



**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
COMMISSIONER INLAND REVENUE
INFORMATION PROCESSING/TAXPAYER FACILITATION/
HUMAN RESOURCE MANAGEMENT DIVISION,
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 **26-03-2018** 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

S #	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/Pelicon or equivalent.	Pcs	
6.	FILE TAGS 8' White fine quality.	Bundle	
7.	PASTE CHIT/FLAG fine quality.	Pkt	
8.	SHARPENER KUM or equivalent.	Pcs	
9.	ERASER AL-30 or equivalent.	Pcs	
10.	CALCULATOR fine quality (12-Digit) CT-660.	Pcs	
11.	STAPLER MACHINE HD 30 or equivalent.	Pcs	
12.	HIGH LIGHTER Pelicon or equivalent (Yellow Color).	Pcs	
13.	MAKER No.70, Dollar or equivalent.	Pcs	
14.	STAMP PAD Standard quality.	Pcs	
15.	REGISTER imported 80 gm Pages 200.	Pcs	
16.	REGISTER imported 80 gm Pages 150.	Pcs	
17.	REGISTER imported 80 gm Pages 100.	Pcs	
18.	Envelope medium size (11 x 5)	Pkt.	
19.	ENVELOPS SMALL SIZE (9 X 4).	Pkt	
20.	ORDER SHEET LEGAL SIZE 100 SHEETS.	Pad	
21.	DAK FOLDER LEATHER (RTO MULTAN PRINTED).	Pcs.	
22.	SINGLE PUNCHER FINE QUALITY.	Pcs.	
23.	GUM STICK UHU/Medium Size or equivalent	Pcs.	
24.	TRANSPARENT TAPE "1 FINE Quality	Pcs.	

II. Computer Stationery

S.#	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 (TOSHIBA) MODEL STUDIO 200-L	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
IP/TFD & HRM, RTO, Multan