



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

**INVITATION TO TENDER FOR SUPPLY OF OFFICE
STATIONARY, PRINTING, COMPUTER ITEMS AND OFFICE
SUPPLIES**

**No. SLIC/P&GS/H&AI/RO/ISB/02/2024
E-PADS Tender No. F-240463216**

INVITATION TO BID

1. Health and Accidental Insurance (H&AI), Regional Office, Islamabad, State Life Insurance Corporation of Pakistan invites e-PADS bids from the distributors/suppliers/etc., having at least Two (2) -Years of relevant experience of aforesaid procurement and have rendered such services in Federal Government organizations, Banks and Multinational Companies. The firms should have proper office, telephone number, N.T.N and should be duly registered with E-PADS, FBR on the ATL & GST list.
2. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website www.statelife.com.pk.
3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through E-PADS **on or before date/ time as stipulated by E-PADS on 14-05-2024 at 11:30 AM and** will be opened on the same day **at 12:00 PM**. This advertisement has been published via PPRA E-PADS website.
4. Any bid submitted other than E-PADS would not be considered.

Departmental Head/Incharge (CPD)

H&AI Regional Office, Islamabad
State Life Insurance Corporation,
3rd Floor, State Life Tower,
Blue Area, Islamabad
Ph. No. 051-9202160

TENDER NOTICE No. SLIC/P&GS/H&AI/RO/ISB/02/2024
**TENDER FOR SUPPLY OF OFFICE STATIONARY, PRINTING,
COMPUTER ITEMS AND OFFICE SUPPLIES**

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

General Terms and Conditions:

1. Bidders must apply on "EPADS" and are also required to submit sealed Envelope should be clearly marked as "Supply of Office Stationary, Printing, Computer Items and Office Supplies" in hard form to the office of undersigned
2. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp with date
3. The bids will be accepted up to 14-05- 2024 at 11:30 AM and will be opened on the same day at 12:00 PM in the Office of undersigned
4. Quantity of items required is enclosed with Tender Document (item list). However actual quantity may vary depending on requirements
5. Bid Security amounting to **PKR 100,000/-** in form of "Pay order/Demand Draft" in favor of "**(H&AI), State Life Insurance Corporation of Pakistan**" which will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be retained upto successful delivery of item as per request being sent subsequently
6. No tender will be acceptable without Bid Security
7. Bid will remain valid till December 31, 2024 and rates will remain intact as approved. No request for rate escalation whatsoever will be entertained under any circumstances during said period
8. Further bidder must ensure delivery/supply of items as communicated via work award issued by P&GS Department to respective destinations i.e. 3rd Floor, State Life Tower, Jinnah Avenue Islamabad and 2ND Floor, State Life Building No.09, Blue Area, Jinnah Avenue, Islamabad
9. 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-5
 - 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 signed and stamped General Terms and Conditions on Official Letter head need to be attached with tender documents (Sample enclosed at Annex-A)
- e. Duly filled and signed Financial Proposal (List is enclosed at Annex-B)

Note: Submission of all above documents is mandatory and non-submission will result in disqualification from further procurement proceedings.

- 10.**Category Wise lowest Evaluated Bid would be accepted however vendor can quote rate for a single category or for all categories
- 11.**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
- 12.**The Tender received after the due date and time will not be entertained. Responsibility of in time delivery of items as per list rest with the bidders.
- 13.**Conditional tender is likely to be rejected
- 14.** Bidder must take into account that quality of items is paramount. If any item doesn't confirm to quality standards outlined, bid security will be forfeited
- 15.**Bidder must strictly adhere to Schedule and Quality Parameters 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
- 16.**State Life reserves the right to accept/reject all the proposals of the bidders in accordance with PPRA rules 33(1)

In case of any query, please contact undersigned

Departmental Head/Incharge (CPD)

H&AI Regional Office, Islamabad
State Life Insurance Corporation,
3rd Floor, State Life Tower,
Blue Area, Islamabad
Ph. No. 051-9202160

TENDER NOTICE No. SLIC/P&GS/H&AI/RO/ISB/02/2024

ANNEX-A

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

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

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8. 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-5
 - 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-B)

Note: Submission of all above documents is mandatory and non-submission will result in disqualification from further procurement proceedings.

- 9.** Category Wise lowest Evaluated Bid would be accepted however vendor can quote rate for a single category or for all categories
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- 15.** 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: _____

