



H&AI Regional Office, Islamabad  
State Life Building No.9  
33-E, Buland Markaz, Blue Area  
2<sup>nd</sup> Floor, State Life Building No.  
9 Islamabad  
Phone: 051-9216740-41  
Fax No. 051-9216344

**TENDER NOTICE No. SLIC/P&GS/H&AI/07/2022**

**Tender for Supply of Office Stationary and Printing  
Requirement**

State Life Insurance Corporation of Pakistan intends to hire the services of reputed and experienced Service Provider/ vendor for "Supply of Office Stationary and Printing Requirement" registered with Income Tax /Sales Tax Department. In this regard Sealed Bids are invited in accordance with PPRA rules under "Single Stage – One Envelope Procedure"

**General Terms and Conditions:**

1. Sealed Envelope should be clearly marked as "Tender for Supply of Office Stationary and Printing Requirements"
2. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp
3. The bids will be accepted up to 23-08- 2022 at 2:30 PM and will be opened on the same day at 3:00 PM in the Office of undersigned
4. Quantity of items required is enclosed with Tender Document. However actual quantity may vary depending on requirements
5. Bid Security must be deposited equal to 5% of the quoted cost of the tender including all Taxes in form of "Pay order/Demand Draft" in favor of "**(H&AI), State Life Insurance Corporation of Pakistan**" which will be refunded to the unsuccessful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained till the completion of Tender
6. No tender will be acceptable without Bid Security
7. Bidders/ Vendors are required to submit following with their bids:
  - a. Copy of Income Tax & Sales Tax Registration Certificates
  - b. Bid Security Deposit as per clause-3
  - c. Proof of non-blacklisting by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory);

*Signature*



- d. Duly filled and signed Financial Proposal (List is enclosed at Annex-A)
  - e. Duly signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents (Sample enclosed at Annex-B)
8. Item Wise lowest Evaluated Bid would be accepted.
  9. The price quoted must be inclusive of all duties / taxes, packing, octroi and delivery charges. Further prices must be quoted both in words and figures
  10. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of tenders rest with the bidders.
  11. Conditional tender is likely to be rejected
  12. Bidder must take into account that quality of items is paramount. If any item doesn't confirming to quality standards outlined, bid security will be fortified
  13. Bidder must strictly adhere to Schedule communicated. In case of failure, penalty @ of 5% weekly will be imposed on late delivery or the order can be cancelled and Bid Security will be forfeited without serving any notice
  14. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1)

*2/4*

In case of any query, please contact undersigned

**In-charge (P&GS)**

H&AI Regional Office, Islamabad  
State Life Insurance Corporation,  
2nd Floor, State Life Building No. 09,  
33-E Buland Markaz, Blue Area, Islamabad  
Ph. No. 051-9216740



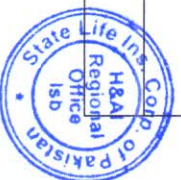
**ANNEX-A: PROPOSED STATIONARY AND PRINTING REQUIREMENT FOR OFFICE USE**

Sr. No	Item	Size	Specification	Required Qty. In	A Rate in PKR	B Quantity	Total Cost in PKR C=A*B IN FIGURES Inclusive of all Applicable Tax
<b>PROPOSED STATIONARY REQUIREMENT FOR OFFICE USE</b>							
1	Ball Point pen (Black+Blue)		Piano Crystal or equivalent	Pkts.		120	
2	Calculator Large		14 digits Casio or Equv. Original	Nos.		8	
3	Dumper Water		fine quality	Nos.		15	
4	Sharpner		Dux or equivalent	Nos.		15	
5	Glue Stic 35 Grams		Amos or equivalent	Nos.		36	
6	Signature pen (1x12) Pkt.		Green Pilot V7 Tecpoint Grip or Equv.	Pkts.		10	
7	High Lighter Pen		Dollar / Mercury or equivalent	Nos.		20	
8	Packing Tape 60/75 Yards		2" Nichiban or Equivalent	Nos.		30	
9	Scotch Tape 1"		60 yards olympia or equivalent	Nos.		50	
10	File Tray Table Basket		Fine Quality Plastic	Nos.		10	
11	Signature pen liquid Ink		Uni ball Eye 0.8 or Equivalent (1x12)Pkt Blue	Pkts.		30	
12	Signature pen liquid Ink		Uni ball Eye 0.8 or Equivalent (1x12)Pkt Black	Pkts.		20	
13	Ruled Register No.20		Best Quality Paper	Nos.		10	
14	Stamp Pad Large 4.5"x. 3"		shiny/ Colp Brand Or equ. Violet Color	Pads		10	
15	Stamp Pad ink bottle		Doller or equivalent (Blue)	Bottles		80	
16	Stapler Pin 24/6 Steel		Hard Metal Dollar or Equivalent	Pkts.		300	
17	Offset Paper A-4 80 G		500 sheets Paper one Or Equivalent	Reams		500	
18	Offset Paper F/S Legal 80G		500 sheets Paper one Or Equivalent	Reams		20	
19	Glass (Tumbler) 280ML 6 Set		Fine quality Glass toyo/omroc or Equivalent	Box		4	
20	Tissue Paper Box		Rose petal Luxury Or Equivalent. 100x2 play	Box		100	
21	Box File Large		Uni/ Executive Or Equivalent	Nos.		150	
22	Fluid Correction Pen		Fine Quality	Nos.		20	
23	Electric wire extension for PC		5 points 5 metter Cable Heavy Fine Quality Copper wire or Equivalent	Nos.		20	
24	Flash Drive USB 16 GB		16 GB Kingston Or Equivalent	Nos.		10	



