



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

## HUMAN RESOURCE AND ADMINISTRATION SUKKUR ZONE

**INVITATION TO E- BID**  
**Tender Notice No. Stationary Items**  
**HR&A/SUK/05/2026**

*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 SUKKUR ZONE.

2. *Single stage Single envelope Procedure will be adopted for open competitive bidding.*
3. Bidding documents, containing detailed terms and conditions, etc. are available at State life Sukkur Zone, HR&Admin Ground Floor, State Life Building Minara Road Sukkur. And SLIC website [www.statelife.com.pk](http://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 25-03-2026 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](http://www.ppra.org.pk), State Life website [www.statelife.com.pk](http://www.statelife.com.pk), and e-PADS portal [www.eprocure.gov.pk](http://www.eprocure.gov.pk).
5. Any bid submitted other than e-PADS would not be considered.

**In-Charge (HR & Admin),**  
State Life Insurance Corporation of  
Pakistan, Sukkur Zone, Ground  
Floor, State Life Building, Minara  
Road Sukkur  
Phone: 071-9310506  
email: [pgsskrzn@statelife.com.pk](mailto:pgsskrzn@statelife.com.pk)



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**HUMAN RESOURCE AND  
ADMINISTRATION  
SUKKUR ZONE**

# **TENDER DOCUMENT STATE LIFE**

**INSURANCE CORPORATION OF PAKISTAN  
ZONAL OFFICE SUKKUR  
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 SUKKUR ZONE UPTO 25.03.2026 (11:00 AM).*

**HUMAN RESOURCES ADMIN & PROCUREMENT DEPARTMENT**

State Life Insurance Corporation of Pakistan  
Sukkur Zone  
Ground Floor State Life Building, Minara Road Sukkur  
Phone # 071-910506



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INSURANCE CORPORATION OF PAKISTAN

## HUMAN RESOURCE AND ADMINISTRATION SUKKUR ZONE

Date of Issue: 05-03-2026

Closing date of Tender: 25-03-2026 Time: 11.00 a.m.

Date of opening Bid: 25-03-2026 Time: 11.30 a.m.

Venue: Zonal Office State Life Building Minara Road Sukkur.

The supply of following different stationery items as per details given hereunder:

S#	SPECIFICATIONS	Quantity
01	Duster Cotton large Size Good Quality	On Demand
02	Stamp Pad large size good quality	On Demand
03	Pencil (10 Of each packet)	On Demand
04	Eraser pelican Germany L-30 (for Pencil use) or equivalent	On Demand
05	Water pot good quality (water bank) or equivalent	On Demand
06	Jam clips 36 mm 100 raised lip power or equivalent	On Demand
07	Paper pin packet flower brand original size# 2 weight 50 gram or Equivalent	On Demand
08	Stapler pin 24/6 1000 staples good quality	On Demand
09	Stapler machine medium good quality made in Japan or Equivalent	On Demand
10	Rough pad medium A4- 55 gram paper	On Demand
11	Green sheets lose 500 each pocket china ledger	On Demand
12	Punch machine Maped or equivalent	On Demand
13	Scotch tape 1" (Deer brand) or equivalent	On Demand
14	Scotch tape (Croton) 2"	On Demand
15	Gum stick medium UHU brand or equivalent	On Demand
16	Ring rubber nylon half kg local brand or equivalent	On Demand
17	High lighter (Dollar) yellow color or equivalent	On Demand
18	Box file Fiber china brand or equivalent	On Demand
19	Carbon paper KCR or equivalent	On Demand
20	Foot scale steel large china	On Demand
21	Register 400 page HB legal size or equivalent	On Demand

22	Register 300 page offset HB legal size or equivalent	On Demand
23	Stock Register 200 page HB legal size or equivalent	On Demand
24	Acts Register HB 200 pages legal size or equivalent	On Demand
25	Register dispatch/ received HB 200 pages legal size or equivalent	On Demand
26	Ball Pen Signature all colors (10 each packet) or equivalent	On Demand
27	Computer sheets 80 columns Golden form 1000 sheets each box imported paper or equivalent	On Demand
28	Computer sheets 132 columns Golden form 1000 sheets each box imported paper or equivalent	On Demand
29	Computer Paper FS 80 gram AA brand 500 sheets each packet or Equivalent	On Demand
30	Computer Paper A4 80 gram AA brand 500 sheets each packet or Equivalent	On Demand
31	Marker 90 Dollar or equivalent	On Demand
32	Stamp pad ink Large size or equivalent	On Demand
33	Calculator Original Citizen/ Casio 14 Digit or equivalent	On Demand
34	Signature pen uniball Color good quality or equivalent	On Demand
35	Shapnar steel (Germany)	On Demand
36	Toner HP 12A Original	On Demand
37	Toner HP 79A Original	On Demand
38	Toner HP 85A Original	On Demand
39	Toner HP 107A Original	On Demand
40	Ribbon Printronix Original P-600 or equivalent	On Demand
41	Ribbon Epson Original 2180 / 2190 or equivalent	On Demand
42	Epson Original LQ-310 or equivalent	On Demand
43	Epson Original LQ-350 or equivalent	On Demand
44	Pin remover Good Quality	On Demand
45	Paper cutter SDI large good quality or equivalent	On Demand
46	Uniball pointer good quality or equivalent	On Demand

**Delivery Schedule: -**

- a) Within 10 days issuance of first order 1/4<sup>th</sup> of the whole assignment
- b) 01-04-2026 to 30-06-2026
- c) 01-07-2026 to 30-09-2026
- d) 01-10-2026 to 31-12-2026

**Terms and Conditions: -**

1. The bidder must submit an earnest money of Rs. 10000/ in the shape of pay order/bank draft in favor of State Life Insurance Corporation of Pakistan.
2. If the firm / supplier provide / supplies sub-standard product, the Security Deposit will be forfeited in favor of the Corporation.
3. The firm / supplier will be bound to supply/affix the required items on above mentioned address of State Life Sukkur Zone, within prescribed time to be notified.
4. The bidders will have to attach copies of their NTN, GST Payer Number with the Tender.
5. Income Tax and GST or as per Government Policy will be deducted on the total value of the Tender.
6. No change will be acceptable of required items. Such bid(s) will be rejected.
7. Suppliers will have to provide specimen/samples of each item as quoted for approval.
8. The rates should be valid for 1 (one) year. No increase of rates will be acceptable after the submission of tender.
9. The mentioned tender is Valid for a period of 1Year and all the orders will be placed accordingly to our budget and need.
10. The tender will be awarded as a whole and not in parts.
11. 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.
12. Security deposit will be refunded after the completion of successful supply.
13. The Sealed envelope of CDR (Original) must be reached by post / Courier / by hand to Secretary Zonal Procurement Committee, State Life Insurance Corporation of Pakistan, Ground Floor, State Life Building Minara Road, Sukkur till closing date
14. The quotations and CDR must be uploaded on PPRA website @E-PAD for supply of subjected items within stipulated date & time till closing of the date.
15. Bids will be opened directly on the address of website on closing date at 11.30 am (Sharp).
16. The State Life reserves the right to cancel any bid or bids assigning reason thereof.