



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

TENDER NOTICE NO. 04/ 2025-26

Regional Tax Office (RTO), Lahore invites electronic bids in accordance with the Public Procurement Rules 2004, from experienced and reputable Individuals, Firms/ AOPs and Companies having valid registration with Income / Sales Tax, and other relevant authorities, appearing on Active Taxpayers List of Income Tax & Sales Tax issued by the Federal Board of Revenue, Govt. of Pakistan, for procurement under following heads on least cost basis through “**Single stage-one envelope procedure**” under Rule 36(a) of PPRA Rules, 2004.

Sr. #	EXPENDITURE HEADS	BID SECURITY
1	COMPUTER STATIONERY	120,000/-
2	OTHER EXPENDITURES	150,000/-

TERMS & CONDITIONS.

1. Electronic bidding documents as per regulations, containing detailed Terms & Conditions, specifications and requirements etc. are available for the registered bidders at **EPADS at www.eprocure.gov.pk**
2. Bids should be submitted electronically only through EPADS in terms of Rule 7A of the PPRA Rules, 2004. Manual submission of bids is not allowed.
3. The electronic bids must be submitted by using EPADS **on or before 01:00 PM, Thursday 04.06.2026** which will be opened on the **same day at 03:00 PM in Conference Room, RTO, Lahore** through EPADS. All interested bidders must register themselves at EPADS at <http://eprocure.gov.pk>.
4. The tender shall be granted on the basis of open competitive bidding process, as is embodied in Rules 21 of PPRA Rules, 2004.
5. Bidders can participate in whole tender or item wise. Rate of each Goods/ article should be quoted separately.
6. The evaluation of bids will be conducted on an item-wise basis, and contract(s) will be awarded to the bidder(s) quoting **lowest evaluated cost / offering rates of goods in conformity with given specifications regarding quality and quotations in contravention of specifications and specified quality shall not be considered entertainable merely on the ground of lowest cost.**
7. All payment(s) will be made as per available budget through AGPR, Sub Office, Lahore.
8. The Supply orders must be accomplished with the timelines specified in the work orders and in accordance with items and specifications as approved and laid down in the tender documents.
9. Deviation from the Terms & Conditions as mentioned in the tender documents shall render a bidder disqualified
10. The Electronic Bid must be accompanied by a Bank Draft/ Pay Order mention against every head in favor of the **Chief Commissioner IR, RTO, Lahore** as earnest money, otherwise the Bid shall be rejected.
11. The bidders should not have been Black-listed by any authority in the past.
12. Rates must be quoted inclusive of all applicable government duties & taxes in Pak Rupees.
13. Rates must be quoted including all charges like travelling/ transportation required for the work.
14. The quoted rates shall be applicable up to **30.06.2026.**
15. Income Tax/ Withholding Sales Tax/ PRA (if applicable) will be deducted in accordance with the relevant law.
16. All applicable provisions of the PPRA Rules, 2004 shall govern this tender process.
17. 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.
18. The Tender Notice/Tender Documents can also be viewed on PPRA website **www.ppra.org.pk**



19. Additional Details regarding the tender can be obtained from the Caretaker Office, RTO, Lahore during the office hours.
20. The successful bidder upon award of contract/Supply order will be required to furnish 10% of the total tender value as 'Performance Guarantee' in the shape of Pay Order / Bank Guarantee of the equivalent amount.

MS Eyal
CHAIRMAN PURCHASE COMMITTEE

Regional Tax Office, Lahore.

Ph: (042) 99211802

Bilal Samir
18/5/26

MEMBER-I
Purchase and Repair Committee
Regional Tax Office
Lahore

Sulfa
MEMBER-II
Purchase and Repair Committee
Regional Tax Office
Lahore

Mansoor
SO (Admin.)

