



**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

**HYDERABAD ZONE**


**INVITATION TO BID**

**Tender No.SLIC/HZ/HR&Admin/01/2025**

E-pads Tender No.F-250191825

State Life Insurance Corporation of Pakistan invites E-PADS bids from the Service Provider/Bidder/ Firm, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Purchase of “Stationeries (non-printing) State Life HYDERABAD ZONE.

2. Bidding documents, containing detailed terms and conditions etc, available for download at State life’s website [www.statelife.com.pk](http://www.statelife.com.pk) & [www.ppra.org.pk](http://www.ppra.org.pk) .
3. The bids, prepared in accordance with the instructions the bidding documents, submitted through e-PADS “**Single Stage –one Envelope Procedure**” on or before 17-02-2025 11.00 a.m will be opened on the same day at 11.30 a.m. This advertisement has been published via PPRA/ E-PADS website. If any clarification required in this tender please contact to **Mr. Abdul Aziz** Manager-(CPD) on Cell No.0315-3628171, Office Number 022-9200128.
4. Any bid submitted other than e-PADS would not be considered.

  
**Shahid Hussain Malik**  
Manager (HR&Admin),  
State Life Insurance Corporation of Pakistan,  
Hyderabad Zone, 5<sup>th</sup> Floor,  
State Life Building No.3,  
Thandi Sarak, Hyderabad.  
Phone: 022-9200128

RE:TENDER NOTICE #SLIC/HYD/HR&A/01/2025 PURCHASE OF STATIONERIS FOR HYDERABAD ZONE;


Date: 21.01.2025 Fr 250191825

State Life Insurance Corp: of Pakistan Hyderabad Zone invites quotations in accordance PPRa Rules-2004, under "Single Stage-one Envelopes procedure" for the purchase of stationeries (non-printing) at Hyderabad Zone Office as per enclosed Tender document with following terms & Conditions:

SR. #	DESCRIPTION OF ITEMS	QUANTITY
01	Ball Point (Signature) Blue Dollar or Equivalent	1500 PKTs:
02	Ball Point (Signature) Black Dollar or Equivalent	1500 PKTS
03	Ball Point (Signature) Red Dollar or Equivalent	200 PKTS
04	Bull Doc Clip (Large/Small) or Equivalent	20 Box
05	Calculator (Citizen/Casio 14 digits) or Equivalent	100 No's
06	Carbon Paper (KCR) OR equivalent	50 PKTs:
07	Clip File (Corona) or equivalent	300 files
08	Correction Pen (DUX) or Equivalent	100 No's:
09	Dustbin/waste paper Basket (Plastic) small	200 No's:
10	Dustbin/waste paper Basket (Plastic) Large	100 No's
11	Eraser (Pelican, Germany)OR Equivalent	03 Box
12	Flag Chit	30 Pkts
13	Gem Clip 36 mm (APEX) or Equivalent	500 Box
14	Green Sheet Pad (50 Sheets) without line	50 PKTs
15	Gum Stick (UHU) 10 Grams or Equivalent	100 PKTS:
16	Highlighter (Dollar) Yellow/Orange or Equivalent	100 PKTS:
17	Masking Tape (20meter)	40 Carton
18	Packing Roll Plastic (Doori)	01 Carton
19	Pencil (Gold Fish) or Equivalent	40 PKTS
20	Pencil Cell (Toshiba) or Equivalent	50 PKTS
21	Paper Cutter Steel famous brand	50 No's
22	Paper Pin (Chrysene Themum) or Equivalent	50 Boxes
23	Paper Ruled Lining (DFS) or Equivalent	20 Rims
24	Paper tray plastic /Crystal or Equivalent	20
25	Basket Plastic	20
26	Plastic Tape Cotton	20 Box




SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
27	Marker (Blue) Dollar or Equivalent	10 Pkts
28	Marker (Black) Dollar or Equivalent	15 Pkts
29	Punch Machine Small/normal famous brand	150 No's
30	Punch Machine Large famous brand	10 No's
31	Register (200 Pages) Cut Size	70 No's
32	Register (300 Pages) Cut Size	70 No's
33	Register (400 Pages) Cut Size	70 No's
34	Room Spray (Air Freshener cobra) or Equivalent	500 No's
35	Rough Paid (Large/Small) Ordinary	50 Pads
36	Rubber Band (Crystal Size #0) or equivalent	300 Bags
37	Rubber Band (Crystal Size #2) or equivalent	300 Bags
38	Rubber Band (Crystal Size #4) or equivalent	300 Bags
39	Scale Steel (good quality)	50 Peaces
40	Scotch Tape (small)	120 No's
41	Sharpener (Metal)	05 PKTS
42	Signature Pen Pointer (Blue Gel) Dux or equivalent	150 PKTS
43	Signature Pen Pointer (Black Gel) Dux or equivalent	150 PKTS
44	Signature Pen Pointer (Green Gel) Dux or equivalent	250 PKTS
45	W. Sponge Plastic Water famous brand	50
46	Stamp Pad (Crystal) Plastic or equivalent	150 (Large)
47	Stamp Pad (Crystal) Plastic medium or equivalent	150
48	Stamp Pad (Crystal) Plastic small or equivalent	150
49	Stamp Pad Ink (Crystal) Blue/Black or equivalent	150
50	Stapler Machine (SDI) or equivalent	300
51	Stapler Machine good quality (Large)	10
52	Stapler Pin (2317) 17mm-Washyn or equivalent	100 box
53	Stapler Pin (26/24 Small) GW or equivalent	300 box
54	Stapler Pin Remover (KIDO) or equivalent	50
55	Computer Paper (Imported) 132 Columns (1000) Sheets-P-1 (Golden form) or equivalent	500 Box
56	Computer Paper (Imported) 80 Columns (1000) Sheets-P-1 (Golden form) or equivalent	500 Box
57	Computer Paper (Imported) 80 Columns (1000) Sheets-P-11 (Golden form) or equivalent	300 Box
58	Computer Paper (Imported) 80 Columns (1000) Sheets-P-111 (Golden form) or equivalent	20 Box
59	Printer Ribbon LQ 2180/2190 Full Mark or equivalent	500
60	Printer Ribbon LQ 300 Full Mk or equivalent	300
61	Printer Ribbon LQ 310 Full Mk or equivalent	300
62	Printer Ribbon Lq-350 (Full mark) or equivalent	400
63	Key Board famous brand	500
64	Optical Mouse famous brand	500
65	Mouse Pad famous brand	100

