



GOVERNMENT OF PAKISTAN
REGIONAL TAX OFFICE
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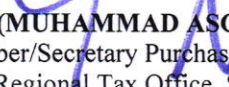
TENDER NOTICE FOR PROCUREMENT OF OFFICE/COMPUTER STATIONERY AND UNIFORMS

Regional Tax Office, Sahiwal invites electronic bids in accordance with the Public Procurement Rules 2004, from experienced and reputable firms having valid registration with tax and other relevant authorities, for procurement of **Office/Computer Stationery and Uniforms** as mentioned below on least cost basis through “**single stage-one envelope procedure**” under Rule 36(a) of PPRA Rules, 2004. The firms submitting their bids must be appearing on Active Taxpayers Lists of Income Tax & Sales Tax issued by the Federal Board of Revenue, Government of Pakistan:-

LOT #.	Description
1	Supply of Office Stationery
2	Supply of Computer Stationery
3	Supply of Uniform

Terms & Conditions:

- Electronic bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on **EPADS** at www.eprocure.gov.pk
 - Applications should be submitted electronically only through **EPADS**. Manual submission of Applications is not allowed.
 - The electronic Pre-qualification documents / proposals must be submitted by using **EPADS** on or before **26-02-2025 at 02:00 PM** which will be opened on the same day at **02:30 PM in Conference Room, RTO, Sahiwal** through **EPADS**. **All interested bidders must register themselves at EPADS at <http://eprocure.gov.pk>.**
 - Applications, which are incomplete/not signed/not stamped/late or submitted by other than specified mode, will be rejected. The contract will be awarded to the most advantageous bid.
 - Payment will be made as per available/released budget.
 - The supplies would have to be according to specifications/samples as approved by the Purchase Committee.
 - Rate of each item/article should be quoted separately.
 - Tender must be accompanied by a Bank Draft/Pay Order of **3%** of quoted value in favour of Chief Commissioner Inland Revenue, Regional Tax Office, Sahiwal as earnest money, otherwise tender shall be rejected.
 - The bidders shall be on Active Taxpayer List (ATL) and shall be regular Sales Tax return filer. (Where applicable).
 - Bidder firm shall attach an affidavit of Rs.100/- on stamp paper (latest and original) to the effect that the firm has not been blacklisted by any of the Government Departments.
 - The quotations may be submitted inclusive of all taxes.
 - 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.
 - All Proposals should include:
 - Company's profile, list of such projects handled, list of clients with telephone numbers and addresses;
 - Copies of Income Tax and Sales Tax registration certificates;
 - Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
 - The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule 33(1) of PPRA Rules, 2004.
 - The Tender Notice and Tender Documents can also be viewed on **EPADS** at www.eprocure.gov.pk, PPRA website www.ppra.org.pk and FBR website www.fbr.gov.pk.
 - Bidders can participate in all or in a single LOT separately.
- Note:** Notification of the GRC constituted in terms of Rule-48 of PPRA Rules, 2004 is provided on **EPADS** at www.eprocure.gov.pk.


(MUHAMMAD ASGHAR)
Member/Secretary Purchase Committee
Regional Tax Office, Sahiwal
Contact No.040-9200083

اشتہار برائے فراہمی اشیاء

حکومت پاکستان

ریونیوڈ ویشن، فیڈرل بورڈ آف ریونیو، ریجنل ٹیکس آفس، ساہیوال

ریجنل ٹیکس آفس واقع ٹیکس ہاؤس، کینال کالونی، ساہیوال کو پیپرارولز 2004 کے رول (a) 36 کے تحت درج ذیل اشیاء کی فراہمی کیلئے ٹھیکیدار صاحبان/فرمزا کمپنیوں سے بذریعہ (EPADS) سربمہر پیشکشیں مطلوب ہیں۔

