



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

TENDER DOCUMENTS

SUPPLY OF STATIONERY AND COMPUTER STATIONERY ITEMS

BID SUBMISSION DATE on or before **15 .09.2026** at 11.00 am



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

No. Bud/CTO/CCIR/26-27/ **692**

Dated: **27 AUG 2026**

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 / 2026-27

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, obtaining the sample or other terms and conditions you may seek clarification from Mr. Shah Samad, Drawing & Disbursing Officer, 042-99210317, 0300-9418597.
- 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) 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 **30.06.2027** 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. The purchase/supply order will be issued as per available budget during the financial year 2026-27.

10) BID SECURITY:

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

Lot No.	Lot Description	Estimated Price (PK Rupees)	Bid Security (PK Rupees)
1	Paper (A4 & Legal Size)	18,304,000/-	732,160/-
2	Computer Printer Toner Cartridges	13,092,500	523,700/-
3	Photo state Machine Cartridge	3,690,000/-	147,600/-
4	Misc. Office Stationery	19,560,250/-	782,410/-

- 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 v2.0 on or before **15.09.2026** at 11:00 AM.

14) OPENING OF BIDS:

- 14.1 The Purchaser will open the bids on the same day at **11:30 AM in Conference Room, Corporate Tax Office, Lahore** through **EPADS v2.0** 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 1st 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 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.
- 15.3 The supplier shall warrant/responsible for providing samples of the stationery items before the purchase committee as requested from the lowest bidder before awarding the purchase order.
- 15.4 Companies / agencies will produce capability, relevant/valid experience certificate from the principal that the Vendor is Sole Distributor / Authorized Dealer /Authorized Re-Seller etc. in respect of Lot No.3

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/valid 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 AHMAD)
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 4% 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)		
Affidavit (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 (white) Imported AA Brand or equivalent 80 Gram A4 size 500 Sheets each ream	Nos.	2,500			
2	Computer Paper (white) Imported AA Brand or equivalent 80 Gram Legal size 500 Sheets each ream	Nos.	1,000			
3	Imported Paper (white) AA Brand or equivalent 80 Gram A4 size 500 Sheets each ream	Nos.	7,500			
4	Imported Paper (white) AA Brand or equivalent 80 Gram Legal size 500 Sheets each ream	Nos.	2,000			

LOT No.2 (Computer Printer Toner Cartridges)

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Toner HP Laser Jet Pro 4003 dw (Original)	Nos.	150			
2	Toner HP Laser Jet Pro M 404 dn (Original)	Nos.	50			
3	Toner HP Laser Jet Pro M 10 2a (Original)	Nos.	15			
4	Toner HP Laser Jet Pro M 12 a (Original)	Nos.	10			
5	Toner HP Laser P 1102 (Original)	Nos.	35			
6	Toner HP Laser Jet 1020 (Original)	Nos.	15			
7	Toner HP Laser Jet 1320 (Original)	Nos.	15			
8	Toner HP Laser Jet P 1005 (Original)	Nos.	10			
9	Toner HP Laser Jet P 2055 dn (Original)	Nos.	10			
10	Toner HP Laser Jet 1010 (Original)	Nos.	10			
11	Toner HP Laser Jet 1018 (Original)	Nos.	5			
12	Toner HP Laser Jet 1022 (Original)	Nos.	5			
13	Toner HP Laser Jet 1320 n (Original)	Nos.	5			
14	Toner HP Laser Jet P 1006 (Original)	Nos.	5			
15	Toner HP Laser Jet P 1505n (Original)	Nos.	5			
16	Toner HP Laser Jet P 1606 dn (Original)	Nos.	5			
17	Toner HP Laser Jet P 3015 (Original)	Nos.	5			

LOT NO.3 (Photostate Machine Cartridge -Stationery)

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Imported Toner Cartridge of Konica Minolta Photo state Machine (Model bizhub 450i).	Nos.	150			

LOT NO.4 (Misc. Office Stationery)