SR, NO#	DESCRIPTION OF ITEMS	QUANTITY
66	Duster good quality	15 dozen
67	Computer Paper A-4 Size 80 gm (Double-AA 500 sheets) or equivalent	1500 Rims
68	Computer Paper Legal Size 80 gm (Double-AA 500 sheets) or equivalent	500 Rims
69	Tissue Papers (Rose Petal 300 sheets or equivalent	1000
70	Glass (Water) Omroc or equivalent	500 No
71	Jug/ Thermos good quality/famous brand	250
72	HP laser jet P1102 Toner or equivalent	20
73	IBM-6400 Line Matrix Printer Ribbon (  /Malaysia) or equivalent	10 boxes
74	Dispatch Register	20
75	Stock Register	10
76	File folder Korana or equivalent	200

**TERMS AND CONDITIONS:**

1. Security amount must be deposited equal to **02%** of the approximate value (note above) of the tender in form of "Call Deposit receipt" in favor of the State Life Insurance Corporation of Pakistan Zonal Office Hyderabad which will be refunded to the un-successful parties on the spot and the refundable cash payment of CDR will be detained of the successful parties till the completion of job as per quotation/purchase order. No quotation will be acceptable without earnest money.  
Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- (HR&A) State Life Insurance Corporation of Pakistan, Hyderabad Zone, 5<sup>th</sup> Floor, State Life Building, Thandi Sarak Hyderabad on or before **17/02/2025** 11:00 Am, mentioned date & time. Tenders will be opened on the same date/day as mentioned at 11:30 Am. in the presence of Tenders representative who choose to attend.
2. On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favor of the Corporation.
3. The Firms/ Suppliers / Distributors in question will be bound to supply the required items as whole consignment within 15 days from the issuance date of supply order.
4. The bidders will attach their respective copies of NTN and Sales Tax Certificates. Order will be placed to Quotationers on the lowest items rates.
5. The Income Tax & GST will be deducted as per Govt. of Pakistan Law.
6. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
7. The Tender fee Rs.3000/=(Non refundable) cash/pay order/bank draft in favor of State Life Hyderabad Zone.
8. Payments will be released after supplying the above said items and after checking quality etc.
9. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
10. The rate validity of bid should be upto 31-12-2025 from the date of the opening of tender. Bidder must quote one rate, incomplete, ambiguous, conditional bids will not be accepted.
11. The Delivery Schedule during the whole year (2025) when requirement of need basis or quarterly basis.
12. Any bid submitted other than e-PADS would not be considered.
13. Bidders are advised to submit the quotation with taxes.

For further details or any clarification the undersigned and dealing officer (Mr. Abdul Aziz Vighio Manager-(CPD) may be contacted during working hours in person or telephonically on phone # 022-9200128/9201282 and cell no.0315-3628171.

  
**Shahid Hussain Malik**  
 (Secretary Zonal Procurement Committee-(HR&A)  
 Hyderabad Zone



Zonal Office:  
State Life Building Thandi Sarak,  
P.O. Box No. 27, Hyderabad.

Ms. Asma Shaheen  
Deputy Director – (Finance),  
PPRA Cabinet Division,  
Islamabad.

29.01.2025

Subject:- Payment of Tender Fee (Rs.15000/=) for Publication of Tenders on PPRA Web;


Dear Sir,


Please find enclosed herewith cheque No.25653472 Rs.15000/= dated 31.12.2024 U.B.L Civic Centre Branch, Hyderabad (574) in favor of (PPRA) Islamabad, regarding the tender Notice No.SLIC/HZ/HR&Admin/01/2025 regarding the purchase of Stationeries Items (Non-Printing) of State Life Hyderabad is up-load on PPRA web site.

The cheque is being sent to your good office kindly acknowledge & generate online invoice please.

Thanking you.

Yours faithfully,

  
(Shahid Hussain Malik)  
Manager-(HR & Admin)  
Secretary Zonal Procurement Committee,  
Hyderabad Zone

 **UNITED BANK** Ltd.  
UBL Civic Center Branch Hyderabad (1574)


Date 

D	D	M	M	31	-	12	-	2024	Y
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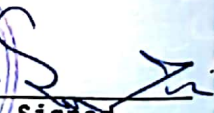
Not Over Rs. \*15000/-\* Cheque No. 25653472

Pay Public Procurement Regulatory Authority (PPRA) NIC # NTN 30379395 or bearer

Rupees Fifteen Thousand only. PKR =15000/-

 STATE LIFE INSURANCE CORPORATION OF PAKISTAN  
HYDERABAD ZONE (GENERAL PAYMENTS)  
IBAN : PK58 UNIL 0109 0002 9691 2089

Please do not write below this line.

Counter signed  Signed 

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