

SHORT TENDER NOTICE

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 25.03.2020 on or before 01:00 pm. Proposals shall be opened on same day at 01:30 pm in the presence of bidders or their representatives. Any firms can also participate for single work /job.

SCHEDULES OF REQUIREMENTS

No.1 i) Office Stationery

Sr.No.	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	SIGNO PEN(BLUE/BLACK/RED)	PKT	
4	LEAD PENCIL with eraser GOLD FISH 5000 or equivalent	Pkt	
5	STAPLER PIN Dollar 24/6 or equivalent	Pkt	
6	FLUID PEN UNI or equivalent	Pcs	
7	FILE TAGS 8" White Fine quality	Bundle	
8	PASTE CHIT/FLAGE Fine quality	Pkt	
9	SHARPENER KUM or equivalent	Pcs	
10	ERASER AL-30, Germany or equivalent	Pcs	
11	Ball Point BLU Signature or equivalent	Pkt	
12	STAPLER MACHINE HD 30 or equivalent	Pcs	
13	HIGH LIGHTER Pelican LARGE or equivalent (Multi Color)	Pcs	
14	MARKER No. 70, Dollar or equivalent	Pcs	
15	STAMP PAD Colop or equivalent	Pcs	
16	REGISTER imported 80 gm Pages 200 Fine quality	Pcs	
17	REGISTER imported 80 gm Pages 150 Fine quality	Pcs	
18	REGISTER 0 imported 80 gm Pages 100 Fine quality	Pcs	
19	PAPER CUTTER SDI LARGE or equivalent	Pcs	
20	SCALE STEEL Fine quality	Pcs	
21	ENVELOPS File Size 15x18" Cloth Fine quality	Pkt	
22	Squash TAPE Size 2" Deer Brnad or equivalent	Pcs	
23	DRAFTING PAD, A4 Size, 80 gm Imp. 100 Sheets Title Single Color	Pad	
24	DRAFTING PAD, Copy Size, 80 gm Imp. 100 Sheets Title Single Color	Pad	
25	DRAFTING PAD, Legal Size, 80 gm Imp. 100 Sheets Title Single Color	Pad	
26	ORDER SHEET Legal Size 100 Sheets Fine quality	Pad	
27	FLAPPER (RTO, MULTAN PRINTED) Fine quality	Pcs	
28	DAK FOLDER LEATHER (RTO Multan Printed) Fine quality	Pcs	

ii) Computer Stationery

Sr.No.	Items	Unit	Price
1	HDD 500GB SEAGATE or equivalent	Pcs	
2	FLASH(16GB) HP or equivalent	Pcs	
3	LASER OPTIC MOUSE Branded Dell or equivalent	Pcs	
4	KEY BOARD Brnded Dell or equivalent	Pcs	
5	DATA CABLE USB FOR PRINTER USE 3 mtr	Pcs	
6	POWER CABLE Branded 2ft	Pcs	
7	DVD WR 7GB Sony or equivalent	Pcs	
8	CD-R Sony or equivalent	Pkt	
9	MULTI SACKET WITH FUSE (GOAL & CHAPTI PIN), 13AMP 250 V	Pkt	
10	EXTENSION WIRE FOR COMPUTER, Fine Quantity	Pcs	
11	RAM DDR-II/DDR-III 2GB, Kingston or equivalent	Pcs	
12	HP Cartridge 12A,85A,79A or equivalent (China)	Pcs	
13	HP Cartridge 12A,85A,79A or equivalent (Original)	Pcs	

No. 2**Uniform for Class-iv (Summer Season)**

- Sample of each type of item shall be provided by the tender participants at the time of bid opening.
- In case sample may not according to our requirement Committee has right to reject the bid.
- Payment schedule shall be decided by the Committee.

Sr.No.	Personal Clothing	Price
1	Malicia Color Shalwar Kameez	
2	Shoes(Black)	
3	Pakistani Flag(Small)	
4	Shoulder Pips(Golden)	
5	Khaki belt with buckle	
6	Peak Cap(Khaki)	
7	Name Plate	
8	Chest Golden FBR Insignia	
9	FBR insignia on left arm	

