

TENDER NOTICE

Supply of Office Stationery and Computer Stationery Items for Large Taxpayers Office, Multan

Sealed Proposals are invited from firms/ persons for below mentioned Items. Last date for submission of Proposals is **24.03.2022** on or before **02:00 pm**. Proposals shall be opened on same day at **03:00 pm** in the presence of bidders or their representatives. Any firms can also participate for single work /job.

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.	CALCULATOR CITIZEN (CT-9300)	Pcs	
4.	LEAD PENCIL with eraser GOLD FISH 5000 or equivalent	Pkt	
5.	STAPLER PIN Dollar 24/6 or equivalent	Pkt	
6.	SINGLE ONE HOLE PUNCH MACHINE	Pcs	
7.	UNIBALL SIGNO SMOOTH GEL PEN (BLUE & BLACK)	Pkt	
8.	Ball Point (BLUE) Signature or equivalent	Pcs	
9.	FLUID PEN UNI or equivalent	Pcs	
10.	Dollar Glue stic (20Gm)	Pcs	
11.	FILE TAGS 8" White Fine quality	Bundle	
12.	Sticky Notes Flags 3x3 inches	Pkt	
13.	Sticky Notes Flags 1x3 inches	Pkt	
14.	SHARPENER KUM or equivalent	Pcs	
15.	ERASER AL-30, Germany or equivalent	Pcs	
16.	STAPLER MACHINE HD 30 or equivalent	Pcs	
17.	Heavy Duty Stapler Machine Deli or equivalent		
18.	HIGH LIGHTER Pelican LARGE or equivalent (Multi Color)	Pcs	
19.	MARKER No. 70, Dollar or equivalent	Pcs	
20.	STAMP PAD Colop or equivalent	Pcs	
21.	Shiny Dater Stamp D-3		
22.	REGISTER imported 80 gm Pages 400 Fine quality	Pcs	
23.	REGISTER imported 80 gm Pages 300 Fine quality	Pcs	
24.	REGISTER imported 80 gm Pages 200 Fine quality	Pcs	
25.	PAPER CUTTER SDI LARGE or equivalent	Pcs	
26.	SCALE STEEL Fine quality	Pcs	
27.	ENVELOPS File Size 15x18" Cloth Fine quality	Pkt	
28.	ENVELOP Size 15 x 11½"	Pkt	
29.	ENVELOP Size 10½ x 4½"	Pkt	
30.	ENVELOP Size 9 x 4"	Pkt	
31.	Squash TAPE Size 2" Deer Brand or equivalent	Pcs	
32.	DRAFTING PAD, A4 Size, 80 gm Imp. 100 Sheets Title Single Color	Pad	
33.	DRAFTING PAD, Copy Size, 80 gm Imp. 100 Sheets Title Single Color	Pad	
34.	DRAFTING PAD, Legal Size, 80 gm Imp. 100 Sheets Title Single Color	Pad	
35.	Drafting Pad Cover in shape of Diary Size 10x8" having FBR Logo alongwith title as "Large Tax Payers Office, Multan" (Green Colour)	Pcs	
36.	ORDER SHEET Legal Size 100 Sheets Fine quality	Pad	
37.	FLAPPER (LTO, MULTAN PRINTED) Fine quality	Pcs	
38.	DAK FOLDER LEATHER (LTO Multan Printed) Fine quality	Pcs	
39.	Wooden desk stationery set Executive table Fine Quality	Pcs	

A) Computer Stationery

Sr.No.	Items	Unit	Price
1	HDD 500GB SEAGATE or equivalent	Pcs	
2	FLASH(64GB) HP or equivalent	Pcs	
	FLASH(128GB) HP or equivalent	Pcs	
3	LASER OPTIC MOUSE Branded Dell or equivalent	Pcs	
4	KEY BOARD Branded Dell or equivalent	Pcs	
5	DATA CABLE USB FOR PRINTER USE 3 mtr	Pcs	
6	POWER CABLE Branded 2ft	Pcs	
9	Multi Sacket With Fuse (Goal & Chapti Pin), 13amp 250 V	Pcs	
10	EXTENSION WIRE FOR COMPUTER, Fine Quality	Pcs	
11	RAM DDR-II/DDR-III 4GB, Kingston or equivalent	Pcs	
12	HP Cartridge 12A or equivalent (China/Original)	Pcs	

Terms & Conditions:

1. Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
2. Tender must be accompanied by a Bank Draft/Pay Order of 2% of quoted value in favor of Chief Commissioner Large Taxpayers Office, Multan as earnest money, otherwise tender shall be rejected.
3. The bidders shall be on Active Taxpayer List (ATL) and shall be regular Sales Tax return filer. (Where applicable).
4. Bidder firm shall attach an affidavit of Rs.100/- on stamp paper (latest and Original) to the effect that the firm as not been black listed by any of the Govt. Departments.
5. The quotations may be submitted inclusive of all taxes along with detail of warranty, delivery time period after placement of order.
6. Quantity may be reduced as per availability of funds.
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:
 - 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
9. Bids shall reach in the office of the undersigned on or before 02:00 pm on 24-03-2022 which will be opened on same day at 03:00 pm in the presence of bidders or their authorized representatives.
10. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule 33 of PPRA Rules, 2004.
11. The advertisement is also available on PPRA website (www.ppra.org.pk) & FBR's website (www.fbr.gov.pk).
12. Bidders can participate in all or in a single item separately.


(Ms. Mehak Fatima)
MEMBER/SECRETARY PURCHASE COMMITTEE
LARGE TAXPAYERS OFFICE, MULTAN