

TENDER DOCUMENTS

Tender Notice # Skt/Sty/03/2026 - (Tender Closing Time=June 17, 2026 - 11:00 hrs, Bids Opening = June 17, 2026 at 11:45 hrs)

Sealed financial bids are invited as per Single Stage Single Envelope Procedure from reputable office stationery suppliers registered with Sales Tax department, having own offices and phone /fax numbers (if found contrary the quotation will be rejected) for the supply of different Stationery Items, detail of which is given in following.

Bidder _____ NTN # _____ NTN Status Active / Inactive
Proprietor / Representative _____ Sales Tax Registration # _____ GST Status Active / Inactive

Sr. #	Description	Specifications	Required Items Pictures	Unit	Qty	Bidder Rate inclusive GST per Item	Bidder Rate inclusive GST for Total Quantity	Bidder Quoted Item Brand / Specs	Remarks
1	Air Freshner	Airwick or equivalent, Quantity 300-ml		Unit	150				
2	Gel Pen / Roller Pen (0.7mm) (pkt of 10)	Piano Advance or Equivalent		Pkt	300				
3	Box File	Laminated Rigid Box File, Good Quality		Unit	50				
4	Battery AA Size (1.5volt)	Toshiba or Equivalent		Unit	100				
5	Calculator 12- Digit	Cannon AS-220RTS or Equivalent (Original)		Unit	50				
6	Carbon Paper	a thin, waxy paper coated with a layer of pigment or ink. 100 sheet pkt		Pkt	10				
7	Computer Paper 80 Column	Continuous Sheet, 500 Sheets per box, 63-grm rule paper		Box	750				
8	Binder Clip	0.5 inch 15 mm (10 pcs pkt)		Pkt	10				
9	Dust Bin	(20 Ltr)Plastic Made, Good Quality		Unit	50				
10	Duster	Size 1.5*1.5 ft Cotton Cloth, Good Quality		Unit	750				
11	Sponge Damper	Good Quality		Unit	75				
12	Drafting pad	68grm local paper , Statement Size, 50-sheets = 1-Pad		Unit	50				
13	Eraser	W = 5grm Dux or Equivalent		Unit	10				
14	File Tray	Size 15"L*12"W*4"D Good Quality, Plastic Made		Unit	10				
15	File Cover Plastic	Good Quality, With Ring & Clip		Unit	50				
16	Tumbler	ToyoNasic or Equivalent, 250MI		Unit	250				
17	Gum Sticks	Dollar or Equivalent 22 G, Made in Pakistan		Unit	50				
18	Highlighter	Fuji or Equivalent		Unit	75				
19	Jug	Glass Made with lid, Good Quality, Capacity 02-ltr		Unit	40				
20	Marker (permanent)	Piano or Equivalent, 11mm tip		Unit	300				
21	Marker (White Board)	Piano or Equivalent, 11mm tip, Dry Erase		Unit	50				
22	Paper Ream A-4 Size	Double A or Equivalent, 80-gsm (21*29.7 cm), 500-Sheets in a Pkt		Unit	100				
23	Paper Ream A-4 Size	BLC or Equivalent, 70 gm, (21*29.7 cm) 500-sheets in packet		Unit	200				
24	Paper Ream (Legal Size)	DoubleA or Equivalent, 80-gsm, 500-Sheets in a Pkt		Unit	20				