اشیاء

1- آفس سٹیشنری	زر ضمانت بولی کا تین فیصد	لسٹ تفصیلات دفتر سے دفتری اوقات میں حاصل کی جاسکتی ہیں نیز درج ذیل ویب سائٹس پر بھی موجود ہیں۔ www.ppra.org.pk-1 www.eprocure.gov.pk-2 www.fbr.gov.pk-3
2- کمپیوٹر سٹیشنری	زر ضمانت بولی کا تین فیصد	ایضاً
3- یونیفارم برائے انسپکٹرز، سپاہی و کلاس فور ملازمین (وٹزر سمریزن)	زر ضمانت بولی کا تین فیصد	ایضاً

شرائط:-

- 1- تمام پیشکشیں 26 فروری، 2025 بوقت 2:00 بجے دوپہر تک بذریعہ (EPADS) وصول کی جائیں گی اور اسی روز دفتر ہذا کے کانفرنس روم میں بوقت 2:30 بجے دوپہر بذریعہ (EPADS) کھولی جائیں گی۔
- 2- خواہشمند فرمزا کم ٹیکس ویلز ٹیکس میں رجسٹرڈ ہوں اور اپنے ٹیکس گوشوارہ جات باقاعدگی سے جمع کرواتے ہوں۔
- 3- متعلقہ شعبہ میں موزوں تجربہ اور اچھی شہرت رکھتے ہوں۔
- 4- پیشکش کے ساتھ مندرجہ ذیل کاغذات لف ہونے چاہئیں۔
- 1- این ٹی این / سیلز ٹیکس رجسٹریشن سرٹیفکیٹ، تجربہ کار سرٹیفکیٹ۔
- 2- قابل واپسی کال ڈپازٹ (زر ضمانت) درج بالا بحق چیف کمشنران لینڈ ریونیو، ریجنل ٹیکس آفس ساہیوال کے نام جمع کرانا ہوگا۔
- 5- ٹھیکیداران/فرمزا کمپنیاں اپنی صلاحیت، متعلقہ تجربہ اور سابقہ کارکردگی پیش کریں گی۔
- 6- تمام مروجہ ٹیکسز لاگو ہوں گے۔
- 7- پیپرارولز 2004 کے رول (1) 33 کے تحت پر چیز کمیٹی کسی بھی یا تمام بولیوں/تجاویز کو قبول یا مسترد کرنے کا حق محفوظ رکھتی ہے۔
- 8- درج بالا ٹھیکہ جات کے بارے میں مزید تفصیلات اور شرائط و ضوابط دفتری اوقات کار میں محمد اصغر، سٹاف آفیسر (ایڈمن)، ریجنل ٹیکس آفس ساہیوال سے فون نمبر 040-9200083 پر حاصل کی جاسکتی ہیں۔

محمد افضل خان آفریدی، ڈی۔ ڈی۔ او (ممبر پر چیز کمیٹی)، ریجنل ٹیکس آفس ساہیوال۔ فون نمبر 040-9200193

SCHEDULES OF REQUIREMENTS

Schedule No. 01

I. Office Stationery

Sr. No.	Description of Office Stationery Items	Unit	Price
1	White Paper Imported (AA) or equivalent (A-4 Size, 500 Sheets)	Ream	
2	White Paper Imported (AA) or equivalent (Legal Size, 500 Sheets)	Ream	
3	Fluid Pen	Pcs	
4	Sticky Notes/Flags (3 x 3) inches	Pcs	
5	Sticky Notes/Flags (1 x 3) inches	Pcs	
6	High Lighter Large (Multi Color)	Pcs	
7	Marker No. 70 (Blue & Black)	Pcs	
8	Stamp Pad Colop or equivalent	Pcs	
9	Register Fine Quality (400 Pages)	Pcs	
10	Envelops File (Size 15" x 18")	Packet	
11	Envelops (Size 11" x 5")	Packet	
12	Envelops (Size 9" x 4")	Packet	
13	Uniball Signo smooth gel pen (blue, black, red & green) or equivalent	Pcs	
14	Ball Point (blue & black) signature or equivalent	Pcs	
15	Glue Stick (20 gm) Dollar or equivalent	Pcs	
16	Squash Tape Size 2" Deer Brand or equivalent	Pcs	
17	Order Sheets (Legal Size) 100.Sheets fine quality	Pads	
18	Note Sheet Pad A-4 Size (50 sheets imported)	Pads	
19	Note Sheet Pad (Size 9" x 7") (50 sheets imported)	Pads	
20	Table Set	Pcs	
21	Dak Book	Pcs	
22	Diary Register	Pcs	
23	Dispatch Register	Pcs	
24	Eraser	Pcs	
25	Sharpener	Pcs	
26	Led Pencil	Packet	
27	Calculator 12 Digits Large	Pcs	
28	Steel Scale 12"	Pcs	
29	Stapler Machine HD 30 or equivalent	Pcs	
30	Stapler Pins (Size 24/6)	Packet	
31	Paper Pins	Packet	
32	Paper Clips	Packet	
33	Punch Machine	Pcs	
34	Packing Tape Large	Pcs	
35	Staple Machine (Heavy Duty)	Pcs	