Sr. No	Item	Size	Specification	Required Qty. In	A Rate in PKR	B Quantity	Total Cost in PKR C=A*B IN FIGURES Inclusive of all Applicable Tax
25	Paper Cutter Knife	N/A	Fine Quality	Nos.		15	
26	Gel Ink Pen Red		Dollar Gel 1 or Equivalent	Pkts.		2	
27	Gel Ink Pen Green		Dollar Gel 1 or Equivalent	Pkts.		2	
28	Lead Pencil		Gold Fish HB Accurate or Equivalent	Pkts.		20	
29	Permanent Marker (Black)		Dollar All Mark or Equivalent	Pkts.		5	
30	Permanent Marker (Blue)		Dollar All Mark or Equivalent	Pkts.		5	
31	Stapler Pin Remover		ICW/SDI or Equivalent	Nos.		30	
32	Paper Punch Machine (2 Holes)		KW-Trio 912 or Equivalent	Nos.		10	
33	Sticky Notes Multi color		1*3" 100 Sheets	Boxes.		500	
34	Large Basket		Laundry Basket Fine Quality Plastic	Nos.		12	
35	Rubber Band 1/2		Natural Color Imported	Pkts.		10	
36	Paper Clip Pkts.		Three Flower 50 MM Fine Quality	Pkts.		30	
37	Plastic File Cover A-4		Fine Quality (Colour Blue, White)	Nos.		100	
38	Rubber Eraser		Fine Quality	Pkts.		20	
39	Stapler Machine		Fine Quality	Nos.		20	
40	Waste Basket Medium Plastic		Fine Quality	Nos.		4	
41	Notes Sheets Green		Fine Quality	Pkts.		10	
42	Air Freshener		Good Fragrance Fine Quality or Equivalent	Nos.		10	
43	Drafting Pad		Fine Quality	Nos.		200	
44	Insect Killer		Mortein or Equivalent	Nos.		5	
45	Mouse		Wireless A4 TECH Fine Quality or Equivalent	Nos.		10	
46	Keyboard		A4 TECH Fine Quality or Equivalent	Nos.		10	
47	Heavy Duty Stapler		Best Quality upto 150 to 200 pages	1		2	
48	Heavy Duty Punch Machine		Best Quality upto 150 to 200 pages (KW-Trio or Equivalent)	2		2	
49	Heavy Duty Punch Machine Replacement Set		Best Quality upto 150 to 200 pages (KW-Trio or Equivalent)	4		4	

*Signature*



Sr. No	Item	Size	Specification	Required Qty. In	A Rate in PKR	B Quantity	Total Cost in PKR C=A*B IN FIGURES Inclusive of all Applicable Tax
50	Envelope (Legal Size)	11" x 15"	80 gms imported offset paper (white) with single colour printing.	Per piece		2500	
51	Envelope (A-4 Size)	10" x 12"	80 gms imported offset paper (white) with single colour printing.	Per piece		20000	
52	Envelope (Cloth)	14" x 18"	100 gms kraft paper (brown) with cloth lining	Per piece		2000	
53	Envelope (Small Size)	9" x 4.25"	80 gms imported offset paper (white) with single colour printing	Per piece		25000	
54	Office File (White)	10" x 14"	350 gms art card with single colour printing and clip	Per piece		45000	
55	Booklet Printing	A4	As per Sample on 100 gms Fine Quality Paper	Per Piece		100	

**Undertaking:**

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions

Signature and stamp: \_\_\_\_\_

**Note**

1. Bidder must take into account that above mentioned quantities are just an estimate. Actual quantity may increase or decrease depending on requirements. Furthermore, some quantities may not be required at all
2. Bidder must quote rates inclusive of delivery, installation, transportation charges and all applicable taxes
3. Rate per item will be evaluated and bidder with lowest rate per item will be declared qualified
4. Bidder must fill rates carefully. Overwriting or cutting must be initiated
5. Bidder must print above list duly filled against the quoted product on Official/Company Letter Head duly signed and stamped



## ANNEX-B

To be printed on official letter head (Duly signed and stamped)

### General Terms and Conditions:

1. Sealed Envelope should be clearly marked as "Tender for Supply of Office Stationary and Printing Requirements"
2. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp
3. The bids will be accepted up to 23-08-2022 at 2.30 PM and will be opened on the same day at 3:00 PM in the Office of undersigned
4. Quantity of items required is enclosed with Tender Document. However actual quantity may vary depending on requirements
5. Bid Security must be deposited equal to 5% of the quoted cost of the tender including all Taxes in form of "Pay order/Demand Draft" in favor of "**(H&AI), State Life Insurance Corporation of Pakistan**" which will be refunded to the unsuccessful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained till the completion of Tender
6. No tender will be acceptable without Bid Security
7. Bidders/ Vendors are required to submit following with their bids:
  - a. Copy of Income Tax & Sales Tax Registration Certificates
  - b. Bid Security Deposit as per clause-3
  - c. Proof of non-blacklisting by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (One Hundred Rupees Only/-) is mandatory);
  - d. Duly filled and signed Financial Proposal (List is enclosed at Annex-A)
  - e. Duly signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents (Sample enclosed at Annex-B)
8. Item Wise lowest Evaluated Bid would be accepted.
9. The price quoted must be inclusive of all duties / taxes, packing, octroy and delivery charges. Further prices must be quoted both in words and figures
10. The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of tenders rest with the bidders.
11. Conditional tender is likely to be rejected



12. Bidder must take into account that quality of items is paramount. If any item doesn't conforming to quality standards outlined, bid security will be forfeited
13. Bidder must strictly adhere to Schedule communicated. In case of failure, penalty @ of 5% weekly will be imposed on late delivery or the order can be cancelled and Bid Security will be forfeited without serving any notice
14. State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1)

**Undertaking:**

We hereby confirm to have read all the terms and conditions carefully mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: \_\_\_\_\_