Mansoor
Drawing & Disbursing Officer
Regional Tax Office, Lahore,

MS Eyal
CHAIRMAN
Purchase and Repair Committee
Regional Tax Office
Lahore



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

TENDER DOCUMENTS

Sr. #	EXPENDITURE HEADS
1	COMPUTER STATIONERY
2	OTHER EXPENDITURES

TENDER ISSUANCE DATE 16-May-2026

BID SUBMISSION DATE: on or before 04-June-2026 at 01:00 PM



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

No. Bud / CCIR / 18835

Dated: 16.05.2026

Subject: Tender For Computer Stationery and Other Expenditures

Organization Name	Regional Tax Office, Lahore. (Inland Revenue, FBR)
Address	Tax House, Syed Mauj Darya Road, Lahore.
FBR-FTN	9011309-8
Tele No.	Ph: (042) 99211802
Fax No.	(042) 99214092
Tender Document No.	

Description & Instructions:

The Chief Commissioner Inland Revenue, Regional Tax Office, Lahore Federal Board of Revenue (hereinafter called CCIR, Regional Tax Office, invites tenders only through EPADS under following heads.

Sr. #	EXPENDITURE HEADS
1	COMPUTER STATIONERY
2	OTHER EXPENDITURES

as per details 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. Muhammad Shakeel, Caretaker, RTO, Lahore.
- 2) The Chief Commissioner Inland Revenue, Regional 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 Tax / Withholding Tax and Sales Tax shall also be deducted in accordance with the law.
- 4) **DELIVERY SCHEDULE:**
The Miscellaneous Computer Stationery and Other Expenditure items of Regional Tax Office, Lahore as mentioned in Schedule of Requirement Annexure "B" is required to be delivered/ Supplied within the stipulated time frame after award of the contract (s) to successful bidders.
- 5) **PENALTY:**
In case of failure to comply with delivery completion schedule of Supply Order (s) to be issued against this tender document, penalty will be imposed on defaulting contractor as under:



- 5.1 1% of the cost of entire supply order remains un-performed/ un-completed for every day up to maximum of 5% for 10 days exceeding the stipulated period allowed for performance.
- 5.2 **If the supply remains incomplete/ un-performed even after payment of penalty for 10 consecutive days the Chief Commissioner Inland Revenue, Regional Tax Office, Lahore reserves the right to cancel the Supply order and to get it performed elsewhere at the risk and cost of the defaulting contractor.**
- 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 for supply of misc. Computer Stationery and other Expenditure items.
- 8) Bidding Form Annexure "A" must also be duly filled and attached by the bidder on EPADS.
- 9) Quoted rates shall be valid up to **30.06.2026** from the opening date of the bid.
- 10) **The Bidder shall furnish as part of his bid, a Call Deposit Receipt / Pay Order under following heads.**

Sr. #	EXPENDITURE HEADS	BID SECURITY
1	COMPUTER STATIONERY	120,000/-
2	OTHER EXPENDITURES	150,000/-

in favor of Chief Commissioner Inland Revenue, Regional Tax Office, Lahore. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal. In case of cancellation of Work Order as default of the Supplier the earnest money shall be forfeited in favor of "Chief Commissioner Inland Revenue, Regional Tax Office, Lahore".

- 11) **WARNING:**
There will be no compromise on quality and given specifications of the goods and services. All bids/ quotations in contravention of given specifications and specified quality shall not be considered entertainable merely on the ground of lowest cost. Therefore, bidders must clearly mention brand name, quantity, quality and true specifications of the products to be Supplied.
- 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.
- 3) **DEADLINE FOR SUBMISSION OF BIDS:**
The electronic bids must be submitted by using EPADS **on or before 01:00 PM, Thursday 04. June.2026.**
- 14) **OPENING OF BIDS:**
14.1 The Purchase Committee will open the bids on the same day at **03:00 PM in Conference Room, Regional 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, Regional Tax Office, Lahore (Tax House), Syed Mauj Darya Road, Lahore.

15) WARRANTY

- 15.1 The Supplier shall give warranty that all Supplies of Computer Stationery and Other Expenditures made against the Supply 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 under the conditions prevailing at final destination.

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

- 16.1 Complete Profile along-with list of clients/ customers with their contact details.
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 deposits/ Bid Securities as "Earnest Money" in the favor of Chief Commissioner Inland Revenue, Regional Tax Office, Lahore.
16.6 Brochures and other technical material of the quoted items (if any).
16.7 Agencies shall 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.

