



**GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE, CHIEF COMMISSIONER INLAND REVENUE  
LARGE TAXPAYERS' OFFICE, MULTAN**

**TENDER NOTICE FOR PROCUREMENT OF FURNITURE & FIXTURE**

Large Taxpayers Office, Multan invites sealed bids from reputed firms/suppliers duly registered with Income Tax & Sales Tax for procurement of "Furniture & Fixture ". Last date for submission of Proposals is **26.04.2022 on or before 11:00 hours**. Proposals shall be opened on same day at **12:00 hours** in the presence of bidders or their representatives.

**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. Available budget is Rs.34,513,000/-
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 has 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. Income Tax / Withholding Tax will be deducted in accordance with the law.
7. All Proposals should include company's profile, list of such projects handled, list of clients with telephone numbers and addresses;
8. Bids shall reach in the office of the undersigned on or before **11:00 hours** on **26-04-2022** which will be opened on same day at **12:00 hours** in the presence of bidders or their authorized representatives.
9. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule 33 of PPRA Rules, 2004.
10. The advertisement is also available on PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) & FBR's website ([www.fbr.gov.pk](http://www.fbr.gov.pk)).
11. Quantity can be reduced depending upon availability of budget.
12. Bidders can participate in all or in a single LOT separately.
13. At least 5 years of experience for modern corporate office furniture supplies or manufacturing.
14. The Tender Documents can be obtained on written request on Company's Letter Head, from the office of the undersigned during the office hours. i.e. 10.00 AM to 04:00 PM, two (02) days, before the closing date i.e. **26.04.2022** or through email ([muhammad.tauseef@pral.com.pk](mailto:muhammad.tauseef@pral.com.pk)).

  
(Ms. Mehak Fatima)  
Deputy Commissioner (HQ)  
Large Taxpayers Office, Multan  
Ph: 061-9201867



**GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE**

**LARGE TAXPAYERS OFFICE,  
MULTAN**

**TENDER DOCUMENTS**

**2021-22**

**BID SUBMISSION DATE 26.04.2022**

**PROCUREMENT OF FURNITURE & FIXTURE**

A handwritten signature in black ink, appearing to be 'Y. H.', located in the bottom right corner of the document.



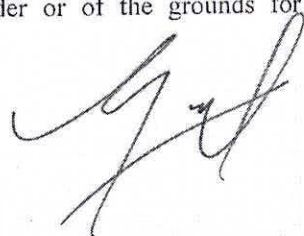
## TENDER DOCUMENTS

### Terms & Conditions.

1. As per rule 36(b) of the PPRA Rule, single stage two Envelop procedure will be adopted, the bid shall comprise the package, containing two separate envelop shall contains Financial proposal and technical proposal. The envelop shall mark as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in the bold and legible letters to avoid confusion, initially only envelop marked as "TECHNICAL PROPOSAL" shall be opened. The envelop marked as "FINANCIAL PROPOSAL" shall remain in the custody of LTO, Multan without being opened. The Financial proposal of bid shall be opened publicly at the time, date and venue announced and communicated to bidders in advance. After the evaluation and approval of technical proposal, the procuring agency, shall at a time with in the validity period, publicly open the financial proposal of technically accepted bids. The financial proposal of bids found technical non-responsive shall be returned un-opened to the respective bidders.
2. A pre bid meeting will held on 19.04.2022 at 11.00 AM in the office of Chairman Procurement / Purchase Committee LTO, Multan.
3. The prices should be firm without involving any foreign exchange.
4. The Bidder shall furnish as part of his bid, a call deposit / Pay Order equivalent to 2% of the total value of the bid in favor of Chief Commissioner Inland Revenue, Large Taxpayers Office, Multan. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal. In case of cancellation of Purchase Order as default of the Supplier, the earnest money shall be forfeited in favor of the Chief Commissioner Inland Revenue, Large Taxpayers Office, Multan".
5. Tender will be received manually at the date and time mentioned above however a representative should be present at the time of opening date and time.
6. There will no sale of tender on the date of opening of tender.
7. Conditional tender / bid will not be accepted.
8. Copy of registration with sales tax department should be produced at the time of issuance of tender documents and with your bid schedule.
9. The tender will be executed as per PPRA rule 12(1) of PPRA Ordinance 2020.
10. Quoted rates shall be applicable for 180 days. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.
11. Rates quoted must be inclusive of all duties / taxes / delivery and installation charges at LTO, Multan.
12. Bidding Form Annexure "A" must be duly filled in, stamped and signed by authorized representative of the bidder. Bidders must fill Annexure A,B,C,D,E & F of Tender Documents.
13. The Chief Commissioner Inland-Revenue, Large Taxpayers Office, Multan reserves the right to accept or reject any or all the bids or annul the procurement process at any time prior to acceptance of a bid as per PPRA rules.

