



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, REGIONAL TAX OFFICE
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

TENDER DOCUMENT

Purchase of Computer Stationary (Goods)

Tentative date of Notice (Publication)	22-05-2026
Date & Time of closing	09-06-2026, 11:00 am
Date of Opening & Time of closing	09-06-2026, 11:30 am

Physical Bid submission: - Room No. 504, 5th Floor, RTO, Islamabad

FINANCIAL YEAR 2026-2027

Earnest money / security deposit to be attached

Earnest money / security deposit to be affixed

Invitation to Bid (Goods)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Computer Stationary items on least cost during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

Allied Terms and Conditions/ Guidelines & Requirements for E-Procurement of Computer Stationary (Goods) for Financial Year 2026-27

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using EPADS. Cheques are not acceptable.

#	Goods	Earnest Money
1.	Computer Stationary.	50,000/-

- Interested firm should be registered on EPADS.
- Firms shall be based in Islamabad / Rawalpindi or must have a camp office in Islamabad / Rawalpindi with a proper shop / stockiest and at least 03 years' experience in relevant field.
- Earnest Money of unsuccessful bidders will be returned /refunded after approval of the case by the Competent Authority. However, earnest money of successful firm(s) will be converted into "Security Deposit".
- **All interested bidders required to submit bidding document in both hard & soft using EPADS by 09-06-2026 11:00 am otherwise bid will be evaluated non-responsive.**
- Electronic Bids are required to be submitted items-wise clearly indicating rates including General Sales Tax (GST) (in Pak Rupees) against each item.
- Rates of items in relevant category must be in typing (computerized) handwriting/pen is acceptable.

- Rates with GST will be considered and shall be valid up to one year during Financial Year 2026-27. Blacklisted firms and those who are not on Active Tax Payer List of FBR, are not eligible to participate in bidding process.
- Submission of false statement /documents as well as concealing of any information by the bidder(s) is liable to disqualifications under rule 18 of Public Procurement Regulatory Authority (PPRA).
- Samples of the items where possible should be presented, without which the offer will not be entertained.
- The firms shall be liable to supply the requisite items at RTO Islamabad at their own expenses and even at short notice if needed, failing which the earnest money/security deposit of the firm will be forfeited and the firms will be black listed.
- **After evaluation, Award of contract will be awarded to firm (s) / vendor (s) on the basis of lowest rates as items wise or accumulative / whole.**
- Accepted Firm / vendor shall be bound to supply requisite items on approved rates in original / standard form.
- In case of Toners, if during the supply year 2026-27, it is found that sub-standard items or in-genuine Toners/Cartridges are supplied, the contract will be cancelled and Security Deposit will be seized and firms will also be blacklisted.
- All bidders are requested to see samples in our store for your own interest before filling the tender rates. Otherwise the RTO is not responsible for any mistake and no alternate brand is acceptable.
- The participated firm must be maintained a proper shop and stockiest which will be checked physically before finalization of Tender.
- Payment will be made according to budgetary system prescribed by Finance Division and according to release of budget.
- Income Tax and General Sales Tax (GST) shall be deducted at the time of clearance of bill.
- An affidavit that firm has neither been involved in any litigation with any party nor has been blacklisted by any Government Organization.
- Interested firm / vendor shall provide quoted rates of items in excel sheet to RTO, Islamabad via email: rtoisbgbranch@gmail.com after opening of Tender.

Tender Items list (Computer Stationary):-

OFFICE OF THE CHIEF COMMISSIONER INLAND REVENUE REGIONAL TAX OFFICE ISLAMABAD TENDER ITEMS LIST FINANCIAL YEAR 2026-2027		
* Note: The firms will provide rates with GST of each item at their letter head in proper printed form. (soft copy of list of items in excel sheet can be obtained from RTO Islamabad)		
S.No.	Computer Stationary STATIONERY ITEMS	Rate with GST
1	CD R (maxell orginal with case) or equivalent	
2	CD RW (maxell orginal with case) or equivalent	
3	DVD ® (maxell orginal with case) or equivalent	
4	Keyboard (Dell/Hp Original) or equivalent	
5	Mouse (Dell/Hp Original) or equivalent	
6	Mouse Pad (Big size) or equivalent	
7	Refill Toner H L P2320 Db/w Printer Brothers or equivalent	
8	Refill Toner H L P2320 Db/w Printer (with cleaning blad) Brothers or equivalent	
9	Refill Toner H L P2320 Db/w Printer with (drum+ cleaning blad) Brothers or equivalent	
10	Refill Toner HP 1005 Printer or equivalent	
11	Refill Toner HP 1005 (with cleaning blad) or equivalent	
12	Refill Toner HP 1005 (with drum + cleaning blad) or equivalent	
13	Refill Toner HP 1010 Printer or equivalent	
14	Refill Toner HP 1010 (with cleaning blad) or equivalent	
15	Refill Toner HP 1010 (with drum + cleaning blad) or equivalent	
16	Refill Toner HP 1102 Printer or equivalent	
17	Refill Toner HP 1102 (with cleaning blad) or equivalent	
18	Refill Toner HP 1102 (with drum + cleaning blad) or equivalent	
19	Refill Toner HP 48 A Printer or equivalent	
20	Refill Toner HP 48 A (with cleaning blad) or equivalent	
21	Refill Toner HP 48 A (with drum + cleaning blad) or equivalent	
22	Refill Toner HP 79 A Printer or equivalent	
23	Refill Toner HP 79 A (with cleaning blad) or equivalent	
24	Refill Toner HP 79 A (with drum + cleaning blad) or equivalent	

