



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Peshawar Zone (IL)
State Life Building
34-The Mall P.O Box – 56
Peshawar Cantt Peshawar Cantt

Tel: UAN 091-111-555-888
PABX: 091-9211576-79
Telephone: 091-9211588

INVITATION TO E- BID
Tender Notice No. Stationary / HRA & P / PSH / 002 / 2026

State Life Insurance Corporation of Pakistan invites bids through e-PADS of PPRA from the Service Providers/ Bidders/ Firms, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue (FBR) for “**STATIONARY ITEMS**” FOR THE YEAR **2026** PERTAINING TO SLIC PESHAWAR ZONE (IL).

2. *Single stage-one envelope Procedure will be adopted for open competitive bidding. The bid found to be lowest evaluated bid shall be accepted.*
3. Bidding documents, containing detailed terms and conditions, etc. are available at State life Peshawar Zone, HRA 3rd floor, State Life Building Peshawar Cantt and SLIC website www.statelife.com.pk free of cost.
4. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before 27-01-2026 11.00 am** will be opened on the same day **at 11.30 am**. This Tender is also available on PPRA website www.ppra.org.pk, State Life website www.statelife.com.pk, and e-PADS portal www.eprocure.gov.pk.
5. Any bid submitted other than e-PADS would not be considered.

In-Charge (HRA & Procurement), State
Life Insurance Corporation of Pakistan,
Peshawar Zone, (IL) 3rd floor, State Life
Building, Peshawar Cantt. Peshawar
Phone: 091-9211588, 0303-8476786(+ wtsapp)
email: pgspshzn@statelife.com.pk /
drmujahidafirdi@gmail.com



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TENDER DOCUMENT

STATE LIFE

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ZONAL OFFICE PESHAWAR (IL)

FOR STATIONARY ITEMS

State Life Insurance Corporation of Pakistan invites e-PADS bids in accordance with PPRA rules under SINGLE STAGE- SINGLE ENVELOP PROCEDURE from the Service providers /bidders / Firms, registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the FBR for “SUPPLY OF STATIONARY ITEMS” FOR THE YEAR 2026 STATE LIFE PESHAWAR ZONE (IL). UPTO 27.01.2026 (11:00 AM)

HUMANRESOURCESADMIN&PROCUREMENTDEPARTMENT

State Life Insurance Corporation of Pakistan
Peshawar Zone
3rd Floor State Life Building, 34 The Mall Peshawar Cantt 091-9211588
/ drmujahidafri@gmail.com,
pgspsz@statelife.com.pk



TERMS AND CONDITIONS

1. Only those Vendor/Firms may participate in tender who fulfill its terms & conditions, preferably based at Peshawar.
2. 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.
3. If the Bid is found against the terms and conditions of Tender, same will be rejected.
4. Sales Tax Registration Certificate (FBR) must be attached with tender.
5. Single Stage – one envelop procedure will be adopted for open competitive bidding. The bid found to be lowest evaluated bid (lowest evaluated cost) shall be accepted.
6. No tender will be acceptable without at least 2% earnest money /bid security.
7. The rates should be valid for 1 (one) year. No increase of rates will be acceptable after the submission of tender.
8. The mentioned tender is Valid for a period of 1Year and all the orders will be placed accordingly to our budget and need.
9. The number of quantity of items may DECREASE or INCREASE keeping in view the available budget.
10. STATIONARY ITEMS will be required off & on during the year 2026 upon availability of Budget.
11. Bidders are required to submit their bids through PPRA E-PADS (www.eprocure.gov.pk) only.
12. Bids will be opened in the office of In-charge (HRA&P / Secretary ZPC) State Life Insurance Corporation of Pakistan, Peshawar Zone. 3rd Floor, State Life Building, 34 The Mall, Peshawar Cantt, in the presence of the Vendors or their representatives who wish to be present.
13. Please note that all vendors are required to submit their bid security of at least 2% of the total amount quoted, in favour of State Life Insurance Corporation of Pakistan in shape of Demand Draft/ Pay order/ CDR before the closing date and time of the tender. Personal cheques under no circumstances will be accepted. The bid security will be released to the concerned after completion of the tender and to the unsuccessful bidder upon submission of request soon after opening of the tender.
14. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representatives may be required to sign



on attendance sheet.

