

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
TENDER DOCUMENTS AGAINST SUPPLY OF PRINTING & STATIONERY
TENDER #01/STA/LZW/2026

1. Tender will be opened on 15.06.2026 at 11:00 am in the office of Incharge (Personnel & General Services) State Life Insurance Corporation of Pakistan, Western Zone, 4-Ghazi IIm-ud-Din Shaheed Road, in the presence of bidders or their authorized agents along with authority letter, who wish to be present on the occasion.
2. The quoted price must be inclusive of all applicable taxes and expenses (if any).
3. The quoted price must be in Pak Rupee and irrevocable.
4. Bid security/Earnest money must be in lump sum amount **Rs. 120,000/-** shall be deposited by the bidder/vendor in the form of CDR/Pay Order/Demand Draft favoring State Life Insurance Corporation of Pakistan (Estimated value of the procurement is **Rs. 6,000,000/**. **And** Successful bidder shall deposit **Rs.120,000/-**in the form of CDR/Demand Draft/Pay Order as **Performance Guarantee** (PPRA rule 39).
5. Any item can be deleted without assigning any reason, thereof.
6. The quantity mentioned in the tender is tentative and may be increased / decreased.
7. The qualified bidders shall submit sample of the respective items for approval by the committee before issuance of the purchase order, if the procuring agency found lowest rate item/sample below the required quality the procuring agency have the right to reject the said item/(s).
8. Items will be purchased from successful bidders on as and when required basis.
9. Bids Received after the above deadline or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
10. State Life reserves the right to accept or reject any or all tenders without assigning any reason thereof.
11. If any of the items found below quality from approved sample, the management reserves the right to forfeit the CDR/Bank Draft/Pay Order deposit along with the outstanding payment of the qualifiers bidder/ bidders.
12. Single Stage Single Envelope Procedure shall be adopted.
13. The rates by the qualified bidder/bidders shall be valid for one year from the date of opening of bid, which may be extendable with mutual consent The order will be placed to the item wise lowest bidders (One item one rate rule should be followed), delivery of items must be delivered at below mentioned address.
14. Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
15. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
16. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representatives shall be required to sign on attendance sheet.
17. Only one PRICE for each item/job is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. **Rate must be quoted Per Item**. The tender Bid shall be evaluated as item Wise Job.
18. 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.
19. Bidder(s) are required to submit the photocopy of National Identity Card of their Proprietor on E-PADS.

20. Penalty@1% of bid against delay in supply will be charged on weekly basis.
21. The qualified bidder shall be bound to supply the total items as communicated through purchase order within 15 days in our office (Any transport/labour cost will be borne by the bidder).
22. State Life Ins. 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 sub standard the work will be cancelled and bid security will be forfeited
23. Required Items list is attached.

Technical Evaluation Criteria

Following Documents are (Mandatory) for Technical Qualification

- Valid Income Tax Registration.
 - Valid General Sales Tax Registration (Status=Active with FBR).
 - Company last (2023 & 2024) years Income Tax Returns (complete).
 - Bidder must have office/warehouse in Lahore. (Office address and phone must be mentioned on letter head)
 - The following two undertakings are required to be submitted on fresh legal stamp paper minimum Rs. 100/- duly attested by Notary public etc :-
- I. Submission of Undertaking that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.*
- II. I have read all terms and conditions of this tender No. 01/STA/LZW/2026, I accept and shall abide by all of the terms & conditions of this Tender for Printing & Stationery items at State Life Insurance Corporation, Lahore Zone Western.*

Note: - All above Technical/Mandatory requirements are to be completed in Stricto Senso in order to Technically qualify, however, incomplete bids or conditional bid shall be rejected.