25	Refill Toner HP Lj P 107A Printer or equivalent	
26	Refill Toner HP Lj P 107A Printer with (drum+ cleaning blad) or equivalent	
27	Refill Toner HP Lj P 107A Printer(with cleaning blad) or equivalent	
28	Refill Toner HP Lj P2035n Printer or equivalent	
29	Refill Toner HP Lj P2035n Printer (with cleaning blad) or equivalent	
30	Refill Toner HP Lj P2035n Printer with (drum+ cleaning blad) or equivalent	
31	Refill Toner HP Lj P4515n Printer or equivalent	
32	Refill Toner HP Lj P4515n Printer with (drum+cleaning blad) or equivalent	
33	Refill Toner HP Lj P4515n Printer(with cleaning blad) or equivalent	
34	Refill Toner HP M12a Printer or equivalent	
35	Refill Toner HP M12a (with cleaning blad) or equivalent	
36	Refill Toner HP M12a (with drum + cleaning blad) or equivalent	
37	Refill Toner 151A HP Lj Pro 4003dw Printer or equivalent	
38	Refill Toner 151A HP Lj Pro 4003dw Printer with (drum+ cleaning blad) or equivalent	
39	Refill Toner 151A HP Lj Pro 4003dw Printer (with cleaning blad) or equivalent	
40	Refill Toner 35A HP Lj P1005 Printer or equivalent	
41	Refill Toner 35A HP Lj P1005 (with cleaning blad) or equivalent	
42	Refill Toner 35A HP Lj P1005 (with drum + cleaning blad) or equivalent	
43	Refill Toner 17A HP Lj Pro M102A Printer or equivalent	
44	Refill Toner 17A HP Lj Pro M102A (with cleaning blad) or equivalent	
45	Refill Toner 17A HP Lj Pro M102A (with drum + cleaning blad) or equivalent	
46	Toner 151A HP Lj Pro 4003dw Printer Original /Genuine or equivalent	
47	Toner HBCLI PRO 255 dlu Original /Genuine or equivalent	
48	Toner HL 2320 Original /Genuine Brothers or equivalent	
49	Toner 17A HP Lj Pro M102A Original /Genuine or equivalent	
50	Toner 35A HP Lj P1005 Original /Genuine or equivalent	
51	Toner HP 1005 Original /Genuine or equivalent	
52	Toner HP 1010 Original /Genuine or equivalent	
53	Toner HP 1200 Original /Genuine or equivalent	
54	Toner HP 251NW-pro Color Printer Original /Genuine or equivalent	

55	Toner HP 48 A Original /Genuine or equivalent	
56	Toner HP 79 A Original /Genuine or equivalent	
57	Toner HP Laser Jet CLI Pro 200 M255DW Color Printer Original /Genuine or equivalent	
58	Toner HP Lj 2055 Original /Genuine or equivalent	
59	Toner HP Lj P 107A Original /Genuine or equivalent	
60	Toner HP Lj P2035n Printer Original /Genuine or equivalent	
61	Toner HP Lj P4515n Printer Original /Genuine or equivalent	
62	Toner HP M12a Original /Genuine or equivalent	
63	Toner HP1102 Original /Genuine or equivalent	
64	Toner Sf 650 SamSung for Fax Machine or equivalent	
65	Tonner Samsung Printer MultiXpress 6555n Original /Genuine or equivalent	
66	Black Toner Photostate Machine Konica Minolta Bizhub 450i Original /Genuine or equivalent	
67	Black Toner Photostate Machine Koycera Task Alfa 4012i Original /Genuine or equivalent	
68	Black Toner Photostate Machine Koycera Task Alfa 5003i Original /Genuine or equivalent	
69	Black Toner Photostate Machine Gestetner MP 2501 sp Original /Genuine or equivalent	
70	Wireless Mouse Lenovo Original/Geniune or equivalent	
71	Wireless Keyboard Lenovo Original/Geniune or equivalent	

Undertaking

I / we have read and agree with the above mentioned terms and conditions.

Name of firm / Vendor: _____

Office Address/ Contact No: _____

Signature / Stamp/Seal: _____

Date: _____

CHECK LIST

Name of Firm: _____

#	Documents to be provide by Firms/ Bidders.	Yes/ No
1	NTN No. with copy of certificate.	
2	GST No. with copy of certificate.	
3	Copy of Active Taxpayer List.	
4	Date of Establishment.	
5	Vendor No.	
6	IBAN No, Account No, Bank Name with branch & branch code.	
7	Stamp paper / declaration of Non-black listing.	
8	Signature and Stamp on Tender Documents on each page.	
9	Proof of Financial Soundness / copy of bank statement for the last six months.	
10	Address of Firm.	
11	Landline Telephone / Fax Number and other Contact Details.	
12	List of clients.	
13	Earnest Money in the shape of Bank Draft/Pay Order	

Name of Firm: _____

Signature: _____

Date

Stamp/Seal



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, REGIONAL TAX OFFICE
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

TENDER DOCUMENT

Purchase of Other store miscellaneous items (Goods)

Tentative date of Notice (Publication)	22-05-2026
Date & Time of closing	09-06-2026, 11:00 am
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Physical Bid submission: - Room No. 504, 5th Floor, RTO, Islamabad

FINANCIAL YEAR 2026-2027

Earnest money / security deposit to be attached

Earnest money / security deposit to be affixed

Invitation to Bid (Goods)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing other store miscellaneous items on least cost during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

Allied Terms and Conditions/ Guidelines & Requirements for E-Procurement of (Other store misc Items) Goods for Financial Year 2026-27

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using EPADS. Cheque are not acceptable.

