



STATE LIFE INSURANCE CORPORATION OF PAKISTAN

TENDER NOTICE # 01/KEZ/2025/

E-PAD F-250511840

Dated: 06.05.2025

Sealed bids are invited from reputable Firms/General Orders Supplies registered with Sales Tax Department having own Office and Fax Number (if found contrary the tender may be rejected) for the supply of Stationary items.

<i>Sr #</i>	<i>Description</i>	<i>Earnest Money</i>	<i>Delivery Schedule</i>	<i>Closing date and time for submission of Bids</i>	<i>Date/Time of Opening of Bids</i>
1	Stationary Items	100,000/-	As per Tender Documents	20.05.2025 10.30. AM	20.05.2025 11.00. AM

1. Tender can be downloaded from EPADS website and further technical qualified and found most advantageous bidders will be announced on EPADS system accordingly, and will be accepted after completion of all codal formalities.
2. Only Sales Tax Registered Firms/Suppliers can participate. Taxes shall be deducted as per Government rules amended from time to time.
3. Tender received after due date & time not be entertained.
4. Estimated Cost of this procurement is **Rs.3,000,000/-**
5. Bid Security amount (Earnest money) of **Rs.100,000/-** (including taxes) in the shape of CDR/Pay order favoring **"State Life Insurance Corporation Of Pakistan"** must be submitted by the bidders at the address given in the tender notice/ documents before closing date & time, otherwise bid will be rejected.
6. Bid Security will be returned to un-successful bidders after completion of tender.
7. Bidders are required to upload their bids on EPADS system as per laid down PPRA procurement for Single Stage Single Envelop method with title as **"Supply of Stationary Items"**.
8. Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals at any time before award of contract.
9. The quoted price must be without all taxes but taxes should be mention of every item.
10. Bid received after the above deadline or without earnest money shall not be accepted.
11. Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
12. Detailed requirements, terms & conditions are available in tender documents, which can be downloaded from website of EPADS (www.eprocure.gov.pk) and or SLIC (www.statelife.com.pk)
13. Office timing (Monday to Friday 09 am to 05 pm)

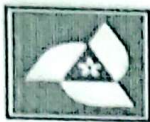
SECRETARY

Zonal Procurement Committee

State Life Insurance Corporation of Pakistan

Bungalow # 2, Block 7 & 8, Maqboolabad, Near Fine House Bus Stop, Shahr-e-Faisal,
Karachi.

Tel: 021-34372015



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

KARACHI EASTERN ZONE

Bungalow # 2, Block 7 & 8, Maqboolabad,
Near Fine House Bus Stop, Shahrah-e-Faisal,
Karachi.

TENDER DOCUMENTS

TENDER FOR STATIONARY ITEMS FOR STATE LIFE, KARACHI EASTERN ZONE

TENDER NO. HR/ADMIN/KEZ/STATIONARY/001/2025/
E-PAD F-250511840

State Life Insurance Corp. of Pakistan Karachi Eastern Zone invites sealed quotations in accordance with the PPRA Rules-2004, under "Single Stage- one Envelopes procedure" for the purchase of Stationery (non-printing) of following items from the reputed Firms/Suppliers/Distributors who are registered with Sales Tax and National Income Tax (FBR).

SR #	PARTICULARS	APPROX QTY	REMARKS	RATE PER ITEM WITH ALL TAXES
1	Air Freshener	150	Fridi or Equivalent	
2	Ball Pen (Blue) Dollar Clipper	400	Gel or Equivalent	
3	Ball Pen (Black) Dollar Clipper	200	Gel or Equivalent	
4	Ball Pen (Red) Dollar Clipper	100	Gel or Equivalent	
5	Correction Fluid Pen	30	Blenko or Equivalent	
6	Dog Clips	24	Superior or Equivalent	
7	Duster Cotton 1.5" x 2' good quality	300	30 x 30	
8	Dust Bin	70	Fine Quality	
9	Gem Clips	200 pckt	Imported or Equivalent	
10	Eraser	50	Pelican or Equivalent	
11	Gum (small)	12	Dollar or Equivalent	
12	Glass	150	Toyo Nasie or Equivalent	
13	Jug Crystal	10	Toyo Nasie or Equivalent	
14	Marker Blue 70-90	20	Dollar or Equivalent	
15	Marker Black	20	Dollar or Equivalent	
16	Note Sheet Green A5 (Sheets 75 gm)	20	Imported AA or Equivalent	
17	Pencil Lead	120	Gold Fish or Equivalent	
18	Paper pin (size 2 original China)	12 pckt	Superior or Equivalent	
19	Punching Machine	50	OPAL-500 or Equivalent	
20	Pin Tray Plastic	20	Imported or Equivalent	
21	Peon Book	10	Fine Qulaity	
22	Paper Roll Calculator	10 Packt	Imported or Equivalent	
23	Rubber Band	6 Box	Imported or Equivalent	
24	Register (100 Pages)	20	Khatewar or Equivalent	
25	Register (300 Pages)	20	Khatewa or Equivalent	
26	Signature Pen Blue	400 Packet	Uni-Bal Sign or Equivalent	
27	Signature Pen Black	200 Packet	Uni-Bal Sign or Equivalent	
28	Signature Pen Red	5 Packet	Uni-Bal Sign or Equivalent	

