

**STATE LIFE**

Insurance Corporation of Pakistan

Rahim Yar Khan Zone

TENDER NOTICE NO.HR&A/SLIC/RYP/001/2025**February 24, 2025**

State Life Insurance Corporation of Pakistan (SLIC) RYK Zone Sealed bids are invited under Single Stage / Single Envelop in accordance with PPRA Rules from “Supplier/Firms” registered with GST/Income Tax Department, having their own Offices and Phone/Fax number, preferably based at Rahim Yar Khan for the “Supply of Stationary Items” for Office use 2025 for State Life Rahim Yar Khan Zone through PPRA E-Pad only as per tender documents. The Single Stage Single Envelope procedure for the following items on below mentioned terms and conditions.

S. No.	STATIONERY ITEM	Required Quantity for 2025	Piece/Packets
1	Ball Point Pen Green (Piano Crystal or Equivalent)	10	Packets
2	Highlighter Marker Dollar 90 or equivalent	5	Box
3	Tissue Paper Box (Rose Petal/PoP-Up or Equivalent)	200	Box
4	Stamp Pad Green Large (Colop Micro 2 or Equivalent)	20	Pad
5	Stapler Pin 24/6 Dollar or Equivalent	10	Box
6	Gum Stick Large 40gm(Dux or Equivalent)	5	Box
7	Continue Computer Paper Box Small 80 Colum 1000 Sheets (Century Paper)	200	Box
8	Ball Point Pen Blue(Jet Flo 0.7 mm or Equivalent)	250	Packet
9	Paper A4 (Double A 80-Grams or equivalent)	50	Rim
10	Paper A4 (Double A 70-Grams or equivalent)	400	Rim
11	Register No. 20 or Equivalent	10	Piece
12	Calculator (Citizen CT-9300 or Equivalent)	40	Piece
13	Air Freshener 300ML (Sultan or Equivalent)	40	Bottle
14	Rubber Ring 1 KG as per Specimen	30	Packet
15	Marker 90 Blue Dollar or equivalent	10	Box
16	Stamp Pad Blue Large (Colop Micro 2 or Equivalent)	100	Pad
17	Duster 42*36 Inches (Large/Lining)	50	Piece
18	Computer Ribbon IBM 6400 P300/600 Printronix or Equivalent	10	Box



STATE LIFE

Insurance Corporation of Pakistan
Rahim Yar Khan Zone

19	Computer Ribbon LQ-350 Epson or Equivalent	300	Ribbon
20	Steel Scale	5	Piece
21	Signature Pen(Mix Colors) Uni Ball fine deluxe or Equivalent 0.7 MM	10	Dozens
22	Soap 140 gm Lux By Unilever or Equivalent	50	Piece
23	Towel Medium Size	10	Piece
24	Stamp Pad Ink Blue (Dollar or Equivalent)	10	Box
25	Computer Ribbon Epson 2180 or equivalent	20	Ribbon
26	Water Dumper Large (Fine quality) Large Size	40	Piece
27	Stapler Machine Large 24/6 (Max Brand or Equivalent)	50	Piece
28	Binder Clip/Bull Dog Clip	10	Piece
29	Stapler Large (Max HD 12 N/17 or Equivalent)	2	Piece
30	Paper legal Size (Double A 80 grams or equivalent)	20	Rim
31	Box File Large (Alfalah Brand or equivalent)	50	Piece
32	Ribbon LQ 310	30	Piece
33	Ribbon Print Rite 179499-001	24	Piece
34	Epson Ribbon Print FX 890A	25	Piece

TERMS AND CONDITIONS

- i. Quotations shall be accepted only on Tender Document to be collected from our Office on Payment of Rs.2000/- Cash/Pay Order as Tender Fee (Non Refundable).
- ii. Security amount must be deposited equal to 02% of the approximate value (noted above) of the tender in form of "Pay Order/Demand Draft" or "Call Deposit receipts" in favour of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. All interested parties, must submit their bid security in original through Courier/Dak prior to the opening , failing which, the tender will not be considered at all.
- iii. The rate validity of tender will be upto **December 31, 2024** from the date of opening of tender.
- iv. **Tender closing date 17-03-2025 at 11:00 A.M. Tender opening date 17-03-2025 at 11:30 A.M.** in the office of Incharge HR&A Secretary ZPC Rahim Yar Khan Zone in the presence of the bidders who wish to be present. This advertisement is available on PPRA EPADS and State Life website.
- v. The date fixed for opening of bids, if subsequently declared as holiday by the GOVT, Bids will be opened on next working date on same time.
- vi. Proof of active Tax Payer.
- vii. Penalty @1% of bid against delay in supply will be charged on weekly basis.
- viii. All Govt Tax(S) will be applicable.



STATE LIFE

Insurance Corporation of Pakistan
Rahim Yar Khan Zone

- ix. Only one Price for each item is admissible. Multiple/vague/no rates for any item will amount to cancellation of the bid. Please provide Bides per item.
- x. State Life Insurance Corporation of Pakistan reserves the right to check the item and its quality, prior to delivery and / or upon delivery. If any item is found sub stander the work will be cancelled and bid security will be forfeited.
- xi. The Firm/Suppliers/Stationers will be bound to supply the required items as whole consignment within 20 days after the issuance of Purchase Order; otherwise the Corporation has a right to cancel the Purchase Order.
- xii. State Life Insurance Corporation has the right to increase/decrease the quantity without consultation as and when required, as there is no completion on us to purchase the whole quantity.
- xiii. The bidders will attach their respective copies of valid NTN and Sales Tax Certificates. A certificate to the effect that the firm is not black listed as per specimen.
- xiv. Sealed Tenders duly completed in all respect must reach to the undersigned by Courier Service/by post during Office hours i.e. 9:00 am to 5:00 pm (sharp) except Saturday and Sunday till the closing date and time as mentioned above. The Income Tax will be deducted as per Rules.
- xv. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xvi. Before placing the Purchase Order to the lowest bidder, he will be bound to provide us the Samples of required items for the checking/observing their quality by the Competent Authority. If found unsatisfactory, no purchase order will be issued, and the matter will be dealt accordingly.
- xvii. The Delivery Schedule during the whole year is as under:-
 1. 1/3rd of the whole consignment in 1st Quarter.
 2. 1/3rd of the whole consignment in 2nd Quarter
 3. 1/3rd of the whole consignment in 3rd Quarter

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 068-9230036.

Makhdoom Shahrukh Jamil

Secretary Zonal Procurement Committee
State Life Insurance Corporation of Pakistan
State Life Building Abu Dhabi Road
Rahim Yar Khan

This Tender is available at the following web sites

(.www.ppra.org.pk) (PPRA EPADS)

(.www.statelife.compk)