#	Goods	Earnest Money
1.	Other store miscellaneous items.	50,000/-

- Interested firm should be registered on EPADS.
- Firms shall be based in Islamabad / Rawalpindi or must have a camp office in Islamabad / Rawalpindi with a proper shop / stockiest and at least 03 years' experience in relevant field.
- Earnest Money of unsuccessful bidders will be returned /refunded after approval of the case by the Competent Authority. However, earnest money of successful firm(s) will be converted into "Security Deposit".
- **All interested bidders required to submit bidding document in both hard & soft using EPADS by 09-06-2026 11:00 am otherwise bid will be evaluated non-responsive.**
- Electronic Bids are required to be submitted items-wise clearly indicating rates including General Sales Tax (GST) (in Pak Rupees) against each item.
- Rates of items in relevant category must be in typing (computerized) handwriting/pen is acceptable.
- Rates with GST will be considered and shall be valid up to one year during Financial Year 2026-27. Blacklisted firms and those who are not on Active Tax Payer List of FBR, are not eligible to participate in bidding process.

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- Submission of false statement /documents as well as concealing of any information by the bidder(s) is liable to disqualifications under rule 18 of Public Procurement Regulatory Authority (PPRA).
- Samples of the items where possible should be presented, without which the offer will not be entertained.
- The firms shall be liable to supply the requisite items at RTO Islamabad at their own expenses and even at short notice if needed, failing which the earnest money/security deposit of the firm will be forfeited and the firms will be black listed.
- The firm is bound to quote the rates for at least one group of items (Stationery) at least 75% items of Tender.
- All bidders are requested to see samples in our store for your own interest before filling the tender rates. Otherwise the RTO is not responsible for any mistake and no alternate brand is acceptable.
- The participated firm must be maintained a proper shop and stockiest.
- **After evaluation, Award of contract will be awarded to firm (s) / vendor (s) on the basis of lowest rates as items wise or accumulative / whole.**
- Accepted Firm / vendor shall be bound to supply requisite items on approved rates in original / standard form.
- In case of any defect or obsolete in supplied item, firm will be bound to replace/exchange without additional payment.
- Payment will be made according to budgetary system prescribed by Finance Division and according to release of budget.
- Income Tax and General Sales Tax (GST) shall be deducted at the time of clearance of bill.
- An affidavit that firm has neither been involved in any litigation with any party nor has been blacklisted by any Government Organization.
- Interested firm / vendor shall provide quoted rates of items in excel sheet to RTO, Islamabad via email: rtoisbgbranch@gmail.com after opening of Tender.

Tender Items list (Other store misc Items):-

OFFICE OF THE CHIEF COMMISSIONER INLAND REVENUE REGIONAL TAX OFFICE ISLAMABAD TENDER DOCUMENT FINANCIAL YEAR 2026-2027		
* Note: The firms will provide rates with GST of each item at their letter head in proper printed form. (soft copy of list of items can be obtained from RTO if needed)		
Sr. No.	Other store misc items	Rate inclusive of GST (Rs)
1	Acid bottle Fino Red 600 ML or equivalent	
2	Airfreshner 300 ML Aseel (Original) or equivalent	
3	Airfreshner Cobra 300ML (Original) or equivalent	
4	Auto Airfreshner refill Fresco or equivalent	
5	Ash Trey Glass fine or equivalent	
6	Automatic Switch for Geyser	
7	APS Batteries for UPS	
8	Batteries for UPS (12 volts 26 Amp) Dry or equivalent	
9	Binding Tape 2" Sensa or equivalent	
10	Black Paper for glass (Rate per sq ft) or equivalent	
11	Broom Fine quality 500grms or equivalent	
12	Brush Toilet or equivalent	
13	Bulb holder or equivalent	
14	Bush 1.25	
15	Car Body Polish Cosmic Original or equivalent	
16	Car Interior Polish Kiwi Original (revive all) or equivalent	
17	Call Bell (remote) sogo (single frequency) or equivalent	
18	China Lock 50 m.m tricircles or equivalent	
19	Circuit Breaker 20 Ampere with one year warranty or equivalent	
20	Circuit Breaker 63 Ampere with one year warranty or equivalent	
21	Cobra Spray 300 ML (Mosquitoes killer) or equivalent	
22	Chain for shop cealing	

23	Center Table	
24	Cabinet	
25	Dimmer	
26	Dinner set Marble fine or equivalent	
27	Dinner set Plastic fine or equivalent	
28	Door closer (superior quality) or equivalent	
29	Door Lock (superior quality) or equivalent	
30	Double Tap Foam 1" Deer or equivalent	
31	Duct Patte 1 " (Adam Jee) or equivalent or equivalent	
32	Duct Patte 1/2 " (Adam Jee) or equivalent or equivalent	
33	Duct Patte 2 " (Adam Jee) or equivalent or equivalent	
34	Duct Patte 3/4 " (Adam Jee) or equivalent or equivalent	
35	Dustbin Steel Medium 12" or equivalent	
36	Dustbin Plastic (Fine quality) Medium or equivalent	
37	Duster Cotton 20x30 size or equivalent	
38	Duster yellow (for car) 20x30 or equivalent	
39	Dry batteries	
40	Electric Kettle Annex (Steel) or equivalent	
41	Electric tape osaka or equivalent	
42	Emergency Light or equivalent	
43	Energy Saver 25 watt Philips/osaka or equivalent	
44	Extension Lead wire point with 5 Metre wire (Clipsal Original) Cammillion or equivalent	
45	Exhaust Fan	
46	Elbows	
47	Elfi	
48	Finayl Water Finis 2.80 liters Original or equivalent	
49	Face Masks 50 Nos. (Pkt) best quality 3 layers or equivalent	
50	Flexible wire white copper (Electrical related)	
51	Frosty paper for glass	
52	Fan Winding	
53	Floor Chair Trolley	
54	Flush Tank	
55	Flexible Pipe	

