

ریجنل ٹیکس آفس بہاولپور

ٹینڈر نوٹس

ریجنل ٹیکس آفس بہاولپور انعام سنٹر محمد بن قاسم روڈ ماڈل ٹاؤن اے بہاولپور درج ذیل اشیاء کی فراہمی کے لیے انکم ٹیکس / سیلز ٹیکس رجسٹرڈ بااختیار فرموں سے سربمہر ٹینڈر مطلوب ہیں۔

سیریل	زرمانت	تفصیل	ریمارکس
1	25,000/-	کمپیوٹر سٹیشنری / آفس سٹیشنری	لسٹ / تفصیل دفتری اوقات میں لی جاسکتی ہے۔
2	50,000/-	آفس فرنیچر	لسٹ / تفصیل دفتری اوقات میں لی جاسکتی ہے۔

شرائط۔

خواہش مند بولی دہندگان انکم ٹیکس اور سیلز ٹیکس رجسٹرڈ ہوں اور متعلقہ فیلڈ میں کام کا تجربہ ہونا اور بولی کے ساتھ درج ذیل کاغذات کا ہونا لازمی ہے۔

1۔ انکم ٹیکس، سیلز ٹیکس رجسٹریشن نمبرز و سرٹیفیکیشن۔

2۔ بطور زرمانت (قابل واپسی) بذریعہ کال ڈیپازٹ / سیکورٹی رقم بحق چیف کمشنران لینڈ ریونیور رینجیل ٹیکس آفس بہاولپور جمع کرانا ہوگی۔

3۔ مجاز اتھارٹی / پریزیڈنٹ کی کمیٹی کا فیصلہ حتمی ہوگا جو کسی عدالت میں چیلنج نہ ہوگا۔

4۔ بولی میں مروجہ تمام ٹیکس شامل ہونگے۔

5۔ بولی فیس مبلغ 500 نا قابل واپسی ہونگی۔

6۔ کسی قسم کی معلومات سیکریٹری پریزیڈنٹ کی کمیٹی کے دفتر سے لی جاسکتی ہیں۔

7۔ سربمہر ٹینڈر 30 دسمبر 2015 دن 02 بجے دوپہر تک پہنچ جانے چاہئیں۔ ٹینڈر اسی روز دن 3 بجے دوپہر ٹینڈر دہندگان کی موجودگی

میں کھولے جائیں گے۔

8۔ مجاز اتھارٹی اظہار وجوہ کسی بھی ٹینڈر کو مسترد کرنے کی مجاز ہے۔

سیکرٹری

پریزیڈنٹ کی کمیٹی

ریجنل ٹیکس آفس بہاولپور

**TENDER FOR THE BULK PURCHASE OF COMPUTER STATIONARY/
OFFICE STATIONARY ITEMS AND OFFICE FURNITURE
ON RUNNING RATE CONTRACT BASIS FOR
REGIONAL TAX OFFICE BAHAWALPUR
FOR THE TAX YEAR 2015-16**

Signature _____ Name _____

CNIC No. _____

Name and Address of the Firm _____

N.T.N. No. _____ Sales Tax No. _____

Tel. _____ Fax No. _____

Seal & Stamp _____

SCHEDULE

Last Date of receipt of Tender _____
Date of receipt of Tender _____
Date of Opening of Tender _____

Sealed tenders are invited from the Manufactures / Importers or their authorized Distributors and General Order Suppliers Registered for the purchase of Computer Stationary/Office Stationary Items and Office Furniture for the year 2015-16 on the following terms and conditions.

1. Only the bid of bonafide buyers of tender documents will be entertained.
2. The offers/tenders will remain valid for Ninety (90) days from the date of opening of tenders. This shall be extendable for further ninety (90) days in exceptional circumstances.
3. The offer shall comprise one single envelope containing separately financial proposal and technical proposal (if any).
4. No offer shall be considered if:
 - a. Received without earnest money.
 - b. Received after the last date and time of receipt.
 - c. Tender is unsigned.
 - d. Offer is conditional.
 - e. Offer is from a firm of individual blacklisted / suspended, removed from the approved list, remained guilty of misconduct and involved in un-necessary litigation.
 - f. Received without Authority letter of the authorizing Manufacturers/ Importers in case of distributors. The purchase committee has right to cancel the contract, if the said certificate found bogus along with confiscating the supplied Store Items and earnest money.

5. In case the contractor fails to execute the contract, strictly in accordance with the terms and conditions laid down in the award letter with in stipulated period, the earnest money deposited by him will be forfeited and offer will be made to the next lower bidder.
6. If the Contractor fails to supply the items with in time limit given in the Purchase Order, the same will be procured from the local market at his risk and cost without any further notice which will be recovered from his security or pending claims/bills with blacklisting the contractor.
7. The Regional Tax Office, Bahawalpur will not pay any transportation charges on behalf of the supplies.
8. Bidders shall submit a call deposit @ Rs.10,000/- for Computer Stationary/Office Stationary items and call deposit @ 50,000/- for Office Furniture in favour of the Chief Commissioner IR, Regional Tax Office, Bahawalpur.
9. Income Tax at source will be deducted at the rate notified by the Govt.
10. In case of non supply within stipulated period as mentioned in the purchase order, liquidated damages @ 2% of the value of the order per month or part thereof shall be recovered from the bill of contractor.
11. Further, a certificate to the effect that the rates are not more than the prices charged from any other Government Office / Institution in the provinces and in case of any discrepancy detected, the amount over charged will be recovered from the contractor.
12. The details of the Computer Stationary/Office Stationary items are attached as per Annex-A and the details of Office Furniture are attached as per Annex-B.
13. The Bidders must quote their rates on the prescribed tender form / Performa duly filled in / stamped and signed by the manufacturer / importer or its authorized representative / distributor / Sales Tax and Income Tax Registered persons.
14. Brands of each product must be mentioned with Correct Specifications.
15. Tenders should be addressed to the Secretary,¹ Purchase Committee, Regional Tax Office, Bahawalpur and submitted on or before **30.12.2015** at **02:00 PM.**
16. Tenders should quote their rates both in words as well as in figures.
17. The Bidders are requested to give their best and most competitive price, as the negotiations will be discouraged in routine. However, if required the negotiations will be held with the Purchase Committee which has sole authority / discretion to negotiate the rates offered by the bidder.
18. Any erasing / cutting / crossing etc. appearing in the offer, must be signed properly by the person signing the Tender. Moreover, all pages of the tender must also be properly signed. Offer with any over writing shall in no circumstances be accepted.

