

**TENDER FORM FOR “PURCHASE OF STATIONERY
ITEMS” DIRECTORATE OF INTELLIGENCE AND
INVESTIGATION-IR HYDERABAD, BUNGALOW NO.184,
TARIQ ROAD, CIVIL LINE, HYDERABAD FOR THE
FINANCIAL YEAR 2026-27.**

1.	Name of Firm	
2.	Proprietor's Name	
3.	Postal Address, Fax and E-mail	
4.	N.T.N.	
5.	Sales Tax Registration No.	
6.	C.N.I.C No.	
7.	A.G.P.R Vendor No.	
8.	Experience	
09.	Contact / Cell No.	
10.	Amount of Bid	
11.	IBAN No.(Cheque Photo Copy)	

**Authorized Signature
With Stamp**

DIRECTORATE OF INTELLIGENCE & INVESTIGATION (IR), HYDERABAD

DETAILS OF STATIONERY ITEMS

THE FINANCIAL YEAR 2026-27

S.#	Items and Specifications	Unit	Rate
1	Legal Paper (Green, Yellow, Pink) (100 Nos. in one Packet)	One Ream	
2	A4 Paper (Green, Yellow, Pink) (100 Nos. in one Packet)	One Ream	
3	Photo State Paper A/4 Size No. one Quality (70 Gm) 210 x 297 mm (500 Sheets)	Five Ream's Box	
4	Photo State Paper Legal Size No. one Quality (70 Gm) 216 x 343 mm (500 Sheets)	Five Ream's Box	
5	A/4 Size Paper No. one Quality AA (80 Gm) 210 x 297 mm (500 Sheets)	Five Ream's Box	
6	Legal Size Paper No. one Quality AA (80 Gm) 216 x 343 mm (500 Sheets)	Five Ream's Box	
7	Signature pen (Black/Blue/Red) (No. One Quality) 10 in Pkt	Per Pkt	
8	Gel ink Pen 0.5 and 0.7 (Black/Blue (No. One Quality) 10 in Pkt	Per Pkt	
9	Ball Pen Simple (Black/Blue/Red) (No. One Quality) 10 in Pkt	Per Pkt	
10	Pointer Pen (Black/Blue/Red) (No. One Quality) 10 in Pkt	Per Pkt	
11	Carbon Paper (Black/Blue) (100 Sheets) Size 21 cm X 33 cm	Per Pkt	
12	Tempo Marker (Black/Blue/Red) (No. One Quality) 10 in Pkt	Per Pkt	
13	Sharpener 50 per Box (No. One Quality) Standard Size	One Box	
14	Pencil with Eraser (No. One Quality) 12 in Pkt	Per Pkt	
15	Paper Pin (50 grams)	Per Pkt	
16	Eraser 24 Per Box (No. One Quality)	One Box	
17	Calculator (Original)14 digits two way) (As Per Sample)	Per Piece	
18	Marker Permanent (90, 70) (Red Blue, Black) Per Pkt 12	Per Dozen	
19	Dak Cover (leather rite)	Per piece	
20	Fancy Paper Sheet 24 X 28	Per Pkt	
21	Paper Cutter (Medium size) As per Sample	Per Dozen	
22	Paper Weight (As Per Sample)	Per Dozen	
23	Ring File Legal Size	Per Dozen	
24	Pen Stand Marble (Large)	Per Dozen	
25	Telephone Index	Per Dozen	

26	Gum Bottle (Medium) Dollar	Per Dozen	
27	Office Table Set 8 Piece (Wood)	One Set	
28	Office Table Set 8 Piece (Metal)	One Set	
29	Office Table Set 6 Piece (Wood)	One Set	
30	Office Table Set 6 Piece (Metal)	One Set	
31	Paper Binder Clip Small 1" Width	Per Dozen	
32	Paper Binder Clip Medium 1-1/4" Width	Per Dozen	
33	Paper Binder Clip large 1-5/8" Width	Per Dozen	
34	Pin Cushion	Per Dozen	
35	Pin Remover Normal size	Per Dozen	
36	Plastic transparent File Size A 4	Per Dozen	
37	Wrapper (leather rite)	1000 in Bundle	
38	Correction /whito Pen	Per Dozen	
39	Filing Tag 4 " 1000 Per Bundle	Per Bundle	
40	Filing Tag 6" 1000 Per Bundle	Per Bundle	
41	Filing Tag 8" 1000 Per Bundle	Per Bundle	
42	Highlighter (Red, Yellow, green, Pink)10 Pcs in Per Box 3 Point Ergonomic Grip	One Box	
43	File Marking Stick 1" Plastic Multicolor2;2 3;2 Per Box in 12 Pkts	Per Box	
44	Stick Note Pad (76 X 76 mm) (3 X 3 Inch)	Per Box	
45	Box File Plastic Legal Size Hard Plastic	Per Dozen	
46	Dak Box File	Per Dozen	
47	UHU Gum Stick (Small)	Per Dozen	
48	UHU Gum Stick (Medium)	Per Dozen	
49	UHU Gum Stick (Large)	Per Dozen	
50	Scotch Tape 1/2"	Per Dozen	
51	Scotch Tape 1"	Per Dozen	
52	Scotch Tape 2"	Per Dozen	
53	Scotch Tape 3"	Per Dozen	
54	Paper Tape 1"	Per Dozen	
55	Table Calendar	One Pcs	
56	Table Planner	Per Set	
57	Brown Paper Sheet Good Quality, Large Size	Per Set	
58	White Board Medium Size	Per Board	

