

TENDER DOCUMENT
STATE LIFE INSURANCE CORPORATION OF PAKISTAN
ZONAL OFFICE RAHIM YAR KHAN ZONE
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 RAHIM YAR KHAN ZONE UPTO 30.03.2026 (11:00 AM).

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)



S. No.	Description of Items	Required Quantity for 2026	Piece/Packets
1	Scotch Tape 2 inch Transparent	10	Piece
2	Highlighter Marker Dollar 90 or equivalent	5	Box
3	Eraser Pelikan Al-20 or equivalent	20	Piece
4	Tissue Paper Box (Rose Petal/PoP-Up or Equivalent) 300 Sheets	150	Box
5	Stamp Pad Green Large (Colop Micro 2 or Equivalent)	20	Pad
6	Stapler Pin 24/6 Dollar or Equivalent	10	Box
7	Gum Stick Large 40 gm(Dux or Equivalent)	3	Box
8	Continue Computer Paper Box Small 80 Colum 1000 Sheets (Century Paper)	200	Box
9	Ball Point Pen Blue (Piano/Jet flo 0.7 mm or Equivalent)	250	Packet
10	Paper A4 (Copy mate A 80-Grams or equivalent)	50	Rim
11	Paper A4 (Double A 70-Grams or equivalent)	400	Rim
12	Register Plane No. 20 or Equivalent (200 Pages)	20	Piece
13	Rough Pad Small (70 Gm) Kido brand or equivalent	20	Piece
14	Stapler Machine Small Hd-N (Max Brand) or equivalent	10	Piece
15	Punching Machine Small Kido brand or equivalent	10	Piece



16	Carton Tape 2 Inch Opal or equivalent	10	Piece
17	Calculator (Citizen CT-9300 or Equivalent)	20	Piece
18	Pencil Cell Toshiba General Cell AAA Remote Cell or equivalent	50	Piece
19	Air Freshener 300ML (Sultan or Equivalent)	40	Bottle
20	Rubber Ring 1 KG as per Specimen	30	Packet
21	Led Pencil Gold Fish HB or equivalent	3	Packet
22	Marker 90 Blue Dollar or equivalent	10	Box
23	Ink Black Dollar or equivalent	1	Box
24	Stamp Pad Blue Large (Colop Micro 2 or Equivalent)	100	Pad
25	Duster 42*36 Inches (Large/Lining)	50	Piece
26	Computer Ribbon IBM 6400 P300/600 Printronix or Equivalent	10	Box
27	Computer Ribbon LQ 350 Epson or Equivalent	300	Ribbon
28	Carbon Paper KCR or Equivalent	2	Packet
29	Steel Scale	10	Piece
30	Stapler Pin Big 24/6 Dollar or Equivalent	10	Box
31	Stapler Pin Pin Max Heavy duty 5/8 or Equivalent	5	Box
32	Signature Pen(Mix Colors) Uni Ball Eye Micro deluxe or Equivalent 0.7 MM	10	Dozens
33	Towel Medium Size (Fine quality (20 double Side) White/Off White	15	Piece
34	Stamp Pad Ink Blue (Dollar or Equivalent)	5	Box



35	Stamp Pad Ink Green (Dollar or Equivalent)	1	Box
36	Computer Ribbon Epson 2180 or equivalent	25	Ribbon
37	Water Dumper Foam Large (Fine quality) Large Size	30	Piece
38	Binder Clip/Bull Dog Clip	1	Box
39	Shopner Steel (Dollar or Equivalent)	10	Piece
40	Stapler Large Heavy Duty (Max HD 12 N/17 or Equivalent)	2	Piece
41	Paper legal Size (Double A 80 grams or equivalent)	20	Rim
42	Rough Pad A-4 Size	10	Piece
43	Box File Large (Alfalah Brand or equivalent)	50	Piece
44	Stock Register 300 Pages	4	Piece
45	Dispatch register	2	Piece
46	Ribbon LQ 310	400	Piece
47	Punching Machine Medium	10	Piece
48	Ribbon Print Rite 179499-001	30	Piece
49	Epson Ribbon Print FX 890-A	10	Piece
50	Signature Pen Green 0.5 mm (Piano Crystal)	10	Packets
51	Ribbon IBM Printer (Genuine Printronix Gold Series Plus 30 Ribbon)	4	Box
52	Ribbon IBM Printer (Genuine Printronix Ribbon P7000 Ultra capacity Printer Ribbon)	6	Box
53	Wd-40 Oil Spray Can canvas Print (200 ml)	4	Bottle



54	Ribbon Epson 2190 Comm	200	Ribbon
55	Stamp Pad Red	20	Piece
56	Ink Red Dollar or equivalent	2	Box
57	Epson LQ 2090 Ribbon	30	Piece
58	Toshiba general cell AA 1.5 V Clock cell or equivalent	60	Piece
59	Stapler Pin Small Dollar or equivalent	5	Box
60	Stapler machine medium size Dux 12 or equivalent	15	Piece
61	Tape Half inch Transparent	10	piece
62	Mosquito spray /Cobra 400 Ml or equivalent	15	Piece
63	Table set 6 Piece metal mesh or equivalent	10	Set

TERMS AND CONDITIONS

- i. Security amount must be deposited amounting Rs.60000/- 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.
- ii. The rate validity of tender will be upto **December 31, 2026** from the date of opening of tender.
- iii. **Tender closing date 30-03-2026 at 11:00 A.M. Tender opening date 30-03-2026 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.
- iv. 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.
- v. Proof of active Tax Payer.
- vi. Penalty @1% of bid against delay in supply will be charged on weekly basis.
- vii. All Govt Tax(S) will be applicable.
- viii. 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.



- ix. 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.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. 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.
- xiv. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
- xv. 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.
- xvi. 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

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