

**STATE LIFE**Insurance Corporation of Pakistan
Bahawalpur Zone**TENDER NOTICE NO. P&GS/BWP/01/2024****05.03.2024****TENDER FOR STATIONERY ITEMS****CLOSING DATE: 26.03.2024 11.00 am OPENING DATE: 26.03.2024 11.30 am**

Sealed financial bids are invited from per-qualified/ non-qualified GST&NTN registered firms/Stationers having own Office phone/Fax number (if found contrary the tender will be rejected) preferably based at Bahawalpur/Multan for the following stationery items on below mentioned terms and conditions:-

No	ITEMS NAME	REQUIRIED QTY
1	Air Freshener medium size cobra / Aseel or equivalent	50 no.
2	Ball Pen Crystal or equivalent	100 box
3	Box File Large	20 no.
4	Calculator Casio dj.120 original (digit 12) equivalent	30 no.
5	Soap lux Medium size or equivalent	150 no.
6	Computer Paper Box Small 80 column 1000 sheets (century paper)	200 paper box
7	Computer Paper Box Large 132 column (2000 sheets) (century paper)	20 paper box
8	Computer Ribbon full mark -LQ-300 equivalent	30 ribbon
9	Computer Ribbon full mark -LQ-350 equivalent	100 ribbon
10	Computer Ribbon full mark LQ-310 equivalent	50 ribbon
11	Computer Ribbon full mark LQ-2190 equivalent	50 ribbon
12	Computer Ribbon IBM -6400 Printronix genuine	30 ribbon
13	Duster cotton check medium	100 no.
14	Damper plastic or equivalent	50 no.
15	Dispatch Register no.6 (Koh-I-noor) or equivalent	10 no.
16	Fax Rim AA 500 sheet (80gram) or equivalent full Legal	20 rim
17	Fax Rim A-4 Sheet (70 gram) Legal or equivalent	200 rim
18	White Paper 500 sheet (70 gram) Legal or equivalent	150 rim
19	Ink for Stamp doller or equivalent	20 no.
20	High Lighter mercury or equivalent	50 no.
21	Lioss tape	50 no.
22	Marker-90	150 marker
23	Rubber for Led Pencil	50 no.
24	Rubber Band 1/5 kg (crystal)	20 1/5kg
25	Register Simple No.25 (koh-I-noor)	20 no.
26	Towel Large size fine quality	20 no.
27	Stapler Machine opal HD30 (medium) or equivalent	30 no.
28	Stamp Pad dollar equivalent	50 no.
29	Stamp Pad shiny or equivalent	30 no.
30	Stapler Pin Small (dollar) 24/6 or equivalent	300 no.
31	INK Pad shiny or equivalent	30 no.
32	Stapler Pin max (large 23X17 or equivalent	30 no.
33	Signature pen uni or equivalent different colors	100 no.
34	Signature pen Green uni or equivalent	200 no.

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35	Scotch Tape	50 no.
36	Ink for Stamp pad Green shiny or equivalent	50 no.
37	Tissue Paper 2 Ply(Rose Petal) or equivalent	200 no.
38	Water jug or equivalent	10 no.
39	Stapler Machine max Heavy Duty or equivalent	05 no.
40	Hand Wash Dettol Medium size or equivalent	50 no.
41	Tee set	10 no.

TERMS AND CONDITIONS

- Quotations shall be accepted only against on Tender Document to be collected from our Office on Payment of Rs.1500/- Cash as Tender Fee (Non Refundable).
- Security amount must be deposited equal to 2% of the approximate value (noted above) of the tender in form "Call Deposit receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the CDR will be detained of the successful parties till the completion of Tender.
- The rates validity of tender will be up to December 31, 2024 from the date of opening of tender.
- Tender closing date 26.03.2024 11:00 A.M. Tender opening date 26.03.2024 at 11:30 A.M. in the office of In charge (P&GS) Secretary ZPC Bahawalpur Zone, in the presence dealing of the bidders who wish to be present.
- On finding substandard quality as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
- The Firm/Suppliers/Printers in question will be bound to supply the required items as whole consignment within 15 days after the issuance of Purchase Order.
- State Life Insurance Corporation has right to decrease/ increase the quantity without consultation as and when required as per requirement and available budget
- The bidders will attach their respective copies of NTN and Sales Tax Registration Certificates and a certificate to the effect that the firm is not black listed.
- State Life Ins. Corp. Bahawalpur Zone will not pay any reimbursement against any visit of vender to the office. All same expenses will be at his/ its own.
- Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 10:00 am to 4:00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above.
- The Income Tax will be deducted @ 5.5 % at source.
- The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- Total purchase up to 31.12.2024 for above tender items will not exceed 2(two) millions.
- Sample paper should be of same quality and gram as specified in tender or provided in tender office. The Committee will not consider any sample attached by the vendor.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.062-2201120 or may contact with Mr.M.Saleem (suptt.) at cell #03049356415 for any assistance


Mirza Asad Saeed Atif

Secretary Zonal Procurement Committee
Bahawalpur Zone