



STATE LIFE

Insurance Corporation of Pakistan

Health & Accidental Insurance (H&AI), Regional
Office, 3rd Floor, State Life Tower, Jinnah
Avenue, Islamabad
Central Procurement Department (CPD)
Phone: 051-9216344

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

No. SLIC/H&AI/RO/ISB/CPD/TEN/SUP/01/2025

E-PADS Tender No. F-250583467

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 experience 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 and EPADS.
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 02-06-2025 at 11:00 AM and** will be opened on the same day **at 11:30 AM.**
4. Any bid submitted other than E-PADS would not be considered.
5. Any bidder who fails to submit Bid Security in Hard Copy up to 30-05-2025 @05:00 AM his/her proposal will be summarily rejected no matter if the bid is furnished on EPADS

Departmental Head/In charge (CPD)

H&AI Regional Office, Islamabad
State Life Insurance Corporation,
3rd Floor, State Life Tower,
Blue Area, Islamabad
Ph. No. 051-9216344

TENDER NOTICE NO:
SLIC/H&AI/RO/ISB/CPD/TEN/SUP/01/2025
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
2. Bidder must have experience of at least two (2) years and services must be rendered both in Public and Private Sector (Work Orders/ Verifiable proofs in support are required)
3. Bid Validity is **Ninety (90)** days and it must clearly mentioned on Financial Proposal and any Bid having validity less than **Ninety (90)** days will be rejected
4. Conditional Bid i.e Bid in contravention of any clause of this tender will be rejected
5. Bidder must print General Terms and Conditions on official letter head, properly signed and stamp with date
6. The bids will be accepted up to **02-06-2025** at **11:00 AM** and will be opened on the same day at **11:30 AM** in the office of Central Procurement Department, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad and any other document such as Bid Security as required will not be accepted after Bid Closing Timeline i.e. **02-06-2025 @11:00 AM**
7. Quantity of items required is enclosed with Tender Document (item list at Annex-A). However actual quantity may either increase or decrease or may not be required at all subject to requirement
8. Bid Security amounting to **PKR 100,000/-** in form of "Pay order/Demand Draft" in favor of "**SLIC H&AI PREMIUM COLLECTION ACCOUNT**" must be furnished as scanned copy on EPADs and also in hard copy on following address
"Office of Central Procurement Department (CPD), Health and Accidental Insurance (H&AI), Regional Office, 3rd Floor, State Life Tower, Islamabad"
9. Bid Security will be refunded to the un- successful bidder upon completion of formal procurement process. Whereas Bid Security of successful bidder will be returned after submission of Bank Guarantee
10. Most Advantageous Bidder in respective category or categories or overall is required to furnish Bank Guarantee amounting to **10%** of quoted cost i.e. Overall Cost in a

respective category or overall sum of quoted cost in case of more than one category valid upto **December 31, 2025** within Ten (10) days of issuance and onward acceptance of Letter of Intent (LOI) by bidder. Failure to submission of Bank Guarantee within stipulated time will result in forfeiture of Bid Security without any notice and subsequent action as per PPRA Rules will be initiated

11. Bank Guarantee to be furnished as demand draft/pay order in the name of "SLIC H&AI Premium Collection Account"
12. Performance Guarantee/ Bank Guarantee will be retained till December 31, 2025 and complete delivery of items as and when required. In case bidder fails to deliver required items as per schedule then items as per actual will be purchased from alternate source and same will be adjusted from Performance Guarantee
13. No tender will be acceptable without Bid Security. Bid Security must be furnished in original hard copy to the "Office of Central Procurement Department (CPD), Health and Accidental Insurance, 3rd Floor, State Life Tower, Jinnah Avenue, Islamabad" well before Bid Closing time and its solely bidders' responsibility to ensure that Bid Security is submitted without any prejudice to State Life.
14. In case a bidder fails to submit Bid Security as required before Bid Closing Timeline his/her proposal will be straightway rejected no matter bid is furnished on EPADs
15. Bidder is advised to ensure delivery of all items in One Single Go when a respective work order is issued without any splitting, bifurcation of items within Ten (10) working days. In case of emergency the said timeline will cease to exist
16. Items will be required on need basis throughout the year up to December 31, 2025
17. Time is essential in subject procurement and in case vendor is found to be habitually delaying delivery than Performance Guarantee will be forfeited and necessary blacklisting process will be initiated against the vendor
18. Quoted Cost will remain valid/firm/unchanged till **December 31, 2025** and no request for rate escalation whatsoever will be entertained under any circumstances during said period.
19. The prevailing engagement as part of subject tender may be extended for a period of one year after **December 31, 2025** on same terms and conditions with per item rate escalation of maximum up to **10%** subject to inflation, overall market condition and other factors.
20. Vendors will have to submit a formal request for rate escalation with proper justification and an independent market survey at least two (2) months before expiry of existing engagement. The decision on rate escalation will be taken by Health and Accidental Insurance (H&AI) and it is our discretion to escalate rates as per request or reject the request

- 21.** In case of rejection of the request for rate escalation, we reserve the right to resort to fresh tendering process
- 22.** Further bidder must ensure delivery/supply of items as communicated via work award issued by Admin 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 and any other location as communicated within Islamabad
- 23.** Bidders/ Vendors are required to submit following with their bids:
- a.** Copy of Income Tax & Sales Tax Registration Certificates
 - b.** Bid Security Deposit both in soft (scanned) with the proposal furnished on EPADs and also in hard copy before Bid Closing Timeline
 - 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
 - e.** Duly filled and signed Financial Proposal (List is enclosed at Annex-A)
 - f.** Undertaking on a PKR.50 Stamp Paper (Format is enclosed at Annex-B)
 - g.** In case a bidder/ vendor is applying for Printing Category he/she must furnish a valid Press Declaration certificate issued by concerned Government Department
 - h.** Vendor must submit Purchase Order/ Work Order from at least three vendors both from Public and Private sector wherein two (2) years' experience is verified/justified
 - i.** Vendor is required to furnish/ submit Work Completion/ Work Done Certificates from at least two (2) well reputed clients executed in last five (5) years

Note: Submission of all above documents is mandatory and non-submission will result in disqualification from further procurement proceedings no matter vendor is most advantageous/lowest in terms of cost.

