



GOVERNMENT OF PAKISTAN  
REGIONAL TAX OFFICE  
GUJRANWALA

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**PUBLICATION FOR SUPPLY OF ITEMS**

Bids on EPADS are required from contractors / firms / companies under PPRA Rule 36(a) for supply of the following items to the Regional Tax Office, Gujranwala.

1. Office Stationery	three percent of bid security	The list / detail can be obtained from the office during office hours & from below mentioned websites. <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> <a href="http://www.eprocure.gov.pk">www.eprocure.gov.pk</a> <a href="http://www.fbr.gov.pk">www.fbr.gov.pk</a>
2. Uniform for Inspectors & Class-IV Employees (Winter/Summer)	three percent of bid security	The list / detail can be obtained from the office during office hours & from below mentioned websites. <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> <a href="http://www.eprocure.gov.pk">www.eprocure.gov.pk</a> <a href="http://www.fbr.gov.pk">www.fbr.gov.pk</a>

**CONDITIONS**

1.	The bids will be received by 11:00 a.m. on <b><u>13.11.2025</u></b> through EPADS and will be opened at 01:00 p.m. on the same day at the office of undersigned through EPADS.
2.	Aspirants must register in Income Tax and Sales Tax and submit their tax returns regularly.
3.	Aspirants have relevant experience and good reputation in the relevant field.
4.	The following information must be attached with offer: i. NTN / Sales Tax Registration Certificate, Experience Certificate ii. Returnable security deposits must be submitted to the name of Chief Commissioner-IR, Regional Tax Office, Gujranwala.
5.	Contractors / Firms / Companies will present their capabilities, relevant experience and past performance.
6.	All prevailing taxes will apply.
7.	The procurement committee has right to accept or reject the bids under rule 33(1) of PPRA Rule, 2004.
8.	Further detail and terms & conditions regarding the above contracts can be obtained from Mr. Taimoor Wajid(Admn Branch), Regional Tax Office, Gujranwala during office hours.

  
( **HASSAN MABROOR** )  
Additional Commissioner-IR /  
Chairman Purchase Committee  
Regional Tax Office Gujranwala.  
PH # 055-9200723

## اشتہار برائے فراہمی اشیاء

حکومت پاکستان

ریونیوڈ ویشن، فیڈرل بورڈ آف ریونیو، ریجنل ٹیکس آفس، گوجرانوالہ

ریجنل ٹیکس آفس گوجرانوالہ کو پیپرارڈز 2004 کے رول (a) 36 کے تحت درج ذیل اشیاء کی فراہمی کیلئے ٹھیکیدار صاحبان / فرمز / کمپنیوں سے بذریعہ (EPADS) سر

بمہر پیشکش مطلوب ہیں۔

### ۱۔ اشیاء

۱۔ آفس سٹیشنری	زر ضمانت بولی کا تین فیصد	لسٹ / تفصیلات دفتر سے دفتری اوقات میں حاصل کی جاسکتی ہیں نیز درج ذیل ویب سائٹس پر بھی موجود ہیں۔ www.ppra.org.pk www.eprocure.gov.pk www.fbr.gov.pk
۲۔ یونیفارم برائے انسپکٹور کلاس فور ملازمین (ونٹرا سرسین)	زر ضمانت بولی کا تین فیصد	ایضاً

