



**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**SARGODHA ZONE**

**TENDER NOTICE # SGD / 01 / 2025**  
**(OFFICE STATIONERY)**

State Life Insurance Corporation of Pakistan, Sargodha Zone invites reputable registered firms / suppliers / wholesalers to submit their sealed Technical and Financial quotations as per PPRA rules under “Single Stage Two Envelope” procedure for the supply of office and printing stationery. Details are given below

Title of Works	Bid Security	Tender Closing Date and Time for Submission of Bids	Technical Bids opening Date & Time
Purchase of Office Stationery for State Life, Zonal Office, Sargodha	3 % of the Bid Value	24-02-2025 11:00 AM	24-02-2025 11:30 AM

**Terms & Conditions**

- a) No bid will be entertained without earnest money equivalent to 03% of the bid value in favour of State Life Insurance Corporation of Pakistan in the form of Pay Order / CDR / Bank Draft.
- b) The sealed quotations should be reached to the Secretary Zonal Procurement Committee, State Life, Zonal Office, Queen’s Road, Sargodha up to **11 a.m. on 24<sup>th</sup> February, 2025**. The Envelop must bear the title **“OFFICE STATIONERY ITEMS”** at its right hand corner of the envelope.
- c) Tender will be opened in the office of Secretary (ZPC) / Incharge (P&GS), 1<sup>st</sup> Floor, State Life, Zonal Office, Queen’s Road, Sargodha on **24<sup>th</sup> February, 2025 at 11:30 a.m** in the presence of bidders or their representatives if any available.
- d) The Competent Authority may reject all bids / proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- e) The bidder may submit quotation for Office Stationery Items . Bidders must attach copies of their valid NTN (ALT) and GST Certificates along with quotations.
- f) The firms / Suppliers will be bound to supply the items at State Life, Zonal Office, 1<sup>st</sup> Floor, Queen’s Road, Sargodha. No carriage expenses shall be payable.
- g) The estimated quantity of items mentioned in tender documents may vary at the time of issuing purchase orders. The purchase order will be issued on need basis of Stationery items.
- h) The quality of Stationery items will be examined strictly. Below standard specifications, size and quality will be rejected.
- i) Prices shall be quoted in Pak Rupees inclusive of all taxes.
- j) State Life may direct bidders to provide sample of any items prior to award of contract.
- k) Withholding Tax and Sales Tax shall be deducted as per laid down Government policy from each payment.
- l) The quoted rates shall be valid upto 31-12-2025 and Purchase Orders will be given on need basis.

ZEESHAN UL HAQ  
(Secretary Zonal Procurement Committee)  
State Life Insurance Corporation of Pakistan  
Zonal Office, Queen’s Road, Sargodha  
Tele: 048-933179