Vendor must ensure strict compliance to all clauses of tender document and in case vendor doesn't comply any provision his/her proposal will be declared non-responsive and will be rejected

- 24.** Category Wise lowest Evaluated Bid financially in terms of cost subject to fulfillment of mandatory criteria and compliance with PPRA Rules would be declared as most advantageous. Vendor can quote rate for a single category or for more than one category

- 25.** Vendor must quote rate for all items within a category and in case vendor doesn't quote rate for an item within the category his/her proposal to the extent of respective category will not be considered
- 26.** 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
- 27.** Vendor must take into account that delivery at designated location is entirely vendors responsibility and no request for provision of Health and Accidental Insurance (H&AI) Regional Office Islamabad staff for stationery transportation under any circumstances will be entertained.
- 28.** Bidder must take into account that quality of items is paramount. If any item doesn't confirm to quality standards outlined, the said item will be returned and vendor is bound to supply alternate item without any cost
- 29.** Sample pictures are enclosed herewith for different items for convenience of vendors
- 30.** Vendor can sort clarity if required through all means i.e. EPADs, Email, Telephonic Conversation, Physical Visit during office Hours i.e. Mon to Fri (9:00 AM to 5:00 PM). The said clarity can be obtained up to 30-05-2025 @05:00 PM and after said timeline no clarity request shall be entertained. Contact details are as:
- a.** Name: Masab Bin Shahid (Sr. Administration Officer, Central Procurement Department (CPD)
Contact: 051-9216344
Email: masabslic@gmail.com
 - b.** Name: Muhammad Waqas (Sr. Administration Officer, Central Procurement Department (CPD)
Contact: 051-9216344
Email: mwaqas.slic09@gmail.com
- 31.** 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/In charge (CPD)

H&AI Regional Office, Islamabad
State Life Insurance Corporation,
3rd Floor, State Life Tower,
Blue Area, Islamabad
Ph. No. 051-9216344

ANNEX-B:

UNDERTAKING

I hereby solemnly declared that in case I am declared as most advantageous bidder in response to subject procurement, I will ensure supply/ delivery within ten (10) working days after the receipt of respective Work Order except in case of emergency. I further declare that I will ensure supply of quality products and will adhere to all conditions mentioned in General Terms and Conditions.

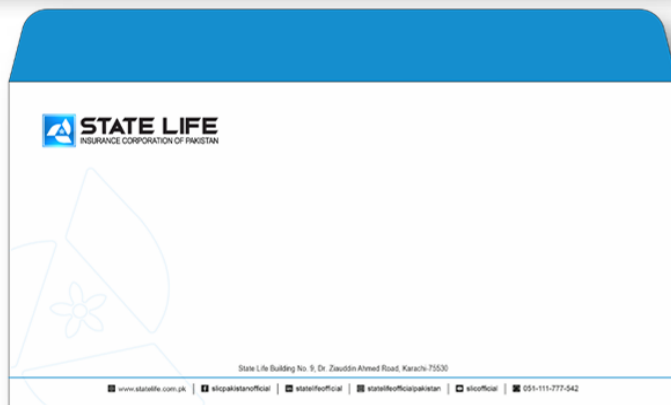
The quoted rates as per my Financial Proposal are inclusive of all applicable taxes and are valid up to **December 31, 2025** for all items within a category/ categories

ANNEX-C:

