



GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE  
CORPORATE TAX OFFICE, LAHORE  
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE

**TENDER NOTICE NO. 01 / 2025-26 DATED: 23.10.2025**  
**FOR PROCUREMENT OF STATIONERY & COMPUTER STATIONERY**

Corporate Tax Office (CTO), Lahore invites electronic bids in accordance with the Public Procurement Rules 2004, from experienced and reputable firms having valid registration with tax and other relevant authorities, for procurement of **Stationery & Computer Stationery Items on least cost basis through "single stage-one envelope procedure"** under Rule 36(a) of PPRA Rules, 2004. The firms submitting their bids must be appearing on Active Taxpayers List of Income Tax & Sales Tax issued by the Federal Board of Revenue, Government of Pakistan and shall be regular Sales Tax return filer.

**TERMS & CONDITIONS**

1. Electronic bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) as well as FBR's Website [www.fbr.gov.pk](http://www.fbr.gov.pk)
2. Applications should be submitted electronically only through EPADS. Manual submission of applications is not allowed.
3. The electronic bids must be submitted by using EPADS on or before **13.11.2025 at 10:00 AM which will be opened on the same day at 10.30 AM in Conference Room, Corporate Tax Office, Lahore through EPADS**. All interested bidders must register themselves at EPADS at <http://eprocure.gov.pk>
4. Applications, which are incomplete/not signed & stamped / late or submitted by other than specified mode, will be rejected. The contract will be awarded to the most advantageous bid.
5. All/any payment(s) will be made as per available/released budget and through AGPR, Sub Office, Lahore.
6. The supplies would have to be according to specifications/samples as approved by the Purchase Committee.
7. Tender must be accompanied by a Bank Draft / Pay Order as per **LOT-Wise** in favour of Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore as earnest money/bid security (Refundable), otherwise Bid shall be rejected. The Bid Security (in the shape of Pay Order/ Demand Draft) must be submitted in hard to the office before the bid opening in sealed envelope.
8. Bidders can participate in whole tender or LOT-Wise. Rate of each item / article (Lot-wise) should be quoted separately.
9. Rates must be quoted inclusive of all applicable government duties & taxes in Pak Rupees.
10. Rates must be quoted including all charges like travelling & transportation of the items.
11. The quoted rates provided by the bidder will be applicable up to **30.06.2026**.
12. Income Tax/Withholding Tax & Sales Tax (if applicable) will be deducted in accordance with the law.
13. The procuring agency reserves the right to accept or reject all bids/proposal in accordance with Rule 33(1) of PPRA Rules, 2004.
14. The Tender Notice and Tender Documents can also be viewed on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and FBR website [www.fbr.gov.pk](http://www.fbr.gov.pk)

**Note: Notification of the Grievance Redressal Committee (GRC) constituted in terms of Rule-48 of PPRA Rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk)**

  
(MUHAMMAD SAJID AHMAD)  
Additional Commissioner (Hqrs)  
Corporate Tax Office, Lahore  
Ph: 99211717, Fax: 99211816  
Additional Commissioner (Hqrs)  
(IR) Corporate Tax Office  
Lahore.



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## **TENDER DOCUMENTS**

**SUPPLY OF STATIONERY AND COMPUTER STATIONERY ITEMS**

**BID SUBMISSION DATE** on or before **13.11.2025** at 10.00 am



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CORPORATE TAX OFFICE, LAHORE  
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE**

No. Bud/CTO/CCIR/25-26/ ۱۲۵۱

Dated: 23.10.2025

**SUBJECT: TENDER FOR THE PROVISION OF STATIONERY AND COMPUTER STATIONERY ITEMS IN CORPORATE TAX OFFICE, LAHORE.**

Organization Name	Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.
Address	Tax House, Syed Mauj Darya Road, Lahore.
FBR-FTN	9011301-2
Tele No.	99211717
Fax No.	99211816
Tender document No.	01 / 2025-26

**Description & Instructions:**

The Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore Federal Board of Revenue (hereinafter called CCIR, Corporate Tax Office, Lahore / Purchaser invites tenders only through EPADS for the supply **Stationery & Computer Stationery Items** as per detail given in Schedule of Requirement (Annex-B): -

- 1) 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. Liaqat Ali, Drawing & Disbursing Officer, 042-99210317, 0321-4538936.
- 2) The Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore reserves the right to reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or of the grounds for Chief Commissioner's action.
- 3) Income / Withholding Taxes will be deducted in accordance with the law. The Sales Tax shall also be deducted in accordance with the law.
- 4) **DELIVERY SCHEDULE:**  
The provision of **Stationery and Computer Stationery Items** mentioned in Schedule of Requirement Annexure "B" is required within 2 weeks (in Lahore at the premises) after award of the contract (s) to be issued against this tender inquiry. So, the successful bidder may be in a position to complete delivery within the given time frame.
- 5) **PENALTY:**  
In case of 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:
  - 5.1 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 10 days exceeding the supply period.
  - 5.2 If the **Stationery and Computer Stationery Items** are not supplied even after payment of penalty for 10 consecutive days the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore reserves the right to cancel the supply order and to purchase required items elsewhere at the risk and cost of the defaulting Supplier.

