



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

KOHAT ZONE

TENDER DOCUMENTS

FOR

PROCUREMENT OF NON PRINTING STATIONERY

Dated: 19-05-2025

Prepared By:

**Human Resources & Admin Department
State Life Insurance Corporation of Pakistan,
State Life Zonal Office Meeri Colony, University road
kohat
PH# 0922933602**

Dt. 19-05-2025

KOHAT ZONE

TENDER DOCUMENTS FOR
PROCUREMENT OF NON PRINTING STATIONERY

Table of Contents

S. No.	CONTENTS	PAGE NO
1	Bid Invitation	03
2	Instructions to the Bidder (s)	04
3	Special Conditions	05
4	Bill of Quantity	06 To 08
5	Qualification Criteria	09
6	Form of Bid	10 & 11
7	Undertaking	12

BID INVITATION OF TENDER NO.HR&A/KHT/01/05/2025

State Life Insurance Corporation of Pakistan, Kohat Zone invites Bids through E-PADS for procurement of Non Printing Stationery as per following Schedule Sealed financial bids are invited from reputed Firms/Vendors that are registered with Sales Tax Departments, having their own offices and phone/fax numbers.

Type Of Procurement	Bid Security @5% of estimated cost	Estimated Cost Amount	Closing Date & Time for Submission of Tender	Opening Date & Bid Security
Non Printing Stationery	Rs. 40,000/-	Rs. 800,000	30-05-2025 10:00 AM	30-05-2025 10: 30 AM

2. Bidding process shall be adopted under Single Stage-Single Envelop method laid down in PPRA rules 2004.
3. The bids prepared with instructions given in the bidding documents may be submitted through E-PADS only and same will be opened as per above mentioned schedule in the presence of bidder (s) representatives who wish to be present.
4. Any bid submitted other than E-PADS will not be considered.
5. State life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
6. The Tender has been published on PPRA E-Pads website (www.eprocure.gov.pk) and State Life Insurance Corporation of Pakistan website (www.statelife.com.pk).
7. In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned officer Mr. Muhammad Nafees, Assistant Manager (HR& Admin), State Life Zonal Office Meeri Colony University Road Kohat or call on Phone. No 0922-933602 during office hours.

Muhammad Nafees
AM(HR& Admin)/Secretary,
Zonal Procurement Committee (ZPC),
State Life Insurance Corporation of Pakistan,
State Life Zonal Office Meeri Colony University Road Kohat
Phone: 0922-933602,

INSTRUCTIONS TO BIDDERS

1. The procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. The bidders are requested to read, understand and fill the tender in all respects.
3. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk).
4. Tender will be opened in the office of In-charge (HR& Admin/Secretary ZPC) Zonal Office, State Life Zonal Office Meeri Colony University Road Kohat in the presence of the Vendors or their representatives who wish to be present. The Single Stage – Single Envelope procedure will be adopted for opening of competitive Bids.
5. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representative shall be required to sign on attendance sheet.
6. Quoted rates will be evaluated on item to item basis for consideration of Award of Contract to the Lowest evaluated bidder(s) i.e. 1st , 2nd & 3rd. Samples would required to be provided before finalization of tender.
7. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid ‘Bid Security’ shall be forfeited in the favor of State Life.
8. The bids without Earnest Money shall be rejected. Bidder(s) must send their Original Earnest Money through mail before the closing of tender.
9. Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
10. In case Client calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
11. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.
12. Penalty for the amount of delayed supplied items by bidders will be imposed @2% of supply order per week.
13. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
14. Incomplete bids / conditional bids will be rejected.
15. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
16. If the Bid is found against the terms and conditions of Tender, same will be rejected.

SPECIAL CONDITIONS

1. The bids should be accompanied by an Earnest Money Deposit @5% of Total Estimated amount of Tender in the form of Pay Order/CDR/ Demand Draft of any commercial bank. The validity of the of Pay Order/CDR/ Demand Draft must be up to two month starting from the date of issue of this tender. The of Pay Order/CDR/ Demand Draft shall be drawn in favor of **“State Life Insurance Corporation of Pakistan Kohat Zone”** as earnest money, which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of delivery to successful bidder (s) respectively.
2. Sales Tax Registration Certificate FBR must be attached with tender.
3. Certificate of National Tax Number.
4. Proof of Active Tax Payer
5. Bid validity period should at least for 90 days.
6. In case of sub-standard supply by the successful Vendor/ Supplier the amount of Bid Security will be forfeited in favor of State Life and supply will be returned.
7. All rates must be quoted with applicable Taxes.
8. The tender submission after the due date & time will not be entertained. The in-time Submission of tender will be onus of bidder (s).
9. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions.
10. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
11. No Advance payment will be admissible; the whole payment will be made after completion of tender.
12. In case of any query please contact Mr. Mubashir AM (HR& Admin),
Phone. No : **0922-933602**
13. Sample must be provided for each and every item listed above, otherwise tender will be rejected.