Annexure-B**TENDER FOR SUPPLY OF OFFICE STATIONARY, PRINTING, COMPUTER ITEMS AND OFFICE SUPPLIES**

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax
CATEGORY-1: STATIONARY ITEMS						
1	Ball Point pen Blue	Piano Crystal or Equivalent	Pkt	30		
2	Ball Point pen Black	Piano Crystal or Equivalent	Pkt	10		
3	Ball point pen Red	Piano Crystal or Equivalent	Pkt	20		
4	Calculator Large	14 digits Casio or Equv. Original or Equivalent	Nos	5		
5	Dumper Water	fine quality	Nos	10		
6	Sharpner	Dux or Equivalent	Nos	1		
7	Glue Stic 35 Grams	Amos or Equivalent	Nos	1		
8	Signature pen (1x12) PKt.	Blue Pilot V7 Tecpoint Grip or Equivalent	Pkt	5		
9	High Lighter Pen	Doller / Mercury or Equivalent	Nos	3		
10	Packing Tape 60/75 Yards	2" Nichiban or Equivalent	Nos	60		
11	Scotch Tape 1"	60 yards olympia or Equivalent	Nos	120		
12	Signature pen liquid Ink	Uni ball Eye 0.8 or fine quality (1x12)Pkt or Equivalent	Btl	5		
13	Rulled Register No.20	Imported paper	Nos	6		
14	Stamp Pad Large 4.5"x 3"	shiny/ Colp Brand Or equ. Voilet Color	Nos	6		
15	Stamp Pad Ink bottle	Dollar or equivalent	Nos	12		

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax
16	Stapler Pin 24/6 Steel	Dollar or Equivalent	Nos	500		
17	Offset Paper A-4 80 G	500 sheets Paper one Or Equivalent	Ream	300		
18	Offset Paper F/S Legal 80G	500 sheets Paper one Or Equivalent	Ream	5		
19	Tissue Paper Box	Rose petal Luxury Or equiv. 100x2 play or Equivalent	Nos	200		
20	Box File Large	Uni/ Executive Or Equivalent	Nos	300		
21	Fluid Correction Pen	Fine Quality	Nos	6		
22	Electric wire extention for PC	50-foot extension cord with a 12-gauge wire thickness or Equivalent	Nos	30		
23	Paper Cutter Knife	Fine Quality	Nos	12		
24	Paper cutter blades	Fine Quality 10Pcs	Pkt	2		
25	Foot Steel 12" Thick	Dux or Equivalent	Nos	5		
26	Gel Ink Pen Green	Dollar Gel 1 or Equivalent	Nos	5		
27	Lead Pencil	Gold Fish HB Acurate or Equivalent	Pkt	20		
28	White Board Marker	Dollar All Mark or Equivalent	Nos	1		
29	Plastic File Cover A-4	Fine Hard Plastic Crystal/TT File or Equivalent	Nos	400		
30	Plastic file cover legal	Fine Hard Plastic Crystal or Equivalent	Nos	50		

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax
31	Rubber Eraser	Pelikan AL-30 Pelikan or Equivalent	Nos	10		
32	Stapler Pin Remover	ICW/SDI or Equivalent	Nos	50		
33	Stapler Machine	Fine Quality 24/6 Japan or Equivalent	Nos	40		
34	Waste Basket Medium Plastic	Plastic Fresh Material Equivalent	Nos	20		
35	Paper Punch Machine (2 Holes)	KW-Trio 912 or Equivalent	Nos	20		
36	Sticky Notes Multi colour	1*3" 100 Sheets	Pkt	40		
37	Notes Sheets Green	Legal Size Paper Ream Green	Nos	20		
38	Tag File Card	Hard Card Office File	Nos	100		
39	Stapler Pin large	Max Japan or Equivalent	Pkt	5		
40	Large Basket	Laundry Basket Fine Quality Plastic or Equivalent	Nos	5		
41	Paper Tray	Steel body with double layer or Equivalent	Nos	20		
42	Air Freshner	Air Wick Wild Berries Fresh n Up or Equivalent	Nos	30		
43	Punch Machine Heavy Duty large	KW-triO's Heavy Duty 2-Hole Punch Machine or Equivalent	Nos	2		
44	Drafting Pad	Small Draft Pad Al-Farooq or Equivalent	Nos	250		
45	Drafting Pad	Medium Draft Pad Al-Farooq or Equivalent	Nos	150		

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax
46	Paper Saperator	A4 size Multiple colour	Nos	50		
47	Battery cell	AA Energizer or Equivalent	Nos	50		
48	Battery cell	AAA Energizer or Equivalent	Pkts	50		
49	Single colour sticky notes	1*3" 100 Sheets	Pkt	100		
50	Face Mask	Standred / Medically tested 50pcs	Box	4		
51	Senitizer	Standard/ Medically tested	Bottles	10		
52	Dish wash	Vim Large Bottle or Equivalent	Bottles	10		
53	Wall clocks	Quartz/Good Quality or Equivalent	Nos	10		
54	Replacment kit	KW-triO's Heavy Duty 2-Hole Punch Machine or Equivalent	Nos	5		
55	Pen Holder	Round Metal Pen / pencil Holder or Equivalent	Nos	20		
56	Binding Tape	60 yards olympia or Equivalent 1"	Nos	10		
57	Palstic Dori	Roll Packing Material	Nos	25		
58	Floor Mats	Anti-Fatigue 4fts or Equivalent	Nos	10		
59	Cables Orgnizer	Clips or ties	Nos	30		
60	Glints	Glass cleaner 500MI	Nos	60		