### Description & Instructions

1. Large Taxpayers Office Multan, Federal Board of Revenue (hereinafter called LTO/Purchaser) invites sealed tenders/bids from reputed Firms/Companies / Manufactures / vendors / dealers / Importers etc. for supply of Furniture & Fixtures per detail specification given in Schedule of Requirement. Quantity of any item can be reduced depending upon availability of budget.
2. If you have doubt as to the meaning of any portion of the specifications or other terms and conditions you may seek clarification from Large Tax Payers Office, Multan.
3. The Chief Commissioner Inland Revenue, Large Taxpayers Office, Multan reserve the right to reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the effected bidder or of the grounds for Chief Commissioner's action.





#### Delivery Schedule.

4. The provision of Furniture & Fixture mentioned in Schedule of Requirement Annexure "B" is required within 45 days (in Multan at the premises) after award of the contract (s). So the competitive bidder must be in a position to complete delivery/installation with the given time frame.

#### Penalty:

5. For failure to comply with delivery/installation schedule of Supply Order (s) to be issued against this tender document, penalty will be imposed on defaulting Supplier as under:
  - 5.1 1% of the cost of entire supply order of such supply order (s) as remains un-supplied / un-completed for every day up to maximum of 5% for 10 days exceeding the supply period.
  - 5.2 If the required supplies / installation are not supplied even after payment of penalty for 10 consecutive days, the Chief Commissioner Inland Revenue, Large Taxpayers Office, Multan reserves the right to cancel the supply / work order and to purchase required items elsewhere at risk and cost of the defaulting Supplier.

#### Warning

6. There will be no compromise on quantity & quality wise, originality and on required specifications. So, mention clearly, Brand Name, Quantity and original specifications of the product.

#### Payment

7. The payment will be made on the supply/installation of items and issuance of inspection report of Procurement/Purchase Committee LTO, Multan and clearance of bill from AGPR office.
8. 100% payment of the total value of the bill / supply order will be released subject to:
  - 8.1 Payment will be made on submission of bill in accordance with the terms & conditions mentioned in this tender document.
  - 8.2 2% bid security / earnest money will be released to the bidder after 1 year of the successful completion of contract / supplies and best satisfaction by this office.

#### Sealing and Marking of Bids.

9. The envelopes shall be submitted in sealed envelopes marked as under:

Ms. Mehak Fatima  
Deputy Commissioner (HQ),  
Member/Secretary Purchase Committee  
Large Taxpayers Office, LMQ Road, Multan.

#### Dead Line Submission of bids

10. All bids must be delivered in the Office of the undersigned on or before the prescribed deadline 11:00 AM on 26.04.2022.

#### Opening of Bids:

11. The Purchaser will open the Technical bids in the presence of bidder / representative who choose to attend at 12:00 hours on 26.04.2022 at the below mentioned address.
12. Address: Office of the Chief Commissioner Inland Revenue, Large Taxpayers Office, LMQ Road, Multan.

#### Warranty

13. The Supplier shall warrant / responsible that all items of supply order (s) shall have no defect arising from any act or omission of the Supplier that may develop under normal supply of goods under the conditions prevailing at final destination.
14. The supplier shall warrant / responsible that all items of supply order(s) shall have original quantity & quality wise and according to the required specification.

#### For the purpose of Technical Proposal All Bids must include:

15. Company's profile with address of manufacturing premises if any, list of clients with their contact numbers.
16. Copies of Income Tax and Sales Tax Registration Certificates.
17. A Call deposit being 2% of the total bid value as Earnest Money / Bid Security in favor of Chief Commissioner Inland Revenue, Large Tax Payers Office, Multan.
18. Brochures and other technical material of the quoted items. Pictures of all segments on prescribed form.
19. Companies / agencies will produce capability, relevant experience certificate from the principal that the Vendor is Sole Distributor / Authorized Dealer / Authorized Re-Seller etc.
20. Affidavit (on legal paper) that the Supplier / Company is neither blacklisted nor in litigation with any of its clients.