### شرائط:-

- ۱۔ تمام پیشکشیں 13 نومبر 2025 دن 11:00 بجے تک بذریعہ (EPADS) وصول کی جائیں گی اور اسی روز دفتر زبردستی تخطی میں بوقت 01:00 بجے دوپہر بذریعہ (EPADS) کھولی جائیں گی۔
- ۲۔ خواہشمند فرمز انکم ٹیکس و سیلز ٹیکس میں رجسٹرڈ ہوں اور اپنے ٹیکس گوشوارہ جات باقاعدگی سے جمع کراتے ہوں۔
- ۳۔ متعلقہ شعبہ میں موزوں تجربہ اور اچھی شہرت رکھتے ہوں۔
- ۴۔ پیشکش کے ساتھ مندرجہ ذیل کاغذات لف ہونے چاہئیں۔  
ا۔ این ٹی این / سیلز ٹیکس رجسٹریشن سرٹیفکیٹ، تجربہ کار سرٹیفکیٹ۔  
ب۔ قابل واپسی کال ڈپازٹ (زر ضمانت) درج بالا بحق چیف کمشنران لینڈ ریونیو، ریجنل ٹیکس آفس گوجرانوالہ کے نام جمع کرانا ہوگا۔
- ۵۔ ٹھیکیداران / فرمز / کمپنیاں اپنی صلاحیت، متعلقہ تجربہ اور سابقہ کارکردگی پیش کریں گی۔
- ۶۔ تمام مروجہ ٹیکسز لاگو ہوں گے۔
- ۷۔ پیپرارڈز 2004 کے رول (1) 33 کے تحت پرچیز کمیٹی کسی بھی یا تمام بولیوں / تجاویز کو قبول یا مسترد کرنے کا حق محفوظ رکھتی ہے۔
- ۸۔ درج بالا ٹھیکہ جات کے بارے میں مزید تفصیلات اور شرائط و ضوابط دفتری اوقات کار میں جناب تیمور واجد (ایڈمن برانچ)، ریجنل ٹیکس آفس گوجرانوالہ سے حاصل کی جاسکتی ہیں۔

حسن مبرور، ایڈیشنل کمشنران لینڈ ریونیو (چیئر مین پرچیز کمیٹی)، ریجنل ٹیکس آفس گوجرانوالہ۔ فون نمبر 055-9200727



**GOVERNMENT OF PAKISTAN**  
**FEDERAL BOARD OF REVENUE**  
**REGIONAL TAX OFFICE, G.T.ROAD, GUJRANWALA**

## **TENDER DOCUMENT**

### **SUPPLY OF STATIONERY**

TENDER ISSUANCE DATE:	23.10.2025
BID SUBMISSION DATE:	13.11.2025

**REGIONAL TAX OFFICE, G.T.ROAD, GUJRANWALA.**

No. \_\_\_\_\_

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

SUBJECT:- **TENDER FOR THE PROVISION FOR STATIONERY ITEMS,  
REGIONAL TAX OFFICE, GUJRANWALA.**

Organization Name	Regional Tax Office, Gujranwala.
Address	G.T.Road, Gujranwala.
City	Gujranwala
Telephone No.	055-9200727
Fax No.	055-9200723
Tender document No.	01

**Description & Instructions.**

- 1) Regional Tax Office, Gujranwala, Federal Board of Revenue )hereinafter called RTO / Purchaser invites tenders through EPADS for the supply of **Stationery as per detail given below:-**

Stationery			
LOT # 1			
Sr. No.	Name of Item.		Quantity
1	Computer Paper Ream (A4 Size 80gm) or equivalent	500 leaves per Ream	12000
2	Ball Point Blue (0.8 mm)	Standard	3000 Pkts.
3	Draft Pad (Small) (50 pages)	Standard	400
4	Envelop (size 11 x 5 inch) (50 in Pkt)	Standard	1300 Pkts.
5	Envelop File Size	Standard	400 Pkts.
6	Paper Flag	Standard	400
7	Correction Pen (12 in Pkt)	Standard	80 Pakts.
8	Glue Stick (8 gm (30 in Pkt)	Standard	32 Pakts.
9	High Lighter (10 in Pkt) (4 Colours)	Standard	32 Pakts.
10	Lead Pencil (12 in Pkt)	Standard	72 Pkts.
11	Marker (10 in Pkt) (Blue / Black)	Small	68 Pkts.
12	Punch Machine 1 Hole (1.0mm /4.5mm) Single Pack	Standard	500 Pcs.

Stationery			
LOT # 2			
Sr. No.	Name of Item.		Quantity
1	Register (100 Pages)	Standard	240
2	Rubber (Eraser) (30 in Pkt)	Standard	50 Pkts.
3	Pencil Sharpener (50 in Pkt)	Standard	50 Pkts.
4	Stamp Pad (6x9 cm) (24 in Pkt)	Standard	50 Pkts.
5	Stapler (paper capacity 20 sheets of 201b) (10 in Pkt)	Standard	200
6	Staple Pin (24/6) (20 in Pkt)	Standard	150
7	File Tags as per sample (Bundle=10 pkt.)	Standard	400
8	Signo Uni-Ball (12 in Pkt) (Blue / Black)	Standard	500
9	Signo Uni-Ball (12 in Pkt) (Green)	Standard	80

