

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/12/2023

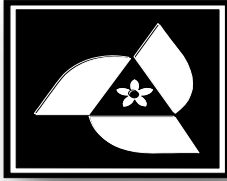
Sealed financial bids are invited in accordance with PPRA Rules under “Single Stage One Envelope procedure” from well reputed NTN/GST registered suppliers dealing in Stationery Items, for supply of stationery at State Life Insurance Corporation of Pakistan, State Life Building No.9, Principal Office.

S#	Description of Jobs	Estimated Quantity	Tender Enquiry NO.	Closing Date & Time for	Date/Time of Opening of Bids
01	Supply of Stationery	As per Tender Document	SLIC/PO/12/2023	19-06-2023 at 11:00 a.m.	19-06-2023 at 11:30 a.m.

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 19-06-2023 by 11:00 a.m. envelope must bear the wordings “**QUOTATIONS FOR SUPPLY OF STATIONERY ITEMS**”.
- Tenders will be opened in the office of Departmental Head (General Services), State Life Insurance Corporation of Pakistan, Principal Office, 2nd Floor, State Life Building No.09, Dr. Zia-ud-din Ahmed Road, Karachi 19-06-2023 at 11:30 a.m. 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 as per PPRA rules.
- 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) working 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.

Imran Hussain
Deputy General Manager
General Services Department
State Life Insurance Corporation of Pakistan,
Principal Office, General Services Department,
2nd Floor, State Life Building No.09
Dr. Ziauddin Ahmed Road. Karachi
Phone: 021-99204521



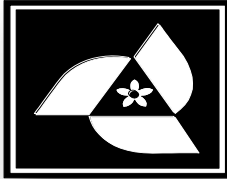
STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

(TENDER DOCUMENT)

FOR

SUPPLY OF STATIONERY ITEMS

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 Stationery Items**”.
- 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.
- iii) The quantity of items may vary at the time of issuance 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 FOR STATIONERY ITEMS

S#	Description	Required Qty 2023	Unit Price	GST (Rs.)	Total Price (Rs.)
1	Air Freshener (Fry) 300ml or equivalent	400 Nos.			
2	Ball Pen Piano Blue/Black	5000 Nos.			
3	Ball Pen Piano 0.8mm Four Color	2000 Nos.			
4	Blanco Fluid Sets	200 Nos.			
5	Battery Cell AAA (Remote)Toshiba Green or equivalent	400 Nos.			
6	Calculator Cell 1.5 AA Toshiba Green or equivalent	500 Nos.			
7	Carbon Typing F/S	50 Nos.			
9	Correction Pen Kita Good Quality	400 Nos.			
10	Duster Cotton Soft White Cloth 24 x 20 Good Quality or equivalent	1000 Nos.			
11	Eraser AI-30 Peliken	400 Nos.			
12	Fiber File Ring Good Quality	300 Nos.			
13	File Board F/S Size 15" x 10" Good Quality both side white Sheet	1000 Nos.			
14	Gum Bottle (large) Good Quality	100 Nos.			
15	Jug Plastic Good Quality	100 Nos.			
16	Ledger Paper Green 13.5 x 8.5 80grams Ledger Paper without Line of pads 100 Sheets each Packets Lose Binding	200 Pads			
17	Masking Tape 72 yards x 2" Good Quality	500 Nos.			
18	Marker Permanent 70 Black/Blue Good Quality	200 Nos.			
19	Marker Permanent 90 Black/Blue Good Quality	200 Nos.			
20	Paper Cutter Blade Good Quality	150 Nos.			

S#	Description	Required Qty 2023	Unit Price	GST (Rs.)	Total Price (Rs.)
21	Pin Tray Plastic Good Quality	100 Nos.			
22	Paper Tray for Dak Good Quality	50 Nos.			
23	Plain Paper Computer Size 9.5" x 11.5 Good Quality	20 Boxes			
24	Plastic File F/S Size China Color Good Quality	1000 Nos.			
25	Pencil With Rubber (Dollar / Gold Fish 2½ 6000 or Equivalent	1000 Nos.			
26	Register A/C (Large) 7 Quaire	50 Nos.			
27	Register Account 1.2 Quire	150 Nos.			
28	Register Received	100 Nos.			
29	Register Dispatch	100 Nos.			
30	Ruled Pad Medium Size 8¼ x 6½ Offset Paper 55grams Two Side Line 50 Sheets each Pad	1000 Nos.			
31	Ruled Pad F/S Size 13¼ x 8¼ Offset Paper 55grams Two Side Line 50 Sheets each Pad	500 Nos.			
32	Ruled Register 75 Leave	150 Nos.			
33	Ruled Register 300 Leave	150 Nos.			
	Ruled Register 400 Leave	100 Nos.			
34	Ruled Register 600 Leave	50 Nos.			
35	Rubber Band (Swan) Brand 100grams	500 Boxes.			
36	Staple Machine (Medium) Size Good Quality	200 Nos.			
37	Soap Lux Large White, Pink or equivalent	200 Nos.			
38	Scotch Tape 1" Good Quality	200 Nos.			
39	Scotch Tape ½ Good Quality	200 Nos.			
40	Towel Large Size Good Quality	50 Nos.			
41	Tags Dori	400 banch			
42	Uni Ball Eye Micro UB 150 Blue/Black Made in Japan Good Quality or equivalent	400 Nos.			
43	Uni Ball Eye Fine (Signo) UB157 Good Quality or equivalent	400 Nos.			
44	Max Dish Wash Powder 500ml Bottle	400 Nos.			
45	West Paper Basket Good Quality	200 Nos.			
			Total		