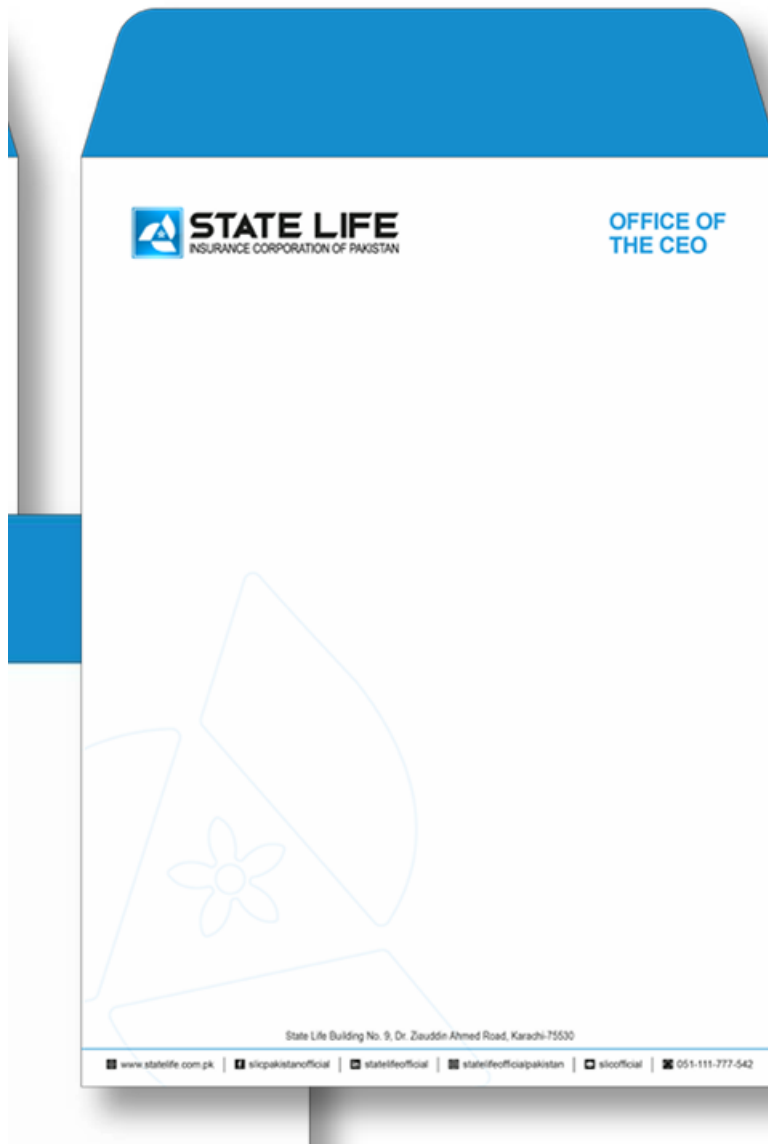
SAMPLE PICTURES

For the ease of vendors sample pictures are enclosed herewith. Further vendors can get clarity through EPADs, email, call up to 30-05-2025 @5:00 PM. After expiry of clarification timeline no clarity request will be entertained. The actual content will vary and enclosed pictures are just a sample

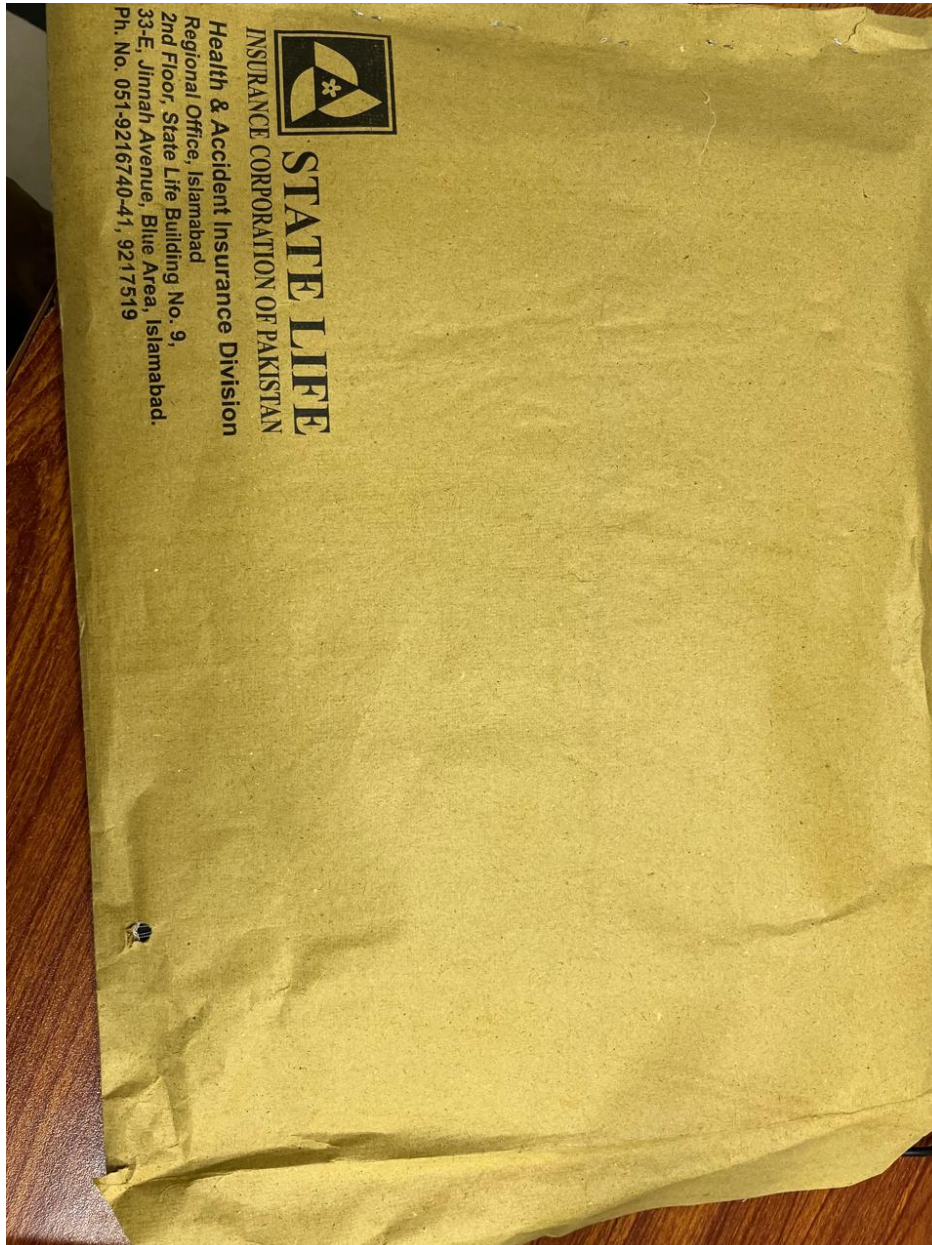
- a. Envelope Small (09"*12", 80 Gram Imported Off Set Paper White with double color printing and printed content on top and bottom as per approved sample)



- b.** Envelope Large (Envelope Small with size 9"*4.5" 80 Gram Imported Off Set Paper White with double color printing and printed content on top right and bottom as per approved sample)




- c. Cloth Envelope (Large Sized Cloth Envelop having weight 80 Gram Imported Off Set Paper Khaki with single color printing as per approved sample)



- d. Office Files (Office File white in color having size 10"*15", 350 Grams Hard Card with Double Color Printing and Steel Clip with double punch clip. Written typed content on back and front side