SECRETARY
Zonal Procurement Committee,
State Life Insurance Corporation of Pakistan
2nd Floor, Old Building # 2, Lahore Zone (Western)
Phone # 042 – 99213959 (0300-4836523)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

LAHORE ZONE (WESTERN)

PRINTING - 2026

Sr. #	Particulars	QTY Approximate	SIZE	REMARKS	Rate per Item with all Taxes
1	Budget Register	50	12 1/4" x 11"	68 gram 200 leaves (duly perfrade)	
2	Cheque schedule FY local (2 page 2 color)	100	13" x 8 1/2"	68 gram 100 leaves	
3	Cheque schedule FY Outstation (2 page 2 color)	100	13" x 8 1/2"	68 gram 100 leaves	
4	Cheque Schedule Renewal Local (2 Page 2 Color)	100	13" x 8 1/2"	68 gram 100 leaves	
5	Cheque Schedule Renewal of Outstation (2 Page 2 Color)	100	13" x 8 1/2"	68 gram 100 leaves	
6	PR-Book-568 (4- Page Colour)	200	8 1/2" x 5 1/2"	68 gram 200 leaves	
7	Daily Collection Register	30	13" x 17.5"	68 gram 200 leaves	
8	Daily Collection Statement	10	13" x 8 /12"	70 gram Imported	
9	Payment Voucher Green, CT-53	300	9" x 11 1/2"	55 gram 100 leaves	
10	Petty Cash Voucher	50	4 3/4" x 7 1/4"	68 gram 100 leaves	
11	Journal Voucher, CT-55	200	12" x 11 1/2"	55 gram 100 leaves	
12	Pension Register	5	16.5 x 18.5"	100 gram imported 2	
13	LZ-17	100	8 3/4" x 5 1/2"	70 gram Imported	
14	Inter Office Statement Pads	10	13 1/2" x 8 1/2"	70 gram Imported	
15	TA/DA Form	25	11" x 13"	70 gram Imported	
16	Payment Voucher Salary	10	15" x 9.5 "	68 gram	
17	Petty Cash Register	10	12" x 11 1/2"	68 gram	
18	Account Register	20	13" x 8 1/2"	80 gram imported	
19	Inter Zone Register	2	13" x 8 1/2"	80 gram imported	
20	S.R. Payment Vouchers	50	14 1/2" x 10"	55 gram 100 leaves	
21	S.O. Payment Vouchers	50	9 3/4" x 14 1/2"	55 gram 100 leaves	
22	S.M. Payment Vouchers	50	9 3/4" x 14 1/2"	55 gram 100 leaves	
23	Single Payment Voucher Commission	50	12" x 11 1/2"	55 gram 200 leaves	
24	Cheque list over 50,000	100	12" x 9"	70 gram Imported	
25	Cheque Payment Book Register	20	16" x 12"	100 gram imported 200 sheets 2 side printing	
26	Area Manager Manual Record Register	5	8" x 13"	70 gram Imported	
27	Loan Application Pad	100	8 1/2" x 11"	100 gra 100 leaves	
28	Loan Despatch Letter	100	6" x 8 1/2"	70 gram Imported	
29	Loan Assignment Register	5	8 1/2" x 14"	70 gram Imported	
30	Cheque Covering Letter	300	7" x 9 1/2"	70 gram Imported	
31	Zonal Head performa for Surrender	400	11x 8.5	70 gram Imported	
32	Policyholder register letter for surrender	50	13x 8 1/2"	70 gram Imported	
33	Requirement Form	50	8 1/2" x 13"	70 gram Imported	
34	Surrender Application	50	11x 8.5	70 gram Imported	
35	Under Covering Letter	100	11 1/2" x 8 1/2"	70 gram Imported	
36	Dawedar Ka Biyan (Form Alif) Both Side Printed	200	11" x 8 1/2"	70 gram Imported	
37	Medical Attendants Certificate (Form-B) Both Side	200	12" x 9"	70 gram Imported	
38	Ajer Ki Sanat	200	11" x 9"	70 gram Imported	
39	Discharge Voucher (LZ-205)	100	12" x 9"	70 gram Imported	
40	Death Claim Journal Voucher	50	9" x 9"	55 gram 100 leaves	
41	Claim Payment Voucher	50	11 1/2" x 9 "	55 gram 100 leaves	
42	Cheque Despatch Letter (LZ-211)	200	10 1/2" x 8"	70 gram Imported	
43	Urdu Requirement Letter Claim (LZ-415)	50	9 1/2" x 7"	70 gram Imported	
44	Form Geem	200	9" x 11"	70 gram Imported	
45	LZ-210 (DV covering letter)	50	11 1/2 x 8	70 gram Imported	
46	Calculation Sheet FIB	100	7 1/2" x 8"	70 gram Imported	
47	Personal Accident Claim For A-2 (Both Side)	50	11" x 9"	70 gram Imported	
48	LZ-327 Proof of Continued Disability Form (A-1)	10	11 1/2" x 8 1/2"	70 gram Imported	
49	FIB Card	1000	11 1/2" x 8 1/2"	250 gram	
50	LZ-201 Claim AIB	30	11 1/2" x 9"	70 gram Imported	
51	Affidavit Bond-Rs.20/-	10	12" x 8 1/2"	70 gram Imported	
52	Claim Processing Sheet	30	11" x 9"	70 gram Imported	
53	Indemnity Bond in Lieu of SC	10	11" x 9"	70 gram Imported	
54	Indemnity Bond in Lieu of Policy Bond	10	11" x 9"	70 gram Imported	
55	Continued disability Form B	10	11.5 x 8	70 gram Imported	
56	Policy proposal detail form	50	11" x 9"	70 gram Imported	
57	Urdu Requirement Letter 2	10	9.5 x 8	70 gram Imported	
58	Affidavit Bond Rs.100/-	10	12" x 8 1/2"	70 gram Imported	
59	FIB FORM	50	12 x 8	70 gram Imported	
60	Maturity Claim Form & Discharge Voucher (LZ-220)	100	10" x 7 1/2"	70 gram Imported	