BILL OF QUANTITY
DETAIL OF REQUIRED OFFICE STATIONERY, FOR KOHAT ZONE

S. #	NAME OF ITEM	QTY-2025	Closing Date & time for Submission of Bids 19-05-2025 10:00AM	Opening Date & time for Submission of Bids 02-06-2025 10:30AM
1	Ball Point (Piano/Picasso) (Multi Colors) OR equivalent	100 packet	Do	Do
2	Box File (Best Quality) With liver	40	Do	Do
3	Computer Paper (Continue Sheet) 9.5*11(63gms) (200 sheets/Box) 32 column with carbon paper	25 Box	Do	Do
4	Paper (Continue Sheet) 80 Column 15*11 63gms (2000 Sheets/Box)	50 Box	Do	Do
5	Printer Toner HP Laser Jet 85A	20	Do	Do
6	Printer Toner HP LaserJet-Pro 107A	20	Do	Do
7	Registers	30	Do	Do
8	Note Pads	50	Do	Do
9	Paper Cutter Small (Steel)	10	Do	Do
10	Gum Stick (Dollar)	20	Do	Do
11	(Pelikan) Highlighter Text-marker 490-(Multi Colors)	50	Do	Do
12	Permanent Marker– 90 (Dollar) Blue & Black	50	Do	Do
13	Packing Tape (Size 2 Inch) Full Mark	20	Do	Do
14	Punching Machine (Lotus) 30 No	10	Do	Do
15	Scotch Tape 1” inch	10	Do	Do
16	Rubber Band Ring (Crystal) Best Quality	20 Packets	Do	Do
17	Scale (Steel) Full Size 12 inch	20	Do	Do
18	Signature Pen Uni-Ball Gel 0.7 (Multi Colors)	100	Do	Do
19	Stapler Machine (Dollar-24/6 or Lotus) or equivalent	20	Do	Do
20	Stamp Pad Ink (Crystal) (Dollar or equivalent) (Multi Colors)	20	Do	Do
21	Stapler Pin Packet –Medium Dollar or Equivalent	200 packet	Do	Do
22	Stapler Pin Remover	20	Do	Do
23	Paper Rim A-4 70 gm (500 Sheets)	100 Rim	Do	Do
24	Legal Size Paper Rim 70 gm (500 Sheets)	30 Rim	Do	Do
26	Printer Ribbon LQ310 + II (MX 80) Full Mark Epson	30	Do	Do
27	Printer Ribbon LQ350-2180 Full Mark	10	Do	Do

28	Genuine Printronix Ribbon Gold Series 2190 Line Printer General Purpose	05	Do	Do
29	Clopal 6 ways Extension Heavy Duty Copper Cable with Socket 3 mtrs Cord	05 pieces	Do	Do
30	Water Jug Glass (1.5 Ltr) Carol	12	Do	Do
31	Water Glass 290 ml deli sog	6 Dozen	Do	Do
32	Telephone Set (Digital)KX-TSC934CID	05 sets	Do	Do
33	Calculator CT-860L Citizen	10	Do	Do
34	24 Watt LED T Bulb with 1 year warranty (Osaka) or Equivalent	20	Do	Do
35	40 Watt LED T Light 40 1 year warranty (Osaka) or Equivalent	10	Do	Do
36	Metal Trash Can Round Dust Bin Waste Container Wastebasket	10	Do	Do
37	Tissue Paper Rose Petal Pop Up Ultra soft	50 Boxes	Do	Do
38	Multi Colour Basket (Large) Size 13.7*19.5*6 CM	20	Do	Do
39	Air freshener	40 bottles	Do	Do
40	Dumper Plastic/Rubber	20	Do	Do
41	Stapler Machine Heavy Duty for Cash	02	Do	Do
42	Aura Liquid Hand Washing (500 ml)	30 Packet	Do	Do
43	Vim Powder	10 Packet	Do	Do
44	Dettol Soap Original 110gm	50	Do	Do

(Name, Signature & Seal of the authorized Person)

For & on behalf of M/s. _____

Dated:_____Seal:_____

EVALUATION CRITERIA

Following documents are mandatory to be submitted to qualify the Tender. The weightage are given against each document.

S. No	Requirement	Marks
1	Copy Of Certificate of National Tax Number.	20
2	Copy Of GST Registration Certificate.	20
3	Copy Of Proof being Active Tax Payer.	20
4	Bid Security 05% (Return able)	20
5	Proof Of 05 Year's experience	20
	Total Marks	100

Eligibility Marks:

80

FORM OF BID

Muhammad Nafees

Secretary (ZPC),

State Life Zonal Office Meeri Colony University Road Kohat.

Dear Sir,

Tender Reference No: **NO HR&A/KHT/01/05/2025.**

Nature of Tender: **Procurement of Office Stationery.**

Having examined the Bidding Documents, for the hiring of Services for Procurement Of Stationery, we the undersigned, being a company/vendor doing business under the name _____ and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. As security for due performance of the undertakings and obligation of this Bid, we submit herewith a Bid security of Rs. _____ drawn in favor "State life"
3. We undertake, if our bid is accepted, we shall provide you goods to your entire satisfaction as mentioned in tender.
4. We agree to abide by this Bid under the relevant laws.
5. We undertake that you are not bound to accept the lowest or any bid you may receive.

Signature _____

In the capacity of _____ duly authorized to sign bid for and or behalf of _____.

(Name of Bidder/Firm in Block Capitals)

(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

Name of Vendor/ Firm _____

Registered Address _____

Telephone No. _____

Cell No. _____

Fax No. _____

E-Mail _____

Name of Official
(Who will represent vendor/
Firm on the day of tender
opening) _____

NTN No. _____

Sales Tax No. _____

Vendor/ Firm rep Signature _____

CNIC No. _____

Seal Of Firm _____

Signature of the Authorized Signatory
Designation: _____
(Office seal of the Bidder)

UNDERTAKING

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also undertake that our firm/Company is not black listed by any Government Department.

Signature of the Authorized Signatory
Designation:
(Office seal of the Bidder)

Date:- _____

Place:- _____

THE END