56	Glint Spray 500 ml / Insta or equivalent	
57	Glass Motors	
58	Glass Doors locks	
59	Hand Sanitizer Alcohol Based. 100ml Botle or equivalent	
60	Hand Sanitizer Alcohol Based. 500ml botle or equivalent	
61	Hand Sanitizer Alcohol Based. 5 letter Gallon. or equivalent	
62	Honor board	
63	LED Bulb 12 watt (Philips /Osaka) or equivalent	
64	LED Bulb 18 watt (Philips /Osaka) or equivalent	
65	LED Bulb 25 watt (Philips/Osaka) or equivalent	
66	Led Light 36w Size 2ft X 2ft ceiling Panel with one year warranty (Philips /Osaka) or equivalent	
67	Led Light 48w Size 2ft X 2ft ceiling Panel with one year warranty (Philips /Osaka) or equivalent	
68	LED Search Light 100 watt (Philips /Osaka) or equivalent	
69	LED Search Light 50 watt (Philips /Osaka) or equivalent	
70	LED Driver 600mA 48-54w, IP65 or equivalent	
71	LED Driver Model: KR-FS-48-600 or equivalent	
72	Light plug (superior quality) KM or equivalent	
73	Liquid Soap Paradise 500ml or equivalent	
74	Lock Cylinder (superior quality) or equivalent	
75	Lock for drawaer / cabinet	
76	Lota Plastic	
77	Masking Tap 2" Opal or equivalent	
78	Mat / carpet Brush or equivalent	
79	Male / female switch (electrical related)	
80	Multi Light Plug with Box (Best quality) or equivalent	
81	Multi plug KM or equivalent	
82	Multi Plug Power (Clipsal original) or equivalent	
83	Name Plate (as per FBR Sample) or equivalent	
84	Name Plate (writing only) or equivalent	
85	Network Cable Tester 3m or equivalent	
86	Nipple 1.25	
87	Notice Board	

88	Pencil Cell small (toshiba) AA or equivalent	
89	Pencil cell small AAA toshiba or equivalent	
90	Pochary Steel Handle (Original steel handle superior quality) or equivalent	
91	Power plug KM or equivalent	
92	Power plug with box (Best quality) or equivalent	
93	Printy Stamp Shinny 843 with 5 lines Shinny or equivalent	
94	Push button KM or equivalent	
95	PVC Tape opel 2" or equivalent	
96	PPR Pipe	
97	PPR Pipe 32 mm	
98	PPR Pipe 24 mm	
99	PPR Pipe 28 mm	
100	PPR Pipe 25mm	
101	Pressure Pump	
102	Rawal plug for drilling in wall (electrical related)	
103	Re-filling of Fire Extinguishers (Rate per kg) or equivalent	
104	Rice Spoon steel fine quality or equivalent	
105	Round Stamp with Govt logo Shinny R 532 or equivalent	
106	Rubber grass mat superior quality (Rate per sq ft) or equivalent	
107	Revolving Chair	
108	Sadel Wire clip 3x29 or equivalent	
109	Sadel Wire clip 7x29 or equivalent	
110	Sadel Wire clip 7x36 or equivalent	
111	Spoon Big or equivalent	
112	Scotch tap 2" TF 50 yards or equivalent	
113	Scotch tap small 1" TF 50 yards or equivalent	
114	Screw Driver Kit 25 Pcs (Superior quality) or equivalent	
115	Sooter/ Pochara per kg. pure white or equivalent	
116	Steel Balti 30 liters or equivalent	
117	Steel nail 1 inch / 2 inch (electrical related)	
118	Steno Set orginal Panasonic or equivalent	
119	Surf 500 gm Excell or equivalent	
120	Silicon	

121	Shower Set Muslim	
122	Soap Dispenser	
123	Steal Plant pot 8 inch to 24 inch	
124	Shelves	
125	Telephone Set (signal) Panasonic orginal or Gao Inqi HCD399(96) P/TSDL or equivalent	
126	Table lamp fine Executive quality (Rechargable) or equivalent	
127	Table set rexene (commett) 9 Pes or equivalent	
128	Table Set Marble 9 pcs Aftab or equivalent	
129	Table Set 9 pcs wooden (Superior quality) or equivalent	
130	Tea Mat fine or equivalent	
131	Tea Set 24 Pcs or equivalent	
132	Tea Spoon fine steel or equivalent	
133	Telephone Set Panasonic Original or equivalent	
134	Telephone cable or equivalent	
135	Thread Ball or equivalent	
136	Three pin shoo light plug (Best quality) or equivalent	
137	Three pin shoo Power plug (Best quality) or equivalent	
138	Tissue Hygiene Rose Patel brown or equivalent	
139	Tissue Paper Rose Patel box Luxury or equivalent	
140	Tissue Paper Rose Patel Supreme or equivalent	
141	Tissue Paper Perfumed box Rose patel or equivalent	
142	Toilet Roll Rose Patel /Max obb Big or equivalent	
143	Towel Large white fine 27X54 fine stuff or equivalent	
144	Towel Medium White fine 25 X 50 or equivalent	
145	Two pin Shoe or equivalent	
146	T-Pipe	
147	T Cock	
148	Tap Water	
149	Tire for Cupboard	
150	Teflon Tape	
151	Union	
152	Union Wall	
153	Vim 400 gm In bottle or equivalent	

154	Visitor Chair	
155	Wall Clock Champion Orginal or equivalent	
156	Wash basin connection pipe or equivalent	
157	Water Glass Omroc or equivalent	
158	Water Jug (imp) or equivalent	
159	Wiper Steel or equivalent	
160	Wire locks	
161	Wire 3x29 Cable (Pakistan / newage Cable) or equivalent	
162	Wire 40x76 Cable (Pakistan / newage Cable) or equivalent	
163	Wire 7x29 Cable (Pakistan / newage Cable) or equivalent	
164	Wire 7x36 Cable (Pakistan / newage Cable) or equivalent	
165	Wall Paper	
166	WC Seat inner Machine	
167	Water Pipe	
168	Water Valves	
169	Wooden Gola	

Undertaking

I / we have read and agree with the above mentioned terms and conditions.