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax	
61	Tape Dispenser	KW-Trio 912 or Equivalent	Nos	5			
62	Tissue Paper Box	Sateen soft executive Black or Equivalent	Nos	50			
63	Tissue Rolls	Rose Petal ZZOp Kitchen Towel or Equivalent	Nos	25			
64	Spirals with Sheets	Spirals for 50,100,150 pages with Colored sheet	Nos	100			
65	Scissor	M&G Fence 4.72"/120 mm scissor or Equivalent	Nos	10			
TOTAL COST OF STATIONARY ITEMS							
CATEGORY-2: PRINTING ITEMS							
1	Envelops	A4	Nos	20000			
2	Envelops	Legal	Nos	5000			
3	Envelops	small	Nos	20000			
4	Envelops cloth	Legal	Nos	3000			
5	Office Files	A4 size office Files	Nos	30000			
6	Leather file with logo printing	100% leather ,legal Size /sleeves:20	Nos	30			
7	Letter Head	100/110 gm paper A4 Size	Nos	20			
8	Booklet printing	High Quality Paper with state life logo	Nos	5000			
TOTAL COST OF PRINTING							
CATEGORY-3: COMPUTER ITEMS							

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax
1	Toner Laser jet printer HP 404 dw	Hp 404, HP success Fine Quality or Equivalent	Nos	10		
2	Toner Laser Printer HP 1022	Hp 1022 HP success Fine Quality or Equivalent	Nos	2		
3	Toner Laser Printer Hp 107dn	Hp-107 dn HP success Fine Quality or Equivalent	Nos	6		
4	Toner Laser Printer Canon	Hp-M402P HP success Fine Quality or Equivalent	Nos	2		
5	Mouse pads	Soft-woven cloth or Equivalent	Nos	10		
6	Mouse	Wired A4Tech or Equivalent	Nos	30		
7	Key board	Wired A4Tech or Equivalent	Nos	5		
8	USB Hubs	4 Ports Speed -X or Equivalent	Nos	10		
9	External Hard drive	Kingston 256Gb or Equivalent	Nos	5		
10	Flash Drive USB	16 GB Kingston Or Equivalent	Nos	20		
11	Mouse	Wireless logitech or Equilent	Nos	5		
12	Key board	Wireless logitech or Equilent	Nos	3		
13	Tomer Laser Printer	Hp 85-A Fine Quality or Equivalent	Nos	5		
14	Colour toner	Set of Four Colours(leser Jet pro 400)	Nos	3		
Total Cost of Computer Items						
CATEGORY-4: CROCKERY ITEMS						
1	Jug	Imported Fine Quality Glass or Equivalent	Nos	10		
2	Glass	Imported Fine Quality Glass or Equivalent	Nos	8		

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax
3	Tea Cups	Imported White Fine Quality or Equivalent	Nos	48		
4	Service Plates	Imported Fine Quality or Equivalent	Nos	48		
5	Medium Plates	Imported Fine Quality or Equivalent	Nos	48		
6	Dessert Plates	Imported Fine Quality or Equivalent	Nos	48		
7	Serving Spoon Large	Fine Quality Heavy Guage or Equivalent	Nos	5		
8	Rice/Table Spoons	Fine Quality Heavy Guage or Equivalent	Nos	60		
9	Tea Spoon (Small)	Fine Quality or Equivalent	Nos	60		
10	Forks	Fine Quality Heavy Guage or Equivalent	Nos	60		
11	Tray (Large)	Plastic Good Quality (8 Cups) or Equivalent	Nos	8		
12	Tray (Medium)	Plastic Good Quality (6 Cups) or Equivalent	Nos	8		
13	Serving Bowl (Donga)	Fine Quality or Equivalent	Nos	10		
14	Thermos	Regular Size 1 liter Good Quality or Equivalent	Nos	6		
15	Electric Kettle	Duran Steel Body or Equivalent	Nos	10		
16	Biscuit Bowls	Fine Quality Bowl or Equivalent	Nos	10		
17	Electric Coffee Beater	Fine Quality or Equivalent	Nos	5		

S.No.	NAME OF ITEMS	SPECIFICATION	Unit	Quantity	Per Item Quoted. Rate Include Tax	Total Cost in PKR Quantity*Quoted Rate. Rate Incl Tax
18	Butter knives	Fine Quality Heavy Guage or Equivalent	Nos	24		
19	Soup Bowls	Fine Quality	Nos	24		
20	soup spoon	Fine Quality	Nos	24		
21	Sugar pot	Fine Quality	Nos	8		
22	Milk pot	Fine Quality	Nos	8		
23	Tea strainer	Fine Quality	Nos	4		
24	Apprens	Parachout cloth or equilent	Nos	4		
Total Cost of Crockery Items						

NOTE:

1. Rates must be quoted in PKR
2. Rate per Category will be used for Evaluation
3. All prices must be incl. of all applicable tax or cess
4. Overwriting and Cutting is not allowed and in case of cutting/overwriting the said may be intiated