19. The quoting firm shall be allowed to withdraw its offer / Call Deposit before the conclusion / finalization of the Contract / rate contract or expiry of validity period whichever is earlier.
20. All tender enquiry condition should be duly signed / stamped and attached with the offer.
21. The security shall be released on expiry / satisfactory completion of contractual period and production of clearance certification issued by the Secretary Purchase Committee or any other concerned officer nominated by CCIR, Regional Tax Office, Bahawalpur.
22. The payment shall be made to the contractor after complete verification of quality and quantity of supplied items. The supplier shall give affidavit to the effect that if any quality of item supplied is declared spurious / substandard / misbranded / expired by the Inspection Committee, the same will be replaced by the firm without claiming any further cost.
23. Supply in parts shall not be accepted.
24. The contractor shall claim payment of dues / bills after satisfactory inspection of the supply duly verified by the committee constituted for the purpose.
25. The purchase committee, Regional Tax Office, Bahawalpur reserves the right to increase or decrease the anticipated quantity of items.
26. The contractor will be registered with the Sales Tax Department and Income Tax Department and provide the copy of Sales Tax Registration Certificate, if applicable under the instruction issued by the Government (Provincial / Federal).
27. The procurement shall be governed under Public Procurement Regulatory Authority Ordinance, 2002.
28. In case of any dispute between Purchase Committee, Regional Tax Office, Bahawalpur and the contractors, the Chief Commissioner Inland Revenue, Regional Tax Office, Bahawalpur will be sole arbitrator under the Arbitration Act.

LIST OF COMPUTER & OFFICE STATIONERY ITEMS

S.#	NAME OF ITEM	QUANTATY
1	ATTENDANCE REGISTER (SMALL SIZE)	
2	BALL POINT (SIGNATURE/DOLLOR CLIPER)	
3	CARTRIDGE (ORIGINAL) HP (85 A)	
4	CARTRIDGE (ORIGINAL) HP (05 A)	
5	CARTRIDGE (ORIGINAL) HP (49 A)	
6	CARTRIDGE (ORIGINAL) CANON 303 MULTIPLE	
7	CALCULATOR (ORIGINAL CASIO) 12 DIGIT	
8	COMMON PIN	
9	DAK FOLDER (RAGZIN)	1
10	DIARY REGISTER	
11	ENVELOPS LARGE (WITH CLOTH INNER) BROWN	
12	ENVELOPS MEDIUM 80 GRAM BROWN	
13	ENVELOPS SMALL 80 GRAM BROWN	
14	ERASER (BAHADUR/MAX)	
15	FILE COVERS (VIP HARD)	
16	FLAPPER	
17	FLUID (UNI CORRECTION PEN CLP-300)	
18	GLASS MARKER PERMANENT (MERCURY)	
19	GEL PEN (INI)	
20	GUM BOTTLE	
21	GUM STICK (20 GRAM DOLLER)	
22	HIGHLIGHTER (MERCURY)	
23	INK FOR STAMP PAD & PEN (DOLLER)	1
24	LED PENCIL MERCURY/HB GOLD FISH	
25	MARKER SMALL (DOLLER)	
26	POINTER (DOLLER)	
27	PACKING TAPE	
28	PAPER A-4 SIZE (80 GRAMS) AA	
29	PAPER A-4 SIZE (70 GRAMS) (IMPORTED)	
30	PAPER LEGAL SIZE (80 GRAMS) A.A	
31	PAPER LEGAL SIZE (70 GRAMS) (IMPORTED)	
32	PAPER CUTTER (GD-1887)	
33	PEON BOOK	
34	PIN CUSHION	
35	PIN OPENER (KW-TRIO 508B)	
36	PUNCHING MACHINE SINGLE	
37	REGISTERS (200) PAGES	
38	REGISTERS (400) PAGES	1
39	ROUGH PAD (WITH 70 GRAM PAPER)	
40	SHARPNER (BAHADUR)	
41	SHORT HAND NOTE BOOK	
42	STAMP PAD (CRYSTAL)	
43	STAPLER (OPAL HD-30)/ (WITH PIN REMOVER)	
44	STAPLER PIN (DOLLER)	
45	TAG (6")	
46	USB (KINGSTON)	

LIST OF OFFICE FURNITURE ITEMS

01	Office Tables for officers	07
02	Side Racks	07
03	Coat Hangers	07
04	Revolving Chairs	13
05	Sofa Set	03
06	Office Chairs for staff and visitors	60
07	Work Stations	11
08	Office Table for Staff	34
09	Conference Table (20*6)	01
10	Conference Chairs	25
11	Computer Table	15