Name of firm / Vendor: _____

Office Address/ Contact No: _____

Signature / Stamp/Seal: _____

Date: _____

CHECK LIST

#	Documents to be provide by Firms/ Bidders.	Yes/ No
1	NTN No. with copy of certificate.	
2	GST No. with copy of certificate.	
3	Copy of Active Taxpayer List.	
4	Date of Establishment.	
5	Vendor No.	
6	IBAN No, Account No, Bank Name with branch & branch code.	
7	Stamp paper / declaration of Non-black listing.	
8	Signature and Stamp on Tender Documents on each page.	
9	Proof of Financial Soundness / copy of bank statement for the last six months.	
10	Address of Firm.	
11	Landline Telephone / Fax Number and other Contact Details.	
12	List of clients.	
13	Earnest Money in the shape of Bank Draft/Pay Order	

Name of Firm: _____

Signature: _____

Date

Stamp/Seal



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, REGIONAL TAX OFFICE
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

TENDER DOCUMENT

Purchase of Office Stationary (Goods)

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FINANCIAL YEAR 2026-2027

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Earnest money / security deposit to be affixed

Invitation to Bid (Goods)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Office Stationary items on least cost during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

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- Rates of items in relevant category must be in typing (computerized) handwriting/pen is acceptable & must be serial wise as per our serial nos provided in tender documents & excel sheets.
- Rates with GST will be considered and shall be valid up to one year during Financial Year 2026-27. Blacklisted firms and those who are not on Active Tax Payer List of FBR, are not eligible to participate in bidding process.

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- The participated firm must be maintained a proper shop and stockiest.
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- In case of any defect or obsolete in supplied item, firm will be bound to replace/exchange without additional payment.
- Payment will be made according budgetary system prescribed by Finance Division and according to release of budget.
- Income Tax and General Sales Tax (GST) shall be deducted at the time of clearance of bill.
- An affidavit that firm has neither been involved in any litigation with any party nor has been blacklisted by any Government Organization.
- Interested firm / vendor shall provide quoted rates of items in excel sheet to RTO, Islamabad via email: rtoisbgbranch@gmail.com after opening of Tender.

Tender Items list (Office Stationary):-

OFFICE OF THE CHIEF COMMISSIONER INLAND REVENUE REGIONAL TAX OFFICE ISLAMABAD TENDER DOCUMENT FINANCIAL YEAR 2026-2027		
* Note: The firms will provide rates with GST of each item at their letter head in proper printed form. (soft copy of list of items in excel sheet can be obtained from RTO Islamabad)		
S.No.	OFFICE STATIONERY ITEMS	Rate with GST (Rs)
1	Attendance Register No. 1 (Arham) or equivalent	
2	Ball Point (Piano Crystal gell) or equivalent	
3	Ball Point (Signo) um120 or equivalent	

4	Ball point Dollar cliper or equivalent	
5	Ball Point Picasso grip 0.8 mm or equivalent	
6	Ball point Dollar Note or equivalent	
7	Binder Clip#32 mm or equivalent	
8	Calculator 12 digit CT 9300 or equivalent	
9	Clip file cover A4 size or equivalent	
10	Dak Pad Rexine superior lock type fine commet or equivalent	
11	DCR Register Size 20x15 Imp Paper 75 gm Printing as per sample or equivalent	
12	Diary Register 12 No Arhan or equivalent	
13	Diary Register 6 No Arhan or equivalent	
14	Draft Pad Large Spiral A4/100 (Lucky) or equivalent	
15	Draft Pad Small (imp) Spiral A5/100 (Lucky) or equivalent	
16	Envelops Khaki With Cloth 12X15 or equivalent	
17	Envelops khaki 11 x 5 Century papers golden or equivalent	
18	Envelops Khaki 9X4 Century papers golden or equivalent	
19	Envelops khaki A/4 size Century papers golden or equivalent	
20	Envelops Khaki F/s Century papers golden or equivalent	
21	Envelops White 10x8" Imp to 70 gms or equivalent	
22	Expert Gel 0.7 (For Officer) or equivalent	
23	File Board F/S Solid or equivalent	
24	File Cover printed bleach card 300 gm with cloth pasted or equivalent	
25	File Flapper Rexine 24" Exect or equivalent	
26	File Tag 12" or equivalent	
27	File tray steel 2 steps or equivalent	
28	File tray steel 3 steps or equivalent	
29	Gel ink Pen RG 100 (For Officer) or equivalent	
30	Gell Pen one Business or equivalent	
31	Gell Pen Pilot 1.0 mm or equivalent	
32	Gum Stick (Original) Deli 36 gms or equivalent	
33	Gum Stick Medium (Original) Deli 20 gms or equivalent	

34	Hand Diary 2023 one day one page Friends or equivalent	
35	Hand Folder Green Raxine with Printing or equivalent	
36	Highlighters (yellow, green, pink) Dollar Neon or equivalent	
37	Ink Blue palicon (Germany) Original or equivalent	
38	Ink Dollar 60 ml or equivalent	
39	Led pencil (gold fish) 5000 or equivalent	
40	led Pencil No 6000 Picasso Executive with Erser or equivalent	
41	Log Book 2 No Arhan or equivalent	
42	Marker Permanent Doller 70/90Nos or equivalent	
43	Marker white Board Doller or equivalent	
44	Note Sheet Pad F/s (50 sheets) 80gm imp or equivalent	
45	Page Maker Multi colour pronoti or equivalent	
46	Paper A/4 500 sheet 80gm imp (Double A) or equivalent	
47	Paper A/4 500 sheet 80gm imp (paper one) or equivalent	
48	Paper Clip 36 m.m three flower or equivalent	
49	Paper colour imp 100 sheet 80gm spectra 80grms A4 or equivalent	
50	Paper Cutter Deli 2001 or equivalent	
51	Paper F/s 500 sheet 80gm imp (Double A) or equivalent	
52	Paper F/s 500 sheet 80gm imp (paper one) or equivalent	
53	Paper Pin (50 gram) grassh or equivalent	
54	Paper Weight Marble Fancy or equivalent	
55	Peon Book 96 sheets Arhan or equivalent	
56	Pin Cushion Steel or equivalent	
57	Post It Pad 1x2" Pronoti or equivalent	
58	Post It Pad 3x3" Pronoti or equivalent	
59	Post It Pad TF 3x4 or equivalent	
60	Punch Double Hole Medium Best Quality KW 98 EO or equivalent	
61	Punch Single Hole Large (superior quality) Kanex/opal or equivalent	
62	Red Seals 1000Nos Pkt or equivalent	
63	Ring Binder 25 mm or equivalent	

