

Work Order =1

Department: HR&A
Ref: CPD/Stationery/26
Date: March: 31st 2026

M/S New Fiza Card Printing Press
Shop No.B/3/39/3 Akhatray Lane Siray Ghat ,
Hyderabad.

SUB: SUPPLY OF STATIONERY ITEMS (Q-2)

With reference to your Quotations through tender regarding above, we are pleased to inform you that your rates have been approved by ZPC. You are requested to supply the following items: -

S. #	Description	Quantity	Rate	Amount
1	Calculator (Citizen/Casio 14 digits) or Equivalent	30	960	28800
2	FILE COVER CORONA	0	190	0
3	DUST BIN	0	125	0
4	Corona cliP file	0	190	0
5	Correction Pen (DUX) or Equivalent	0	46	0
6	Eraser (Pelican, Germany) OR Equivalent	0	360	0
7	Gem Clip 36 mm (APEX) or Equivalent	0	60	0
8	Highlighter (Dollar) Yellow/orange or Equivalent	10 Pkt	570	5700
9	Pencil Cell (Toshiba) or Equivalent	10 Pkt	666	6600
10	Paper Tray Plastic / Crystal or Equivalent	0	700	0
11	Basket Plastic	0	280	0
12	Marker (Blue) Dollar or	0	520	0
13	Marker (Black) Dollar or	0	520	0

14	Punch Machine Medium Famous	0	277	0
15	Register (200 Pages) Cut Size	10	125	1250
16	Register (300 Pages) Cut Size	10	195	1950
17	Register (400 Pages) Cut Size	10	220	2200
18	Room Spray (Air Freshener Cobra) or Equivalent	200	236	47200
19	Rough Pad (Large/Small) Ordinary	0	111	0
20	Scale Steel Good Quality	0	83	0
22	Scotch Tape (Small)	0	50	0
23	Sharpener (Metal)	0	715	0
24	Stamp Pad Crystal Plastic Large	0	97	0
25	Stamp Pad Crystal Plastic	0	58	0
26	Stamp Pad Crystal Plastic Small	0	58	0
27	Stamp Pad Ink Crystal Blue/Black	0	48	0
27	Stapler Machine Medium Good	0	500	0
28	Computer Paper Imported 132 Columns (1000 Sheets)	0	2780	0
29	HP LaserJet P1102 Toner	5	1950	9750
30	Duster Large Good Quality	10 DZN	180	1800
31	Optical Mouse Famous Brand	30	350	10500
32	Computer Paper Legal Size 80gm	0	1545	0
33	Glass Water Omroc or Equivalent	72	155	11160

34	Jug / Thermos Famous Brand	0	722	0
35	File Folder Korona or Equivalent	0	190	0
36	Dispatch Register	0	920	0
37	Stock Register	0	920	0
38	Green Sheet Pad (50 Sheets) without line	0	210	0
39	Pencil (Gold Fish) or Equivalent	0	195	0
			TOTAL	126910/=

Awaiting for an immediate delivery of the goods on or before 10.04.2026.

Thanking you.

Yours Sincerely,


(MUHAMMAD ALISHAIKH)

ASST. MANAGER-HR&A

Muhammad Ali Shaikh

Offi: Deputy Manager HR&A

State Life Ins: Corp: of Pakistan

Hyderabad Zone