



**Chief Commissioner Inland Revenue
Corporate Tax Office, Lahore.**

No. CTO/BUD/Tender/02/2024-25/ 1289

Dated 25-10-2024

**Mr. Rizwan Mehmood,
Director (MIS)
Public Procurement Regulatory Authority,
1st Floor FBC Building Near State Bank,
Sector G-5/2, Islamabad-Pakistan.**

**SUB: REQUEST FOR UPLOADING THE TENDER NOTICE ON PPRA
WEBSITE – REQUEST REGARDING**

Kindly refer to the subject cited above and find enclosed a copy of Tender Notice No.02/2024-25 regarding “Provision of Stationery & Computer Stationery Items in Corporate Tax Office, Lahore” for uploading on the PPRA Website to proceed further in this regard.

It is, also intimated that the pdf file & soft copy of word file of the above said tender notice has already been Email at info@ppra.org.pk (copy enclosed).

Encl:- (As above)

**(LIAQAT ALI)
Drawing & Disbursing Officer
Corporate Tax Office, Lahore.**



**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
CORPORATE TAX OFFICE, LAHORE
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE**

TENDER NOTICE NO. 02 / 2024-25 1288

DATED: 25.10.2024

Sealed bids are invited from firms which are registered with Inland Revenue Department as Income Tax / Sales Taxpayers and are also on Active Taxpayers List (ATL) for the for the supply of the following item:

S. #.	Category
1	Computer Paper Imported 80 Gram ream A4 size
2	Computer Paper Imported 80 Gram ream Legal size
3	Imported Paper 80 Gram ream A4 size
4	Imported Paper 80 Gram ream Legal size
5.	Imported Paper 70 Gram ream A4 size
6.	Imported Paper 70 Gram ream Legal size
7	File Cover standard quality (as per sample)
8.	Imported Toner Cartridge of Photo state Machine

TERMS & CONDITIONS

1. The bids will be received on or before **11.00 A.M.** by **19.11.2024** and will be opened on the same date at **02:30 PM** in the presence of the bidders or their representatives. Tender documents may be obtained from the office of the undersigned during office hours by **19.11.2024**.
2. Every bidder shall submit the samples of items at the time of opening the bids. Successful bidder will provide all items as per approved samples. Tender documents may be obtained from the office of the undersigned during office hours or may be downloaded from the PPRA Website www.ppra.org.pk.
3. All items are to be supplied at the office premises within 2 weeks after issuance of supply order.
4. Every bidder shall submit Earnest / Bid money @ 2% of the quoted price in the shape of deposit-at-call, bid guarantee issued by any scheduled bank of Pakistan valid for 120 days from the opening date of tender in favour of Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.
5. All due taxes will be deducted as per government rules.
6. The quoted rates provided by the bidder will be applicable up to **30.06.2025**
7. The Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore reserves the right to reject all bids or any part of the bids at any time prior to acceptance of the bids.


(MUHAMMAD SAJID AHMAD)
Additional Commissioner (Hqrs),
Corporate Tax Office, Lahore.
Ph: 99211717, Fax: 99211816



**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
CORPORATE TAX OFFICE, LAHORE
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE**

TENDER DOCUMENT

SUPPLY OF STATIONERY AND COMPUTER STATIONERY ITEMS

TENDER ISSUANCE DATE 25.10.2024

BID SUBMISSION DATE 19.11.2024

CORPORATE TAX OFFICE, LAHORE
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE

No. Bud / CCIR / 1288

Dated: 25.10.2024

SUBJECT: TENDER FOR THE PROVISION OF STATIONERY AND COMPUTER STATIONERY ITEMS IN CORPORATE TAX OFFICE, LAHORE.

Organization Name	Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore
Address	Tax House, Syed Mauj Darya Road
City	Lahore
Tele No.	99211717
Fax No.	99211816
Tender document No.	02 / 2024-25

Description & Instructions:

The Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore Federal Board of Revenue (hereinafter called CCIR, Corporate Tax Office, Lahore / Purchaser invites sealed tenders for the supply Electric Lights as per detail given in Schedule of Requirement:

- 1) If you have doubt as to the meaning of any portion of the specifications or other terms and conditions you may seek clarification from Mr. Liaqat Ali, Drawing & Disbursing Officer, **042-99210317, 0333-4665936.**
- 2) The Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore reserves the right to reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or of the grounds for Chief Commissioner's action.
- 3) Income / Withholding Taxes will be deducted in accordance with the law. The Sales Tax shall also be deducted in accordance with the law.
- 4) **DELIVERY SCHEDULE:**

The provision of **Stationery and Computer Stationery Items** mentioned in Schedule of Requirement Annexure "B" is required within 2 weeks (in Lahore at the premises) after award of the contract (s) to be issued against this tender inquiry. So, the successful bidder may be in a position to complete delivery with the given time frame.

5) **PENALTY:**

For failure to comply with delivery schedule of Supply Order (s) to be issued against this tender document, penalty will be imposed on defaulting Supplier as under:

- 5.1 1% of the cost of entire supply order of such supply order(s) as remains un-supplied / un-completed for every day up to maximum of 5% for 10 days exceeding the supply period.
- 5.2 If the Stationery and Computer Stationery Items are not supplied even after payment of penalty for 10 consecutive days the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore reserves the right to cancel the supply order and to purchase required items elsewhere at the risk and cost of the defaulting Supplier.

