

**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

**Principal Office**  
**State Life Building No.9**  
**Dr. Ziauddin Ahmed Road**  
**Karachi –75530**  
**Phone : 99202800-9 Lines**  
**Fax No. 92-91-99204577**  
**UAN No. 111-111-888**

## **TENDER NOTICE SLIC/PO/04/2021**

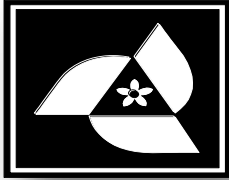
Sealed financial bids are invited in accordance with PPRA Rules under “Single Stage” One Envelope procedure” from will reputed NTN/GST registered suppliers dealing in stationery items, for supply of stationery items at State Life Insurance Corporation of Pakistan, State Life Building No.9, Principal Office.

S#	Description of Jobs	Estimated Quantity	Tender Enquiry NO.	Closing Date & Time for	Date/Time of Opening of Bids
01	Supply of Paper	As per Tender Document	SLIC/PO/04/2021	17-05-2021 at 11:30 a.m.	17-05-2021 at 12:00 noon

### **TERMS & CONDITIONS:-**

- The bids should be submitted on prescribed “**TENDER DOCUMENT**” (under seal and signature of vendor), which can be obtained from the office of the undersigned without any cost. Any bid submitted otherwise on separate sheet or letter head of the firm shall not be entertained/accepted.
- No bids will be entertained without earnest money/bid Security equivalent to Rs.5% of total bid value in form of pay order in favour of State Life Insurance Corporation of Pakistan.
- The Sealed Tenders should reach to the Secretary Central Procurement Committee, State Life Building No.09; Dr. Zia-ud-din Ahmed Road, Karachi up to 17-05-2021 by 11:30 a.m. envelope must bear the wordings “**QUOTATIONS FOR SUPPLY OF PAPERS**”.
- Tenders will be opened in the office of Departmental Head (General Services), State Life Insurance Corporation of Pakistan, Principal Office, 2<sup>nd</sup> Floor, State Life Building No.09, Dr. Zia-ud-din Ahmed Road, Karachi 17-05-2021 at 12:00 noon in the presence of Bidders or their representatives who are available.
- The Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal, in terms of Rule 33 (1) of PPRA-2004.
- The Bidders must attach copies of their NTN, GST and Professional Tax certificates along with copies of All the Relevant Certificates issued by concerned authorities.
- Income Tax or any other tax/levies as per laid down Government Policy shall be enforced on all payments.
- The bidder/vendor shall be bound to supply all the items at State Life Building NO.09, Zia-ud-din Ahmed Road, Karachi within fifteen (15) days of award of contract/agreement, for which no labor expenses shall be payable,
- Earnest money will be returned to unsuccessful bidders after acceptance/approval of lowest quoted rates (as per approved sample) and to successful bidder after delivery of all items.

Qaisar Siddiqui  
Assistant General Manager  
General Services Department  
State Life Insurance Corporation of Pakistan,  
Principal Office, General Services Department,  
2<sup>nd</sup> Floor, State Life Building No.09  
Dr. Ziauddin Ahmed Road. Karachi  
Phone: 021-99204521



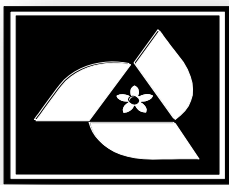
**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

**(TENDER DOCUMENT)**

**FOR**

**SUPPLY OF PAPERS**

**State Life Insurance Corporation of Pakistan**  
**Principal Office**  
**State Life Building No.09**  
**Dr. Ziauddin Ahmed Road, Karachi.**



# **STATE LIFE**

## **INSURANCE CORPORATION OF PAKISTAN**

### **TENDER DOCUMENTS**

#### **Definitions:**

- i) “The Purchaser” means State Life Insurance Corporation of Pakistan Principal Office.
- ii) “The Supplier” means the individual or Firm supplying the goods.
- iii) “The Contract Price” means the price payable to the Supplier under the Purchaser Order for the full and proper performance by them.

#### **2. Bid Requirements:**

- a) The interested Parties should have a good repute with financial capabilities to supply the required items within the stipulated time for supply of goods.
- b) The Supplier/Firm shall produce the copies of GST and NTN Registration Certificates.
- c) The Bids for supply of stationery items shall be submitted under a sealed cover phrasing on the envelop as “**Quotation for Papers**”.
- d) One Bidder shall be allowed to submit only one quotation at a time for the listed items.
- e) All Bidders will ensure in writing that they are not declared as Blacklisted Contractor/Supplier from Federal/Provincial Government Organization/Corporations/Autonomous Bodies.
- f) If a Bidder fails to provide satisfactory performance or is found to be indulging in corrupt or fraudulent practice, they may be declared as “**Black list Supplier.**”

#### **3. Quoted Price:**

- i) The Supplier shall quote for items on the enclosed Bid Form.
- ii) The goods supplied shall be inclusive of all duties, taxes/GST, Labour/transportation etc.
- iii) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.

- iv) Conditional Bids will not be entertained.
- v) Corrections in unit rate or in total amount etc., shall not be made by crossing out or overwriting/rewriting.
- vi) The Bids shall not be acceptable through Facsimile or E-mail.

#### **4. Validity of Bid:**

All Bids shall be opened by Central Procurement Committee (CPC) of State Life. The Bid shall remain valid for a period of Ninety (90) days after the date of opening.

#### **5. Bid Security/ Earnest Money Deposit (EMD)**

The Earnest Money @ 5% of the bid value in the form of Pay Order/ Demand Draft drawn in favour of “State Life Insurance Corporation of Pakistan” shall be submitted alongwith each Bid as Bid Security.

*The Bid Security may be forfeited:*

- i) If a Bidder withdraws its offer/bid during the period of bid validity.
- ii) If a Bidder withdraws/call off its offer/bid` or remain non-responsive after quoting the rates.
- iii) If a Bidder fails to provide the required items as per their quoted rates.

#### **6. Evaluation of Quotations:**

- a) After opening of quotations, CPC (Central Procurement Committee) of State Life, shall evaluate and compare the price quoted by all the Bidders to determine the lowest rates. (as per approved sample).
- b) Incomplete Bids in any respect shall not be acceptable.
- c) The evaluation would be done for each item separately. The bidder who has quoted for partial quantity of an item would be treated as non-responsive.

## 7. Award of Work:

- i) The Purchaser will award the work to the Supplier/Bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price (as per approved sample).
- ii) The quoted items will be supplied within Fifteen (15) working days from the date of Work Order.

## 8. Mode of Payment

- i) All payments will be made after satisfactory delivery of goods to State Life and submission of payment bill to this effect.
- ii) No advance payment will be admissible to any of the Bidder.
- iii) Tax will be deducted as per prescribed rules by the Government.
- iv) If any item found defective or not matching with the items specifications, the payment for supplied items/goods will not be released till replacement of that item.

### **BID FORM FOR SUPPLY OF PAPERS**

S#	Description	Qty.	Unit Price	GST (Rs.)	Total Price (Rs.)
<b>PAPERS</b>					
1	Paper Laser A/4 80 grams Good Quality (Indonesian / Imported) Milky White 500 Sheets each Packets or equivalent	2500 Packets			
2	Ledger Paper Green 13.5 x 8.5 80grams Ledger Paper without Line of 100 sheets each Pads Lose Binding	600 Pads			