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25	Paper Ream (Legal Size)	BLC or Equivalent , 70 gm, 500 sheets in packet		Unit	20				
26	Lead Pencil	Dollar or Equivalent, PH 456, with Eraser		Unit	100				
27	Paper Clip	Good Qaulity		Pkt	100				
28	Paper Pin	Good Qaulity		Pkt	100				
29	Pin Poker	Silver Desk Straight Rod Paper Holder		Unit	20				
30	Paper Cutter	Knife Paper Cutter 18 mm		Unit	10				
31	Pin Remover	KW Trio or Equivalent, with lock		Unit	50				
32	Punch Machine	Genmes, 20 Sheets of 20lb(9730) or Equivalent		Unit	50				
33	Ribbon LQ-2180 / 2190	FullMark or Equivalent		Unit	150				
34	Ribbon LQ-300	FullMark or Equivalent		Unit	250				
35	Ribbon LQ 310	FullMark or Equivalent		Unit	250				
36	Ribbon LQ -350	FullMark or Equivalent		Unit	250				
37	Rubber Band	Swan or Equivalent, No 04, 500-gm pkt		Pkt	75				
38	Register	100-Pages Legal Size , Good Quality		Unit	40				
39	Scale	Good Quality Plastic Scale 12 inch		Unit	20				
40	Scotch Tape 01"	01" width, 50-yards length, Deer or Equivalent		Unit	50				
41	Paper Tape 01 inch	01" width, 50-yards length, Deer or Equivalent		Unit	500				
42	Sharpener	Dux or Equivalent		Unit	10				
43	Stamp Pad (Printy Machine Size 842)	Shiny Size 842		Unit	50				
44	Stamp Pad	New Lancer or Equivalent (Size 7*11 cm)		Unit	50				
45	Stamp Pad (Printy Machine Size 827)	Shiny Size 827		Unit	50				
46	Stamp Pad Ink	Dollar or Equivalent		Unit	100				
47	Stapler	OPAL HD 30 or Equivalent		Unit	100				
48	Stapler Pins	Dollar 24/6 or Equivalent, 1000-pins in 01-Pkt		Pkt	750				
49	Tissue Paper	Rose Petal or Equivalent, Pop up Facial Tissue, 150 double		Unit	750				
50	Foot Mat	Coconut material, Good Quality, Size - 4*4'		Unit	6				
51	Foot Mat	Rubber Made, Good Quality, Size - 3'*2'		Unit	6				
52	Dish Washing Powder	Sufi (500 gm bottle) or Equivalent		Unit	25				
53	Stapler Machine Heavy Duty	HS 3000 or Equivalent		Unit	5				
54	Punch Machine Heavy Duty	OPAL - Model - 1620 or Equivalent Capacity 100-		Unit	5				

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GRAND TOTAL for Bid Value						
Earnest Money for Rs. 50000/- in form of Call Deposit Receipt / Demand Draft / Pay Order						
Issued by Bank	in Favor of	Amount	CDR /PO/DD #	Issue Date	Amount	Remarks
		50000/-				

Bidder Signature & Seal with complete address & active phone numbers _____

ZPC Members opened Sealed Quotation on _____ at _____ in office of _____

I, Bidder have read & understand all above scope of work and following terms & conditions of this tender, further I am agreed and abide these terms. Further subsequently submit my offer in prescribed table Bidder Signature : _____

Conditions - Tender Notice # Skt/Sty/03/2026

- Bidders shall deliver bid security before tender closing time to undersigned office, in original form of a Pay Order / Bank Draft for Rs. 50000/- (Fifty Thousand only) in favor of State Life Insurance Corporation of Pakistan which will be returned immediately after tender evaluation to successful bidders, upon submission of Performance Security i.e. 5% of bidder tender qualified value and also to un-successful bidders. Performance Security shall be released upon satisfactory completion of whole job / procurement
- The bid security envelope should be marked subject referred tender number
- No Bid will be accepted without earnest money & other than EPAD Platform, prescribed Bidding Document are available on PPRA, EPADS, State Life website
- Bids will be opened / downloaded from EPADS w/r to prescribed bidding document in the office of Incharge HR & Admin Department of SLIC, Micro Plaza, Paris Road, Sialkot Zone on the date and time as specified above as per PPRA rule / EPADS
Bidder must submit sample of each item before tender closing time which shall be examined on bids opening date, recommended bidder sample for each item shall be retained by procuring agency and un-successful bidders sample shall be returned after bids opening. Without samples bid shall not acceptable. Irrelevant or low quality sample w/r to prescribed specification shall not be considered. Tender mentioned required items sample can also be seen at Zonal Office within office hours for clarification. Bidder shall mention its sample info in relevant column.
- Quotation of tender mentioned partially items from bidders w/r to massive items quantity shall not acceptable. However Most Advantageous Bidder for each item shall be considered item wise
- The rate validity of tender will be 31-12-2026 from the date of opening the tender.
- Delivery Schedule = Successful Bidder shall supply the Stationery Material to Stationery Store located at Zonal Office Building 3rd Floor within 15-Days upon issuance / receipt of Supply Order
- Supply should be according to tender specifications. Any defective delivery / Material will be taken back by supplier at his own risk & cost.
- Procurement Committee reserves the right to decrease / increase the quantity for Supply as per requirement or may be float the schedule for items delivery as per availability of place for stock
- Income Tax & General Sales Tax as per government rule will be deducted at the source from the payment.
- Quotation is acceptable for this tender through EPADS only, other than EPADS platform, quotation shall not be entertained
- Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

(Secretary)
Zonal Procurement Committee,
State Life Insurance Corporation,
Micro Plaza, Paris Road, Sialkot Zone.
052-9250104