Schedule No. 02

I. Computer Stationery

Sr. No.	Description of Computer Stationery Items	Unit	Price
1	Key Board	Pcs	
2	Key Board (Wireless)	Pcs	
3	Mouse	Pcs	
4	Mouse (Wireless)	Pcs	
5	Mouse Pad	Pcs	
6	Flash Drive 4GB	Pcs	
7	Flash Drive 8GB	Pcs	
8	Flash Drive 16GB	Pcs	
9	Flash Drive 32GB	Pcs	
10	Flash Drive 64GB	Pcs	
11	Flash Drive 128GB	Pcs	
12	Power Cable	Pcs	

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Schedule No. 03

I. Uniform for Inspectors Inland Revenue (Winter/Summer Season)

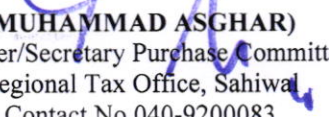
Sr. No.	Personal Clothing	Unit	Price
	<ul style="list-style-type: none">• Sample of each type of item shall be provided by the tender participants.• In case samples are not according to our requirements Committee has the right to reject the financial proposal.• Payment schedule shall be decided by the Committee.		
1	Pent Shirt Khaki respective service color FBR	Pcs	
2	Jersey Woolen respective service color FBR	Pcs	
3	Beret Cap (IIR Color)	Pcs	
4	Belt Leather	Pcs	
5	Shoes (Black)	Pair	
6	Chest badge with respective service insignia	Pcs	
7	Name Plate	Pcs	
8	Cap badge metal (three types)	Pcs	
9	Socks Black	Pair	

II. Uniform for Sepoy (Winter/Summer Season)

Sr. No.	Personal Clothing	Unit	Price
	<ul style="list-style-type: none">• Sample of each type of item shall be provided by the tender participants.• In case samples are not according to our requirements Committee has the right to reject the financial proposal.• Payment schedule shall be decided by the Committee.		
1	Trouser (Black) Shirt Full Sleeves (Black)	Pcs	
2	Jacket (Black Color with FBR insignia on back)	Pcs	
3	Peak Cap (Black with FBR insignia on front)	Pcs	
4	Shoes (Black Long)	Pair	
5	Pakistani Flag (Small)	Pcs	
6	Chest & Shoulder badges with respective service insignia	Pcs	
7	Name Plate Computerized	Pcs	
8	Socks Black	Pair	

III. Uniform for Class-IV Staff (Winter/Summer Season)

Sr. No.	Personal Clothing	Unit	Price
	<ul style="list-style-type: none">• Sample of each type of item shall be provided by the tender participants.• In case samples are not according to our requirements Committee has the right to reject the financial proposal.• Payment schedule shall be decided by the Committee.		
1	Pent (Navy Blue) Shirt (Light Blue) respective service color FBR	Pcs	
2	Jacket (Blue Color with FBR insignia on back)	Pcs	
3	Peak Cap (Dark Blue with FBR insignia on front)	Pcs	
4	Belt Leather with buckle	Pcs	
5	Shoes (Black)	Pair	
6	Pakistani Flag (Small)	Pcs	
7	Chest/shoulder badges with respective service insignia	Pcs	
8	Name Plate Computerized	Pcs	
9	Socks Black	Pair	


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