

Government of Pakistan  
Revenue Division  
Federal Board of Revenue

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TENDER NOTICE  
No.01/2023-24

Sealed bids are invited from firms/entities registered with Government having proper shops/stores and telephone/fax facilities for supply of consumable stationery items, Toners, Cartridges, Paper Reams, Electrical and other miscellaneous items etc. & repairs/services of photocopiers, Copy Printers, repairs/Polishing of different types of furniture items etc. for financial year 2023-24. Bidders should be registered with Income Tax and Sales Tax Departments, and must be included in Active Tax Payer's List of FBR.

2. Interested Bidders may obtain the list of required items and detailed Bidding Documents containing all the required details from the office of the undersigned in person or through their Authorized Representatives on any working day against written request and CNIC during office hours by submitting Pay Order of PKRs.3000/- (Non-Refundable) in the name of DDO FBR (Hqrs). Bidding Documents shall not be issued to any unauthorized person. Bidding shall be carried out by Single Stage One Envelope Procedure.

3. Earnest Money equivalent to 3% of the bid Amount in the shape of Bank Draft/Pay Order in favour of DDO, FBR will have to accompany the Bid.

4. Bids shall be valid for 120-days. In case of unsuccessful tenders, Call Deposit will be released/returned within a fortnight after award of contract and in case of successful bidders the same shall be released on furnishing of performance security.

5. Bidders shall quote rates, exclusive of taxes in the Bidding Document for comparison and which shall remain valid upto 30.06.2024, but contract is liable to be extended for a period of another three months and no request for increase in prices shall be considered on any ground, during the original or extended period of the contract. All Government Taxes shall be deducted as per Law. Any levies imposed later-on by the Government during the financial year would not entitle contractor for any escalation in rates.

6. In case of Toners/Cartridges, Bidders should be an Authorized Distributors/Agents of the Original manufacturer and are bound to provide original manufacturer's Warranty and Specifications for Toners, Cartridges. In case of imported items, import documents are required to be produced in respect of the items supplied. Rates must be quoted for the original/genuine brands.

7. Blacklisted firms and Bidders cannot participate in Bidding process. An affidavit to the effect that the Bidder has never been Black Listed by any Ministry/Division/Department /Government Organization should accompany the Bid.

8. Successful Bidder is bound to supply sample of each item to the Bid Evaluation Committee, which will be matched with the supplied items at belated stage for confirmation and

similarity. Contractors shall be bound to supply/deliver the goods by using their own means of transport even on a short notice to Store Section of FBR(HQ) situated in the basement/roof top of FBR building.

9. Competent authority will have the right to terminate the contract during the currency of the year, if items are found sub-standard or not genuine, not branded, short in quantity and not supplied

10. timely. Appropriate action against the contractor shall be taken as per Public Procurement Rules, 2004.

10. Sealed Bids prepared in accordance with instructions contained in the Bidding Documents, complete in all respects should reach the office of the undersigned i.e. Room No.530, 5<sup>th</sup> floor, FBR (HQ) on 31<sup>st</sup> July 2023 at 10.30 a.m. Tenders will be opened on the same date at 11.00 a.m. in the Conference Room of FBR (HQ) in the presence of available bidders or their authorized Representatives.

11. Competent Authority shall have the right to reject any item if found sub-standard, short lived as short in quantity.

12. Procuring agency reserves the rights to reject any or all bids in terms of Rule - 33 of PPRA Rules - 2004.

13. This Tender Notice is also available on PPRA Website ([www.ppra.gov.pk](http://www.ppra.gov.pk)) and FBR's Website ([www.fbr.gov.pk](http://www.fbr.gov.pk)).

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Secretary (Admn)  
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