Claims # _____
Hospital _____
No. of Claims _____

 **STATE LIFE**
INSURANCE CORPORATION OF PAKISTAN

HEALTH & ACCIDENT INSURANCE
REGIONAL OFFICE, ISLAMABAD

File No. _____
Subject _____

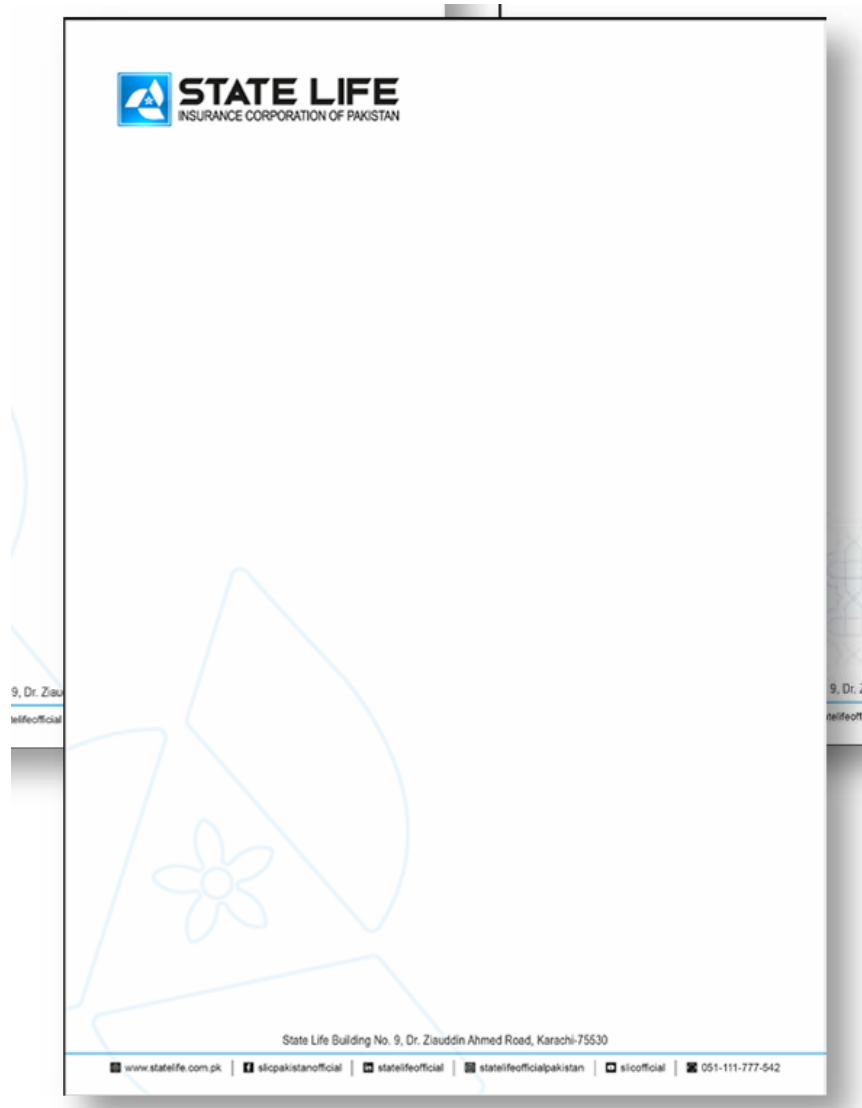
From : _____ To : _____



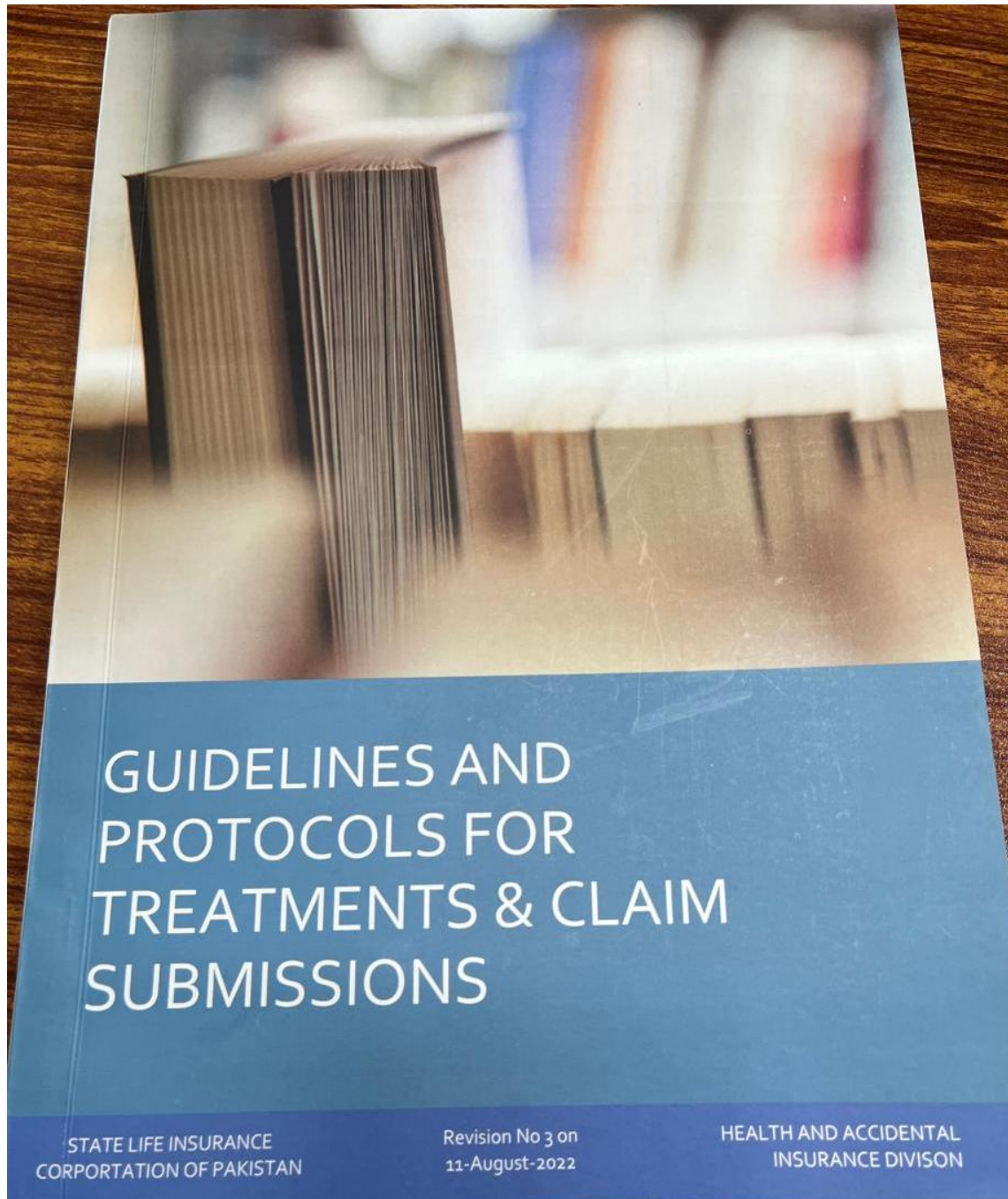
- e. Leather file with logo printing (File with Latherite Cover, emborsed Single Color Printing with Logo, Pen Holder and Paper Punch Provision as per Approved Samples)



