



**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE, CHIEF COMMISSIONER INLAND REVENUE
LARGE TAXPAYERS' OFFICE, MULTAN**

TENDER NOTICE FOR PROCUREMENT OF GOODS / SERVICES

Large Taxpayers Office, Multan invites sealed bids from reputed firms/suppliers duly registered with Income Tax & Sales Tax for procurement of Goods & Hiring of Services mentioned below:-

S. No.	Goods & Services
1	i. Supply of Uniform for Inspectors Inland Revenue (Summer Season) ii. Supply of Uniform for Class-IV Employees (Summer Season)
2	Contract for Janitorial Services (06 Janitor +1 Supervisor)
3	Contract for Security Services (10 Security Staff +1 Supervisor)

Terms & Conditions:

1. Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
2. Tender must be accompanied by a Bank Draft/Pay Order of 2% of quoted value in favor of Chief Commissioner Large Taxpayers Office, Multan as earnest money, otherwise tender shall be rejected.
3. The bidders shall be on Active Taxpayer List (ATL) and shall be regular Sales Tax return filer. (Where applicable).
4. Bidder firm shall attach an affidavit of Rs.100/- on stamp paper (latest and Original) to the effect that the firm has not been black listed by any of the Govt. Departments.
5. The quotations may be submitted inclusive of all taxes along with detail of warranty, delivery time period after placement of order.
6. Income Tax / Withholding Tax will be deducted in accordance with the law.
7. All Proposals should include company's profile, list of such projects handled, list of clients with telephone numbers and addresses;
8. Bids shall reach in the office of the undersigned on or before 11:00 a.m. on **14-04-2022** which will be opened on same day at 12:00 hours in the presence of bidders or their authorized representatives.
9. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule 33 of PPRA Rules, 2004.
10. The advertisement is also available on PPRA website (www.ppra.org.pk) & FBR's website (www.fbr.gov.pk).
11. Detailed specifications / quantity and terms & conditions can be obtained from office of the undersigned on any working day during office hours.
12. Bidders can participate in all or in a single item separately.


(MS. MEHAK FATIMA)
DEPUTY COMMISSIONER (HQ)
LARGE TAXPAYERS OFFICE, MULTAN

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**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE**

LARGE TAXPAYERS OFFICE, MULTAN

TENDER DOCUMENTS

2021-2022

PROCUREMENT OF GOODS & HIRING OF SERVICES

**Supply of Uniform for Inspector IR & Class-IV Staff, Janitorial Services, Security Services
for Large Taxpayers Office, Multan**

No.1.

Supply of Uniform (Budget Available : Rs. 1,000,000/-

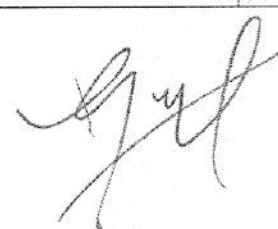
- Sample of each type of items shall be provided by the tender participants at the time of bid opening.
- In case sample are not according to our requirement, Committee has right to reject the bid.
- Payment schedule shall be decided by the Committee.

i) **Detail of Uniform for Inspectors Inland Revenue (Summer Season)**

Sr. No	Uniform Items	Price
1.	Pant (Khaki) having soft material and fine quality	
2.	Shirt (Off-White Cotton) fine quality	
3.	Shoes (Black) fine quality	
4.	Socks (Khaki) fine quality	
5.	Shoulder Pits (Golden)	
6.	Khaki Belt with buckle	
7.	Beret Cap (Khaki)	
8.	Peak Cap (Khaki)	
9.	Name Plate	
10.	Chest Golden FBR Insignia	
11.	FBR Insignia on left arm	
	Total Amount with GST	

ii) **Detail of Uniform for Class-IV Staff (Summer Season)**

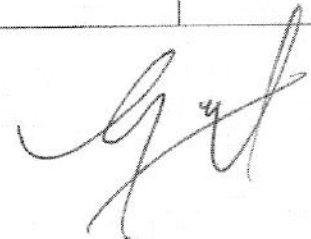
Category A			Category B		
Sr. No	Personal Clothing	Price	Sr. No		Price
1.	Malicia Color Shalwar Kameez		1.	Trouser Black (six pocket style)	
2.	Shoes (Black)		2.	Belt (Black)	
3.	Pakistani Flag (Small)		3.	Cap (Black) with FBR Monogram	
4.	Shoulder Pips (Golden)		4.	T Shirt with FBR Monogram	
5.	Sun Cap (with FBR Monogram)		5.	Shoes (Black) Fine Quality	
6.	Name Plate		6.	Socks (Black)	
7.	Chest Golden FBR Insignia				
8.	FBR insignia on left arm				



No.2.

Contract for Janitorial Services

Terms & Conditions	Job / Quantity
<p>Provision of Six (06) Janitorial Staff along with one Supervisor who will perform the following duties:-</p> <ul style="list-style-type: none">• Daily cleaning and mopping of the floors on continuous basis including area outside building.• Cleaning and washing of all WCs, wash basins and sinks on daily basis and as when required. Cleaning of sanitation lines and gutters inside the premises, if found clogged.• Cleaning of glass/windows panes, both inside and outside of the buildings and cabins, walls partitions of all type, roofs/ceilings and all the premises, including plant pots.• Cleaning of tube lights/air conditioners, fans as and when required.• Contractor shall fill the Toiler Soap Dispensers as and when found empty.• Cleaning of lifts both inside and outside.• The contractor shall depute at least one contract person for keeping liaison with the office administration for proper execution of work.• Any materials, labor machinery, plant etc. required for the satisfactory execution of work shall be the sole responsibility of the Contractor. The cost of the standard materials required such as detergents, liquid soap, general purpose cleaning solution, washing soda, mops, brooms, dusters, cleaning towels, buckets, brushes and vacuum cleaners buffing machine etc. is included in the aforementioned monthly payable charges, hence their provision will be the responsibility of the contractor. The supply of toilet towels, toilet paper, liquid soap and air fresheners shall be the responsibility of the contractor.• Machinery and equipment required for cleaning and washing of floors, vacuum cleaners etc. shall be kept and stored in LTO premises for the use, however, the safety of the said machinery and equipment shall be the Contractor's responsibility.• The safety of fittings and fixtures and equipment in the office premises etc. shall be the responsibility of the contractor.• The contractor shall be responsible for all losses and damages to buildings caused due to mishandling/negligence of staff of the contractor.• The term of this contract shall be a period of one year.• No. of Janitorial Staff can be reduced depending on availability of budget.	1 – Year



No.3.

Provision of Security Services

Terms & Conditions	Job / Quantity
<ul style="list-style-type: none">• Provision of 10 (Eight) security guards and 1 (one) supervisor who will perform the duties round the clock at LTO premises:• Company will be responsible for provision of latest weapons to security guards.• Company will provide 50% ex-army person & 50 % civilians.• Before contract, physical fitness of guards & checking of weapons will be conducted by purchase committee.• Security staff would be deployed in proper uniform.• Security staff would be changed after every six months.• Company will provide all relevant registration certificates/experience certificates.• Company will also provide client list along with phone numbers.• No. of Security Guards can be reduced depending on availability of budget.	1 – Year

