



GOVERNMENT OF PAKISTAN  
REGIONAL TAX OFFICE  
Chatha Town Lahore Road, Sargodha  
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Ref No.03/2025-26

TENDER NOTICE FOR PROCUREMENT OF OFFICE/COMPUTER STATIONERY AND UNIFORMS

Regional Tax Office, Sargodha 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 **Office/Computer Stationery and Uniforms** as mentioned below on least cost basis through “single stage single envelope procedure (file uploading method)” under Rule 36(a) of PPRA Rules, 2004. The firms submitting their bids must be appearing on Active Taxpayers Lists of Income Tax & Sales Tax issued by the Federal Board of Revenue, Government of Pakistan:-

Lot #.	Head of Account	Estimated Cost (Rs.)	Bid Security @3%
1	Supply of Office Stationery	9,882,950/-	296,500/-
2	Supply of Computer Stationery	4,720,000/-	141,600/-
3	Supply of Uniforms	5,740,000/-	172,200/-

**Terms & Conditions:**

- 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)
  - Bids should be submitted electronically only through **EPADS**. Manual submission of bids is not allowed.
  - The electronic documents / proposals must be submitted by using **EPADS** on or before **15-05-2026 at 02:00 PM** which will be opened on the same day at **02:30 PM in Conference Room, RTO, Sargodha** through **EPADS. All interested bidders must register at EPADS.**
  - Bids, which are incomplete/not signed/not stamped/late or submitted by other than specified mode, will be rejected. The contract will be awarded to the most advantageous bid.
  - Payment will be made as per available/released budget.
  - The supplies would have to be according to specifications/samples as approved by the Purchase Committee.
  - Rate of each item/article should be quoted separately.
  - Bid must be accompanied by a Bank Draft/Pay Order of **3%** of estimated cost in favour of Chairman Purchase Committee, Regional Tax Office, Sargodha as earnest money, otherwise bid shall be rejected. Original bid security must be submitted in hard form (hard copy) in the office of undersigned by the bidders.
  - The bidders shall be on Active Taxpayer List (ATL) and shall be regular Sales Tax return filer. (Where applicable).
  - Bidder firm shall attach an affidavit of Rs.100/- on stamp paper (latest and original) to the effect that the firm has not been blacklisted by any of the Government Departments.
  - The quotations may be submitted inclusive of all taxes and delivery charges.
  - Income Tax/Withholding Tax will be deducted in accordance with the law. Kindly note that the Sales Tax (if applicable) shall also be deducted in accordance with the law.
  - All Proposals should include:
    - Company's profile, list of such projects handled, list of clients with telephone numbers and addresses;
    - Copies of Income Tax and Sales Tax registration certificates;
  - Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
  - The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule 33(1) of PPRA Rules, 2004.
  - 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)
  - Bidders can participate in all or in a single LOT separately.
- Note: Notification of the 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)

(AZMAT HAYAT RANJHA)  
Chairman Purchase Committee  
Regional Tax Office, Sargodha  
Contact No.048-9230679