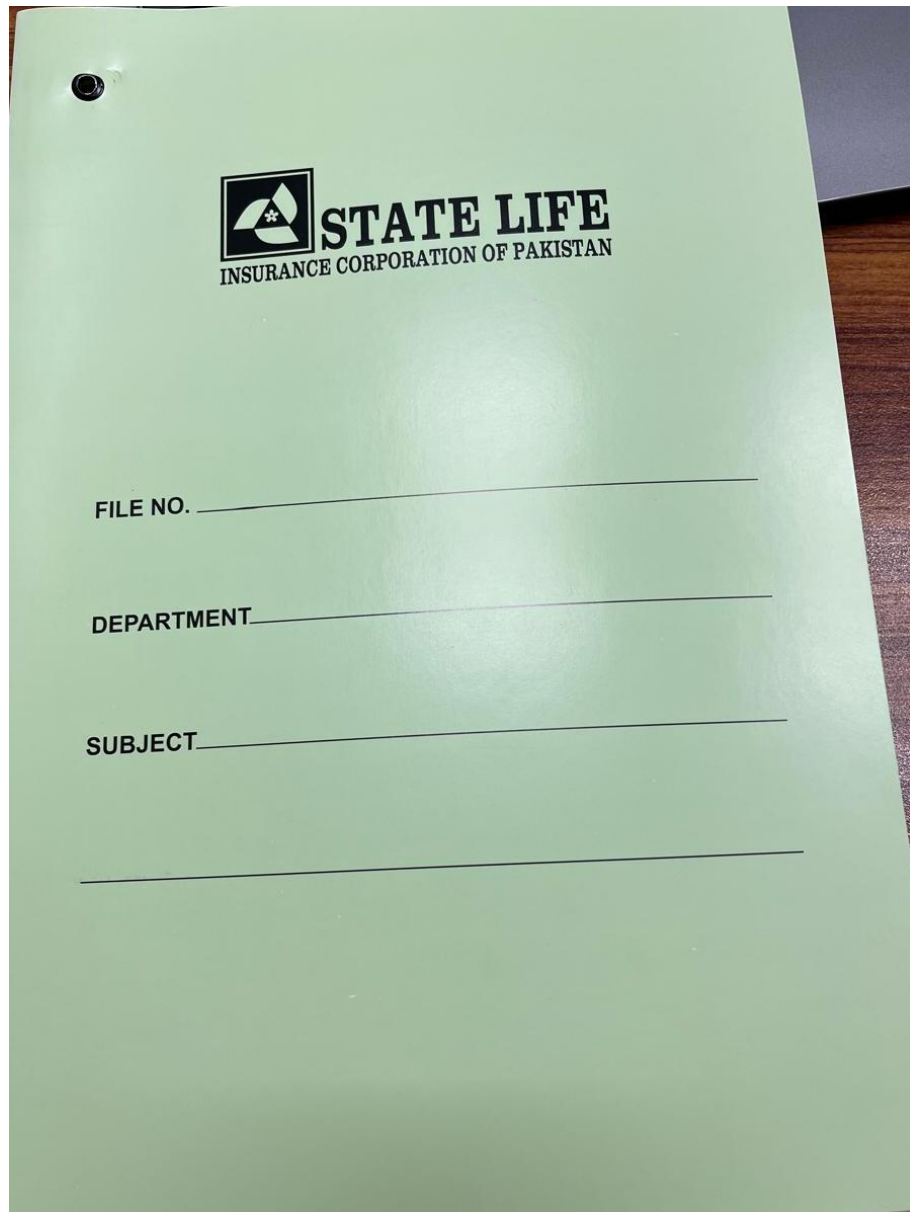
- f. Letterhead (100/110 gm paper A4 Size having 100 Pages in each pad Single pad with colored typed content on top ((Sample Picture enclosed for ready reference) . One Complete pad comprising of atleast 100 leaterheads will make one number




- g. Booklet Printing (80 Gram Glossy (Glaced) Imported Off Set Paper White with colored printed content, best quality binding. A booklet will consist of minimum of atleast 70 pages



- h. Green File (Hard Card Office File green in color with provision for thread/tag on top right corner with threads (Sample Picture enclosed for ready reference). Preferable size is atleast Legal Document Size



