



OFFICE OF THE
ADDITIONAL COMMISSIONER-IR
RANGE-I, ZONE-I
REGIONAL TAX OFFICE, GUJRANWALA
PH # 055-9200727

SHORT TENDER NOTICE

1	For official use, Regional Tax Office, Gujranwala invites sealed bids from eligible firms or persons according to Public Procurement Rules, 2004 and as per Tender Documents requires different items (Uniform & Stationery Items etc).
2	Tender documents and allied information is available during official working hours.
3	Sealed bids must be delivered to the undersigned before 11:00 a.m. on <u>23.10.2025</u> . Bids will be opened at 01:00 p.m. on the same day in the presence of bidders or their representations.
4	Bidders must submit samples of the items at the time of opening of tenders.
5	All the bidders will deposit 5% bid money of the tender money along with tender documents in shape of Bank Draft/CDR in the name of Chief Commissioner Inland Revenue, RTO, Gujranwala issued by the scheduled Bank which should be valid for 120-days from the date of opening of tender.
6	The bidders should be registered with the Sales Tax & Income Tax. Photocopies of registration with Sales Tax & Income Tax must be attached with the bid. Rates of each item inclusive of all taxes also be attached.
7	Incomplete tender documents are not acceptable.
8	The Competent Authority /purchase committee may reject any bid under Rule-33 of the Public Procurement Rules, 2004.


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

حکومت پاکستان

ایڈیشنل کمشنران لینڈ ریونیو، ریجنل، زون ون

ریجنل ٹیکس آفس، گوجرانوالہ۔

شارٹ ٹینڈر نوٹس

- 1- ریجنل ٹیکس آفس، گوجرانوالہ کو دفتری استعمال کے لیے پبلک پروکیورمنٹ رولز 2004 اور ٹینڈر ڈاکومنٹس کے مطابق متفرق اشیاء (یونیفارم اور سٹیشنری وغیرہ) کے لیے لفافہ بند کوششیں مطلوب ہیں۔
- 2- ٹینڈر ڈاکومنٹس و دیگر تفصیلات دفتری اوقات میں دستیاب ہوں گی۔
- 3- ٹینڈر بتاریخ 23.10.2025 کو دن 11:00 بجے تک دفتر ہذا میں پہنچ جانے چاہئیں جو کہ اسی دن 01:00 بجے دوپہر ٹینڈر دہندگان یا ان کے نمائندگان کے موجودگی میں کھولے جائیں گے۔
- 4- ہر ٹینڈر دہندہ کو ٹینڈر کھلنے کے وقت نمونہ جات جمع کروانا ہوں گے۔
- 5- تمام ٹینڈر دہندگان ٹینڈر کی کل قیمت کا 5 فیصد ضمانت، ڈرافٹ / سی ڈی آر کی شکل میں جو پاکستان کے کسی شیڈولڈ بینک سے جاری کردہ ہوں بنام چیف کمشنران لینڈ ریونیو، ریجنل ٹیکس آفس، گوجرانوالہ ٹینڈر کے ساتھ منسلک کریں۔ جو کہ ٹینڈر کھلنے کی تاریخ سے 120 دن تک موثر ہونا چاہیے۔
- 6- ٹینڈر دہندہ محکمہ انکم ٹیکس اور سیلز ٹیکس میں رجسٹرڈ ہونا چاہیے اور ہر آئٹم کے علیحدہ نرخ بشمول سیلز ٹیکس و انکم ٹیکس ہونا چاہیے۔ این ٹی این سٹریٹجی / سیلز ٹیکس رجسٹریشن اور شناختی کارڈ کی کاپی ٹینڈر کے ساتھ منسلک کریں۔
- 7- نامکمل کوششیں کسی صورت قابل قبول نہیں ہوں گی۔
- 8- مجاز اتھارٹی / پریزیڈنٹ کی زیر دفعہ 33 پبلک پروکیورمنٹ رولز 2004 کسی ایک یا تمام کوششیں کو مسترد کر سکتی ہے۔

(حسن مبرور)

ایڈیشنل کمشنران لینڈ ریونیو (چیرمین پریزیڈنٹ)

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:	12.09.2025
BID SUBMISSION DATE:	23.10.2025

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 sealed tenders for the supply of **Stationery as per detail given below:-**