No. 3**Contract for Supply of Drinking Water**

Specification of Water			Job. / Quantity
<ul style="list-style-type: none"> • Purchase Committee will make a visit on Water Plant and examine/check the hygienic condition and quality of water. In case of plant hygienic conditions are not upto the standards, the contract will not be given/allotted to the lowest bidders. Committee shall decide hygienic condition standards. • Periodic/Random sample testing from top laboratories of Pakistan will be carried out time to time. • PCSI certificate is mandatory.ISO certificate shall be an advantage. • Existing customers list must be shared. • Logistics setup must be shared in writing. <p>General Specifications are as under:-</p>			1 – Year
Lot #	Mineral Content	Values(mgl)	
1	Magnesium	4-15	
2	Sodium	7-30	
3	Sulphate	12-5	
4	Calcium	40-70	
5	Potassium	0.02-5	
6	Chloride	77-150	
Total Minerals:		160-350	
	pH	6.5-8.5	

No.4**Supply of Office Furniture**

Sr. No.	Description	Price
1	Office Table for Executive (5x4x 2.5')	
2	Revolving Chair Executive As per design, seat back cushion with leatherette 5 paddle wheel base, A-Grade Form Boss B512 or equivalent.	
3	Computer Revolving Chair	
4	Side Racks (Wooden) (4x18x2.5)	
5	Almirah Wooden (20x6x3)	

No.5**Provision of Security Services**

Description	Job/ Quantity
<ul style="list-style-type: none"> • Company will be responsible for provision of latest weapons to security guards. • Company will provide 50% ex-army person & 50 % civilians. • Before contract, physical fitness of guards & checking of weapons will be conducted by purchase committee. • Security staff would be deployed in proper uniform. • Security staff would be changed after every six months. 	1 – Year

No. 6**Contract for Janitorial Services**

Terms & Conditions	Job/ Quantity
<ul style="list-style-type: none"> Daily cleaning and mopping of the floors on continuous basis including area outside building. Cleaning and washing of all WCs, wash basins and sinks on daily basis and as when required. Cleaning of sanitation lines and gutters inside the premises, if found clogged. Cleaning of glass/windows panes, both inside and outside of the buildings and cabins, walls partitions of all type, roofs/ceilings and all the premises, including plant pots. Cleaning of tube lights/air conditioners as and when required. Contractor shall fill the Toiler Soap Dispensers as and when found empty. Cleaning of lifts both inside and outside. The contractor shall depute at least one contract person for keeping liaison with the office administration for proper execution of work. Any materials, labor machinery, plant etc. required for the satisfactory execution of work shall be the sole responsibility of the Contractor. The cost of the standard materials required such as detergents, liquid soap, general purpose cleaning solution, washing soda, mops, brooms, dusters, cleaning towels, buckets, brushes and vacuum cleaners buffing machine etc. is included in the aforementioned monthly payable charges, hence their provision will be the responsibility of the contractor. The supply of toilet towels, toilet paper, liquid soap and air fresheners shall be the responsibility of the contractor. Machinery and equipment required for cleaning and washing of floors, vacuum cleaners etc. shall be kept and stored in RTO premises for the use, however, the safety of the said machinery and equipment shall be the Contractor's responsibility. The contractor shall provide the uniform duly approved by the RTO at his own cost and the cleaning staff shall wear the same uniforms during the working hours in the office premises. The safety of fittings and fixtures and equipment in the office premises etc. shall be the responsibility of the contractor. The contractor shall be responsible for all losses and damages to buildings "A" & "B" other property caused due to mishandling/negligence of staff of the contractor. The term of this contract shall be a period of one year. 	1 – Year

No.7**Service and maintenance of Split Air Conditioners(Sabro/Acson 1 ton, 1.5 ton, 2.5 ton & 4 ton)**

Description	Job/ Quantity
<ul style="list-style-type: none"> Service & maintenance of 160 air conditioners installed in RTO buildings for full season. Filters to be washed after every ten days. Provision of full time mechanic at company's own remuneration. Company must have its own workshop & provide service/experience certificates alongwith contract numbers of the department where services are providing. Three time service in the season (Start from summer season/mid of the season/end of the season). Free service for gas charging, compressor change, gas welding and other parts. Parts will be provided by RTO, Multan. Payment would be made on monthly basis after deduction of all taxes as per rules. 	One season

No.8**Service and maintenance of Emergency Power Generators(230kva,60kva & 20 kva)**