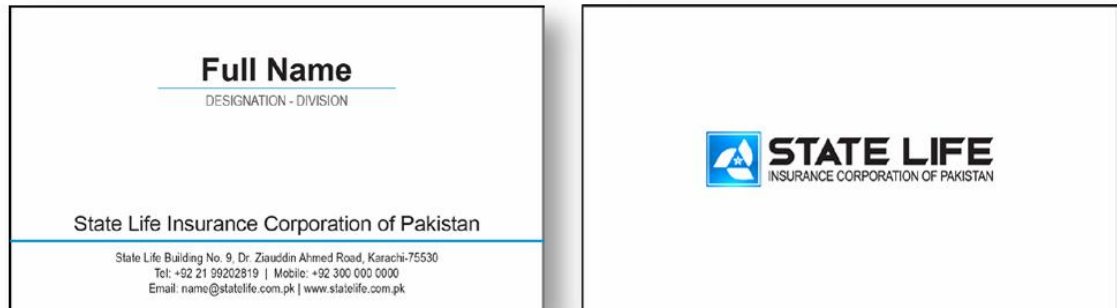
 **STATE LIFE**
INSURANCE CORPORATION OF PAKISTAN

FILE NO. _____

DEPARTMENT _____

SUBJECT _____

- i. Visiting Card (Best Quality Card Material with colored printed content (Sample Picture enclosed for ready reference). Pack: Must comprise of atleast 100 visitor cards



- j. Dinner Set



k. Tissue Box, Table Mat and Cup Mat



ANNEX-A: FINANCIAL PROPOSAL

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
CATEGORY-1: Office Stationery						
1	Ball Point pen Blue	Piano Crystal or Equivalent	Pkt	45		
2	Ball Point pen Black	Piano Crystal or Equivalent	Pkt	17		
3	Ball point pen Red	Piano Crystal or Equivalent	Pkt	10		
4	Calculator Large	14 digits Casio or Equivalent	Nos	5		
5	Dumper Water	Fine Quality	Nos	18		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
6	Sharpner	Dux or Equvallent	Nos	10		
7	Glue Stic 35 Grams	Amos or Equvallent	Nos	30		
8	Signature pen (1x12) PKt.	Blue Pilot V7 Techpoint Grip or Equvallent	Pkt	10		
9	High Lighter Pen	Doller / Mercury or Equvallent of Multi Colors	Nos	28		
10	Packing Tape 60/75 Yards	2" Nichiban or Equvallent	Nos	120		
11	Scotch Tape 1"	60 yards olympia or Equvallent	Nos	270		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
12	Signature Pen	Uni ball Eye 0.8 or fine quality (1x12) Pkt or Equivalent	Pkt	15		
13	Ruled Register No.20	Imported Quality Paper	Nos	6		
14	Stamp Pad Large 4.5"x 3"	shiny/ Colp Brand Or Equivalent of Violet Color	Nos	10		
15	Stamp Pad Ink bottle	Dollar or Equivalent	Nos	18		
16	Stapler Pin 24/6 Steel	Dux 24/6 Stapler pin pack of 1000 pins	Pkt	30		
17	Offset Paper A-4 80 G	HP/Paper One 80g A4 Imported consisting 500 sheets or Equivalent	Ream	600		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
18	Offset Paper F/S Legal 80G	HP/Paper One 80g F4 Imported consiting 500 sheets or Equvallent	Ream	30		
19	Tissue Paper Box	Rose petal Luxury Or equiv. 100x2 play or Equvallent	Nos	400		
20	Box File Large	Box file Large Uni/ Executive Or Equvallent	Nos	500		
21	Fluid Correction Pen	Kita Correction Pen or Equvallent	Nos	20		
22	Electric wire extention for PC	5 meter electric extension cord with a 12-gauge Copper wire thickness or Equvallent , Fire Resistant Material with overload protection	Nos	10		
23	Paper Cutter Knife	Fine Quality	Nos	10		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
24	Paper cutter blades	Fine Quality 10Pcs	Pkt	10		
25	Foot Steel 12" Thick	Dux or Equivalent	Nos	5		
26	Gel Ink Pen Green	Dollar Gel 1 or Equivalent	Nos	10		
27	Lead Pencil	Gold Fish/ HB Acurate or Equivalent	Pkt	3		
28	White Board Marker	Dollar/Mercury or Equivalent	Nos	6		
29	Plastic File Cover A-4	Fine Hard Plastic Crystal/TT File	Nos	300		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
30	Plastic file cover legal	Fine Hard Plastic Crystal/TT File	Nos	30		
31	Rubber Eraser	Pelikan AL-30 Pelikan or Equivalent	Nos	30		
32	Stapler Pin Remover	KW-Trio or Equivalent	Nos	30		
33	Stappler Machine	Fine Quality 24/6 Japan or Equivalent	Nos	18		
34	Waste Basket Medium Plastic	Plastic Fresh Material	Nos	5		
35	Paper Punch Machine (2 Holes)	KW-Trio 912 or Equivalent	Nos	10		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
36	Sticky Notes Multi colour	1*3" 100 Sheets	Pkt	50		
37	Notes Sheets Green	Legal Size Paper Ream Green	Pkt	20		
38	Stapler Pin large	Max Japan or Equvallent	Pkt	2		
39	Large Basket	Laundry Basket Fine Quality Plastic	Nos	2		
40	Paper Tray	Steel body with double layer or Equvallent	Nos	3		
41	Air Freshner	Air Wick/ Cobra or Equvallent	Nos	10		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
42	Punch Machine Heavy Duty large	KW-triO's Heavy Duty 2-Hole Punch Machine or Equivallent	Nos	1		
43	Drafting Pad	Small Draft Pad having fine quality paper	Nos	300		
44	Drafting Pad	Medium Draft Pad having fine quality paper	Nos	50		
45	Paper Saperator	Imported having A-4 Size multicolored of Plastic Material	Pkt	100		
46	Battery cell	AA Energizer	Nos	50		
47	Battery cell	AAA Energizer	Nos	50		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
48	Single colour sticky notes	1*3" 100 Sheets	Pkt	10		
49	Face Mask	Standard / Medically tested 50pcs	Box	5		
50	Hand Senitizer	Dettol or Equvallent	Bottles	5		
51	Dish wash	Lemon Max or Equvallent	Jar	10		
52	Wall clocks	Quartz/Casio or Equvallent	Nos	2		
53	Replacment kit	KW-triO's Heavy Duty 2-Hole Punch Machine or Equvallent	Nos	2		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
54	Pen Holder	Round Metal Pen / Pencil Holder	Nos	5		
55	Binding Tape	60 yards olympia or Equivalent having dimension 1"	Nos	10		
56	Plastic Dori	Roll Packing Material	Nos	12		
57	Cables Orgnizer	Clips or ties	Nos	5		
58	Glints	Glass cleaner 500 ml	Nos	5		
59	Tape Dispenser	Best Quality	Nos	5		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
60	Tissue Paper Box	Sateen soft executive Black or Equivalent	Nos	50		
61	Tissue Rolls	Rose Petal or Equivalent	Nos	30		
62	Spirals with X-Ray Sheets	Spirals for binding of 50 pages document with atleast 100 sheets in a Single Packet	PKT	30		
63	Spirals with X-Ray Sheets	Spirals for biding of 100 pages document with atleast 100 sheets in a Single Packet	PKT	30		
64	Spirals with X-Ray Sheets	Spirals for biding of 150 pages document with atleast 100 sheets in a Single Packet	PKT	20		
65	Spirals with X-Ray Sheets	Spirals for biding of 200 pages document with atleast 100 sheets in a Single Packet	PKT	20		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
66	Scissor	M&G Fence 4.72"/120 mm Scissor or Equivalent	Nos	5		
67	Single punch machine	DL single hole 8-10 sheets or Equivalent	Nos	4		
68	Office Furniture Glint/ Shiner	Kiwi or Equivalent	Nos	6		
69	Hand Wash	Dettol or Equivalent Large Sized Can of atleast 5L Antibacterial	Nos	5		
70	Washing Sponj	Scotch Bright or Equivalent	Nos	10		
TOTAL COST CATEGORY-1 IN PKR IN FIRGURES						
TOTAL COST CATEGORY-1 IN PKR IN WORDS						
Category-02: Printing						