64	Rubber (pelikon) AL30 Germany Original or equivalent	
65	Rulled Register 15x20 No Printed as per sample or equivalent	
66	Rulled Register 12 No Al Farooq or equivalent	
67	Rulled Register 16 No Al Farooq or equivalent	
68	Rulled Register 18 No Al Farooq or equivalent	
69	Rulled Register 24 No Al Farooq or equivalent	
70	Scale Steel 12" (solid & superior quality) or equivalent	
71	Scissor large Fix 8". M&G or equivalent or equivalent	
72	Scissor small Fix 7" M&G or equivalent or equivalent	
73	Sharpner Dux/Kitta or equivalent	
74	Sharpner machine kw 306A or equivalent	
75	Short Hand Book 80 sheet or equivalent	
76	Stamp Pad laneer small or equivalent	
77	Stamp Pad Ink Crystal or equivalent	
78	Stapler Machine KW 50 LBN (HD) or equivalent	
79	Stapler Machine KW # 5871/M&G or equivalent	
80	Stapler Machine KW KW 5558 H or equivalent	
81	Stapler Pin # 24/6 Doller / Opal or equivalent	
82	Stapler Pin Medium Size 23X17 M&G or equivalent	
83	Stapler Pin Small Size No.10 M&G or equivalent	
84	Stapler remover KW 508B or equivalent	
85	Stock Register 12 No Arhan or equivalent	
86	Table Planner 2023 203 Friends or equivalent	
87	Telephone Indux large casmo PF103 or equivalent	
88	Uni-Ball Micro fine (For Officer) Original or equivalent	
89	Uni-Ball eye fine (For Officer) Original or equivalent	
90	White Fluid Pen Kitta or equivalent	
91	While fluid set pelikan or equivalent	

Undertaking

I / we have read and agree with the above mentioned terms and conditions.

Name of firm / Vendor: _____

Office Address/ Contact No: _____

Signature / Stamp/Seal: _____

Date: _____

CHECK LIST

Name of Firm: _____

#	Documents to be provide by Firms/ Bidders.	Yes/ No
1	NTN No. with copy of certificate.	
2	GST No. with copy of certificate.	
3	Copy of Active Taxpayer List.	
4	Date of Establishment.	
5	Vendor No.	
6	IBAN No, Account No, Bank Name with branch & branch code.	
7	Stamp paper / declaration of Non-black listing.	
8	Signature and Stamp on Tender Documents on each page.	
9	Proof of Financial Soundness / copy of bank statement for the last six months.	
10	Address of Firm.	
11	Landline Telephone / Fax Number and other Contact Details.	
12	List of clients.	
13	Earnest Money in the shape of Bank Draft/Pay Order	

Name of Firm: _____

Signature: _____

Date

Stamp/Seal



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, REGIONAL TAX OFFICE
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

TENDER DOCUMENT

PURCHASE OF UNIFORM FOR INSPECTORS (male & female), SEPOY AND CLASS IV STAFF (Goods)

Tentative date of Notice (Publication)	22-05-2026
Date & Time of closing	09-06-2026, 11:00 am
Date of & Time of Opening	09-06-2026, 11:30 am

Physical Bid submission: - Room No. 504, 5th Floor, RTO, Islamabad

FINANCIAL YEAR 2026-2027

Earnest money / security deposit to be attached

Earnest money / security deposit to be affixed

Invitation to Bid (Goods)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Office Uniform for Officers, Inspectors (male & female) and Sepoy & Class-IV staff on lowest rates / **most advantageous** during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

Allied Terms & Conditions of E-Procurement for Purchase of Uniforms For Financial Year 2026-27

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using EPADS. Cheque are not acceptable.

#	Goods	Earnest Money
1.	Purchase of Uniforms for Inspectors (male & female), Sepoy & Class-IV/drivers staff.	50,000/-

- The firm must have Income Tax Registration, National Tax and GST Number. (Valid documents must be attached) having ATL status Active in Income Tax & Sales Tax.
- The firm must have at least 10 years' experience in relevant field.
- The firm must have qualified and experienced staff.
- Earnest Money of unsuccessful bidders will be returned /refunded after approval of the case by the Competent Authority. However, earnest money of successful firm(s) will be converted into "Security Deposit".
- No compromise on quality & stitching of uniforms.
- **Samples shall be checked by Purchase Committee of lowest bidder. In case inferior / poor quality has found against the 1st lowest items, then, Purchase Committee will move to next bidder.**
- **All interested bidders required to submit bidding document in both hard & soft using EPADS by 09-06-2026 11:00 am otherwise bid will be evaluated non-responsive.**
- Rates of items in relevant category must be in typing (computerized) handwriting/pen is acceptable.