10	Solution Tape (Two Inch)	Standard	80
11	Packing Tape (Three Inch)	Standard	120
12	Permanent Marker (10 in Pkt)	Standard	40

Stationery			
LOT # 3			
Sr. No.	Name of Item.		Quantity
1	Computer Paper Ream (Legal Size 80gm) or equivalent	500 leaves per Ream	1500
2	Pin Remover (12 in Pkt)	Standard	16 Boxes
3	Paper Cutter	Standard	120
4	Calculator	Citizen 12 digit	100
5	Scale Steel 12''	China	80
6	Paper Clip (Small Pkt)	3 Flowers	20
7	File Flapper (Only Flapper) as per sample	Standard	12004
8	Register Receipts & Dispatch (1000 Pages)	Standard	24
9	Desk stick Pen Stand with Spring Wire	Standard	50
10	Scissor Medium 7''	Standard	15
11	Dak Book as per sample	Standard	20
12	Dak cover Rexene with Lock	Standard	20
13	Vehicle Log Book	Standard	198
14	Attendance Register 70g (100 pages)	Standard	200

- 2) If you have doubt as to the meaning of any portion of the specifications or other terms and conditions you may seek clarification from Mr. Hassan Mabroor, Additional Commissioner-IR, (Chairman Purchase Committee), Range-I, Zone-I, Regional Tax Office, Gujranwala Tel: 055-9200727.
- 3) The Chief Commissioner Inland Revenue, Regional Tax Office, Gujranwala reserves the right to reject all bid at any time prior to award of Contract(s) without thereby incurring any liability to the affected bidder or bidders or any obligation inform the affected bidder or of the grounds for Chief Commissioner action.
- 4) Income / Withholding Taxes will be deducted in accordance with the law. The Sales Tax shall also be deducted in accordance with the law.
- 5) **DELIVERY SCHEDULE**  
The provision of Stationery mentioned in Schedule of Requirement Annexure "A" is required within 15 days (in Gujranwala at the premises) after award of the contract (s) to be issued against this tender inquiry. So the lowest bidder may be in a position to complete delivery with the given time frame.
- 6) **PENALTY:**  
For failure to comply with delivery schedule of Supply Order (s) to be issued against this tender document, penalty will be imposed on defaulting Supplier as under:-
  - i) 1% of the cost of entire supply order of such supply order(s) as remains un-supplied / un-completed for every day up to maximum of 5% for 15 days exceeding the supply period.
  - ii) If the Stationery is not supplied even after payment of penalty for 15 consecutive days the Chief Commissioner Inland Revenue, Regional Tax Office, Gujranwala reserves the right to cancel the supply order and to purchase required items elsewhere at risk and cost of the defaulting Supplier.
- 7) Quoted rates must be inclusive of all taxes (Sales Tax etc.) & in Pak Rupees.

- 8) Rates must be quoted including all charges like travelling & transportation of the supply of Stationery items.
- 9) Quoted rates shall be valid for at least one (1) year from the opening date of the bid. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.
- 10) The Bidder shall furnish as part of his bid, a call deposit / Pay Order equivalent to 3% of the total value of the bid in favour of the Chief Commissioner Inland Revenue, Regional Tax Office, Gujranwala. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal. In case of cancellation of Purchase Order as default of the Supplier the earnest money shall be forfeited in favour of "The Chief Commissioner Inland Revenue, Regional Tax Office, Gujranwala".
- 11) **WARNING**  
There will be no compromise on quantity & quality wise, originality and on required specifications. So, mention clearly, Brand Name, Quantity, Quality and original specifications of the product.
- 12) **PAYMENT**  
100% payment of the total value of the bill / supply order will be released subject to:
- i) Payment will be made on submission of bill in accordance with the terms & conditions mentioned in this tender document.
  - ii) 3% earnest money will be released to the bidder after 30 days, successful completion of contract/supplies and best satisfaction by this office.