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
1	Envelops	09"*12", 80 Gram Imported Off Set Paper White with double color printing and printed content on top and bottom as per approved sample (Picture sample enclosed)	Nos	500		
2	Envelops	Envelope Small with size 9"*4.5" 80 Gram Imported Off Set Paper White with double color printing and printed content on top right and bottom as per approved sample (Picture sample enclosed)	Nos	500		
3	Envelops cloth	Large Sized Cloth Envelop having weight 80 Gram Imported Off Set Paper Khaki with single color printing as per approved sample	Nos	500		
4	Office Files	Office File white in color having size 10"*15", 350 Grams Hard Card with Double Color Printing and Steel Clip with double punch clip. Written typed content on back and front side (Sample Picture enclosed for ready reference)	Nos	500		
5	Leather file with logo printing	File with Latherite Cover, emborsed Single Color Printing with Logo, Pen Holder and Paper Punch Provision as per Approved Samples (Sample Picture enclosed for ready reference)	Nos	6		
6	Letter Head	100/110 gm paper A4 Size having 100 Pages in each pad Single pad with colored typed content on top ((Sample Picture enclosed for ready reference) . One Complete pad comprising of atleast 100 leaterheads will make one number	Nos	10		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
7	Booklet printing	80 Gram Glossy (Glaced) Imported Off Set Paper White with colored printed content, best quality binding (Sample Picture enclosed for ready reference) A booklet will consist of minimum of atleast 70 pages	Nos	2		
8	Green File	Hard Card Office File green in color with provision for thread/tag on top right corner with threads (Sample Picture enclosed for ready reference). Preferable size is atleast Legal Document Size	Nos	50		
9	Visiting Card	Best Quality Card Material with colored printed content (Sample Picture enclosed for ready reference) Pack: Must comprise of atleast 100 visitor cards	Pack	10		
Total Cost Category-02 in PKR In Figures						
Total Cost Category-02 in PKR In Words						
Category-03: Computer Items						
1	HP Laser jet printer 404 dw	Toner 76A of Best Quality (China) or Equivalent Brand New	Nos	10		
2	Toner Laser Printer HP 107A	107A Best Quality (China) or Equivalent Brand New	Nos	4		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
3	HP Laser Jet P1006	85A Best Quality (China) or Equivalent Brand New	Nos	4		
4	HP Laser Jet 1022	12A Best Quality (China) or Equivalent Brand New	Nos	2		
5	HP Laser Jet Pro M402D	26A Best Quality (China) or Equivalent Brand New	Nos	4		
6	HP Laser Jet P1005	35A Best Quality (China) or Equivalent Brand New	Nos	4		
7	HP Laser Jet 1320	49A Best Quality (China) or Equivalent Brand New	Nos	4		
8	Fargo Card Printer Machine DTC 4500E	Fargo 45200 YMCKO Color Ribbon	Nos	2		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
9	HP Laser Jet M451 DN Color Printer	HP Laser Jet 305 four color set Yellow, Magenta, Black, Cyan	Set	2		
10	HP Laser Jet printer M178 NW Color Printer	HP119A Four Color Set Yellow, Magenta, Black, Cyan	Set	2		
11	Fargo Card Printer Machine HDP 5000	YMCK Color Ribbon Compatible with Fargo, HDP 5000 YMC Full Color Ribbon 500 Prints	Nos	2		
12	Bar Code Printer TSCTTP-244 Pro	Black Copper Thermal Transfer Label Ribbon, Premium 110mm by 300 Metre compatible with said machine	Nos	2		
13	HP 4003 DW	151A (China) or Equivallent Brand New	Nos	9		
14	Mouse pads	Soft-woven cloth	Nos	5		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
15	Mouse	Wired A4Tech or Equivallent	Nos	20		
16	Key board	Wired A4Tech or Equivallent	Nos	5		
17	USB Hubs	4 Ports Speed -X	Nos	5		
18	External Hard drive	Kingston / SATA External Portable Hard Drive with capacity of atleast 265 GB	Nos	5		
19	Flash Drive USB	16 GB Kingston Or Equivalent	Nos	5		
20	Flash Drive USB	8 GB Kingston Or Equivalent	Nos	10		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
21	Flash Drive USB	4` GB Kingston Or Equivalent	Nos	20		
22	Mouse	Wireless logitec or Equivalent; Bluetooth enabled	Nos	5		
23	Key board	Wireless logitec or Equivalent	Nos	2		
24	Ethernet Cable	Cat-6 Cable of best Quality with proper connectors at both ends having length of atleast 3-5 Metres (Ready to Use)	Nos	15		
25	Power Cable Cord for Printers, Computers	Best Quality of Equivalent	Nos	15		
26	HDMI Cable	Best Quality of Equivalent	Nos	10		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
27	VGA Cable	Best Quality of Equvallent	Nos	10		
28	Wifi Wireless Nano USB Adaptor	TP Link or Equvallent	Nos	5		
29	Data Cable for Printers	Best Quality of Equvallent	Nos	20		
30	Landline Telephone Cable	Best Quality Communication Cable for connecting Telephone to network	Roll	1		
31	Telephone Set Connector	Best Quality Marerial with packet of atleast 100 Nos of Connector (RJ-11)	Pkt	1		
Total Cost Category-03 in PKR in Figures						
Total Cost Category-03 in PKR in Words						
Category-04: Crockery Items						

