



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Tender Notice No.GRW/HRA&P/002/2026

May 25, 2026.

Purchase of Stationery Items for Gujranwala Zone.

State Life Insurance Corporation of Pakistan (SLIC) invites sealed financial bids through (EPADS) in accordance with PPRA Rules, under "Single Stage-single envelope procedure" from well recognized firms dealing in subject mentioned items for Gujranwala Zone. Intended bidders must be registered with Income Tax/Sales Tax Departments and having their own office in Lahore and Gujranwala (preferably) and telephone/Fax no (if found contrary Tender will be rejected)

Title of Work	Tender Closing Date & Time	Tender Opening Date and Time
Purchase of Stationery items (Specifications, Details, QTY and Terms & Conditions as per list attached)	16-06-2026 At 10:00 a.m.	16-06-2026 At 10:30 a.m.

- Tender Notice along with Tender Documents can be seen/downloaded from PPRA website i.e. www.ppra.org.pk also tender notice along with tender documents has been uploaded on EPADS system and State Life website i.e. www.statelife.com.pk as well.
- Bids will be received only from those firms who are registered with PPRA for e-procurement on E- PADS system for tendering in SLIC through their e-mail addresses which were provided by them to PPRA at the time of their registration.
- Filled tenders must be submitted through their e-mail address latest by 16.06.2026 before 10:00 am. Bids will be opened on the same day at 10:30 am
- No tender will be entertained without bid **security/earnest Money/CDR of 2% for Purchase of said items**. Original Bid Security in form of bank draft/Pay order/CDR in favor of "State Life Insurance Corporation of Pakistan Gujranwala Zone" must be submitted to undersigned before the opening of Bids.
- State Life Insurance Corporation of Pakistan reserves right to accept/ reject all bids in accordance with PPRA Rules.

Incharge (HR & Admin)

Gujranwala Zone. Ph. No.055-920086.

HR & ADMIN DEPARTMENT, GUJRANWALA ZONE,
PHONE No: 055-9200286



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Tender enquiry No.	GRW/HRA&P/002/2026
Closing date & time for submission of bids	16-06-2026 up to 10:00 a.m.
Date & time of opening of financial bids	16-06-2026 at 10:30 a.m.
Earnest Money	CDR amount 2% of the Estimated Value.

Delivery of Consignment:

Delivery of items as per delivery schedule provided by the under-signed at State Life Insurance Corporation of Pakistan, Gujranwala Zone situated at State Life Building, Main G.T.Road, Gujranwala (4th Floor).



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Date: May 21, 2026.

TERMS AND CONDITIONS

1. Bidders should provide the name of firm, complete postal address, Telephone No, Fax No, Email address and web address (if any).
 - a) Bidders are required to upload their bids on EPADS systems as per laid down PPRA procedure for single stage single-envelope method and clearly marked as **“Purchase of Stationery items for Gujranwala Zone”**. However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
 - b) The bids will be opened and downloaded from EPADS on the opening date and time as given in tender notice and will be announced on EPADS system accordingly.
2. The order will be placed to the item wise lowest bidders.
3. Bid Security will be returned to un-successful bidders after completion of formal procedure and to successful bidders after issuance of purchase order/ signing of contract. However, successful bidders will be required to submit performance guarantee of 5% in shape of bank guarantee (valid for entire warranty period) in favor of SLIC at the time of issuance of purchase order/ signing of contract and will be released after expiry of warranty period.
4. No bid will be accepted without bid security.
5. All the bids must include all government taxes.
6. Most Advantageous bidder will be required to deliver items within (15) days after issuance of Purchase Order.
7. The bids submitted shall hold for a minimum period of 30 days from the date of bid opening.
8. The quantity of items may vary at the time of issuing purchase order.
9. Supply items shall be according to tender specification and sample provided by the under signed. Any defective delivery / Material will be replaced by supplier at his own risk & cost.

HR & ADMIN DEPARTMENT, GUJRANWALA ZONE,
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10. Successful bidder will have to provide samples of each item as mentioned in this tender documents, at his own cost which will be examined by Zonal Procurement Committee, Supply / Work Order shall be issued upon grant of Final approval of sample by Zonal Procurement Committee Members.
11. If the successful bidder fails to supply the items as per purchase order, the bid security will be forfeited.
12. Competent Authority reserves the right to reject all bids or proposal any time prior to the acceptance of a bid or proposal in the light of PPRA rules.
13. All the information provided by the bidder must be verifiable and wrong information provided by any vendor will be rejected straight-away.
14. Bid Security of the successful bidder will be forfeited if the items are not delivered within due time or extended delivery time. In case of a genuine reason regarding delay in delivery the successful bidder shall inform immediately and the delivery time may be extended at the discretion of state Life.
15. If the 1st lowest evaluated/ Most Advantageous bidder fails to supply the items and bid money is confiscated by the State Life then the old Purchase order will be cancelled and new Purchase Order will be issued to the 2nd lowest Evaluated Bidder/ Most Advantageous bidder with approval of the Competent Authority.
16. CDR of successful bidder will be retained upto 31.12.2026.
17. Tender Rates will be valid upto 31.12.2026.
18. The sample of items as per list enclosed can be obtained from the undersigned from Zonal Office, State Life Building, G.T.Road, Gujranwala during working hours i.e. from 9:00 a.m. to 5:00 p.m. except (Saturday and Sunday).