15. The tender will be awarded as a whole and not in parts.
16. 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' may be forfeited in the favor of State Life Insurance Corporation of Pakistan.
17. In complete bids/conditional bids will be rejected.
18. All Government Tax(s) will be applicable.
19. Only one PRICE for each item is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. Please provide bids per item.
20. Any firm or its representative may visit the Office at the time of opening of Bids.
21. Any bid submitted other than E-PADS would not be considered for competitive bidding.
22. In case of further query, the following may be contacted during working hours, on the details given above.
 - Mr. Muhammad Yahya Khan, Manager HRA & P
 - Mr. Imran Majeed, Assistant Manager HRA & P



SPECIFICATIONS OF STATIONARY ITEMS FOR THE YEAR 2026

Sr #	Description of Items	Qty	Unit
1.	Ball Pen Blue/Black/Red/Green piano or equivalent	2000	Piece
2.	Ball Pen Blue/Black (0.8 mm)	500	Piece
3.	Box File Large	40	Piece
4.	Box File Medium	40	Piece
5.	Clip Large and Medium Size (Bulldog Clip)	20	Piece
6.	Carbon Paper	50	Piece
7.	Complete Marble Set for Office Table Full Size	3	Piece
8.	Computer Paper 132 Column Sheet 700 (63 gm)	100	Piece
9.	Computer Paper 80 Column Sheet 700 (63gm)	100	Piece
10.	Computer Paper With Carbon 80 Column Sheet 700	50	Piece
11.	COLOR PAPER	3	Piece
12.	Colorfull flag Sensa HX A03 Post it or equivalent	5	Piece
13.	Dumper Rubber Body	50	Piece
14.	Duster Size 20 x 27	90	Piece
15.	File Cover Crystal	20	Piece



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16.	GUM STICK	20	Piece
17.	Gum Bottle Medium Size	20	Piece
18.	Highlighter	24	Piece
19.	Ink for Stamp pad	84	Piece
20.	Paper 80grams 500 sheet each packet White (Legal Size)	40	Piece
21.	Paper A4 70grams 500 sheet each packet white	150	Piece
22.	Marker Red/Blue/ Black	84	Piece
23.	Packing Tap (Brown) (Full Size) [THICK]	50	Piece
24.	Pointer 0.3 mm dollar or equivalent	20	Piece
25.	Paper Cutter (knife)(HX 332) or equivalent	40	Piece
26.	Paper Pin	140	Piece
27.	Paper Clip (Medium Size)	100	Piece
28.	Pencil with Rubber	40	Piece
29.	Pin Tray (Plastic)	10	Piece
30.	Punch Machine Heavy Duty	2	Piece
31.	Punch Machine Medium Size	20	Piece
32.	Ring Binder (Fiber)	60	Piece
33.	Rough Pad (LARGE)	100	Piece
34.	Rough Pad - (SMALL)	250	Piece
35.	Rubber Band Large Size	150	Piece



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36.	Rubber Band Small Size	50	Piece
37.	Ruled Register (No. 80)	40	Piece
38.	Rubber Soft	30	Piece
39.	Scale Steel	20	Piece
40.	Scotch Tape – 72 M (Large Size) [THICK 1"]	100	Piece
41.	Sharpener Steel Small	40	Piece
42.	Stamp Pad (Large Size)	30	Piece
43.	Staple Remover	30	Piece
44.	Stapler Machine Medium Size	40	Piece
45.	Stapler Machine Large Size (Heavy Duty)	3	Piece
46.	Stapler Pin 2317 (Full Size)	15	Piece
47.	Stapler Pin dollar 24/6 Size or equivalent	200	Piece
48.	Uni Ball 0.7 (Gel) or equivalent	25	Piece
49.	EPSON LQ-2170/2180 Ribbon Or Equivalent	40	Piece
50.	IBM 6400 (30 MM) Or Equivalent	18	Piece
51.	EPSON MX-80 Ribbon Or Equivalent	100	Piece
52.	HP Laserjet 1020 Toner Or Equivalent	20	Piece
53.	HP Laserjet - 1300 Toner Or Equivalent	3	Piece
54.	HP Laserjet -1005 Toner Or Equivalent	10	Piece
55.	HP Laserjet P-1102 Toner Or Equivalent	25	Piece



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56.	HP Laserjet 2600 N Or Equivalent	2	Piece
57.	Laserjet 05A Or Equivalent	5	Piece
58.	HP Laserjet 92A Or Equivalent	2	Piece
59.	HP Q26 13A Or Equivalent	2	Piece
60.	HP Toner PSO279A Or Equivalent	3	Piece
61.	Ribbon EPSON LQ - 350 Or Equivalent	70	Piece
62.	HP Toner 107-A Or Equivalent	2	Piece
63.	HP Toner 151-A Or Equivalent	3	Piece
64.	Epson L 3250 Or Equivalent	2	Piece