



Insurance Corporation of Pakistan

VEHARI ZONE

**INVITATION TO BIDS THROUGH E-PADS PPRA**  
**TENDER NOTICE # HR&ADMIN/002/2026/VZ FEBRUARY 19, 2026**  
**OFFICE STATIONERY ITEMS**

**Date of Issue: 19-02-2026**

**Closing date of Tender: 13-03-2026 Time: 11.00 a.m.**

**Date of opening Bid: 13-03-2026 Time: 11.30 a.m.**

**Venue: Zonal Office State Life ,1st Floor SK Mall Near NADRA Office Burewala Road, Vehari.**

**Sealed financial bids are invited on E-PADS under single stage two envelopes from reputable experienced registered firms pre-qualified/non pre-qualified with GST/NTN having own Office , Mobile/e-mail(if found contrary the tender will be rejected) for the following Office Stationery items on the below mentioned terms and conditions:**

<b>Sr.No.</b>	<b>Items Name</b>	<b>Qty</b>
<b>1</b>	<b>Ball Pen Signature Mate or Equivalent</b>	<b>100 Pkt</b>
<b>2</b>	<b>Box File Imported with lever Clip</b>	<b>30 Nos.</b>
<b>3</b>	<b>Calculator 14 Digit Citizen or Equivalent Medium Size</b>	<b>20 Nos.</b>
<b>4</b>	<b>Calculator 14 Digit Citizen Or Equivalent Large Size</b>	<b>20 Nos.</b>
<b>5</b>	<b>Carbon Paper KCR or Equivalent</b>	<b>5 Box</b>

6	Color Paper 80 GM, Multi color China Fine Quality 100 Sheets	40 Box
7	Damper Plastic China Fine Quality	30 Nos.
8	Duster Cloth Flannel, (Size 18"x30" Approx) multi color	200 Nos.
9	Gum Stick 35gm Dollar Or Equivalent	70 Nos.
10	High lighter Piano Or Equivalent multi color	50 Nos.
11	Permanent Marker Signature OR Equivalent	84 Nos.
12	Packing Tape PVC (2" and 72 Yards)	100 Nos.
13	Paper Continuous-60Gsm Plain,80 Col,I Ply 1000 Sheet Golden Form or Equivalent	300 Box
14	Paper Continuous-60Gsm,132 Col I Ply 1000 Sheets Golden Form or Equivalent	40 Box
15	Paper Pin Three Flower OR Equivalent	40 Box
16	Paper Rim A-4,70 GM, 500 Sheets (AA or Equivalent)	300 Rim
17	Paper Rim A-4,80 GM, 500 Sheets (AA or Equivalent)	100 Rim
18	Paper Rim Legal Size,80 GM, 500 Sheets (AA or Equivalent)	30 Rim
19	Pin Remover China Fine Quality	20 Nos.
20	Punching Machine Medium Opal-500 or Equivalent	15 Nos.
21	Ribbon LQ-350 Full Mark OR Equivalent	150 Nos.

22	Ribbon LQ 2190 Full Mark Or Equivalent	80 Nos.
23	Ring File/Binder Imported	30 Nos.
24	Rough Pad A4 Size 80 GM Paper 50 Pages	150 Pad
25	Rubber Band Ring (For Cash) Packet (1/2 kg) Fine Quality	40 Packt
26	Register Medium Size 100 Pages (80 gm Paper)	60 Nos.
27	Scotch Tap 2'' (3D) or Equivalent	10 Nos
28	Scotch Tap 1/2'' (3D) or Equivalent	8 Nos.
29	Signature Pen Uniball (Signo) or Equivalent	500 Nos.
30	Stamp Pad Lancer (Size 7x11 cm) Or Equivalent	50 Nos.
31	Stamp Pad Ink Shiny 28ml OR Equivalent	50 Nos.
32	Stapler Pin- Medium 24/6 Dollar or Equivalent	200 Pckt
33	Stapler Pin Packet Fine Quality – Large for Cash 23/17	80 Pckt
34	Stapler Machine Deli/Axent A-55 Medium Size Or Equivalent 24/6	30 Nos.
35	Stapler Machine Large (Cash) 3-Flowers Or Equivalent	3 Nos.

**Terms and Conditions: -**

1. Quotations shall be accepted only on Tender Documents to be collected from our Office on Payment of Rs.3000/- Cash or Draft " in favour of "State Life Insurance Corporation of Pakistan" as Tender Fee (Non Refundable).

- 2.** Security amount must be deposited equal to 2.5% of the approximate value (noted above) of the tender in form of "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 CDR will be detained of the successful parties till the completion of assignment.
- 3.** If the firm / supplier provides sub-standard products, the Security Deposit will be forfeited in favor of the Corporation.
- 4.** The firm / supplier will be bound to supply/affix the required items on above mentioned address of State Life Vehari Zone, within prescribed time to be notified.
- 5.** The bidders will have to attach certificates of their NTN, GST Number with the Tender.
- 6.** Income Tax and GST as per Government Policy will be deducted on the total value of the Tender.
- 7.** The quotations and CDR must be uploaded on PPRA website on E-PADS for supply of subjected items within stipulated date and time till closing of the date.
- 8.** No change will be acceptable of required items. Such bid(s) will be rejected.
- 9.** The Original CDR with separate envelope must reached by Post/ Courier to Secretary Zonal Procurement Committee, State Life Insurance Corporation of Pakistan, Zonal Office 1st Floor Beside NADRA Office Burewala Road Vehari before closing date. The committee will not consider the bid without original CDR posted by the Vendor.
- 10.** Bids will be opened in the office of Incharge (HR & Admin), Zonal Office State Life 1st Floor Beside NADRA Office Burewala Road Vehari, in the presence of bidders or representative who wish to be present on the above specified day.
- 11.** The State Life reserves the right to increase/decrease the quantity of items.

**12.** Bid will not be accepted if a vender is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization any where in Pakistan. Personal influence will also disqualify the bidder.

**13.** Bid rates should be valid till 31.12.2026

**14.** The Corporation reserves the rights to cancel/reject the Tender at any stage in accordance with rule (33) of Public Procurement Regulations.

**15** **The Vendor should quote the single rate of all items. No item should be left unquoted. If the rate of all items is not quoted, the bid would not be considered.**

**16** **Sample Paper/items should be of same quality and gramage as specified in the Tender are provided(specimen,design,size,material,quantity and quality) in tender documents by post. The Committee will not considered the bid without Samples. Serial No.35 is exempt from sample only quality is required**

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 067- 3361705 Cell # 0303 7878738 & 0300-7735946

**ABDUL RAUF AHMAD**  
**(Secretary Zonal Procurement Committee)**  
**State Life Ins. Corp. Of Pakistan Zonal Office**  
**State Life 2<sup>nd</sup> Floor ZTBL Building, v Chowk Vehari**