61	LZ-204 (Maturity)	300	12 x 9	70 gram Imported	
62	Indent Card Policy	30000	13" x 9"	250 gram	
63	Good news form	50	11" x 9"	70 gram Imported	
64	15 Days Notice For Agency Transfer	10	9" x 5 1/2"	70 gram Imported	
65	Adjustment advice	50	10" x 7 1/2"	70 gram Imported	
66	Alteration Advice (M-II)	50	7 1/2" x 10"	70 gram Imported	
67	Collection Sheet For Special Revival	50	11 1.5" x 8.5"	70 gram Imported	
68	Cheque Dshonour Letter	100	10" x 7.5"	70 gram Imported	
69	Advice Sheet For Calculation	50	11" x 9"	70 gram Imported	
70	Payment Voucher (A-C No.573)	25	13.5" x 10"	70 gram Imported	
71	Personal Statement Non Medical (2 Pages Both Side)	30000	8.5" x 23"	70 gram Imported	
72	Personal Statement Medical	20000	8.5" x 23"	70 gram Imported	
73	DGH	30000	13" x 9"	70 gram Imported	
74	Service Zone Change Advice	50	8 1/2" x 5 1/2"	70 gram Imported	
75	Zakat Register	2	13" z 15"	70 gram Imported	
76	Policy Movement Register	15	13" x 8"	70 gram Imported	
77	Policy File Issue/ Receipt	15	13" x 8"	70 gram Imported	
78	Medical Competaritive Sheet	50	10 1/2" x 8"	70 gram Imported	
79	Late Fee Wave Form	30	11 1/2" x 9"	70 gram Imported	
80	Nomination Change	50	9 1/2" x 8 1/2"	70 gram Imported	
81	Adjustment advice	50	8 1/2" x 5 1/2"	70 gram Imported	
82	PHS-08	30	8 1/2" x 5 1/2"	70 gram Imported	
83	PHS-07	20	11 1/2" x 8 1/2"	70 gram Imported	
84	PHS-05	20	11 1/2" x 8 1/2"	70 gram Imported	
85	PHS-03	20	11 1/2" x 8 1/2"	70 gram Imported	
86	PHS-06	20	11 1/2" x 8 1/2"	70 gram Imported	
87	PHS-21	50	11 1/2" x 8 1/2"	70 gram Imported	
88	Office Policy Advice	20	11 1/2" x 8 1/2"	70 gram Imported	
89	Lost Policy Documents	20	11 1/2" x 8 1/2"	70 gram Imported	
90	Change in mode of Payment	20	11 1/2" x 8 1/2"	70 gram Imported	
91	Re-Nomination	50	11 1/2" x 8 1/2"	70 gram Imported	
92	Record Correction Advice M-IA	50	9" x 9"	70 gram Imported	
93	Indemnty Bond in lieu of Lost Policy Documents	20	11 1/2" x 8 1/2"	70 gram Imported	
94	Declaration for Issuance of Duplicate Policy	20	11 1/2" x 8 1/2"	70 gram Imported	
95	Cheque dishonored information	20	11 1/2" x 8 1/2"	70 gram Imported	
96	Medical Card	1000	9 1/2" X 6 1/2"	250 gram	
97	Consultation Slip	100 pads	6" x 9"	70 gram Imported	
98	M.O. Medical Bill	30 pads	7 1/3" x 10"	70 gram Imported	
99	Prescription Form	50 pads	7 1/2" x 10"	70 gram Imported	
100	Field Medical Form	20 pads	12 1/2"	70 gram Imported	
101	Field Medical Payment Voucher	50 pads	12 x 11.5	55 gram	
102	Payment Voucher Annexure-B	50 pads	13" x 13"	70 gram Imported	
103	Medical Expenses Card	2000	12" x 16"	250 gram	
104	SR Appointment Letter	100	7 1/2" x 10"	70 gram Imported	
105	Registration / Retirement Receipt	50	5" x 6"	70 gram Imported	
106	Payment Voucher (Cash Compensation 4.35)	50	10" x 15"	68 gram 100 leaves	
107	Retirement Form	50	11" x 9"	70 gram Imported	
108	Area Manager Imprest Card	700	16" x 13"	250 gram	
109	Application for Registration	300	8" x 13"	70 gram Imported	
110	Application for Renewal	300	8" x 13"	70 gram Imported	
111	Annual Statement Declaration	300	8" x 13"	70 gram Imported	
112	Declaration For The Purpose Rule II	300	8" x 13"	70 gram Imported	
113	Declaration By Introducer	300	8 1/2" x 13"	70 gram Imported	
114	Rujhanate Sawalnama	300	8 1/2" x 13"	70 gram Imported	
115	Area Manager Imprest Voucher (1 + 3)	100	11" x 11"	55 gram 200 leaves	
116	SM/SO Imprest Voucher (1 + 3)	150	12" x 12"	55 gram 200 leaves	
117	SR File	20000	14" x 22"	350 gram blech card local	
118	DP-04	50	12" x 9"	70 gram Imported	
119	Nomination Form	500	8" x 13"	70 gram Imported	
120	Agency Set For Fresh Recruiting	500	Legal Size	70 gram Imported Paper (5 White + 2 Color Sheet)	

