

TERMS AND CONDITIONS / TENDER DOCUMENTS

1. Bidding documents for each item, containing detail terms and conditions etc... are available and can be downloaded from **State Life Insurance Corporation of Pakistan (SLIC)** website www.statelife.com.pk as well as from EPADS-PPRA website www.eprocure.gov.pk against Cash as Tender Fee Rs.2000/- before the bid opening through company letter head (Non Refundable).
2. Security amount must be deposited equal to **2%** of the value of bid amount (**ITEM WISE**) of the tender in form of "Call Deposit Receipts" in favor of "State Life Insurance Corporation of Pakistan" as earnest money which will be refunded to the un-successful parties; CDR will be detained of the successful parties till the completion of Tender.
3. Original Bid Security instrument **MUST BE** submitted to the under signed before opening of tender.
4. The rate validity of tender will be up to December 31, 2026 from the date of opening of tender.
5. On finding substandard quality or not equivalent to specification, as and when noticed during process, the security deposit may be forfeited in favor of the Corporation.
6. The Firm/Suppliers will be bound to supply the required stationery items as per delivery schedule mentioned in tender documents.
7. State Life Insurance Corporation has right to decrease the quantity without consultation as and when required.
8. The bidders will attach their respective copies of NTN, Sales Tax Certificates (ATL), Supply Order Experience and Professional Certificate 2026. A certificate to the effect that the firm is not black listed as per specimen.
9. All Tax will be deducted as per Government Rules.
10. The Corporation reserves the right to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement regulations. However, State Life shall upon request communicate to any bidder who submitted a bid or proposal the ground for its rejection out of all bids or proposals.
11. Sample items should be of same quality as specified in tender or provided before tender opening. The Committee will not consider any sample attached by the vendor.
12. Bidder must ensure to submit separate proposals for stationery items.

13. 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**" shall be forfeited in the favor of State Life Insurance Corporation of Pakistan.
14. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
15. Penalty @1% of bid against delay in supply will be charge on weekly basis.
16. Incomplete bids / conditional bids will be rejected.
17. The Firm / suppliers in question will be bound to supply the required items as whole consignment within 15 days. Labour or transport cost will not be payable.
18. Only one PRICE for each item is admissible. PLEASE PROVIDE BIDS PER ITEM.
19. 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 substandard the work will be cancelled and bid security will be forfeited.
20. Any firm or its representative may visit the office at the time of opening of Bids.
21. The Income Tax will be deducted @ 5.5% at source.

DELIVERY SCHEDULE

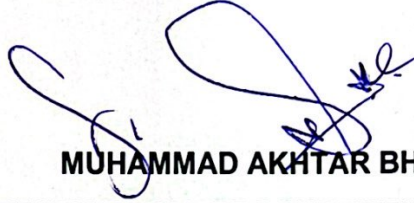
- A. *1/4th of the whole consignment in 1st Quarter*
- B. *1/4th of the whole consignment in 2nd Quarter*
- C. *1/4th of the whole consignment in 3rd Quarter*
- D. *1/4th of the whole consignment in 4th Quarter*

YEARLY DEMAND OF STATIONERY ITEMS FOR THE YEAR – 2026

No	ITEM NAME	REQUIRED QTY
1	Ball Pen Piano Crystal Gel or Equivalent	1500 Pkt
2	Imported Box File with Imported Clip blue or Equivalent	50 Nos
3	Calulator Ct-9914D Citizen or Equivalent	20 Nos
4	Duster Medium Cloth, Fine Quality (For Dusting)	150 Nos
5	Paper Ream Legal Size, 80 GM, IK Indonesia, AA500 Sheets or Equivalent	50 Rim
6	Paper Ream A4 Size, 80 GM, IK Indonesia, AA500 Sheets or Equivalent	50 Rim
7	Paper Ream A-4,70 GM, 500 Sheets or Equivalent Imported	100 Ream
8	Gum Stick 35 gram Large Dollar or Equivalent	20 Nos
9	Hi Lighter Dollar or Equivalent	36 Nos
10	Punching Machine Large Opal 500 two Hole	20 Nos
11	Packing Tape (3" and 30 Meter) Brown	40 Nos
12	White Tape (1" and 30 Meter)	10 Nos
13	Rough Pad Large 68 GM Paper 50 leaves Legal Size	100 Nos
14	Rubber Band Ring Large Packet (1/2 kg) Imported or Equivalent	40 Pkt
15	Ruled Register Large 300 Pages	20 Nos
16	Register No 50 Large 600 Pages	5 Nos
17	Stapler Machine Opal MOD-45 or Equivalent	30 Nos
18	Stapler Pin Packet - Medium Dollar 24/6 or Equivalent	400 Pkt
19	Stapler Pin Packet - Large Waashin 23/17 or Equivalent	100 Pkt
20	Stamp Pad Large size Crystal or Equivalent	50 Nos
21	Steel Scale	10 Nos
22	Stamp Pad Ink Crystal or Equivalent	100 Nos
23	Marker Permanent Dollar or Equivalent	80 Nos
24	Signature Pen Uni Pall Signo imported or Equivalent	300 Nos
25	Scotch Tape (1/2" and 25 Meter)	20 Nos
26	Computer Paper 80 Colmn 1 Ply (1000 Sheets) Century Mill original Brand	300 Box
27	Paper Cutter large size	20 Nos
28	Pin Remover best quality	15 Nos
29	Ribbon LQ 310 /350 Full Mark OR Equivalent	400 Nos

30	Ribbon LQ-2180 Full Mark OR Equivalent	40 Nos
31	Ribbon IBM-6400 Line Printer Printronix	50 Nos
32	Imported Ring Binder File Cover	40 Nos

For further details the undersigned may be contacted during working hours in person or telephonically on phone No.064-9260036/0337-0789100



MUHAMMAD AKHTAR BHATTI
SECRETARY ZONAL PROCUREMENT COMMITTEE
DERA GHAZI KHAN ZONE