



**GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE, CHIEF COMMISSIONER-IR  
REGIONAL TAX OFFICE, A-49 SITE AREA HYDERABAD.**



**TENDER NOTICE NO. /2025-26/ DATED: \_\_\_\_\_  
FOR THE SUPPLY OF OFFICE STATIONERY, COMPUTER STATIONERY & UNIFORMS**

Regional Tax Office, Hyderabad invites electronic bids in accordance with the Public Procurement Rules 2004, through Single Stage – One Envelope Procedure, from experienced and reputable firms having valid registration with tax and other relevant authorities, for procurement of Office Stationery, Computer Stationery and Uniforms Articles as mentioned below. The firms submitting their bids must be appearing on Active Taxpayer List of Income Tax and Sales Tax issued by Federal Board of Revenue, Government of Pakistan.

Lot No.	Description
1	Supply of Office Stationery items (Funds available Rs.6,000,000/-)
2	Supply of Computer Stationery Items (Funds available Rs.3,000,000/-)
3	Supply of Uniforms Articles (Funds available Rs.3,000,000/-)

**TERMS AND CONDITIONS**

1. Electronic bidding documents as per regulations, containing detailed terms and conditions, specification and requirement etc, are available for the registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) as well as FBR's website [www.fbr.gov.pk](http://www.fbr.gov.pk)
2. Application should be submitted electronically only through EPADS. Manual submission of applications is not allowed.
3. The electronic bids must be submitted by using EPADS on or before \_\_\_\_\_ at \_\_\_\_\_ AM which will be opened on the same day at \_\_\_ in Conference Room, Regional Tax Office, Hyderabad through EPADS.
4. All interested bidders must register themselves AT EPADS at <http://eprocure.gov.pk>.
5. Applications, which are incomplete /not signed/not stamped/fate or submitted by other than specified mode, will be rejected.
6. The contract will be awarded to the most advantageous bid.
7. Tender must be accompanied by a Bank Draft / Pay Order of 2% of the quoted price inclusive of taxes in favour of Chief Commissioners, Regional Tax Office, Hyderabad, as earnest money, otherwise tender shall be rejected.
8. The bidders shall be on Active Taxpayers List (ATL) and shall be regular Income Tax /Sales Tax returns filer. (Where applicable).
9. Bidder / firm shall attach an affidavit Rs.100/- on stamp paper (Latest and Original) to the effect that the firm has not been blacklisted by any other Govt. Departments.
10. The quotations must be submitted inclusive of all taxes and the procuring agency reserves the right to change the quantity of items.
11. All kind of Taxes will be deducted in accordance with the law.
12. All proposals should include:
  - i. Company's profile, list of such projects handled, list of clients with telephone umbers and addresses.
  - ii. Copies of income tax and Sales Tax Registration certificates.
  - iii. Copy of Active Taxpayer List (ATL) online certificate.
13. Bidder(s) who does not quality cannot challenge the findings of the evaluation or ask for reasons of dis-qualification.
14. The procuring agency reserves the right to accept or reject any or all bids / proposal in accordance with Rules 33 of PPRA Rules.
15. The advertisement / tender detail is available for the registered bidders EPADS at <http://eprocure.gov.pk/> & FBR's website ([www.fbr.gov.pk](http://www.fbr.gov.pk))
16. Bidders can participate in all or in a single LOT separately.

**( HYDER ABBAS ABBASI )  
ADDITIONAL COMMISSIONER-IR (HQS)**

**Form of Bid**

Dated: \_\_\_\_\_

To

The Chairman  
Purchase Committee  
Regional Tax Office, Hyderabad

I/We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document.
  
- (b) We offer to supply the *Office Stationery* in conformity with the Bidding Document and in accordance with the Delivery and Completion Schedule.
  
- (c) Our bid shall be valid upto \_\_\_\_\_ from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
  
- (d) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents.
  
- (e) We agree to permit the Purchaser or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Bank.

Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Signature: \_\_\_\_\_

## BIDDING DATA

1	Name and Address of the Purchaser:	Regional Tax Office, A-49, SITE Area Hyderabad
2	Source of Funding:	Federal Government of Pakistan
3	Bid Language :	English
4	Documents Comprising the Bid:	(a) Bid Form (b) Price Schedule (c) Copies of NTN and STN Certificates (d) Bid Security in shape of Demand Draft / Pay Order / Call Deposit or Bank Guarantee
4	Bid Price	All prices must include the taxes and duties, where applicable. If there is no mention of taxes, the offered / quoted price shall be considered as inclusive of all prevailing taxes / duties.
6	Currencies of Bid and Payment:	Bidders to quote entirely in Pak. Rupees
7	Period of Bid Validity:	_____
8	Purchaser's address for the purpose of Bids submission:	Office of the Chief commissioner Inland Revenue, Regional Tax Office, A-49, SITE Area Hyderabad
9	Name of the contract:	Procurement of Office Stationery
10	Deadline for submission of Bids:	The bids must reach on or before _____ at 11:00AM
11	Venue, time and date of Bid opening:	Bids will be opened on _____ at 11:30AM at Office of the Chief Commissioner Inland Revenue Regional Tax Office, A-49, SITE Area, Hyderabad.
12	Amount of Performance Security:	5% of the Contract Amount.

**DETAILS OF OFFICE STATIONERY**

<b>S.NO</b>	<b>NAME OF ITEMS</b>	<b>UNIT</b>
1	Calculator (12 Digits)	Each
2	Paper A4 (70 gram, 500 pages) (BLC or Equivalent)	Each Rim
3	Paper Legal (70gram, 500 pages) (BLC or Equivalent)	Each Rim
4	Inward Register No. 3 (Koh-e-Noor or Equivalent)	Each
5	Outward Register No. 3 (Koh-e-Noor or Equivalent)	Each
6	Ball Pen (Blue)	Packet
7	Ball Pen (Black)	Packet
8	Uni Ball (Blue)	Packet
9	Uni Ball (Green)	Packet
10	Uni Ball (Red)	Packet
11	Stapler Pin	Packet
12	Stapler	Each
13	Fluid Pen	Each
14	Sharpener (30 pieces)	Jar
15	Pencil (HB or Equivalent)	Packet
16	Gum Stick (Dollar or Equivalent)	Each
17	Brown Envelope (9x4 size)	Packet
18	Brown Envelope (11x5size)	Packet
19	Brown Envelope (A4 Size )	Packet
20	Brown Envelope (File Size)	Packet
21	Register 100 pages (Product of Salman or Equivalent)	Each
22	Register 200 pages (Product of Salman or Equivalent)	Each
23	Register 300 pages (Product of Salman or Equivalent)	Each
24	Tag (Small ) (50 pieces)	Bundle
25	Tag (Large) (50 pieces)	Bundle
26	Tape Scotch 1”	Each
27	Highlighter	Each
28	Ink Pad	Each
29	Marker (Black) (Permanent or Equivalent)	Packet
30	Marker (Blue) (Permanent or Equivalent)	Packet
31	File Binder	Each
32	Dak Cover	Each