- 6) Quoted Rates must be inclusive of all applicable government duties & taxes in Pak Rupees.
- 7) Rates must be quoted including all charges like travelling & transportation of the supply of Stationery & Computer Stationery Items.
- 8) Bidding Form Annexure "A" must also be duly filled in, stamped and signed by authorized representative of the bidder.
- 9) Quoted rates shall be valid up to **30.06.2026** 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) **BID SECURITY:**

10.1 The Bidder shall furnish as part of his bid, a call deposit / Pay Order (Refundable bid security) as per below detail: -

Lot No.	Lot Description	Estimated Price (PK Rupees)	Bid Security (PK Rupees)
1	Paper (A4 & Legal Size)	30,739,500/-	1,229,580/-
2	Printer Toner/Cartridges	12,774,240/-	510,970/-
3	Misc. Office Stationery	21,717,788/-	868,712/-

10.2 The bid security is furnished for each lot in Pak Rupees in the shape of Pay Order / Demand Draft in favor of Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.

10.3 The Bid Security (in the shape of Pay Order/ Demand Draft) must be submitted in hard to the office before the bid opening in sealed envelope.

10.4 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 "Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore".

10.5 Unsuccessful bidder's Bid Security shall be returned after announcement of the successful bidders.

11) **WARNING:**

There will be no compromise on quantity, quality, originality and 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:

12.1 Payment will be made on submission of bill in accordance with the terms & conditions mentioned in this tender document.

12.2 The earnest money will be released to the bidder after 30 days of the successful completion of contract / supplies and best satisfaction by this office.

13) **DEADLINE FOR SUBMISSION OF BIDS:**

The electronic bids must be submitted by using EPADS on or before **13-11-2025 at 10:00 AM.**

**14) OPENING OF BIDS:**

- 14.1 The Purchaser will open the bids on the same day at **10:30 AM in Conference Room, Corporate Tax Office, Lahore** through EPADS in the presence of bidder / representatives who choose to attend at the below mentioned address.
- 14.2 Address: Office of the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore 1<sup>st</sup> Floor, Tax House, Syed Mauj Darya Road, Lahore.

**15) WARRANTY**

- 15.1 The Supplier shall warrant that all Stationery and Computer Stationery Items supplied against the Purchase 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 equipment under the conditions prevailing at final destination.
- 15.2 The supplier shall warrant/responsible that all items of supply order(s) shall have original, quantity & quality wise and according to the required specification.

**16) Following documents must be submitted along with the bids: -**

- 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 Copy of Vendor No. issued by the AGPR, Sub Office, Lahore.
- 16.4 Copy of cheque leaf showing IBAN
- 16.5 A call deposit as per 10.1 (Lot wise) as Earnest Money in favour of Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.
- 16.6 Brochures and other technical material of the quoted items (if any).
- 16.7 Companies/agencies will produce capability, relevant experience certificate from the principal that the Vendor is Sole Distributor/Authorized Dealer/Authorized Re-Seller etc.
- 16.8 An affidavit on stamp paper of Rs.100/- to the effect that the supplier/company/firm has not been blacklisted by any of the Government Department nor in litigation.
- 16.9 Signature & Stamp of the Bidder on every Page of the Bid is required to be affixed.

  
(MUHAMMAD SAJID AFTAB)  
Additional Commissioner (Hqrs.)  
Corporate Tax Office, Lahore.  
Ph: 99211717. Fax: 99211816  
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ANNEX-A

PARTICULARS	DESCRIPTION	ATTACHMENTS (Page Nos. or Annexure Nos.)
Name of the Firm		
Address (Telephone, Fax & E-mail)		
Year of Establishment (Attached any documentary evidence or furnish a statement on Oath)		
Whether Pay Order as Earnest Money equal to 3% of the total value of bid is enclosed in proposal)		
Bankers related to the similar assignments		
Experience related to the similar assignments		
Annual Turnover Supported by Sales or Income Tax Return		
Enlistment Certificate (Copy of Certificate enlisted with Govt. / Semi Govt. or Organization if any)		
Assignments in Hand (Current)		
Clientele attached as separate Annexure (if necessary)		
Allidavit (that the firm has not been blacklisted by private, Govt. Semi Govt./Autonomous body)		
Managerial / Technical Capability (Manpower attach if necessary)		
Name of Contact Person Telephone, Fax & Mobile No.		