(Muhammad Asad Khan)


Incharge HRA&P

State Life Building, G.T.Road, Gujranwala.

Ph.055-9200286

Stationery Items

Sr.#	Name of Item	Quantity
1	Ball Point (Blue) Plano 0.8mm or equivalent	300 Packets
2	Ball Point (Red) Plano 0.8mm or equivalent	35 Packets
3	Ball Point (Green) Plano 0.8mm or equivalent	18 Packets
4	Ball Point (Black) Plano 0.8mm or equivalent	12 Packets
5	Ball Point Superior (Uniball Blue/Black/Green) signo or equivalent	20 Packets
6	Basket Tray fine quality (Fresh Material)	24 Number
7	Box File large size fine quality	48 Number
8	Carbon Paper (KCR) fine quqlity or equivalent	6 Packets
9	Calculator 14 Digit Citizen fine quality or equivalent	12 Numbers
10	Dustbin large size fine quality (Fresh Material)	30 Numbers
11	Duster fine quality	130 Numbers
12	Dumper fine quality	48 Numbers
13	Scale 12 inch (Steel) fine quality	6 Numbers
14	Scale 12 inch (Plastic) fine quality	12 Numbers
15	Gum Stick 0.78 oz/22 gm fine quality	24 Numbers
16	Glass (Tumbler) Toyo Nasic or equivalent	200 Numbers
17	Ink Blue + Inck Black + Ink Red + Ink Green fine quality	2+2+2= 6 Bottles
18	Jug (Plastic) fine quality (Fresh Material)	24 Numbers
19	Jug (Glass) Toyo Nasic or equivalent	6 Numbers
20	Lead Pencil Gold Fish 21/2 B or equivalent	3 Packets
21	Marker - 70 Dollar Bullet Tip Blue/Black or equivalent Black/Blue	100 Numbers
22	Fluorescent Highlighter 90 Doller or equivalent (Different Colours)	70 NumberS
23	Paper Clip 30mm 80 pieces fine quality	12 Packets
24	Paper Pin fine quality	6 Packets
25	Paper Cutter 18 mm blde fine quality	10 Numbers
26	Pin Remover fine quality	18 Numbers
27	Punching Machine Heavy Duty Size Opal or Equivalent Fine quality	2 Numbers
28	Punching Machine 30 sheets 7 mm hole dia depth 12 mm 80 mm hole d	18 Number
29	Table Set Marble fine quality	2 Numbers
30	Pin Cushion fine quality	4 Numbers
31	Pin Tray Lotus or equivalent	2 Numbers
32	Rubber Band fine quality (0.5 Kg)	30 Packets
33	Paper tape 1 inch fine quality	36 Dozen
34	Rulled Paper fine quality	18 Dastay
35	Rough Pad Large Size Rizvi or equivalent	18 Numbers
36	Eraser fine quality	6 Numbers
37	Register fine quality 200 Pages	18 Numbers
38	Soap 145 Gram Lux or equivalent	170 Number
39	Stamp Pad Large Size Black/Blue/Green Crystal or equivalent	75 Numbers
40	Stamp Pad Ink Crystal or equivalent Blue/Black/Green	130 Bottles
41	Stapler Machine Opel HD 30 or equivalent	50 Numbers
42	Stapler Machine capacity 190 sheets Hole Dia 6 mm Hole Distance 80 n	2 Numbers
43	Stapler Pin Fuji 23/17-H 17 mm (5/8") or equivalent	600 Packets
44	Scotch Tape 1 inch Size fine quality	24 Numbers


 Muhammad Asad Khan
 Manager/Incharge HRA & P
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45	Scotch Tape 1/2 inch Size fine quality	18 Numbers
46	Sharpner Dux or equivalent	6 Numbers
47	Tissue paper Box multi Colour (Rose Petal Soft & Gentle 150x2) or equi	300 Boxes
48	Tissue paper Roll Rose Petal or equivalent	130 Boxes
49	Vim detergent Powder 900 Gram or equivalent	36 Numbers
50	132 Column Cont.Sheet (1000 Sheet) Fine Paper quality	150 Boxes
51	80 Column Cont.Sheet (1000 Sheet) Fine Paper quality	300 Boxes
52	Ribbon LQ-300 Epson MX 80 or equivalent	60 Numbers
53	Ribbon LQ-350 Epson MX 80 or equivalent	120 Numbers
54	Ribbon LQ 2170/2180/2190 or equivalent	130 Numbers
55	Legal Size Ream HP 80 gram or equivalent	50 Rims
56	A-4 Size Ream HP 80 gram or equivalent	24 Rims
57	A-4 Size Ream HP 70 gram or equivalent	250 Rims
58	Ribbon Line Printer IBM 6400 or equivalen	30 Numbers
59	Franking Machine Ink fine quality	2 Bottles
60	Packing Tape yello 2 inch fine quality	6 Numbers

Note: The specimen/samples of the above mentioned items can be seen in the office of the Incharge HR& Admin, Gujranwala Zone during the working hours (9:00 a.m to 5:00 p.m.) except Saturdat and Sunday.



Muhammad Asad Khan
 Manager/Incharge HRA & P
 State Life Ins. Corp. of Pakistan
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