

OFFICE OF THE
CHIEF COMMISSIONER IR
REGIONAL TAX OFFICE
QUETTA

TENDER NOTICE

No. CCIR/RTO/QTA/Tender (OST)/2024-2025/ **3246**

Dated: 10.05.2025

The Regional Tax Office, Quetta requires the services of reputed companies/firms which must be registered with the Income Tax and Sales Tax Department for the following assignments in the office situated at spiny Road, Quetta for the financial year 2024-2025 (From July 2024 to June 2025).

S. No	Description	Estimated Cost
1	<u>Purchase of Office Stationery</u> Details of items and Specifications are mentioned at Annexure-B.	Rs. 5,004,400/- under Head of A03901 of Budget Estimates 2024-25

Major Terms and Conditions are as under

1. The tenders should only be submitted electronically online, on or before 26 May 2025 at 11:00 am, through the EPADS portal of the PPRA website, which will be opened on the same day electronically at 11:30 am. The contractors will be able to see the comparative statement online.
2. The Bids will be received only **from those firms who are registered with PPRA for e-procurement on EPADS**. for Tendering through their Email addresses, which were provided to PPRA at the time of their registration.
3. The bidder shall submit 2% Bid Security of the estimated cost sealed in an envelope in the shape of call deposit at (original) only through courier before the closing date and time.
4. The interested bidders are requested to **submit their Bids/ proposals online through EPADS at <https://eprocure.gov.pk>, and Original Bids/ proposals must be submitted at the Regional Tax Office, Inland Revenue, Spinny Road, Quetta, before the opening date i.e. on or before 1100 Hours on 26 May 2025.** The Bids will be opened publicly on the same day at 1130 Hours in the presence of Bidder's representatives at the Regional Tax Office, Quetta.
5. Bidding will be conducted under the National Bidding Procedure specified in the Public Procurement Rules, 2004 (PPRA-2004) as per Rule 36 (a), under a single-stage envelope procedure. The nature of the bidder and tender description shall be clearly marked on all envelopes.
6. Incomplete conditional and bids without earnest money shall not be considered responsive. These tenders are only invitation to offer and the RTO, Quetta, does not bind itself to accept the lowest or any tender as per PPRA rules. Further, personal canvassing, recommendation, or unauthorized practices for getting the Contract will also disqualify the bidder.

7. Regional Tax Office Quetta reserves the right to accept or reject any or all of the tenders prior to the acceptance of the proposal as per PPRA. This Tender Notice is available at PPRA's Website: www.ppra.org.pk.

The following documents must be submitted along with the bids:

- a) Company's profile. (all contacts / Contracts).
- b) Copies of Income Tax, Sales Tax registration certificates, Company of Bank Account Cheque, Bank, Maintenance Certificate, and C.N.I.C. of the proprietor.
- c) A supply schedule showing completion of supply within the period stipulated in the delivery order.
- d) An affidavit which shows that the company is not black listed in any department.
- e) A bidder must be an Active taxpayer of Income Tax and Sales Tax.



(ATTA MUHAMMAD NASAR)
ADDITIONAL COMMISSIONER-IR(HQs)

OFFICE STATIONARY ITEMS IN RESPECT OF RTO, QUETTA
FOR 2024-25

S#	DESCRIPTION	Qty	Rate	GST	Total
1	SCOTCH TAPE CRYSTAL	(Roll)			
2	BALL PEN	PKTs			
3	BLANCO PEN	PKTs			
4	MARKER	PKTs			
5	GREEN PAPER	LEGAL RIM			
6	ERASSER	PKTs			
7	SHARPNER STEEL	PKTs			
8	FILE BOARD	DZN			
9	OFFICE PAPER PIN	PKTs			
10	HIGHLIGHTER	PKTS			
11	PAPER CUTTER	1 piece			
12	FOOT SCALE STEEL	1 piece			
13	FLAGE PAPER (COLOUR)	PKTs			
14	GUM STICK	1 piece			
15	PENCIL	PKT			
16	PIN CATCHER	1 piece			
17	SIGNATURE PEN	PKTs			
18	SCIZER	1 piece			
19	U PIN COLOURED	PKTs			
20	WRITING PAD SMALL	1 piece			
21	WRITING PAD LARGE	1 piece			
22	STEPLER MACHINE NORMAL SIZE	1 piece			
23	STAPLER PIN NORMAL	PKTs			

24	STAM PAD	1 piece			
25	COMPUTER PAPER LEGAL RIM 70 grm/80 grm	1 Ream			
26	COMPUTER PAPER A-4 RIM 70 grm/80 grm/90 grm	1 Ream			
27	INWARD REGISTER #	1 Piece			
28	DESPETCH REGISTER #	1 Piece			
29	CLIP POKER #	1 Piece			
30	REGISTER SMALL #	1 Piece			
31	REGISTER MEDIUM #	1 Piece			
32	REGISTER LARGE #	1 Piece			
33	FOILE BINDING TAPE GREEN #	1 Piece			
34	FILE TAG MIDIUM BUNDLE	1 Bundle			
35	USB 08 GB #	1 Piece			
36	CALCULATOR 16 digit	1 Piece			
37	STEPLER MACHINE LARGE	1 Piece			
38	PLASTIC SHEETS A-4	PKTs			
39	PLASTIC SHEETS LEGAL	PKTs			
40	ENVELOP LARGE/ A4/ LETTER SIZE	1PKT OF 100			