

## A.G.P.R. SUB-OFFICE, KARACHI.

### TENDER NOTICE

Sealed Tenders are invited from Income tax and sales tax registered contractors (Who are on Active Taxpayers List of FBR), for the supply of computer stationery items, for Computer centre in the office of the Accountant General Pakistan Revenue, Sub-Office, University Road, Karachi, as per details mentioned in the Tender Document. Samples of each item must be attached with the bid. Otherwise bid will not be considered. Details of computer stationery items and quantity required are given below:

S#	Items	Weight	Annual Required Quantity
1.	Paper Part-I (11x15) Century Paper	65 Grams + - 5%	90 Boxes (2,000 Sheets per Box)
2.	Paper for Pay Slip Part-II (11 x 15) (First page preprinted, 2 <sup>nd</sup> Page plain) Century Paper perforated	65 Grams + - 5%	330 Boxes (1000 Sheets per Box)
3.	Paper part-III(11x15) With Carbon for (quotation) Century paper	65 Grams + - 5%	30 Boxes (500 Sheets per Box)
4	Paper A-4 Size	85 Grams + - 5%	25 Reams (500 Sheets per ream)
5	Ribbon of Printronix Printer P8000/7000 cartridge ribbon Recorder P/N 255049-103		55 Pieces
6	Toner for Printer HP Laser Jet (12-A)	-	02 Pieces
7.	Toner for Printer HP Laser Jet (85-A)	-	04 Pieces

2. Tender document can be purchased on cash payment of Rs. 700/- (Rupees Seven hundred only) non-refundable from the cashier of this office from **21-10-2019 (Monday)**, during the working hours.

Tender closing date and time: **11-11-2019 (Monday)**, at 11:00 Hrs.

Tender opening date and time: **11-11-2019 (Monday)**, at 11:30 Hrs.

3. Earnest money 5% of offered cost/amount may be provided through pay order. Other wise bid will not be considered

  
**ACCOUNTS OFFICER**  
(Admn-II)

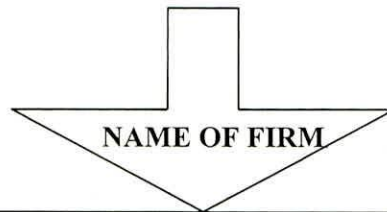
**ACCOUNTANT GENERAL PAKISTAN REVENUES**  
**SUB-OFFICE, KARACHI**

2019-2020

**TENDER**

**FOR**

**THE SUPPLY OF STATIONERY ITEMS**  
**(KA2002)**




**Rs. 700/- (Rupees Seven Hundred Only)**  
**(Non-Refundable)**

1. **CONTRACT**

This Contract shall mean the Agreement entered into between the Parties i.e. "The Purchaser" (A.G.P.R, Sub-Office, Karachi on behalf of the President) & the "Seller" (Bidder).

2. **DETAIL OF STATIONERY ITEMS**

As per Annex "A"

3. **RECEIPT AND OPENING OF TENDER**

- a) Sealed Bid should be placed in separate covers marked as "Bid for purchase of stationery" and dropped in a box specially placed for this purpose, upto 11:00 A.M on 11- 11 - 2019 ( Monday) .
- b) Sealed bids along-with samples, will be opened on the SAME DAY at 11:30 A.M in the presence of the bidders or their representatives, who care to be present.
- c) For any clarification/query or further information, if necessary, the bidder may contact Accounts Officer (Computer), Phone No. 99244042/99244037 Accounts Officer (Admn-II).

4. **RATES**

Bidder should quote their rates in Pak Rupees, inclusive of Government Taxes, i.e. Sales Tax, Excise Duty etc. (where applicable may be shown separately). Rates would be valid for **ONE YEAR** from opening date of the Tender.

5. **EARNEST MONEY**

Bids should be accompanied with call deposit of 5% of the total amount of the bid in the shape of Pay Order as Earnest Money in favour of Drawing & Disbursing Officer, A.G.P.R., Sub-Office, Karachi. Otherwise bid will not be considered.



## 6. RIGHTS RESERVED

- The Competent Authority i.e. Director General, Accountant General Pakistan Revenues, Karachi reserves the right to accept/reject any or all tenders, without assigning any reason.
- The competent authority reserves the rights to increase/decrease the quantity of items mentioned in the Tender. Moreover, job order can be issued in bulk for the whole year or split up throughout the year.
- Besides cancellation of contract and blacklisting of the firm/contractor, earnest money will be forfeited if the quality/quantity is not maintained according to the tender.
- The Competent Authority reserves the right to reject the supply, if items of stationery are not according to approved specifications and sample.
- If the supply is not delivered or delayed beyond the prescribed delivery period, the purchaser reserves the right to cancel the contract or purchase at his option from elsewhere, without notice to the bidder on the account and at the risk of the bidder.

In the above situation, the bidder shall be liable for any loss, which the purchaser may sustain on that account but the bidder shall not be entitled to any gain on repurchases made against default.

## 7. DISQUALIFICATION

Offers are liable to be rejected, if there is any deviation from any instruction as laid down in the bid documents i.e.

- Tender submitted without or less earnest money.
- Offer received after specified date and time.
- Offers received without certificate of Sales Tax, Registration No./National Tax Number.

## 8. EVALUATION

All the bids submitted would be evaluated by the Purchase Committee constituted by the Competent Authority. Criteria of evaluation will be

competitive rates, compliance to specifications, bidder's experience and reputation.

9. **SUPPLY**

- a) Supply will have to be made at A.G.P.R., Karachi (at 2<sup>nd</sup> Floor) within one week of Supply Order.
- b) In case of delay in delivery penalty will be imposed @ 0.10% per day, maximum 10% of the total bid value and deducted from the bill.
- c) All defective/substandard Papers / Stationery items will be replaced immediately at Supplier's cost.

10. **TERMS OF PAYMENT**

- a) The payment will be made in full after satisfactory delivery of goods against Invoices.
- b) Income Tax at source + GST (withholding) will be deducted as per rules/orders applicable on the date of supply.

11. **GENERAL INFORMATION**

- COMPANY'S NAME & ADDRESS.
- YEAR OF ESTABLISHMENT IN PAKISTAN.
- LIST OF OTHER PRODUCTS MARKETED BY THE COMPANY.
- OFFICES IN PAKISTAN.
- DETAIL OF MACHINES/EQUIPMENT OWNED IN CASE OF REPAIRING/PRINTING OF PAPER LOCALLY.

12. **AGREEMENT**

The firm(s) which will be selected for supply of requisite stationery items will be bought to come into written agreement with this office i.e., A.G.P.R., Sub-Office, Karachi. The agreement will remain effective for one year time.



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE  
DIRECTOR GENERAL PAKISTAN REVENUES  
KARACHI**

Time Limit: 11-11-2019 (Monday) up to 11.00 A.M .Earnest Money 5% of offered Cost/amount

S#	Items	Weight	Annual Required Quantity	Maker	Unit Rate
1.	Paper Part-I (11x15) Century Paper	65 Grams + - 5%	90 Boxes (2,000 Sheets per Box)		
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7.	Toner for Printer HP Laser Jet (85-A)	-	04 Pcs		

1. Samples of each item must be attached with the bid. Otherwise bid will not be considered.

2. Pay Order No. \_\_\_\_\_ dated: - -11- 2019 for \_\_\_\_\_

enclosed.

Participant's Signature: \_\_\_\_\_

Firm Name & Address: \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

E-Mail: \_\_\_\_\_