121	SR\ SO/ SM Register	100	17" x 13"	70 gram Imported	
122	Agency File Indent Card	1000	12 x 6.5	250 gram	
123	Medical Declaration Form Pad	50 pads	11" x 8"	100 gram imported 100 leaves	
124	Authority Form	300	8" x 13"	70 gram Imported	
125	Attached Registration application	300	8" x 13"	70 gram Imported	
126	Personal File Cover	100	13" x 9 1/2"	As per Sample	
127	Leave Application Pad	50	9" x 11"	80 gram 100 leaves imported	
128	Leave Card (Both Side)	300 sheet	13" x 17"	250 gram both side printing	
129	Attendance Sheet (Small)	3000 sheets	9" x 17"	80 gram imported	
130	Attendance Sheet (Large)	2000 sheets	13" x 17"	80 gram imported	
131	Purchase Order Book (1 x 4)	20	9" x 11"	55 gram 200 leaves	
132	Over Time Pad	50 pads	7 1/2" x 10"	70 gram Imported	
133	Local Conveyance Pad	100 Pads	8" x 6"	70 gram Imported	
134	Indent For Stationary (1 + 1)	100 pads	9" x 11"	68 gram 100 leaves	
135	Indent For Printing (1 + 1)	100 pads	9" x 11"	68 gram 100 leaves	
136	Envelop (Golden Craft)	50000	9" x 4"	80 gram imported	
137	Envelop (Golden Craft)	5000	11" x 5"	80 gram imported	
138	Office File Cover	5000	14" x 22"	350 gram Bleech Card Local	
139	Medical Expenses Reimbursement Form	50 pads	8 1/2" x 13 1/2"	70 gram Imported	
140	Envelop (File Size) Golden Craft	5000	11" x 15"	100 gram imported	
141	Cheque Receipt Register (Medical) 1+2	10	13" x 8 1/2"	70 gram Imported	
142	Envelop (Window)	500000	5 1/2" x 8 1/2"	70 gram Imported Paper White	
143	Acknowledgement Pad	300	8 1/2" x 5 1/2"	80 gram 100 leaves imported	
144	Stock Register	10	8 1/4" x 13"	70 gram Imported	
145	Envelop Policy Size (Golden Color)	5000	10" x 12"	100 gram imported	
146	Medical Books	300	10" x 4 1/2"	70 gram Imported	
147	Hospitalization Form	100 pads	13" x 8 1/2"	70 gram Imported	
148	Medical Expenses Sheets (Officers)	300	13" x 8 1/2"	100 gram imported	
149	Medical Expenses Sheets (Staff)	300	13" x 8 1/2"	100 gram imported	
150	Medical Expenses Sheets (Retired Officers)	200	13" x 8 1/2"	100 gram imported	
151	Consultation Slip	100 pads	13" x 8 1/2"	80 gram 100 leaves imported	
152	Medical Directory Register	5	13" x 9"	80 gram 200 leaves imported with page	
153	Mail Register (Despatch) 2 Colour (Pink & White)	50	8" x 13"	70 gram Imported	
154	TCS Register (Despatch)	15	7 1/2" x 12"	70 gram Imported	
155	Cheque Register (Despatch)	15	8" x 13"	70 gram Imported	
156	Audit Observation Pad (Carbon copy)	50	8 1/2" x 13"	68 gram 100 leaves	
157	Medical Declaration Form Pad Staff & Officer	10 pads	11" x 8"	80 gram imported 100 leaves	
158	Envelop File Size Jumbo (Cloth)	10000	18" x 14"	As Per Sample	
159	Medical card for medicine	2000	12.5" x 9.5"	As Per Sample	
160	Visiting Card standard size	20000	Standard size	As Per Sample	
161	Official ID card (employee ID) <small>durable PVC or PVC-PET composite cards</small>	400	3.375" x 2.125" (86mm x 54mm) standard thickness is 30 mil (0.76 mm)	As Per Sample	
162	Amendment Form	400	7 1/2" x 9 1/2"	70 gram Imported	
163	003 Pad	200	7 1/2" x 9 1/2"	70 gram Imported	
164	Acceptance Letter Pad LZ-339	200	100 7 1/2" x 10"	70 gram Imported	
165	N.D. Form	200	7 1/2" x 10"	70 gram Imported	
166	Juvenile Medical Form (both side)	500	23" x 9"	80 gram (imp)	
167	Juvenile Non Medical Form (both side)	500	11 1/2" x 9"	80 gram (imp)	
168	Medical Fee Statement	50	11" x 8 1/2"	70 gram Imported	
169	SM / AM Confidential Report (Single Page)	10	8 1/2" x 13 1/4"	70 gram Imported	
170	SM / AM Confidential Report (Three Page)	400	8 1/2" x 13 1/4"	70 gram Imported	
171	Currency Declaration Form	10	6 1/2" x 8 1/2"	70 gram Imported	
172	Non Medical Form With Brief Sheet 6 Pages With Slip as per sample	125000	8 3/4" x 11 1/4"	80 gram (imp)	
173	Medical Form With Brief Sheet 7 Pages with slip as per sample	70000	8 3/4" x 11 1/4"	80 gram (imp)	
174	NB-6 File Cover Lahore as per sample	40000	As Per Sample	350 gram Bleech Card	
175	NB-6 File Cover SKP as per sample	30000	As Per Sample	350 gram Bleech Card (Skn. With Delivery)	
176	Proposal Register Sheet	5000	13.5" x 17"	100 gram Key Binding 2 Side Printing	
177	Policy Numbering Sheet (2 Pages)	3000	12" x 14"	150 & 68 (2 Side Printing, Key Binding Punch)	
178	Re Insurance-I Pad	50	11 1/2" x 9"	70 gram Imported	
179	Inspection Report (Urdu)	100	11" x 9"	70 gram Imported	
180	Under Writing Sheet Pad	100	11" x 9"	70 gram Imported	

