



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

**PROCUREMENT OF GOODS &
RENDERING/HIRING OF DIFFERENT SERVICES**

BIDDING DOCUMENTS

SUPPLY OF OFFICE STATIONERY ITEMS

2019-2020

SHORT TENDER NOTICE

(Provision of Office 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 22.10.2019 on or before 01:00 P.M. Proposals shall be opened on same day at 02:30 P.M. in the presence of bidders or their representatives. Any firm 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	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	SHAPNER KUM or equivalent.	Pcs	
9	ERASER AL-30 or equivalent.	Pcs	
10	CALCULATOR (12 Digit) fine quality.	Pcs	
11	STAPLER MACHINE HD 30 or equivalent.	Pcs	
12	HIGH LIGHTER Pelicon or equivalent (Multi Color).	Pcs	
13	MARKER No.70, Dollar or equivalent.	Pcs	
14	PAPER CUTTER SDL LARGE	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.	
23	BALL POINT/SIGNATUR OR EQUILENT 24	Pcs.	
24	STAPLER PIN	Pkt	
25	ENVOLOPS (MEDIUM, SMALL)	Nos.	
26	PIN REMOVER	Nos.	
27	SCALE STEEL	Nos.	
28	SQUASH TAPE SIZE 2" DEER BRAND	Nos.	
29	PUNCH MACHINE LARGE SIZE	Nos.	
30	GUM STICK	Nos.	
31	OFFICER PEN.	Nos.	

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 labour, 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(s) 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 favour of "Commissioner Inland Revenue, Corporate 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 Bidder(s) 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.
- The successful Bidder(s) will be responsible for:
12. For Schedule No.5, 6, 7 & 9 successful bidder may observe office timings.


(SYED BAHADUR ALI)
Commissioner-IR