Description	Job/ Quantity
<ul style="list-style-type: none"> Emergency cal visits within office hours (same day). Parts shall be provided by RTO, Multan. Regular Inspection & submission of inspection report (during weekend only). Planned maintenance scheduling, to minimize breakdowns. Maintenance of Log Card to be kept on site. Lubrication checks. Other inspections if required. Minor adjustments to Genset. Mandatory safety checks. Risk Assessment Reports (Monthly). All labour charges for replacement of parts like indicating bulbs, exposed switches, oil filters, air fuses, general overhauling of Generators Engine etc shall included in the maintenance charges. Major overhauling (if required I not included). 	1 – Year

No. 9**Service and Maintenance of Passenger Lift**

Description of Items	Job. / Quantity
2 – Floors Schindler LIFT. Preventive Maintenance Visits	3 – No.
<ul style="list-style-type: none"> Emergency Call Visits within 24 – Hours. Parts shall be provided by RTO, Multan. Regular Inspections. Planned Maintenance scheduling, to minimize breakdowns. Maintenance of Log Card to be kept on site. Lubrication checks. Other inspections if required. Minor adjustments to Passenger Lifts. Mandatory safety checks. Risk Assessment Reports. All labour charges for replacement of parts like indicating bulbs, exposed switches, oil filters, air filter, fuses, overhauling of Generators Engine etc shall included in the maintenance charges. 	On Requirement

No. 10**Power/Omega UPS Maintenance Service with Parts and Batteries.**

Description	Job/ Quantity
<ul style="list-style-type: none"> Two(02) UPS 20 KVA, Four(04) UPS 15 KVA(Japanese Batteries), Battery rating 26AH-12V Six(06) UPS 10KVA, Three(03)UPS 6KVA(Japanese Batteries) Half Yearly Visit for Preventive maintenance service of all UPSs and Health Check of All Batteries. On call visit in case of emergency within 24 hours. Vendor must have backup of all parts of UPS for emergency. Prices of all Parts & Batteries (specified above) must be provided by vendor. Prices for batteries and all other parts must be valid for minimum one year or till validity of service contract. 	1 – Year

No.11**Courier Services**

Weight	Within City	DG Khan, Multan Division	Over all Pakistan
0.0 Kg – 0.5 kg			
0.6 kg -1.0 kg			
Each add. Kg			
2 nd Day upto 3 kg			
2 nd Day add.kg			

No.12**Rendering of Service as Generator Operator**

Description	Job/ Quantity
<ul style="list-style-type: none"> Candidate will be responsible for cleaning of genset & genset room. Candidate will assistant technician when required. Committee shall conducted an interview of candidate. Candidate must follow the office timing & late office hours(when required). The Firm/person will provide educational certificates/Diploma Certificate and experience certificates of operating same capacity of Genset. Relative experience is mandatory. Candidate will be responsible for online UPS shutdown on daily basis. 	1 – Year

No.13**Electrician/Technician for Electric, Intercom (PABX) & Network Cabling/Wiring Maintenance.**

Description	Job/ Quantity
<ul style="list-style-type: none"> Candidate must have sound experience related to 3-phase electric wiring maintenance, single-phase electric wiring, centralized UPS wiring(single-Phase, 3-Phase), Combination of UPS/Generator/WAPDA power supply Wiring. Load Calculation on each type of Power Supply. Candidate must have sound experience related to PABX Cabling, Junction Box Maintenance, Intercom, Steno Set Cabling and Maintenance. Candidate must have sound experience related to computer Network Cabling lying/Deployment and I/O installation under supervision of technical staff. Sound knowledge of Electrical Equipments, eg. Rating of electric Breakers, Sockets, Switches, etc. 	1 – Year

Contract of Cafeteria/Canteen Services

Terms & Conditions	Job/ Quantity
<ul style="list-style-type: none"> • Canteen premises with subsidized utilities (electricity/water) will be provided by the RTO. Contractor will have to arrange all types of crockery/kitchen items etc for the canteen. • Tea, meals and eatables must be standardized and upto the satisfaction of this office. In case of substandard items/eatables, the contract shall be terminated forthwith, forfeiting security money in favour of the Government. • Tender should be accompanied by rate list of all items, not exceeding the rates as prescribed by the Establishment Division (Staff Welfare Organization). • Hygiene/cleanliness/maintenance of canteen, especially of crockery & utensils, must be ensured by the contractor. • The contractors must be registered for Sales Tax and Income Tax, duly supported by copies of STRN and NTN Certificates. • The contractor should have vast experience in running the office canteens or Good Outlets, duly supported by copies of required experience certificates. • Bank Draft of Rs.20,000/- as security money will have to be deposited in favour of Chief Commissioner Regional Tax Office, Multan. • Initially the contract will be for one year, extendable/renewable afterwards subject to satisfactory performance of the canteen contractor. However, the contract can be revoked /terminated on one month notice, by either party. • The successful contractor shall be responsible personally to run the canteen and shall not sublet or run the canteen through proxy or by any other person. In case of violation of this clause, the contract shall stand terminated instantly and the Security deposit should be forfeited with other action, from the date of any such action and without any notice. • The successful contractor shall not have any claim of any expenses incurred on the infrastructure/repair of the canteen, during the period of contract. • This office reserves the right to reject tender in accordance with the procedure laid down in rule 33(1) of the Public Procurement Rules, 2004. 	1-Year