- Rates with GST will be considered and shall be valid up to one year during Financial Year 2026-27. Blacklisted firms and those who are not on Active Tax Payer List of FBR, are not eligible to participate in bidding process.
- **After evaluation, Award of contract will be awarded to firm (s) / vendor (s) on the basis of lowest rate & (most advantageous) as items wise or accumulative / whole.**
- Accepted Firm / vendor shall be bound to supply requisite items on approved rates in original / standard form.
- In case of any defect or poor stitching / low quality cloth / low standard, firm will be bound to replace/re-stitch without additional payment.
- The interested firms / vendor must have sound financial position. Proof of bank statement for the last six months, must be attached.
- Delivery period shall be within 05 days after issuance of supply order.
- The admissible taxes shall be deducted at source.
- An affidavit that firm has neither been involved in any litigation with any party nor has been blacklisted by any Government Organization.
- The purchase will be made strictly in accordance with PPRA Rule, 2004.
- The number of items to be purchased can be increased or decreased keeping in view the budgetary position.
- Income Tax and General Sales Tax (GST) shall be deducted at the time of clearance of bill.
- Submission of false statement /documents as well as concealing of any information by the bidder(s) is liable to disqualifications under rule 18 of Public Procurement Regulatory Authority (PPRA).
- The Regional Tax Office, Islamabad reserve the right to reject any or all bids.

ITEMS DETAIL OF UNIFORM

OFFICE OF THE CHIEF COMMISSIONER INLAND REVENUE REGIONAL TAX OFFICE ISLAMABAD TENDER ITEMS LIST FINANCIAL YEAR 2026-2027		
* Note: The firms will provide rates with GST of each item at their letter head in proper printed form. (soft copy of list of items can be obtained from RTO if needed)		
#	Item's Description Officers (Male & Fe-Male) <u>Uniform's Notification attached (Annex-A)</u>	Rate with GST (Rs)
1	<u>Regular Uniform for Male & Female Officers</u>	
	Regular Uniform for Summer (Male)	
2	Regular Uniform for Summer (Female)	
3	Regular Uniform for Winter (Male)	

4	Regular Uniform for Winter (Female)	
5	Formal Ceremonial uniform (Male)	
6	Formal Ceremonial uniform (Female)	
7	Superior Belt black with IR insignias for ACs & Above	
8	P-Cap with IR insignias	
9	Name Plates	
10	Chest Insignia field	
11	Scarf	
12	CSS Badges	
13	Commando Badges	
14	Female Scarf / Sash	
15	Title shoulder for Acs & DCs	
#	Item's Description Inspector-IR (Male)	Rate with GST (Rs)
1	<u>Stitched Uniform, Superior Quality Cloth (Color Beige)</u>	
	i) Pants & Shirts (wash & wear)	
2	Superior Jersey V-Neck with flapped two pockets, Khaki color (100% wool)	
3	Uniform Coat	
4	Superior Belt black color with IR insignias	
5	P-Cap with IR insignias	
6	Complete set of Badges with IR insignias	
7	Name Plates	
8	Shoes (Black Color) Superior quality	
9	Socks Cotton (Black Color)	
	Item's Description Inspector-IR (Fe-male)	
1	<u>Stitched Uniform, Superior Quality Cloth (Color Beige)</u>	
	i) Pants & Shirts (wash & wear)	
2	Uniform Coat	
3	Inner dress	
4	Dopatta Khaki color	
5	Superior Belt black color with IR insignias	
6	P-Cap with IR insignias	

7	Complete set of Badges with IR insignias	
8	Name Plates	
9	Shoes (Black Color) Superior quality	
10	Socks Cotton (Black Color)	
Item's Description (Hawaldar/ Sepoy & Drivers)		
	<u>Stitched Uniform, Superior Quality Cloth</u>	
1	i) Pants (Tropical 960) imported cloth Black Commando	
	ii) Shirts (Tropical 960) imported cloth Black Commando	
2	Inner Suit Commando	
3	T-Shirt Commando	
4	Superior Belt black Commando	
5	Sun Cap (Blazer Blue Color) with IR insignias	
6	Complete set of Badges,	
7	Front Patti	
8	Name Plates	
9	Shoes (DMS Imported Friends Company)	
10	Socks Cotton (Black Color)	
Item's Description (Class-IV Staff)		
1	<u>Stitched Uniform,</u>	-
	Shalwar Qameez, Superior Quality Cloth (Malaysia Color)	
2	<u>Stitched Uniform,</u>	-
	Shalwar Qameez, Superior Quality Cloth (White Color)	
3	Waistcoat (Black Color) Superior Quality Cloth	
4	Jersey V-Neck with flapped two pockets, Black color	
5	Belt black color with IR insignias	
6	Beret Cap (Blazer Blue Color) with IR insignias	
7	Complete set of Badges with IR insignias	
8	Name Plates	
9	Shoes (Black Color) Superior quality	
10	Peshawari Chapal or equivalent (Black Color)	
11	Socks Cotton (Black Color)	

Undertaking

I / we have read and agree with the above mentioned terms and conditions.

Name of firm / Vendor: _____

Office Address/ Contact No: _____

Signature / Stamp/Seal: _____

Date: _____

CHECK LIST

Name of Firm: _____

#	Requisite Documents to be provide by Firms/ Bidders.	Yes/ No
1	NTN No. with copy of certificate & GST No. with copy of certificate.	
2	Experience certificate (10 years).	
3	Date of Establishment.	
4	Copy of Active Taxpayer List.	
5	Vendor No.	
6	IBAN No, Account No, Bank Name with branch & branch code.	
7	Stamp paper / declaration of Non-black listing.	
8	Signature and Stamp on Tender Documents on each page.	
9	Proof of Financial Soundness / copy of bank statement for the last six months.	
10	Address of Firm.	
11	Landline Telephone / Fax Number and other Contact Details.	
12	List of clients.	
13	Earnest Money in the shape of Bank Draft/Pay Order	
14	Sample of Uniform items in all categories.	