  
**(HASSAN MABROOR)**  
Additional Commissioner-IR /  
Chairman Purchase Committee  
Regional Tax Office Gujranwala

- 13) **DEAD LINE FOR SUBMISSION OF BIDS.**  
All bids must be uploaded on EPDS before the prescribed deadline 11:00 AM on **13.11.2025.**
- 14) **OPENING OF BIDS:**
- i) The bids shall be opened on EPADS in the office of the undersigned at 01:00 PM on **13.11.2025.**
  - ii) Address: Office of the Additional Commissioner-IR / Chairman Purchase Committee, Range-I, Zone-I, Regional Tax Office, G.T.Road, Gujranwala.
- 15) **WARRANTY**
- i) The Supplier shall warrant / responsible that all terms of supply order (s) shall have no defect arising from any act or omission of the Supplier that may develop under normal supply of goods under the conditions prevailing at final destination.
- 16) **All bids must include:**
- i) Company's profile, list of clients with their telephone number.
  - ii) Copies of Income Tax and Sales Tax Registration Certificates.
  - iii) A call deposit being 3% of the total bid value as Earnest Money in favour of Chief Commissioner Inland Revenue, Regional Tax Office, Gujranwala.
  - iv) Brochures and other technical material of the quoted items.

- v) Companies / agencies will produce capability, relevant experience Certificate from the principal that the vendor is Sole Distributor / Authorized Dealer / Authorized Re-Seller etc.
- vi) Affidavit (on legal paper) that the Supplier / Company is neither blacklisted nor in litigation with any of its clients.



**(HASSAN MABROOR)**  
Additional Commissioner-IR /  
Chairman Purchase Committee  
Regional Tax Office Gujranwala

Signature & Stamp of the Bidder on every Page of the Bid



**GOVERNMENT OF PAKISTAN**  
**FEDERAL BOARD OF REVENUE**  
**REGIONAL TAX OFFICE, G.T.ROAD, GUJRANWALA**

## **TENDER DOCUMENT**

### **SUPPLY OF UNIFORM**

TENDER ISSUANCE DATE      23.10.2025

BID SUBMISSION DATED      13.11.2025

**REGIONAL TAX OFFICE, G.T.ROAD, GUJRANWALA.**

No. \_\_\_\_\_

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

SUBJECT:- **TENDER FOR THE PROVISION OF UNIFORMS, REGIONAL TAX OFFICE, GUJRANWALA.**

Organization Name	Regional Tax Office, Gujranwala.
Address	G.T.Road, Gujranwala.
City	Gujranwala
Telephone No.	055-9200727
Fax No.	055-9200723
Tender document No.	01

**Description & Instructions.**

- 1) Regional Tax Office, Gujranwala, Federal Board of Revenue )hereinafter called RTO / Purchaser invites tenders through EPADS for the supply of **Uniform as per detail given below:-**

s. #.	DESIGNATION / DESCRIPTION OF ITEMS.	Quantity of uniform
1.	<b><u>Inspector</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	86
2.	<b><u>Senior Auditor</u></b> Pant Shirt, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	11
3.	<b><u>Dispatch Rider</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	02
4.	<b><u>Havaldar</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	03
5.	<b><u>Sepoy</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	36
6.	<b><u>Armed Guard</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	24
7.	<b><u>Qasid</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	07
8.	<b><u>Bailiff</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	14
9.	<b><u>Driver</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	58
10.	<b><u>Daftari</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	31
11.	<b><u>Notice Server</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	32
12.	<b><u>Naib Qasid</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	22
13.	<b><u>Chowkidar</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	16
14.	<b><u>Frash</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	02
15.	<b><u>Mali</u></b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	16

16.	<b>Sanitary Worker</b> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	24
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- 5) **DELIVERY SCHEDULE**  
The provision of Uniform mentioned in Schedule of Requirement Annexure "A" is required within 15 days (in Gujranwala at the premises) after award of the contract (s) to be issued against this tender inquiry. So the lowest bidder may be in a position to complete delivery with the given time frame.
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- 7) Quoted rates must be inclusive of all taxes (Sales Tax etc.) & in Pak Rupees.
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( **HASSAN MABROOR** )  
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- iv) Brochures and other technical material of the quoted items.
- v) Companies / agencies will produce capability, relevant experience Certificate from the principal that the vendor is Sole Distributor / Authorized Dealer / Authorized Re-Seller etc.
- vi) Affidavit (on legal paper) that the Supplier / Company is neither blacklisted nor in litigation with any of its clients.

  
( **HASSAN MABROOR** )  
Additional Commissioner-IR /  
Chairman Purchase Committee  
Regional Tax Office, Gujranwala

Signature & Stamp of the Bidder on every Page of the Bid