Terms & Conditions and Evaluation:

1. Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
2. 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.
3. 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 as per Technical Team satisfaction.
4. EARNEST MONEY:
5. The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order @ 5% of their bid in favor of "Chief Commissioner, Regional Tax Office, Multan". Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
6. 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.
7. All Proposals should include:
 - i) Company's profile, list of such projects handled, list of clients with telephone numbers and addresses;
 - ii) Copies of Income Tax and Sales Tax registration certificates;
 - iii) Affidavit (on legal paper) to the effect that the firm has never been black- listed by any agency of government/semi government/autonomous or business concern; and
8. The procuring agency reserves the rights to accept or reject any or all bids/proposal in accordance with Rule 33 of PPRA Rules, 2004.
9. The prices should be valid for 1 - Year.
10. Local support should be available all the time and response time should be less than 1 Day.
11. For Schedule No. 7 technician may observe office timings.
12. For further inquiry please contact undersigned during office hours(i.e. from 09:00 am to 05pm).

(UZAIR AHMAD)
 Member/Secretary
 Departmental Purchase Committee
 Regional Tax Office, Lmq Road, Multan
 Ph.# 061-9330082

اشتہار برائے فراہمی اشیاء و خدمات

ریجنل ٹیکس آفس واقع ایل ایم کیوروڈ، ملتان کو درج ذیل اشیاء و خدمات کی فراہمی کیلئے ٹھیکیدار صاحبان / فرما / کمپنیوں سے سربمہر پیشکشیں مطلوب ہیں۔

۱۔ اشیاء

۱۔ آفس / کمپیوٹر پیشکشی	زیر ضمانت بولی کا پانچ فیصد	لسٹ دفتر سے حاصل کی جاسکتی ہے
۲۔ یونیفارم برائے کلاس فورس میٹرن	زیر ضمانت بولی کا پانچ فیصد	نمونہ و تفصیل دفتر سے حاصل کی جاسکتی ہے۔
۳۔ پینے کے صاف پانی کی فراہمی (Drinking water)	زیر ضمانت بولی کا پانچ فیصد	شرائط و ضوابط زیر دستخطی سے حاصل کی جاسکتی ہیں۔
۴۔ آفس فرنیچر	زیر ضمانت بولی کا پانچ فیصد	نمونہ و تفصیل دفتر سے حاصل کی جاسکتی ہے۔
۵۔ SERVER	زیر ضمانت بولی کا پانچ فیصد	Dell Power Edge T330 Server with 16GB Ram 2TB Sata HDD with Raid Controller or equivalent
۶۔ پرنٹرز	زیر ضمانت بولی کا پانچ فیصد	Cannon Laser Printer, Model: LBP 2900b or equivalent

