



**OFFICE OF THE
CHIEF COMMISSIONER IR
REGIONAL TAX OFFICE, SAHIWAL**

No. CCIR/RTO/SWL/ADMN/ **1690**

Dated: 7/11/2025


To,

**The System Admn. (PPRA),
Islamabad.**

SUBJECT:- UPLOADING OF TENDER - REQUEST REGARDING -

I am directed to refer to the subject and to enclose herewith a copy of tender for uploading on the website of **PPRA** at the earliest.

Encls:(a.a.)


(UMER ZEB KHAN)
Deputy Commissioner (HQs)
Regional Tax Office, Sahiwal

اشتہار برائے فراہمی اشیاء

حکومت پاکستان

ریونیوڈ ویٹرن، فیڈرل بورڈ آف ریونیو، ریجنل ٹیکس آفس، ساہیوال

ریجنل ٹیکس آفس واقع ٹیکس ہاؤس، کینال کالونی، ساہیوال کو پیپرارولز 2004 کے رول (a) 36 کے تحت درج ذیل اشیاء کی فراہمی کیلئے ٹھیکیدار صاحبان / فرمز / کمپنیوں سے بذریعہ (EPADS) سربمہر پیشکشیں مطلوب ہیں۔

اشیاء

1۔ آفس شیٹری	زیر 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-1 www.eprocure.gov.pk-2 www.fbr.gov.pk-3
2۔ کمپیوٹر شیٹری	زیر ضمانت بولی کا تین فیصد	ایضاً
3۔ یونیفارم برائے آفیسرز / آفیشلز اور کلاس فور ملازمین (موسم سرما)	زیر ضمانت بولی کا تین فیصد	ایضاً

شرائط:-

- 1۔ تمام پیشکشیں 03 دسمبر، 2025 بوقت 2:00 بجے دوپہر تک بذریعہ (EPADS) وصول کی جائیں گی اور اسی روز دفتر ہذا کے کانفرنس روم میں بوقت 2:30 بجے دوپہر بذریعہ (EPADS) کھولی جائیں گی۔
- 2۔ خواہشمند فرمز / کمپنیز ٹیکس میں رجسٹرڈ ہوں اور اپنے ٹیکس گوشوارہ جات باقاعدگی سے جمع کرواتے ہوں۔
- 3۔ متعلقہ شعبہ میں موزوں تجربہ اور اچھی شہرت رکھتے ہوں۔
- 4۔ 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 (زیر ضمانت) درج بالا بحق چیف کمشنران لینڈ ریونیو، ریجنل ٹیکس آفس ساہیوال کے نام جمع کرانا ہوگا۔
- 5۔ ٹھیکیداران / فرمز / کمپنیاں اپنی صلاحیت، متعلقہ تجربہ اور سابقہ کارکردگی پیش کریں گی۔
- 6۔ تمام مروجہ ٹیکسز لاگو ہوں گے۔
- 7۔ پیپرارولز 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۔
- 8۔ درج بالا ٹھیکہ جات کے بارے میں مزید تفصیلات اور شرائط و ضوابط دفتری اوقات کار میں کلیم احمد سٹاف آفیسر (ایڈمن)، ریجنل ٹیکس آفس ساہیوال سے فون نمبر 040-9200083 پر حاصل کی جاسکتی ہیں۔

محمد افضل خان آفریدی، ڈی۔ ڈی۔ او (ممبر پرچیز کمیٹی)، ریجنل ٹیکس آفس ساہیوال۔ فون نمبر 040-9200182

(Muhammad Afzal Khan Afridi)
Drawing & Disbursing Officer
Regional Tax Office Sahiwal



GOVERNMENT OF PAKISTAN
REGIONAL TAX OFFICE
Tax House, Canal Colony, Sahiwal
Ph.040-9200181-82 (Fax) 040-9200180
Email:ccir.rto.sahiwal@fbr.gov.pk