6) Quoted rates must be inclusive of all taxes (Sales Tax etc.) & in **Pak Rupees**.

7) Rates must be quoted including all charges like travelling & transportation of the supply of Stationery & Computer Stationery Items.

8) Bidding Form Annexure "A" must also be duly filled in, stamped and signed by authorized representative of the bidder.

9) Quoted rates shall be valid up to **30.06.2025** from the opening date of the bid. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.

10) The Bidder shall furnish as part of his bid, a call deposit / Pay Order equivalent to 2% of the total value of the bid in favour of Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal. In case of cancellation of Purchase Order as default of the Supplier the earnest money shall be forfeited in favour of "Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore".

11) **WARNING:**

There will be no compromise on quantity, quality, originality and required specifications. So, mention clearly brand name, quantity, quality and original specifications of the product.

12) **PAYMENT:**

100% payment of the total value of the bill / supply order will be released subject to:

- 12.1 Payment will be made on submission of bill in accordance with the terms & conditions mentioned in this tender document.
- 12.2 2% earnest money will be released to the bidder after 30 days of the successful completion of contract / supplies and best satisfaction by this office.

13) **SEALING AND MARKING OF BIDS:**

The bid shall be submitted in sealed envelope marked as under:

(MUHAMMAD SAJID AHMAD)

Additional Commissioner (Hqrs)

Corporate Tax Office, Lahore

Ph: 99211717, Fax: 99211816

14) DEADLINE FOR SUBMISSION OF BIDS:

All bids must be delivered in the Office of the undersigned on or before the prescribed deadline i.e. before **11.00 AM on 19.11.2024**.

15) OPENING OF BIDS:

15.1 The Purchaser will open the bids in the presence of bidder / representatives who choose to attend at **02.30 PM on 19.11.2024** at the below mentioned address.

15.2 Address: Office of the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore 1st Floor, Tax House, Syed Mauj Darya Road, Lahore.

16) WARRANTY

16.1 The Supplier shall warrant that all Stationery and Computer Stationery Items supplied against the Purchase Order (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied equipment under the conditions prevailing at final destination.

16.2 The supplier shall warrant/responsible that all items of supply order(s) shall have original, quantity & quality wise and according to the required specification.

17) All bids must include:

17.1 Company's profile, list of clients with their telephone numbers.


17.2 Copies of Income Tax and Sales Tax Registration Certificates.

17.3 A call deposit being @ 2% of the total bid value as Earnest Money in favour of Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.

17.4 Brochures and other technical material of the quoted items.

17.5 Companies / agencies will produce capability, relevant experience certificate from the principal that the Vendor is Sole Distributor / Authorized Dealer /Authorized Re-Seller etc.

17.6 Affidavit (on legal paper) that the Supplier / Company is neither blacklisted nor in litigation with any of its clients.


(**MUHAMMAD SAJID AHMAD**)
Additional Commissioner (Hqrs)
Corporate Tax Office, Lahore
Ph: 99211717, Fax: 99211816

Signature & Stamp of the Bidder on every Page of the Bid

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PARTICULARS	DESCRIPTION	ATTACHMENTS (Page Nos. or Annexure Nos.)
Name of the Firm		
Address (Telephone, Fax & E-mail)		
Year of Establishment (Attached any documentary evidence or furnish a statement on Oath)		
Whether Pay Order as Earnest Money equal to 2% of the total value of bid is enclosed in proposal)		
Banker's related to the similar assignments		
Experience related to the similar assignments		
Annual Turnover Supported by Sales or Income Tax Return		
Enlistment Certificate (Copy of Certificate enlisted with Govt. / Semi Govt. or Organization if any)		
Assignments in Hand (Current)		
Clientele attached as separate Annexure (if necessary)		
Affidavit (that the firm has not been blacklisted by private, Govt. Semi Govt./Autonomous body)		
Managerial / Technical Capability (Manpower attach if necessary)		
Name of Contact Person Telephone, Fax & Mobile No.		

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SCHEDULE OF REQUIREMENT & FINANCIAL PROPOSAL

STATIONERY & COMPUTER STATIONERY ITEMS.

S.No.	ITEMS	Unit	Qty	Rate	Total
1.	Computer Paper Imported 80 Gram ream A4 size	Nos.	3,000		
2.	Computer Paper Imported 80 Gram ream Legal size	Nos.	2,000		
3.	Imported Paper 80 Gram ream A4 size	Nos.	2,500		
4.	Imported Paper 80 Gram ream Legal size	Nos.	1,500		
5.	Imported Paper 70 Gram ream A4 size	Nos.	2,500		
6.	Imported Paper 70 Gram ream Legal size	Nos.	1,500		
7.	File Cover standard quality (as per sample)	Nos.	25,000		
8.	Imported Toner Cartridge of Konica Minolta Photo state Machine (Model bizhub 450i).	Nos.	100		

Dated: _____

Authorized Signature with Stamp

Name: _____

Land Line Number: _____

Mobile Number: _____