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Ball Point 0.8mm (Blue, Black & Red) 10 Pcs/packet. Piano or equivalent	Pkt.	3,000			
2	Uni Ball Rollerball vision elite brand or equivalent Pen or equivalent (Blue, Black, Red & Green) 12 Pcs/packet	Pkt.	900			
3	Uni Ball Gel ink Pen Roller Signo Brand or equivalent 0.4mm line & 0.7mm Ball (Blue & Black) 12Pcs/Pkt.	Pkt.	500			
4	Register Plain Wide Lines Fine Quality (384-400 Pages) 70 Gram	Nos.	800			
5	Envelopes File (Size 14" x 18") Kraft Paper 105-Grams Brown colour fine quality	Nos.	6,000			
6	Envelopes (Size 11"x 5") E-6 fine quality Brown Colour (85-Grams)	Nos.	20,000			
7	Envelopes (Size 9" x 4") fine quality Brown Colour (85-Grams)	Nos.	6,000			
8	Envelopes Window (Size 9"x4") fine quality White Colour (85-Grams)	Nos.	50,000			
9	Stapler Machine Heavy Duty (Max 240 pages staple capacity) - Black	Nos.	50			
10	Heavy Duty Stapler Pins 23/17 (1000 staples each packet)	Pkt.	150			
11	Heavy Duty Stapler Pins - 23/24 (1000 staples each packet)	Pkt.	150			
12	Stapler Machine (Staples 24/6, 26/6) Durable Metal, 20 Sheet Capacity	Nos.	500			
13	Staple Pin (size 24/6) (10 in Box) fine quality	Box	2,500			
14	Dak Cover / Leaf Executive File Folder Rexine with Clip (Green + Blue + Red + Black)	Nos.	500			
15	Dak / Peon Book A4 size 70-Gram 100 pages	Nos.	500			
16	Diary Register 70-Gram paper (360-pages)	Nos.	300			
17	Dispatch Register 70-Gram paper (360-pages)	Nos.	300			
18	Diary Register 70-Gram paper (500-pages)	Nos.	50			
19	Dispatch Register 70-Gram paper (500-pages)	Nos.	50			
20	Calculator two-way power 14-digits Citizen or equivalent	Nos.	200			
21	Punch Machine Single hole (steel rod large size)	Nos.	1,000			
22	Punch Machine heavy duty Double hole	Nos.	200			
23	Lead Pencil – (12 Pcs each Packet) Black with top Rubber Piano or equivalent	Pkt.	500			
24	Glue Stick Transparent UHU or equivalent (21 gm)	Nos.	1,000			
25	Glue Stick Transparent UHU or equivalent (40 gm)	Nos.	500			
26	Transparent Scotch Tape 48mm 1" size 50 Yards Deer or equivalent	Nos.	300			
27	Transparent Scotch Tape 72mm 2" size 50 Yards Deer or equivalent	Nos.	400			
28	Transparent Scotch Tape 72mm 3" size 50 Yards Deer or equivalent	Nos.	100			
29	PVC Packing Tap 50 Yards 2" size Deer or equivalent	Nos.	300			
30	Sticky Note Size 76x76mm 3x3inch/Pkt (100-Sheets each)	Pkt.	2,000			
31	Highlighter Different Colours 15Pcs/Box Dollar or equivalent	Nos.	1,000			
32	Stamp Pad 6x9 cm plastic case best quality Crystal or equivalent	Nos.	500			
33	Stamp Pad Executive Large best quality Crystal or equivalent	Nos.	150			
34	Permanent Market Refillable Dollar or equivalent	Nos.	1,000			
35	Erasers White (30 Pcs each Box) Pelican or equivalent	Box	100			
36	Rexin Flapper Green Colour (size 2.5" x 2") with Cotton Doori (Size 3'x0.5")	Nos.	5,000			
37	White Cotton Doori roll 50yards size 0.5"	Roll	2,000			
38	Note Pad Small 50-Pages 80 Gram paper (Narrow lines)	Nos.	2,000			
39	Note Pad Large 100-Pages 80 Gram paper (Narrow lines)	Nos.	1,000			
40	Correction Pen (Fluid) Dollar or equivalent	Nos.	1,000			
41	File Cover (as per Sample) Bleach Card 300 GSM inside laminated	Nos.	50,000			
42	File Tags multi colour (10Ghuchi per Packet) (100pcs per Guchi) duly punched both ends.	Pkt.	2,000			

Dated: _____

Authorized Signature with Stamp

Name: _____

Land Line Number: _____

Mobile Number: _____