S.#	Name of Item.	Quantity Required
1	Computer Paper Ream (A4 Size 80gm) 500 leaves per Ream	10000
2	Ball Point Blue (0.8 mm) Standard	1000 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	240 Pcs.
13	Register (100 Pages) Standard	240
14	Rubber (Eraser) (30 in Pkt) Standard	20 Pkts.
15	Pencil Sharpener (50 in Pkt) Standard	20 Pkts.
16	Stamp Pad (6x9 cm) (24 in Pkt) Standard	28 Pkts.
17	Stapler (paper capacity 20 sheets of 201b) (10 in Pkt) Standard	80
18	Staple Pin (24/6) (20 in Pkt) Standard	100
19	Tag. Standard	400
20	Signo Uni-Ball (12 in Pkt) (Blue / Black) Standard	240
21	Signo Uni-Ball (12 in Pkt) (Green) Standard	40
22	Solution Tape (Two Inch) Standard	80
23	Packing Tape (Three Inch) Standard	120
24	Permanent Marker (10 in Pkt) Standard	40
25	Pin Remover (12 in Pkt) Standard	16 Boxes
26	Paper Cutter Standard	120
27	Calculator Citizen 12 digit	100
28	Scale Steel China	80

29	Paper Clip (Small Pkt)	3 Flowers	20
30	File Flapper (Only Flapper)		12004
31	Register Receipts & Dispatch (1000 Pages)		24

- 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:-
- 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.
 - 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) Bidding Form Annexure "B" must also be duly filled in, stamped and signed by authorized representative of the bidder.
- 10) 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.
- 11) The Bidder shall furnish as part of his bid, a call deposit / Pay Order equivalent to 5% 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".
- 12) **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.
- 13) **PAYMENT**
100% payment of the total value of the bill / supply order will be released subject to:
- Payment will be made on submission of bill in accordance with the terms & conditions mentioned this tender document.
 - 5% earnest money will be released to the bidder after 30 days, successful completion of contract/supplies and best satisfaction by this office.

14) **SEALING AND MARKING OF BIDS.**

- i) The envelopes shall be submitted in sealed envelope marked as under:-


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

15) **DEAD LINE FOR SUBMISSION OF BIDS.**

All bids must be delivered in the office of the undersigned on or before the prescribed deadline 11:00 AM on **23.10.2025**.

16) **OPENING OF BIDS:**

- i) The Purchaser will open the bids in the presence of bidder / representatives who chose to attend at 1:00 PM on **23.10.2025** at the below mentioned address.
- ii) Address: Office of the Additional Commissioner-IR / Chairman Purchase Committee, Range-I, Zone-I, Regional Tax Office, G.T.Road, Gujranwala.

17) **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.

18) **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 5% 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	12.09.2025
BID SUBMISSION DATED	23.10.2025

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)herein after called RTO / Purchaser invites sealed tenders for the supply of **Uniform as per detail given below:-**

S. #.	DESIGNATION / DESCRIPTION OF ITEMS.	Quantity of uniform
1.	<u>Inspector</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	42
2.	<u>Dispatch Rider</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	02
3.	<u>Havaldar</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	03
4.	<u>Sepoy</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	18
5.	<u>Armed Guard</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	12
6.	<u>Qasid</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	02
7.	<u>Bailiff</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	07
8.	<u>Driver</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	29
9.	<u>Daftari</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	31
10.	<u>Notice Server</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	32
11.	<u>Naib Qasid</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	22
12.	<u>Chowkidar</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	08
13.	<u>Frash</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	01
14.	<u>Mali</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	08
15.	<u>Sanitary Worker</u> Pant Shirt / Shalwar Kameez, Belt, Socks, Shoes, FBR Badge, Cap with Badge, Income Tax Badge, Name Plate, Cross Belt.	12

- 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 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.
- 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 Uniform 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 Uniform items.
- 9) Bidding Form Annexure "B" must also be duly filled in, stamped and signed by authorized representative of the bidder.
- 10) 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.
- 11) The Bidder shall furnish as part of his bid, a call deposit / Pay Order equivalent to 5% 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".
- 12) **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.
- 13) **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 this tender document.
 - ii) 5% earnest money will be released to the bidder after 30 days, successful completion of contract/supplies and best satisfaction by this office.

14) **SEALING AND MARKING OF BIDS.**

- i) The envelopes shall be submitted in sealed envelope marked as under:-


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

15) **DEAD LINE FOR SUBMISSION OF BIDS.**

All bids must be delivered in the office of the undersigned on or before the prescribed deadline 11:00 AM on **23.10.2025**.

16) **OPENING OF BIDS:**

- i) The Purchaser will open the bids in the presence of bidder / representatives who chose to attend at 1:00 PM on **23.10.2025** at the below mentioned address.
- ii) Address: Office of the Additional Commissioner-IR / Chairman Purchase Committee, Range-I, Zone-I, Regional Tax Office, G.T.Road, Gujranwala.

17) **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.

18) **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 5% 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