(BILAL HASSAN)
CIR/ Chairman Committee

MEMBER-I
Purchase and Repair Committee
Regional Tax Office
Lahore

MEMBER-II
Purchase and Repair Committee
Regional Tax Office
Lahore

SO (Admin.)

Drawing & Procuring Officer
Region...

CHAIRMAN
Purchase and Repair Committee
Regional Tax Office
Lahore



GOVERNMENT OF PAKISTAN

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FEDERAL BOARD OF REVENUE
REGIONAL TAX OFFICE, LAHORE
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE

ANNEX-B

SCHEDULE OF REQUIREMENT & FINANCIAL PROPOSAL

Computer Stationery & Other Expenditures.

Tender Notice No / 2025-26

Dated: 16-05-2026

1. OFFICE STATIONERY.

The Tender Form for **COMPUTER STATIONERY** is detailed as below:

1. **COMPUTER STATIONERY**

The Tender Form for **COMPUTER STATIONERY** is detailed as below:

S. #.	Description	Bid Price
1	Original Toner Bottles for Photocopier (Konica Minolta Bizhub 450i)	
2	Original Drum unit for photocopier Machine (Konica Minolta Bizhub 450i)	
3	Compatible Toner Cartridge for Printers (HP 400, 401, 403 & 404)	
4	Compatible Toner Cartridge for Printers (HP 2035, 2055)	
5	Compatible Toner Cartridge for Printers (HP 1100, 1102)	
6	Compatible Toner Cartridge for Printers (HP M12a)	
7	USB/ Flash Drive 3.1 MB/s – Kingston or Equivalent (32GB)	
8	USB/ Flash Drive 3.1 MB/s – Kingston or Equivalent (64GB)	
9	USB/ Flash Drive 3.1 MB/s – Kingston or Equivalent (128GB)	

- **Terms & Conditions as mentioned in the Tender Notice shall Apply**
- **The Prices Quoted shall include all Applicable Taxes**
- **One sample of each quoted items shall be provided for inspection.**



2. OTHER EXPENDITURE.

The Tender Form for **OTHER EXPENDITURE** is detailed as below:

S. #.	Description	Bid Price
1	Tissue Box Rose Petal or Equivalent	
2	Isolation Tape 1 inch Osaka or equivalent	
3	Phool Jharoo in prime quality	
4	Surf 500 ML Excel or equivalent	
5	Wiper with steel handle prime quality	
6	Phenyl 150 ML	
7	Dish wash Powder 400 Grm Vim or equivalent	
8	Face Mask Box 50 pcs prime quality	
9	Toilet Cleaner liquid 150 ML Harpic or equivalent	
10	Baans Jharoo 250 GRM prime quality	
11	Toilet Brush prime quality	
12	Soap 80 MG Dettol or equivalent	
13	Hand wash 500 ML Dettol or equivalent	
14	Dusters Large size in prime Quality	
15	Car Duster per pieces in prime quality black color	
16	Sweep 1.25 liter	
17	Insect killer King tox or equivalent 450 ML	
18	Tissue Roll long lasting two ply Rose Petal or equivalent	
19	Wastage bag for dust bin large and medium per kg in prime quality	
20	Plastic Dori 50 Mtr Roll prime quality	
21	China born Medium Size Plates prime Quality	
22	China born Large Size Plates prime Quality	
23	Tea Spone Stainless Steel as per sample quality and design per piece	
24	Spone Stainless Steel as per sample quality and design per piece	
25	Stainless Steel Fork as per sample quality and design per piece	
26	China Bon Tea Cup with perch 6 pcs set as per sample quality and design	
27	Hot and Cold Thermas with stainless steel 2 Ltrs. Push bottom prime quality	

- **Terms & Conditions as mentioned in the Tender Notice shall Apply**
- **The Prices Quoted shall include all Applicable Taxes**
- **One sample of each quoted items shall be provided for inspection.**