TENDER NOTICE FOR PROCUREMENT OF OFFICE/COMPUTER STATIONERY AND UNIFORMS

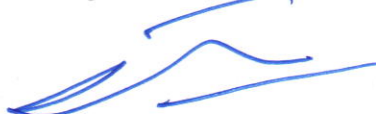
Regional Tax Office, Sahiwal invites electronic bids in accordance with the Public Procurement Rules 2004, from experienced and reputable firms having valid registration with tax and other relevant authorities, for procurement of **Office/Computer Stationery and Uniforms** as mentioned below on least cost basis through "single stage-one envelope procedure" 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	9,240,000/-	277,200/-
2	Supply of Computer Stationery	3,750,000/-	112,500/-
3	Supply of Uniforms	4,060,000/-	121,800/-

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
- Applications should be submitted electronically only through **EPADS**. Manual submission of Applications is not allowed.
- The electronic Pre-qualification documents / proposals must be submitted by using **EPADS** on or before **03-12-2025 at 02:00 PM** which will be opened on the same day at **02:30 PM in Conference Room, RTO, Sahiwal** through **EPADS**. All interested bidders must register themselves at **EPADS** at <http://eprocure.gov.pk>
- Applications, 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.
- Tender must be accompanied by a Bank Draft/Pay Order of **3%** of quoted value in favour of Chief Commissioner Inland Revenue, Regional Tax Office, Sahiwal as earnest money, otherwise tender shall be rejected.
- 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.
- 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, PPRA website www.ppra.org.pk and FBR website 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


(KALEEM AHMAD)
Member/Secretary Purchase Committee
Regional Tax Office, Sahiwal
Contact No.040-9200083
KALEEM AHMAD
Staff Officer (Admin)
Regional Tax Office,
Sahiwal

SCHEDULES OF REQUIREMENTS

Lot No. 01

I. Office Stationery

Sr. No.	Description of Office Stationery Item(s)	Unit	Price
1	White Paper Imported (AA) or equivalent (A-4 Size, 500 Sheets)	Ream	
2	Fluid Pen	Pcs	
3	Sticky Notes/Flags (3 x 3) inches	Pcs	
4	Sticky Notes/Flags (1 x 3) inches	Pcs	
5	High Lighter Large (Multi Color)	Pcs	
6	Marker No. 70 (Blue & Black)	Pcs	
7	Stamp Pad Colop or equivalent	Pcs	
8	Register Fine Quality (400 Pages)	Pcs	
9	Envelops File (Size 15" x 18") (100 pieces)	Packet	
10	Envelops File (Size 12" x 10") (A4 Size) (100 pieces)	Packet	
11	Envelops (Size 11"x 5") (50 pieces)	Packet	
12	Envelops (Size 9" x 4") (50 pieces)	Packet	
13	Uniball Signo smooth gel pen (blue, black, red & green) or equivalent	Pcs	
14	Ball Point (blue & black) signature or equivalent	Pcs	
15	Glue Stick (35 gm) Dollar or equivalent	Pcs	
16	Squash Tape Size 2" Deer Brand or equivalent	Pcs	
17	Packing Tape Size 2" Deer Branch or equivalent	Pcs	
18	Order Sheets (Legal Size) 100 Sheets fine quality	Pad	
19	Note Sheet Pad A-4 Size (50 sheets imported)	Pads	
20	Note Sheet Pad (Size 9" x 7") (50 sheets imported)	Pad	
21	Dak Book (S-38) (100 Pages)	Pcs	
22	Attendance Register 70g (100 Pages)	Pcs	
23	Dispatch Register 70g (500 Pages)	Pcs	
24	Receipt Register 70g (500 Pages)	Pcs	
25	Eraser	Pcs	
26	Sharpener	Pcs	
27	Led Pencil	Packet	
28	Steel Scale 12"	Pcs	
29	Punch Machine Local Standard Size (single hole)	Pcs	
30	Pin Remover (Standard Size)	Pcs	

Lot No. 02

I. Computer Stationery

Description of Computer Stationery Items(s)	Unit	Price
Computer Paper Imported (AA) or equivalent (Legal Size, 500 Sheets)	Ream	


