equivalent	100 Nos.
2	Air Fresheners large	Ideal/Afrieda mix lavender or equivalent	100 No's
3	Ball Point (Mix Colors)	Piano Signature /Crystal or equivalent	400 Pkts
4	Box File (Large) 03 Inch	Ideal 55 #/Alfalfa brand	50 Nos.
5	Box File (Large) 1.5 Inch	Ideal 55 #/Alfalfa brand	50 Nos.
6	Bull Dog Clip (02")	China brand or equivalent	50 Nos.
7	Bull Dog Clip (03")	China brand or equivalent	50 Nos.
8	Carbon Paper Pencil Blue(Fresh material)	KCR Brand or equivalent	20 Pkts.
9	Dumper	Plastic/Rubber Body	150 No's
10	Duster	Fallen 20" X 30"	300 No's
11	Foot (steel) 12"	Fine quality	50 No's
12	Foot 12"	Plastic 12" Dux	50 Nos.
13	Gum Stick	35 gm Bahadar brand or equivalent	60Nos
14	High Lighter (Mix colors)	Dollar or equivalent	100 No's
15	Led Pencil	Gold Fish HB-5000 Autocrat or equivalent	24 Dozens
16	Marker No. 70,90 (Mix Colors)	Dollar mix color	24 Dozens
17	Paper Cutter (Sharp/Large)	18mm Steel Based covered in plastic body	72 No's
18	Paper Clip Pkt. 30mm80 Nos. approx.	Tri flower brand (Yellow) or equivalent	50pkts
19	Paper Clip Pkt. 52mm80 Nos. approx.	52 mm or No.5 T.F	50pkts
20	Pin Tray (Plastic)	Dux or equivalent	50 No's
21	Punch Machine (Medium)	Kido band or equivalent	50 Nos.
22	Punch Machine (Large)	Fine Quality (for 50 Pages hole)	10 Nos.
23	Register. (Small)	150 Leaves/Local (Ruled)	100 Nos.
24	Rough Pad (Large)	Legal Size 68 gm H.F 50 Pages(8 X 13)	200 No's
25	Rough Pad (Medium)	7.5 x 10 Size 68 gm Rued 50 pages	300 No's
26	Rubber AL-30	AL-30/Pelican Germen or equal	6 Dozens
27	Rubber Band Pkt. ½ kg(Large) No.4	Bata or equal (Fine Quality)	20 Pkts.



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28	Rubber Band Pkt. 1/2 kg(Medium) No.1	Bata or equal (Fine Quality)	50 Pkts
29	Squats Tape	1/2" 60 Yards	6 Dozens
30	Sharpener	Dux or equivalent	100 No's
31	Soap Large 115 gm (Mix color)	Lax (large) or equivalent mix color	200 No's
32	Squats Tape Large 1"	Large Deer Brand 1"60 Yards	24 No's
33	Stamp Pad (Mix color)	Crystal / 2" m Dollar or equivalent	12 Doze
34	Stamp Pad Endorsing Ink(Mix Color)	Crystal / 2" m Dollar or equivalent	12Dozens
35	Stapler Remover	ICW/SDI brand or equivalent	60 Nos.
36	Stapler Pin 12N/17	Max Japan	60 Pkts
37	Stapler Machine	OPAL brand (24/6)or equivalent	72 No's
38	Stapler Pin 23/13	Heavy Duty	20 Pkts
39	Stapler Pin 24/6	Dollar or equivalent	1000 Pkts
40	Tissue Paper Box	Tulip (Mix color) or equivalent	200 Pkts
41	Tumbler 280 ml	Falcon or equivalent	25 Dozens
42	Jug	1500 M L	24 No
43	Typing Paper 80 gm offsetA-4 Size	A.A 500 sheets	100 Rim
44	Typing Paper 80 gm offset Legal Size	A.A 500 sheets	100 Rim
45	Typing Paper 70 gm offsetA-4 Size	A.A 500 sheets	100 Rim
46	Typing Paper 70 gm offset Legal Size	A.A 500 sheets	100 Rim
47	Typing Paper Local Legal Size	P P C/B L C Brand or equivalent70 gm	20 Rim
48	Typing Paper Local A- 4 Size	P P C/B L C Brand or equivalent70 gm	50 Rim
49	Uni Ball (Mix colors)	Signo Japan	24 Dozens
50	Vim 500 gm	Bage 450gm	50 No's
51	Packing Tape 3"	60 Meter	50 No
52	Table Tray (Large)	Fine Plastic	50 No
53	Waste Basket (Medium/Plastic)	Plastic Fresh material	100 No's

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COMPUTER ITEMS

S. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty. 2021
1	Computer Paper 80 Column	Local 1000 Sheets (63 gm)	250 Boxes
2	Computer Paper 132 Column	Local 1000 Sheets (63 gm)	100 Boxes
3	Computer Ribbon LQ-310	Print rite /or equal	300 No's
4	Computer Ribbon LQ-2180/2170	Print rite /or equal	150 No's
5	Computer Ribbon IBM 6400	I B M 6400i/or equal	50 NO
6	Key Board	Dell or Equal (New)	36 No
7	Mouse	Dell or Equal (New)	36No
8	Mouse Pad	Fine Quality	50 No

MISCELLENIOUS ITEMS

S. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty. 2021
2	Plate Medium Size (State Life Monogram)	Melamine (Fine Quality	72 No
3	Cup with Saucers (State Life Monogram)	Coffee Size	06 Doze
4	Wall Clock (State Life Monogram)	Q & Q or Fine Quality	24 No
5	Calculator Casio or Citizen	No 1 Quality	36 No
6	Tape Dispenser	Large	12 No
7	Magnifying Glass	Large size + Metal Cover	12 No
8	Dry Cell (1.5 V Pencil)	Heavy Duty	144 No
9	Dry Cell (1.5 V Baby)	Heavy Duty	144 No
10	Table Set	Fine Quality	12 Set
11	Energy Saver (18 W)	Philips/Orient	100 No
12	Saver (For Note Checking W) Ultra violet	Philips/Orient	24 No
13	Electric Kettle	Philips or Black Dakar	12 No
14	Electric Extension 05 Meter 09 point	15 feet Cable 7x29Copper	20 No
15	Tea Spoon	Fine Quality	72 No
16	Spoon large (for eating)	Fine Quality	72 No
17	Towel Cotton	24 X 36 Fine Quality	24 No