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ANNEX-B

SCHEDULE OF REQUIREMENT & FINANCIAL PROPOSAL  
STATIONERY & COMPUTER STATIONERY ITEMS.

**LOT NO.1 (Paper A4 & Legal Size)**

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Computer Paper Imported AA Brand or equivalent 80 Gram A4 size 500 Sheets each ream	Nos.	4,000			
2	Computer Paper Imported AA Brand or equivalent 80 Gram Legal size 500 Sheets each ream	Nos.	3,000			
3	Imported Paper AA Brand or equivalent 80 Gram A4 size 500 Sheets each ream	Nos.	5,500			
4	Imported Paper AA Brand or equivalent 80 Gram Legal size 500 Sheets each ream	Nos.	3,500			

**LOT No.2 (Printer Toner/Cartridges)**

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Toner HP Laser Jet Pro 4003 dw	Nos.	150			
2	Toner HP Laser Jet Pro M 404 dn	Nos.	52			
3	Toner HP Laser Jet Pro M 10 2a	Nos.	13			
4	Toner HP Laser Jet Pro M 12 a	Nos.	2			
5	Toner HP Laser P 1102	Nos.	32			
6	Toner HP Laser Jet 1020	Nos.	10			
7	Toner HP Laser Jet 1320	Nos.	10			
8	Toner HP Laser Jet P 1005	Nos.	7			
9	Toner HP Laser Jet P 2055 dn	Nos.	5			
10	Toner HP Laser Jet 1010	Nos.	4			
11	Toner HP Laser Jet 1018	Nos.	3			
12	Toner HP Laser Jet 1022	Nos.	3			
13	Toner HP Laser Jet 1320 n	Nos.	2			
14	Toner HP Laser Jet P 1006	Nos.	2			

15	Toner HP Laser Jet P 1505n	Nos.	2			
16	Toner HP Laser Jet P 1606 dn	Nos.	2			
17	Toner HP Laser Jet P 3015	Nos.	2			

**LOT NO.3 (Misc. Office Stationery)**

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Ball Point (Blue, Black & Red) 10 Pcs/packet.	Pkt.	3,000			
2	Uni Ball Rollerball vision elite brand or equivalent Pen or equivalent (Blue, Black, Red & Green) 12 Pcs/packet	Pkt.	3,000			
3	Uni Ball Gel ink Pen Roller Signo Brand or equivalent 0.4mm line & 0.7mm Ball (Blue & Black) 12Pcs/Pkt.	Pkt.	2,000			
4	Register Plain Wide Lines Fine Quality (384-400 Pages)	Nos.	1,000			
5	Envelopes File (Size 14" x 18") Kraft Paper 105-Grams Brown colour fine quality	Nos.	5,000			
6	Envelopes (Size 11"x 5") E-6 fine quality Brown Colour (85-Grams)	Nos.	40,000			
7	Envelopes (Size 9" x 4") A4 size fine quality Brown Colour (85-Grams)	Nos.	5,000			
8	Envelopes Window (Size 9"x4") fine quality White Colour (85-Grams)	Nos.	50,000			
9	Commercial Desktop Stapler Durable Metal, 20 Sheet Capacity	Nos.	1,000			
10	Staple Pin (size 24/6) (10 in Box) fine quality	Nos.	1,000			
11	Dak Cover / Leaf Executive File Folder Rexine with Clip (Green + Blue + Red + Black)	Nos.	500			
12	Dak / Peon Book A4 size 70-Gram 200 pages	Nos.	500			
13	Diary Register 70-Gram paper (500-pages)	Nos.	500			
14	Dispatch Register 70-Gram paper (500-pages)	Nos.	500			
15	Calculator two-way power 14-digits	Nos.	300			
16	Punch Machine Single hole (steel rod large size)	Nos.	500			
17	Punch Machine heavy duty Double hole	Nos.	100			
18	Hlb Black Lead Pencil with Rubber Top Eraser	Dozen	100			
19	Glue Stick (40 gm)	Nos.	1,000			
20	Transparent Scotch Tape 48mm 2" size 50 Yards	Nos.	500			
21	Transparent Scotch Tape 48mm 3" size 50 Yards	Nos.	500			

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

Authorized Signature with Stamp

Name: \_\_\_\_\_

Land Line Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_