KALEEM AHMAD
Staff Officer (Admin)
Regional Tax Office,
Sahiwal

I. Regular Uniform for Officers and Officials Inland Revenue (Winter Season)

Sr. No.	Description	Unit	Price
	<ul style="list-style-type: none"> • Sample of each type of item shall be provided by the tender participants. • In case samples are not in accordance with our requirements Committee has the right to reject the financial proposal. • Payment schedule shall be decided by the Committee. 		
1	Trousers: straight legged without cuffs (Olive Grey Color) The trousers shall have two pockets on the sides and one back pocket on the right side.	Pcs	
2	Shirt: Plain light cloth full-sleeve (Olive Grey Color) The shirt shall have a seven button front, attached buttoned down collars, two pleated pockets and shoulder loops;	Pcs	
3	Jersey: Black jersey (pullover ribbed pattern) with black buttons on front chest pockets. The jersey shall have shoulder loops;	Pcs	
4	Shoes: (Black Oxford Pattern)	Pair	
5	Socks: (Black Cotton)	Pair	
6	Belt: (web belt) (Black color with golden metal buckle)	Pcs	
7	Beret Cap: (Dark Blue Color) with relevant cap badge as prescribed in Schedule -III of Inland Revenue Uniform Rules, 2021)	Pcs	
8	Name Plate: (Polyvinyl chloride sheet name plate attached with screw nut arrangement, name plate shall be of black color 1/2 inches x 3 inches, rectangular shape, having the name of the officer and official duly engraved in white color.	Pcs	
9	Chest Badge: (Chest insignia to be fixed above the left breast pocket with the embroidered golden eagle holding silver key and text of "IRS" embroidered in a silver color thread on black background as prescribed in Schedule -III of the above Rules).	Pcs	

II. Field Uniform for Officers and Officials Inland Revenue (Winter Season)

Sr. No.	Description	Unit	Price
	<ul style="list-style-type: none"> • Sample of each type of item shall be provided by the tender participants. • In case samples are not in accordance with our requirements Committee has the right to reject the financial proposal. • Payment schedule shall be decided by the Committee. 		
1	Pants: Tricolor (Teal Blue, Ash Grey and White) camouflage (70% Cotton and 30% Polyester rip stop, mercerized, sanforized), six pocket cargo pants.	Pcs	
2	Shirts: Tricolor (Teal Blue, Ash Grey and White) camouflage shirt (70% Cotton and 30% Polyester rip stop, mercerized, sanforized) / printed polo shirt with Pakistan's flag on the upper left arm with printed stripes on the center of the shirt, below the button according to the ranks as per Schedule – IV of Inland Revenue Uniform Rules, 2021.	Pcs	
3	Shoes: Black color, long Double-Molded Sole (DMS) Shoes.	Pair	
4	Jacket: Tricolor (Teal Blue, Ash Grey and White) water-proof material jacket with full front, open zip, two side pockets and hoodie bearing the service badge on the front left side (in golden), ranks on the collar and IRS written on the back and Pakistan's flag on the upper left arms.	Pcs	
5	Socks: Black socks for Double-Molded Sole (DMS) Shoes.	Pair	
6	Belt: Web Belt of black color with wider golden metal buckle having embossed IRS Insignia.	Pcs	
7	Caps/Hats: Polo Caps/Hats of black color with IRS badge.	Pcs	
8	Name Tag: Name tag with black background having golden border and golden text, attached on Velcro tape on right side of the chest as per Schedule – IV of above Rules.	Pcs	
9	Chest Badge: Chest Insignia badge on front, left side of the chest as per Schedule – IV of the above Rules.	Pcs	

KALEEM AHMAD
Staff Officer (Admin)
Regional Tax Office,
Sahiwal

III. Uniform for Class-IV Staff (Winter Season)

Sr. No.	Description	Unit	Price
	<ul style="list-style-type: none">• Sample of each type of item shall be provided by the tender participants.• In case samples are not according to our requirement Committee has right to reject the financial proposal.• Payment schedule shall be decided by the Committee.		
1	Shalwar Kameez (Grace Malaysia Colour)	Pcs	
2	P-Cap (Black) with respective service insignia & Pakistani Flag (Small)	Pcs	
3	Belt Leather	Pcs	
4	Shoes (Black Oxford Pattern)	Pair	
5	Socks (Black Cotton)	Pair	
6	Woolen Jersey (Black) with respective service insignia	Pcs	
7	Chest badge with respective service insignia	Pcs	
8	Name Plate Computerized	Pcs	


(KALEEM AHMAD)

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Regional Tax Office, Sahiwal
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