

**SHORT TENDER NOTICE**  
(Provision of Office/Computer Stationery Items)

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](http://www.ppra.org.pk) or [www.fbr.gov.pk](http://www.fbr.gov.pk) . Last date for submission of Proposals is **12.02.2018** on or before **2:00 P.M.** Proposals shall be opened on same day at 02:30 P.M. in the presence of bidders or their representatives. Any firms can also participate for single work/job.

**SCHEDULES OF REQUIREMENTS**

Schedule No.1

I. Office Stationery

Sr.#	Stationery Items	Unit	Price
1	WHITE PAPER imported(AA) or equivalent A-4, 500 Sheets	Ream	
2	WHITE PAPER imported(AA) or equivalent Legal Zize, 500 Sheets	Ream	
3	LEAD PENCIL with eraser Fine Quality	Pkt	
4	STAPLER PIN 24/6 Fine Quality.	Pkt	
5	FLUID PEN UNI or equivalent.	Pcs	
6	FILE TAGS 8' White fine quality.	Bundle	
7	PASTE CHIT/FLAGE fine quality.	Pkt	
8	SHARPENER KUM or equivalent.	Pcs	
9	ERASER AL-30 or equivalent.	Pcs	
10	CALCULATOR fine quality.	Pcs	
11	STAPLER MACHINE HD 30 or equivalent.	Pcs	
12	HIGH LIGHTER Pelicon or equivalent (Multi Color).	Pcs	
13	MAKER No.70, Dollar or equivalent.	Pcs	
14	STAMP PAD Standard quality.	Pcs	
15	STAMP PAD Standard quality.	Pcs	
16	REGISTER imported 80 gm Pages 200.	Pcs	
17	REGISTER imported 80 gm Pages 150.	Pcs	
18	REGISTER imported 80 gm Pages 100.	Pcs	
19	ENVELOPS File Size 15x18" Cloth.	Pkt	
20	ORDER SHEET Legal Size 100 Sheets.	Pad	
21	DAK FOLDER LEATHER (RTO Multan Printed).	Pcs.	
22	Single Puncher Fine Quality.	Pcs.	

II-Computer Stationery

Sr.#	Stationery Items	Unit	Price
1	FLASH (8GB) Kingston or equivalent.	Pcs	
2	FLASH (16GB) Kingston or equivalent.	Pcs	
3	LASER OPTIC MOUSE Branded.	Pcs	
4	KEY BOARD Branded.	Pcs	
5	EXTENSION WIRE FOR COMPUTER, Fine Quality.	Pcs	
6	PRINTER TONER HP 12A, China	Pcs	
7	PRINTER TONER CANON LBP 2900B	Pcs	
8	COPIER TONER BIZHB 250	Pcs	

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## TERMS & CONDITIONS AND EVALUATION

1. After opening of the said Proposals, Purchase Committee will examine the same (proposals) for evaluation and completeness of the same (Proposals) as per tender requirements.
2. Bidder(s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
3. 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.
4. The Bidder shall represent and warrant that the goods to be supplied by them shall be fully guaranteed as per required specifications and will take full responsibility in this regard.
5. The Bidder shall furnish earnest money equal to 5% of the total bid amount as part of his bid, in a shape of a Call Deposit/Pay Order mentioned in tender notice in favour of "Commissioner Inland Revenue, Corporate Zone, Regional Tax Office, Multan". Any bid not accompanied by Earnest Money shall be rejected forthwith.
6. Applicable Withholding Taxes (Income Tax, Sales Tax & others) shall be deducted in accordance with the law.
7. All proposals should include.
  - 1.1. Supplier's profile, list of such projects handled, list of clients with telephone numbers and addresses;
  - 1.2. Supplier's NTN, Sales Tax registration certificate and CNIC.
  - 1.3. Affidavit (on legal paper) to the effect that the supplier has never been black-listed by any agency or government/semi government/autonomous or business concern;
8. This Office reserves the right to accept or reject Proposals.
9. The prices should be valid for 1-Year and shall separately mention duties and taxes leviable on supply of goods if any.
10. Local support should be available all the time and response time should be less than 1 Day.
11. Bidder shall observe office timings.



(ZUBAIR BILAL)  
Commissioner Inland Revenue,  
Corporate Zone, RTO, Multan.