



**CHIEF COMMISSIONER INLAND REVENUE  
LARGE TAXPAYERS OFFICE, MULTAN**

No.CCIR/LTO-MN/FIN/Tender/2023-2024/ 2632

Dated: 04 APR 2024

1. **The Webmaster (FATE Wing)**  
Federal Board of Revenue,  
Constitution Avenue,  
Islamabad.
2. **System Admn.PPRA,**  
Ataturk Avenue, G-5/2 G-5,  
Islamabad.

Subject: **UPLOADING OF TENDER NOTICE -**

Please refer to the subject cited above and find enclosed a copy of tender notice for uploading on the website of FBR & PPRA.

Encl. As above.

  
(NABILA FARAN BAIG)  
CHIEF COMMISSIONER



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

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

Large Taxpayers Office, Multan invites bids from experienced and reputable firms/suppliers duly registered with Income Tax & Sales Tax for supply of below mentioned office Stationery Items. The firms submitting their bids must be appearing on Active Taxpayers Lists of Income Tax & Sales Tax issued by Federal Board of Revenue, Government of Pakistan.

Last date for submission of Proposals is **25.04.2024 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   | Packet |       |
| 6.      | Uniball signo smooth gel pen (blue, black, red & green) or equivalent   | Packet |       |
| 7.      | Ball point (blue & black) signature or equivalent   | Pcs    |       |
| 8.      | Fluid pen uni or equivalent   | Pcs    |       |
| 9.      | Dollar glue stic (20gm) or equivalent   | Pcs    |       |
| 10.     | Sticky notes flags 3x3 inches   | Packet |       |
| 11.     | Sticky notes flags 1x3 inches   | Packet |       |
| 12.     | High lighter pelican large or equivalent (multi color)  | Pcs    |       |
| 13.     | Envelop a4 size   | Packet |       |
| 14.     | Envelop legal size  | Packet |       |
| 15.     | Envelop file size   | Packet |       |
| 16.     | Envelop f4 size   | Packet |       |
| 17.     | Drafting pad, a4 size, 80 gm imp. 100 sheets title single color   | Pad    |       |
| 18.     | Drafting pad, small size, 60 gm imp. 100 sheets title single color  | Pad    |       |
| 19.     | Drafting pad cover in shape of diary size 10x8" having fbr logo alongwith title as "large tax payers office, multan" (green colour) | Pcs    |       |
| 20.     | Order sheet legal size 100 sheets fine quality  | Pad    |       |
| 21.     | Single one hole punch machine fine quality  | Pcs    |       |
| 22.     | Pin opener fine quality   | Packet |       |

|     |  |        |  |
|-----|--|--------|--|
| 23. | Squash tape size 2" deer brand or equivalent         | Pcs    |  |
| 24. | Flappers (LTO Multan printed)                        | Packet |  |
| 25. | Scale steel fine quality                             | Pcs    |  |
| 26. | Marker no. 70, dollar or equivalent                  | Pcs    |  |
| 27. | Stamp pad colop or equivalent                        | Pcs    |  |
| 28. | Register imported 80 gm pages 400 fine quality       | Pcs    |  |
| 29. | Register imported 80 gm pages 300 fine quality       | Pcs    |  |
| 30. | Register imported 80 gm pages 200 fine quality       | Pcs    |  |
| 31. | Heavy duty stapler machine deli or equivalent        | Pcs    |  |
| 32. | Heavy duty stapler machine pins                      | Packet |  |
| 33. | Dak folder leather (LTO Multan printed) fine quality | Pcs    |  |
| 34. | Sharpener kum or equivalent                          | Packet |  |
| 35. | Eraser al-30, Germany or equivalent                  | Packet |  |
| 36. | Lead pencil gold fish 5000 or equivalent             | Packet |  |

**Terms & Conditions:**

1. Approximate budget is Rs.2,100,000/-. Tender must be accompanied by a Bank Draft/Pay Order of 2% i.e. Rs.42,000/- of quoted value in favor of Chief Commissioner Large Taxpayers Office, Multan as earnest money, otherwise tender shall be rejected.
2. The bidders shall be on Active Taxpayer List (ATL) and shall be regular Sales Tax return filer. (Where applicable).
3. 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.
4. The quotations may be submitted inclusive of all taxes along with detail of warranty, delivery time period after placement of order.
5. Quantity may be reduced as per availability of funds.
6. 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.
7. 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 25-04-2024 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)).
12. Bidders can participate in all or in a single item separately.

  
**(UZAIR AHMAD)**  
 MEMBER/SECRETARY PURCHASE COMMITTEE  
 LARGE TAXPAYERS OFFICE, MULTAN