



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
SARGODHA ZONE

TENDER NOTICE # SGD / 02 / 2025
(OFFICE PRINTING)

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 printing. 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 Printing 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 24th February, 2025**. The Envelop must bear the title **“OFFICE PRINTING ITEMS”** at its right hand corner of the envelope.
- c) Tender will be opened in the office of Secretary (ZPC) / Incharge (P&GS), 1st Floor, State Life, Zonal Office, Queen’s Road, Sargodha on **24th 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 Printing 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, 1st 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 Printing items.
- h) The quality of Printing 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



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