

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 ***30.06.2026*** 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:	30.06.2026
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 08.09.2026 at 11:00AM
11	Venue, time and date of Bid opening:	Bids will be opened on 08.09.206 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

S.NO	NAME OF ITEMS	UNIT	PRICE
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	Highlighter	Each	
24	File Binder	Each	
26	Dak Cover	Each	