



**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
COMMISSIONER INLAND REVENUE
WITHHOLDING TAXES ZONE, REGIONAL TAX OFFICE, MULTAN**

**PROCUREMENT OF GOODS
&
BIDDING DOCUMENTS**

SUPPLY OF OFFICE/COMPUTER STATIONERY ITEMS

2017-2018

SHORT TENDER NOTICE

(Provision of Office/Computer Stationery Items)

Sealed Proposals are invited from firms/persons for below mentioned items & Services on MOST URGENT BASIS. Tender documents containing terms and conditions and technical requirements may be obtained from the office of the undersigned (during office hours) or may be downloaded from www.ppra.org.pk or www.fbr.gov.pk . Last date for submission of Proposals is **05-03-2018**- on or before **02:00 P.M.** Proposals shall be opened on same day at **02:30 P.M.** in the presence of bidders or their representatives. Any firms can also participate for single work/job.

SCHEDULES OF REQUIREMENTS

Schedule No.1

I. Office Stationery


| Sr.# | Stationery Items | Unit | Price |
|------|---|--------|-------|
| 1 | WHITE PAPER imported(AA) or equivalent A-4, 500 Sheets | Ream | |
| 2 | WHITE PAPER imported(AA) or equivalent Legal Zize, 500 Sheets | Ream | |
| 3 | LEAD PENCIL with eraser Fine Quality | Pkt | |
| 4 | STAPLER PIN 24/6 Fine Quality. | Pkt | |
| 5 | FLUID PEN UNI or equivalent. | Pcs | |
| 6 | FILE TAGS 8' White fine quality. | Bundle | |
| 7 | PASTE CHIT/FLAGE fine quality. | Pkt | |
| 8 | SHARPENER KUM or equivalent. | Pcs | |
| 9 | ERASER AL-30 or equivalent. | Pcs | |
| 10 | CALCULATOR fine quality. | Pcs | |
| 11 | STAPLER MACHINE HD 30 or equivalent. | Pcs | |
| 12 | HIGH LIGHTER Pelicon or equivalent (Multi Color). | Pcs | |
| 13 | MAKER No.70, Dollar or equivalent. | Pcs | |
| 14 | STAMP PAD Standard quality. | Pcs | |
| 15 | STAMP PAD Standard quality. | Pcs | |
| 16 | REGISTER imported 80 gm Pages 200. | Pcs | |
| 17 | REGISTER imported 80 gm Pages 150. | Pcs | |
| 18 | REGISTER imported 80 gm Pages 100. | Pcs | |
| 19 | ENVELOPS File Size 15x18" Cloth. | Pkt | |
| 20 | ORDER SHEET Legal Size 100 Sheets. | Pad | |
| 21 | DAK FOLDER LEATHER (RTO Multan Printed). | Pcs. | |
| 22 | Single Puncher Fine Quality. | Pcs. | |

II-Computer Stationery

| Sr.# | Stationery Items | Unit | Price |
|------|--|------|-------|
| 1 | FLASH (8GB) Kingston or equivalent. | Pcs | |
| 2 | FLASH (16GB) Kingston or equivalent. | Pcs | |
| 3 | LASER OPTIC MOUSE Branded. | Pcs | |
| 4 | KEY BOARD Branded. | Pcs | |
| 5 | EXTENSION WIRE FOR COMPUTER, Fine Quality. | Pcs | |
| 6 | PRINTER TONER HP 12A, China | Pcs | |
| 7 | PRINTER TONER CANON LBP 2900B | Pcs | |
| 8 | COPIER TONER BIZHB 250 | Pcs | |

TERMS & CONDITIONS AND EVALUATION

1. After opening of the said Proposals, Purchase Committee will examine the same (proposals) for evaluation and completeness of the same (Proposals) as per tender requirements.
2. Bidder(s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
3. Successful Bidder shall represent and warrant that they can provide clear and efficient services and in this respect have the necessary labor, skill, expertise and technical knowhow.
4. The Bidder shall represent and warrant that the services to be provided by them shall be fully guaranteed. Bidder will takes full responsibility to provide the service.
5. EARNEST MONEY.
6. The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order mentioned in tender notice in favor of "Commissioner Inland Revenue, Withholding Zone, Regional Tax Office, Multan"/ Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
7. Income Tax/Withholding Tax will be deducted in accordance with the law. Kindly note that the Sales Tax (if applicable) shall also be deducted in accordance with the law.
8. All proposals should include.
 - 1.1. Bidder's profile, list of such projects handled, list of clients with telephone numbers and addresses;
 - 1.2. Bidder's Income Tax and Sales Tax registration certificates.
 - 1.3. Affidavit (on legal paper) to the effect that the firm has never been black-listed by any agency or government/semi government/autonomous or business concern; and
9. This Office reserves the right to accept or reject Proposals.
10. The prices should be valid for 1-Year.
11. Local support should be available all the time and response time should be less than 1 Day.
12. The successful firm will be responsible for schedule No.5,6,7 & 9, and successful bidder may observe office timing.


(**IMTIAZ AHMAD**)
Commissioner Inland Revenue
Withholding Taxes Zone, RTO, Multan