181	Insurance Stamp Register (Both Side)	10	13" x 8 1/2"	70 gram Imported	
182	Revenue Stamp Register	10	13" x 8 1/2"	70 gram Imported	
183	Proposal Sheet Underwriter Use Counter	10	12" x 8"	70 gram Imported	
184	AM / SM Thumb Impression Proforma	10	12" x 8 1/2"	70 gram Imported	
185	Undertaking For CNIC	50	9" x 8 1/2"	70 gram Imported	
186	Debit Commission Request	50	4 x 8 1/2	80 gram imported	
187	D.V. For Refund (A/c 568)	10	12 x 8	80 gram imported	
188	Back Dating Request	10	11 x 8	80 gram imported	
189	Requirement Letter Pad	50	12 x 8	80 gram imported	
190	Declined letter	20	10x7	68 gram local	
191	E-1 Form	20	11 1/2 x 9	68 gram local	
192	E-2 Form	20	11 1/2 x 9	68 gram local	
193	Zonal Under writing Committee	20	12 x 8	80 gram imported	
194	R.C/P.O Under writing Committee	10	12 x 8	80 gram imported	
195	Statement of check list	10	12 x 8	80 gram imported	
196	Declaration for Gulf	100	11x9	80 gram imported	
197	Declaration for USA,UK Etc.	100	11x9	80 gram imported	
198	KYC A	200	8 1/2" x 11 1/2"	80 gram Imported	
199	KYC B	50	8 1/2" x 11 1/2"	80 gram Imported	
200	CRS	100	8 1/2" x 11 1/2"	80 gram Imported	
201	W9	100	8 1/2" x 11 1/2"	80 gram Imported	
202	COVID-19	400	8 1/2" x 11 1/2"	80 gram Imported	
203	Zonal Head Confidential report form	300	11 1/2 x 8	80 gram Imported	