۲۔ خدمات

۱۔ ٹھیکہ برائے صفائی	زیر ضمانت بولی کا پانچ فیصد	شرائط و ضوابط زیر دستخطی سے حاصل کی جاسکتی ہیں۔
۲۔ سیکورٹی کی فراہمی	زیر ضمانت بولی کا پانچ فیصد	اعلیٰ تربیت یافتہ اور بااخلاق سٹاف
۳۔ ٹھیکہ برائے سروس و دیکھ بھال ایئر کنڈیشنرز	زیر ضمانت بولی کا پانچ فیصد	فرم یا کمپنی اپنی ذاتی ورکشاپ رکھتی ہو، کمپنی کسی بھی وقت ورکشاپ کا معائنہ کر سکتی ہے۔ 100 سے زائد ایئر کنڈیشنرز کی دیکھ بھال کا کم از کم 5 سال کا تجربہ، تجربہ کے سرٹیفیکیشن ہمراہ لگائیں۔
۴۔ ٹھیکہ برائے دیکھ بھال دوسروں جزئیات	زیر ضمانت بولی کا پانچ فیصد	شرائط و ضوابط زیر دستخطی سے حاصل کی جاسکتی ہیں۔
۵۔ ٹھیکہ برائے دیکھ بھال اور سروس لفٹ	زیر ضمانت بولی کا پانچ فیصد	اعلیٰ تربیت یافتہ اور بااخلاق سٹاف
۶۔ ٹھیکہ برائے سروس و دیکھ بھال یو پی ایس	زیر ضمانت بولی کا پانچ فیصد	شرائط و ضوابط زیر دستخطی سے حاصل کی جاسکتی ہیں۔
۷۔ گورنر سروسز	زیر ضمانت بولی کا پانچ فیصد	ریٹ مختلف شہر مع میٹ ورک
۸۔ جزئیات آپریٹر	-	تعلیمی اسناد / سرٹیفیکیشن اور کسی سرکاری ادارے میں 5 سال سے زائد کا تجربہ
۹۔ الیکٹریشن / ٹیکنیشن	-	تعلیمی اسناد / سرٹیفیکیشن اور کسی سرکاری ادارے میں 5 سال سے زائد کا تجربہ
۱۰۔ ٹھیکہ برائے کیفے میز / کنٹین	زیر ضمانت بولی کا پانچ فیصد	شرائط و ضوابط دفتر سے حاصل کی جاسکتی ہیں

شرائط:-

- تمام پیشکشیں 25 مارچ 2020 دن 01:00 بجے تک وصول کی جائیں گی اور اسی روز دفتر ہذا کے کانفرنس روم میں بوقت 1:30 بجے دوپہر تمام پیشکش دہندگان یا ان کے نمائندگان کی موجودگی میں کھولی جائیں گی۔
- خوشنمذہر / کمپنیاں / سیکورٹس / رجسٹرڈ ہوں اور اپنے گوشوارے یا قاعدگی سے جمع کراتے ہوں۔ (اگر قابل اطلاق ہو)
- متعلقہ شعبہ میں موزوں تجربہ اور اچھی شہرت رکھتے ہوں۔ تجربہ کے سرٹیفیکیشن ہمراہ لگائیں۔
- پیشکش کے ساتھ مندرجہ ذیل کاغذات لفٹ ہونے چاہئیں۔
- این این این / سیکورٹس / رجسٹرڈ ہوں / سرٹیفیکیشن (اگر قابل اطلاق ہو)۔
- تجربہ کار سرٹیفیکیشن۔
- اگر قابل اطلاق ہو (ب) قابل واپسی کال ڈپازٹ (زیر ضمانت بولی کا پانچ فیصد) درج بالا بحق چیف کمشنران لینڈ ریونیو، ریجنل ٹیکس آفس ملتان کے نام جمع کرانا ہوگا۔
- ٹھیکیداران / فرما / کمپنیاں اپنی صلاحیت، متعلقہ تجربہ اور سابقہ کارکردگی پیش کریں گی۔ سیکورٹی کی خواہشمند کمپنی سیکورٹی گارڈز کو اسلحہ / ہتھیار فراہم کرے گی، آرڈر دیے جانے سے قبل سیکورٹی گارڈز کی جسمانی ساخت، ان کا چاق و چوبند ہونا، اسلحہ / ہتھیار، یونیفارم کا معائنہ اور پڑتال کی جائے گی اور کمپنی 50% ریٹائرڈ فوجی اور 50% سول گارڈز فراہم کرنے کی پابند ہوگی۔ کم از کم 5 سرکاری اداروں میں کام کرنے کا تجربہ اور سرٹیفیکیشن فراہم کرے گی، سیکورٹی کمپنی جس ادارے میں کام کر رہی ہے اس ادارے کا رابطہ نمبر فراہم کرے گی تاکہ کمپنی کی سروسز کے بارے میں معلومات حاصل جاسکے اور کمپنی کم از کم پانچ اداروں میں سروسز فراہم کر رہی ہو۔
- اقتدار کی کافیلہ حتیٰ ہوگا اور کسی عدالت میں چیلنج نہ ہوگا۔
- تمام مردہ ٹیکسز لاگو ہوں گے۔
- درج بالا ٹھیکہ جات کی بارے میں مزید تفصیلات اور شرائط و ضوابط دفتر کی اوقات کار میں زیر دستخطی سے حاصل کی جاسکتی ہیں یا درج ذیل ویب سائٹس سے بھی ڈاؤن لوڈ کی جاسکتی ہیں