29	Signature Pen Green	30 Packet	Uni-Bal Sign or Equivalent	
30	Stapler Machine	36	FUJI HD-30 or Equivalent	

31	Stapler Pin Remover	15	KW Trio-508-B or Equivalent	
32	Stapler Pin	500	Imported or Equivalent	
33	Staple Pin 5/8 heavy duty	10 Pckt	Dollar or Equivalent	
34	Spunch block	100	Imported or Equivalent	
35	Stamp Pad Blue	10	Lious China or Equivalent	
36	Stamp Pad Black	10	SHINY S-61 or Equivalent	
37	Scale Plastic/Steel	60	Steel Fine or Equivalent	
38	Magic Tape	24	Imported or Equivalent	
39	Scotch Tape Transparent 1"	12	Lious China or Equivalent	
40	Stamp Pad Ink Blue 20ml	12	SHINY S-61 or Equivalent	
41	Stamp Pad Ink Black 20ml	12	SHINY S-61 or Equivalent	
42	Sharpner Plastic	36	Bahadur or Equivalent	
43	Tissue Paper Box	200	Rose Petal or Equivalent	
44	Tissue Paper Roll	12 Dozen	Rose Petal or Equivalent	
45	Vim Powder 450 gm	100	VIM	
46	Soap Capri	150	Capri 80 gm or Equivalent	
47	FileTray Plastic	15	Imported or Equivalent	
48	Paper Cutter	50	Fine Quality	
49	Box File with Clip (Premium Quality)	60	Equir or Equivalent	
50	High Lighter Yellow/Green	25	Pelikanor or Equivalent	
51	Towel	30	Medium Best Quality	
52	Magic board Marker	12	Imported or Equivalen	
53	Pencil Cell AAA/AA	250	PowerPlus or Equivalent	
54	Gum Stick	50	UHU 21- GM or Equivalent	
55	Photostate paper A4 Size (80 Gram) Rim	600	Imported or Equivalent	
56	Photostate paper F/S (80 Gram) Rim	50	Imported or Equivalent	
57	File Plastic Transparent	300	Imported or Equivalent	
58	Baygon	30	Baygon or Equivalent	
59	Calculator Casio (14 Digits) or equivalent	30	DR-2140 TW or Equivalent	
60	Printy Ink Black	12	SHINY S-61	
61	Printy Ink Blue	12	SHINY S-61	
62	Tea Tray Plastic	10	Good Quality	
63	File Seperator	6	Good Quality	
64	Paper Tape 1"	12	Good Quality	
65	Carton tape, PVC Tape	50	Good Quality	
66	Computer paper 15 x 11 (132 column)	12 Box	Century or Equivalent	
67	Computer Paper 9.5/11 (63 grm) (2000 Sheets)	12 Box	Century or Equivalent	
68	Comptuer Paper 9.5/8 (Status Small) (2000 Sheets)	12 Box	Century or Equivalent	
69	Epson Ribbon LQ2190	12	Print Rite	
70	Printer Ribbon LQ300	500	Print Rite	
71	Key Board	100	Dell or Equivalent	
72	Optical Mouse	100	Dell or Equivalent	
73	Ribbon Printonex (176.550-M)	24	Printronic Gold Series Plus	
74	USB Kingston 16 GB	24	Kingston	
75	Mouse Pad	20	Imported or Equivalent	
76	WD10 Spray	10	Philips or Equilant	
77	HP 85A Toner	12	HP	
78	HP 80A Toner	20	HP	
79	HP 35A Toner	4	HP	

80	HP 79A Toner	8	HP	
81	HP 17A Toner	4	HP	
82	Key Board	0	HP/ DELL / Lenovo	
83	HP 21A Toner	4	HP	
84	HP 26A Toner	4	HP	
85	HP 78A Toner	8	HP	
86	TL-5120 Toner	8	Phantom	
87	LQ-350 (Computer Ribbon)	12	Print Rite or Equivalent	
88	HD 219 Drum	10	HP	
89	Photostate paper A4 Size (60 Gram) Rim	400	Imported or Equivalent	

TERMS AND CONDITIONS:

1. Security amount must be deposited equal to 3% in form of "Call Deposit receipt" in favor of the State Life Insurance Corporation of Pakistan, Karachi Eastern Zone.
2. Work order will be issued as per required quantity of items.
3. Tenders must be accompanied by a Tender Security in the amount mentioned above and must be delivered to Secretary- HR/Admin State Life Insurance Corporation of Pakistan, Karachi Eastern Zone, Bungalow # 2, Block 7 & 8, Maqboolabad, Near Fine House Bus Stop, Shahrah-e-Faisal, Karachi on or before 20/05/2025 @ 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.
4. On finding sub-standard quality as and when noticed during process, the deposit security may be forfeited in favor of the Corporation.
5. 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.
6. The bidders will attach their respective copies of NTN and Sales Tax Certificates, along with complete profile.
7. Quotations duly completed in all respects must be uploaded on E-Pad / PPRA during the office hours i.e. 9:00 am to 5:00 pm (sharp) except Saturday & Sunday till closing date (20/05/2025). 11:00 A.M
8. The Income Tax & GST will be deducted as per Govt. of Pakistan Law.
9. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule 33(1) of PPRA.
10. Payments will be released after supplying the above said items and after checking quality etc.
11. Required order/quantity may be reduced/increase in accordance with the available budget and rate given in the quotation.
12. **The rate validity of bid should be up to 31-12-2025** from the date of the opening of tender. Bidder must quote rate. Incomplete, ambiguous, conditional bids will not be accepted.

13. The Delivery Schedule during the whole year (2025) when requirement of need basis: -
For further details or any clarification the undersigned and dealing officer (Mr. Abdul Rehman Mahar) may be contacted during working hours in person or telephonically.
Phone # 021-34372015



Abdul Rehman Mahar
(Secretary Zonal Procurement Committee-(HR/Admin)
Karachi Eastern Zone.