Important Note

- 1 Each Pad Contains 100 Leaves
- 2 Each Register Contains 200 Leaves Fancy Binding with Karachi Board
- 3 Quality of Local Paper should be Flying or Equivalent
- 4 Composing and colour as per our requirements
- 5 All above Items required as per our sample in all respect.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

LAHORE ZONE (WESTERN)

Stationery-2026

<i>Sr. #</i>	<i>Particulars</i>	<i>QTY Approximate</i>	<i>Remarks</i>	<i>Rate per Item with all Taxes</i>
1	A-4 Paper (80 Gram) Rim	600	Imported AA or equivalent	
2	Legal Size (80 Gram) Rim	450	Imported AA or equivalent	
3	Legal Size (70 Gram) Rim	500	Best Quality	
4	Air Freshner	100	Fridi or equivalent	
5	Air Freshner (Turbo Aerosol/fragnance refiller)	100	Fridi or equivalent	
6	Ball Points Piano Crystal Gel or equivalent	10000	Gel or equivalent	
7	Box File	150	Equir or equivalent	
8	Bulldog Clip	24	Superior or equivalent	
9	Calculator Casio (14 Digit) or equivalent	60	DR-2140 TW or equivalent	
10	Carbon Paper Blue	100	KCR or equivalent	
11	Computer Paper Continue 11 x 15 (2000 Sheets)	300 BOX	Century or equivalent	
12	Computer Paper Plain Continue (63 GM) 9-1/2 x 11 (2000 Sheets)	300 BOX	Century or equivalent	
13	Computer Paper Plain LPP 9-1/2x8 (2000 Sheets)	250 Box	Century or equivalent	
14	Computer Paper Printed (100 GM) 9-1/2 x 11 (500 Sheets Rim) as per sample	150 Rim	Imported AA or equivalent	
15	COMPUTER PAPER GREEN A4 (500 SHEET PER RIM)	50	Imported AA or equivalent	

