



**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
COMMISSIONER INLAND REVENUE
WITHHOLDING TAXES ZONE, RTO, MULTAN**

**PROCUREMENT OF GOODS
&
BIDDING DOCUMENTS**

SUPPLY OF OFFICE/COMPUTER STATIONERY ITEMS

2019-2020

SHORT TENDER NOTICE

(Provision of Office/Stationery Items)

Sealed proposals are invited from firms/persons for below mentioned items and services on most urgent basis. Tender documents containing terms and conditions and technical requirements may be obtained from the office of the under signed (during office hour) or may be downloaded from www.ppra.org.pk or www.fbr.gov.pk Last date for submission of proposals is 05-11-2019 on or before 02:00pm. Proposal shall be opened on same day at 02:30pm 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 Size 500 Sheets	Ream	
3	Glue Stick Fine Quality	Dozen	
4	UNIBALL SIGNO POINTER (BLUE & BLACK).	Packet	
5	SIGNATURE BALL POINT, (BLUE & BLACK).	Packet	
6	REGISTER imported 80 gm pages 200	Pcs	
7	REGISTER imported 80 gm pages 150	Pcs	
8	REGISTER imported 80 gm pages 100	Pcs	
9	Envelops small & Medium size	Packet	
10	DAK COVER	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 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. 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 number 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 blacklisted 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.

(Syed Bahadar Ali)
Commissioner Inland Revenue