59	Register (75 Gm of Set 100 Page) Noble	Per Piece	
60	Register (75 Gm of Set 200 Page) Noble	Per Piece	
61	Register (75 Gm of Set 300 Page) Noble	Per Piece	
62	Register (75 Gm of Set 400 Page) Noble	Per Piece	
63	Stamp Pad (Large Size) Metal	Per Dozen	
64	Stamp Pad Ink Brilliant Ink	Per Dozen	
65	Gem Clip (26mm) Per Box in 10 Pkt	Per Box	
66	Gem Clip (36 mm) Per 30 X in 10 Pkt	Per Box	
67	Scale (Steel) (No. One Quality) (12 Inch)	Per Dozen	
68	Double Hole Punch (Heavy Duty) (No. One Quality)	Per Piece	
69	Double Hole Punch (No. One Quality) (2.2 mm: 80 mm)	Per Dozen	
70	Single Side Hole Punch (No. One Quality)	Per Dozen	
71	Writing Pad (Small) (40 Sheets) (8" X 5")	Per Piece	
72	Writing Pad (Large) (40 Sheets) (12" X 7")	Per Piece	
73	Stapler Machine 23/17 (No. One Quality)	Per piece	
74	Stapler Pin 23/17 Per Box in 10 Pkt	Per Box	
75	Stapler Machine 24 /6 (No. One Quality) As per Sample	Per Dozen	
76	Stapler Pin 24/6 Per Box in 20 Pkt	Per Box	
77	Marker White Board	Per Dozen	
78	Duster for white Board (Superior Quality)	One Dozen	
79	Envelopes without window white color 9"x4" (100 Nos. in one Packet)	5 Pkts	
80	Envelopes With Window white color 9"x4" (100 Nos. in one Packet)	5 Pkts	
81	Envelopes without window white color Medium Size (100 Nos. in one Packet)	5 Pkts	
82	Envelopes with window white color Medium Size (100 Nos. in one Packet)	5 Pkts	
83	Envelopes without window white color Large Size (100 Nos. in one Packet)	5 Pkts	
TOTAL			

Authorized Signature
With Stamp

TERMS AND CONDITIONS FOR “PURCHASE OF STATIONERY ITEMS” FOR THE
FINANCIAL YEAR 2026-27.
DIRECTORATE OF INTELLIGENCE AND INVESTIGATION (IR), HYDERABAD.

01. Bidder must be registered with the income tax and sales tax Department and also with Sindh Revenue Board (if required). The Bidder must be on FBR's Active Taxpayer's list and shall enclose certificate to that effect along with copies of last filed Income tax, sales tax / SRB Returns.
02. There will be no compromise on quantity, quality, originality and required specifications. So, mention clearly brand name, quantity and original specifications of the product.
03. The Supplier shall warrant that all items supplied against the Purchase/ Work 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 item under the conditions prevailing at final destination.
04. The Supplier shall warrant/ be responsible that all items of Supply/Work order(s) shall be original, quantity & quality wise and according to the required specifications.
05. The contractor must provide the **Stationery** within the stipulated period described by the authorities.
06. The contractor will ensure the provision of **Stationery** in the minimum period of time so that the official works do not suffer. Estimated costs may vary based on the availability of funds.
07. Rate to be quoted shall be inclusive of all taxes (Sales Tax etc.), in Pak Rupees, and shall be valid up to 30-06-2027 from the opening date of bid.
08. Rates must be quoted including all charges like travelling & transportation.
09. Tender form and all annexure must also be duly filled in, stamped and signed by the bidder or his authorized representative.
10. The Bidder shall furnish as part of his bid a Bid Money equivalent to 3% of the total estimated budget / Bid amount value in favor of Director, Intelligence and Investigation (Inland Revenue), Hyderabad. Any bid not accompanied by Bid Money shall be rejected without any right of appeal. In case of cancellation of Purchase/ Work Order on default of the Supplier the Bid Money shall be forfeited in favor of “Director, Intelligence and Investigation (Inland Revenue), Hyderabad”.
11. For failure to comply with delivery schedule of Work/ Supply Order(s) to be issued against this tender document, penalty will be imposed on defaulting Supplier as Under:
 - 11.1. 1% of the cost of entire Supply/ Work Order of such Supply/ Work Order(s) as remains un-supplied/ un-completed for every day up to maximum of 5% for 10 days exceeding the supply period.
 - 11.2. If the Items are not supplied even after payment of penalty for 10 consecutive days the Authority reserves the right to cancel the Supply/ Work

Order(s) and to purchase required items else where at the risk and cost of the defaulting Supplier.

12. The Successful Bidder will remain on probation for three months. If his performance remains unsatisfactory, the tender shall be cancelled.
13. Payment of the total value of the Supply/ Work Order(s) will be released subject to submission of bill in accordance with the terms & conditions mentioned in this tender document.
14. Before the execution of work the contractor shall deposit 3% of the total amount of Bid as security deposit in shape of pay order/ Bank Draft in the name of Director, Intelligence and Investigation (Inland Revenue), Hyderabad, which will be refunded after completion of contract period as a whole.
15. Income/ withholding Taxes will be deducted in accordance with the law. The Sales Tax shall also be deducted in accordance with the law.
16. Bids must include:
 - 16.1. Company's profile, list of clients with their telephone numbers.
 - 16.2. Copies of income Tax and Sales Tax Registration Certificates.
 - 16.3. A Bid money being @ 3% of the total bid amount value in favor of Director, Intelligence and Investigation (Inland Revenue), Hyderabad.

CHAIRMAN
PURCHASE COMMITTEE