



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

**TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY ITEMS  
FOR LARGE TAXPAYERS OFFICE, MULTAN**

Large Taxpayers Office, Multan invites sealed bids from reputed firms/suppliers duly registered with Income Tax & Sales Tax for supply of below mentioned office stationery Items. Last date for submission of Proposals is **02.05.2023 on or before 11:00 AM**. Proposals shall be opened on same day at **11:30 AM** in the presence of bidders or their representatives.

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) or equivalent	Pcs	
4.	Stapler Machine HD 30 or equivalent	Pcs	
5.	Stapler pin dollar 24/6 or equivalent	Pkt	
6.	Uniball signo smooth gel pen (blue & black) or equivalent	Pkt	
7.	Ball point (blue & black) signature or equivalent	Pcs	
8.	Fluid pen Uni or equivalent	Pcs	
9.	Dollar glue stick (20gm) or equivalent	Pcs	
10.	Sticky notes flags 3x3 inches fine quality	Pkt	
11.	Sticky notes flags 1x3 inches fine quality	Pkt	
12.	High lighter pelican large or equivalent (multi color)	Pcs	
13.	Envelops A4 size	Pkt	
14.	Envelop F4 size	Pkt	
15.	Drafting pad, small size, 60 gm imp. 100 sheets title single color	Pad	
16.	Drafting pad cover in shape of diary size 10x8" having FBR logo along with title as "Large Taxpayers' Office, Multan" (green colour)	Pcs	
17.	Order sheet legal size 100 sheets fine quality	Pad	
18.	Single one hole punch machine fine quality	Pcs	
19.	Pin opener fine quality	Pcs	
20.	Squash Tape Size 2" Dear brand or Equivalent	Pcs	
21.	Paper clips fine quality	Packet	
22.	Flappers (LTO Multan Printed)	Pcs	
23.	Date Stamp Machine	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. **Available budget is Rs.888,250/-.**
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. 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 **11:00 AM on 02-05-2023** which will be opened on same day at **11:30 AM** 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](http://www.ppra.org.pk)) & FBR's website ([www.fbr.gov.pk](http://www.fbr.gov.pk)).

**(Uzair Ahmad)**  
MEMBER/SECRETARY PURCHASE COMMITTEE  
LARGE TAXPAYERS OFFICE, MULTAN