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
1	Glass	Toyo or Equvallent Glass must have Branding of State Life Logo clearly visible as per standard size	Nos	24		
2	Tea Cups	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material must have Branding of State Life Logo clearly visible as per standard size	Nos	48		
3	Service Plates	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material must have Branding of State Life Logo clearly visible as per standard size	Nos	12		
4	Medium Plates	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material must have Branding of State Life Logo clearly visible as per standard size	Nos	12		
5	Dessert Plates	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material must have Branding of State Life Logo clearly visible as per standard size	Nos	12		
6	Serving Spoon Large	Stainless Steel or Equvallent	Nos	6		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
7	Table Spoon	Stainless Steel or Equivalent	Nos	12		
8	Tea Spoon (Small)	Stainless Steel or Equivalent	Nos	12		
9	Forks	Stainless Steel or Equivalent	Nos	12		
10	Tray (Large)	Plastic of Best Quality (12 Cups) must have Branding of State Life Logo clearly visible as per standard size	Nos	2		
11	Tray (Medium)	Plastic of Best Quality (8 Cups) must have Branding of State Life Logo clearly visible as per standard size	Nos	2		
12	Serving Bowl (Donga)	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material	Nos	3		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
13	Thermos	Regular Size 1 litr Good Quality Hot and Cool	Nos	1		
14	Electric Kettle	Westpoint or Equivallent having capacity of atleast 2.5 Litre or above	Nos	2		
15	Biscuit Bowls	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material	Nos	2		
16	Butter knives	Stainless Steel or Equivallent	Nos	3		
17	Fruit Cutting Knife	Stainless Steel or Equivallent	Nos	3		
18	Soup Bowls	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material	Nos	12		

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
19	soup spoon	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material	Nos	12		
20	Sugar pot	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material with stainless steel spoon and top cover	Nos	2		
21	Snack Plates	Best Quality Glass plate of standard size for placement of Snacks, Nimkos etc	Nos	12		
22	Table Mats	Best Quality Table Mat Large preferably made of Soft plastic/ rubber or equivallent with clearly visible State Life Logo Printed on it (Sample Picture enclosed)	Nos	24		
23	Milk pot	Imported White Fine Quality of Ceremaic/Porcelain (Cheeni) Material with stainless steel spoon and top cover	Nos	2		
24	Tissue Box	A Box Made of Leather Type Material with State Life Branding on Front side (Sample Picture is enclosed)	Nos	4		
25	Cup Table Mat	A Table mat made of leather or rubber for placement of tea cups with State Life Branding (Sample Picture is enclosed)	Nos	30		
Total Cost Category-04 in PKR in Figures						

Sr No	Name of ITEMS	SPECIFICATION Proposed	Unit	Total Quantity	Rate per Item	Total Cost in PKR Quantity*Rate per Item in PKR
Total Cost Category-04 in PKR in Words						
CATEGORY-05: OFFICE BEAUTIFICATION						
1	Floor Mats	Anti-Fatigue Floor Matt made of Good Quality antislip Material of standard size Open Grid Design. Must be suitable for industrial use	Nos	2		
2	Table Plants with Pots	Artificial Plant with ceramic pot. Sample Picture is enclosed	Nos	5		
3	Indoor Plants for Beautification	Large Size Plant for Placement on Floor with steel base having height of atleast 3.5 feet Sample Picture is enclosed herewith	Nos	5		
Total Cost Category-05 in PKR in Figures						
Total Cost Category-05 in PKR in Words						
Total Financial Impact in PKR in Figures (All Categories Applied)						
Total Financial Impact in PKR in Words (All Categories Applied)						