16	Computer Ribbon LQ-300	30	Print Rite or equivalent	
17	Dumper Plastic	50	Genuine Toko # 1 or equivalent	
18	Dustbin Plastic	100	Fine Quality	
19	Duster	500	30 x 30	
20	File Tray Plastic	50	Plastic	
21	Flapper File Card	24	Superior or equivalent	
22	Glass	600	Toyo Nasic or equivalent	
23	Gum Stick	100	UHU 21-GM or equivalent	
24	Jug (Glass)	50	Superior QUA or equivalent	
25	LED Pencil	200	Bahadur or equivalent	
26	Marker 70-90 colour as per our demand	500	Dollar 60 ML or equivalent	
27	Marker Highlighter colour as per our demand	200	Pelikanor equivalent	
28	Permanent Marker colour as per our demand	20	Uni paint px-20 or equivalent	
29	Packing Tape	100	2" (72 ML) or equivalent	
30	Paper Clip 30 MM	1000	3 Flowers or equivalent	
31	Paper Cutter	60	Fine Quality	
32	Paper Pin (Size 2 Original China)	1000	Superior or equivalent	
33	Pen Holder	24	As per Sample	
34	Pin Tray Plastic	24	Plastic or equivalent	
35	Punching Maching	150	OPAL-500 or equivalent	
36	Razer	150	Pelikon or equivalent	
37	Rough Pad Small (80 GM Imported)	1000	8 1/2" x 7 1/2"	
38	Rough Pad Large (80 GM Imported)	1000	12" x 8 1/2"	
39	Ruled Register	200	As per Sample	
40	Scale Steel	100	Steel Fine or equivalent	
41	Scotch Tape (Large)	150	Lious China 1" or equivalent	
42	Sharpner	100	Bahadur or equivalent	
43	Soap Case	30	Plastic or equivalent	
44	Soap Lux	600	LUX 80 Gram or equivalent	
45	Sootri Plastic	100	250 GM	
46	Stamp Pad	200	Lancer or equivalent	
47	Stamp Pad Ink (20ml)	500	SHINY S-61 or equivalent	
48	Stappler Machine	200	FUJI HD-30 or equivalent	
49	Stappler Pin 24/6	4000	Dollar 60 ML or equivalent	
50	Stappler Pin Large	1000	2317 Maxor equivalent	
51	Stappler Pin Remover	60	KW Trio-508-B or equivalent	
52	Tissue Paper	1000	Rose Petal Pop Up or equivalent	
53	Towel	100	Medium 40 x 24 BEST Quality	
54	Unibal Pointer	2500	MG Office G (0.7) or equivalent	
55	VIM	150	450 GM	
56	Ribbon LQ-310	1500	Print Rite	
57	Ribbon LQ-350	2000	Print Rite	
58	Ribbon LQ-2190	300	Print Rite	
59	Stappler Machine Large	30	FUJI-HD 23s24/NFL or equivalent	
60	Dettol Hand Wash or equivalent	100	250 ml	
61	Computer Ribbon IBM 6400	120	IBM6400	
62	Toner HP-3003DN	12	HP-3003DN	
63	Date rubber Stamp with machine self inking	10	SHINY S-400 or equivalent	
64	Verified rubber Stamp with machine self inking	50	SHINY S-842 or equivalent	
65	Verified rubber Stamp round with machine self inking	50	SHINY S-552 or equivalent	
66	Verified rubber Stamp round with machine self inking	50	SHINY S-827 or equivalent	