Name of Firm: _____

Signature: _____

Date

Seal

Summer Working (Male)
Regular



Summer Working (Female)
Regular



Winter Working (Male)
Regular



Winter Working (Female)
Regular



Ceremonial (Male)
Formal



Ceremonial (Female)
Formal



SCHEDULE - 11
[see rule 4, 5, 6, 7 and 8]

Table - I




Rank	Assistant Commissioner/ Assistant Director Inland Revenue Grade 17 <2 years in service	Assistant Commissioner/ Assistant Director Inland Revenue Grade 17 >2 years in service	Deputy Commissioner/ Deputy Director Inland Revenue Grade 18	Deputy Commissioner/ Deputy Director Inland Revenue Grade 18 >8 years in service	Additional Commissioner/ Additional Director Inland Revenue Grade 19	Commissioner/ Director Inland Revenue Grade 20	Chief Commissioner/ Director General/Member Inland Revenue Grade 21	Senior Member Grade 22
Abbreviation	AC (UT)	AC/AD	DC/DD	DC/DD	ADC/ADD	COMM'R/DIR	CC/DG/MBR	SR.MBR
Shoulder Ranks								
Gorget (Maroon Color)								
Peak Cap Braid								

Rank	Commissioner/ Assistant Director Inland Revenue Grade 17 <2 years in service	Commissioner/ Assistant Director Inland Revenue Grade 17 >2 years in service	Commissioner/ Deputy Director Inland Revenue Grade 18	Commissioner/ Deputy Director Inland Revenue Grade 18 >8 years in service	Commissioner/ Additional Director Inland Revenue Grade 19	Director Inland Revenue Grade 20	Director General/Member Inland Revenue Grade 21	Grade 22
Abbreviation	AC (UT)	AC/AD	DC/DD	DC/DD	ADC/ADD	COMM'R/DIR	CC/DG/MBR	SR.MBR
Beret/Peak Cap Insignia								
Baton/Stick Black Leather Cane for BS-17 & 18 Malacca Cane for BS-19 and above								

Table - II

Rank	Inspector	Officer Inland Revenue//Senior Auditor		Assistant Director (Audit)
	Three stars with red stripe on shoulder	One pip with red stripe on shoulder		Three pips with red stripe on shoulder
Shoulder Ranks				
Chest Insignia				

Table - III

Rank	Sepoy	Hawaldar
Shoulder Ranks	 A black, inverted triangle-shaped insignia with a pointed top and a slightly wider base. At the bottom, the text "CTO KARACHI" is printed in a small, white, sans-serif font.	 A black, inverted triangle-shaped insignia, identical in shape and size to the one for the Sepoy rank. At the bottom, the text "CTO KARACHI" is printed in a small, white, sans-serif font.
Chevron Red Colored Bars separated by Black Stripes To be worn on the right sleeve 10cm from the point of shoulder		 A red chevron-shaped insignia with a black outline. It consists of three horizontal black stripes separated by red space, forming a downward-pointing V-shape.

<p style="text-align: center;">Chest Insignia (Only for AC & Above) To be worn over left chest pocket 0.6cm above the medal ribbons</p> <p style="text-align: center;">Dimensions</p> <p>a) Length of Insignia Badge – 6.5 cm. b) Height of Insignia Badge – 5.5 cm.</p>	 <p>The image shows a black, shield-shaped chest insignia with a gold border. Inside the shield is a gold eagle with its wings spread, perched on a branch. Below the eagle, the letters 'IRS' are written in gold. There is also some Urdu text above the eagle.</p>
<p style="text-align: center;">Chest Insignia (Regular) (For All Other Ranks & Cadres) Maroon Background with Golden Border and Golden Text</p> <p style="text-align: center;">Dimensions</p> <p>a) Length of Insignia Badge – 10.5 cm. b) Width of Insignia Badge – 4.0 cm. c) Height of each letter – 1.0 cm. d) Width of each letter – 0.2 cm. e) Width of golden border all around – 0.3 cm.</p>	 <p>The image shows a rectangular maroon chest insignia with a gold border. The text 'DESIGNATION' is written in gold at the top, and 'INLAND REVENUE' is written in gold below it.</p>
<p style="text-align: center;">Shoulder Insignia/Arm Badge (For All Ranks)</p> <p style="text-align: center;">Dimensions 6.5cm x 6.5cm</p>	 <p>The image shows a circular shoulder insignia with a black background and a gold border. Inside the circle is a gold eagle with its wings spread, perched on a branch. Below the eagle, the letters 'IRS' are written in gold. The words 'INLAND REVENUE SERVICE' are written in gold around the top inner edge of the circle, and 'OF PAKISTAN' is written in gold around the bottom inner edge.</p>

**Beret/Peak Cap Insignia
(For All Other Ranks & Cadres)
To bear the respective formation sign**



**Title Shoulder
(Only for ACs & DCs)**



**Title Shoulder
(For All Other Ranks & Cadres)
Bearing Initials of Respective Field Formation in Concave
Curve**



**Belt
(Only for ACs and above)
Bearing IRS insignia on golden buckle**



<p align="center">Belt (For All Other Ranks and Cadres) To bear the respective formation sign on golden buckle</p>	 
<p align="center">Scarf/Sash (Only for Female Officers & Officials)</p>	
<p align="center">Button Ceremonial/Formal Bearing IRS insignia</p>	
<p align="center">Command Badge (For BS-19 and above holding command of operational Ranges, Zones and Field Formations) Dimensions - 2cm x 2cm</p> <p>Crescent shaped golden metal insignia surmounted by a Star bearing initials "IRS" to be worn at the center of right chest pocket flap</p> <p><i>On relinquishing of command, the insignia will cease to be worn.</i></p>	

CSS Badge
(For CSS Officers only)
Dimensions - 2cm x 2cm

Round shaped golden metal insignia bearing initials "CSS" in the center and "INLAND REVENUE SERVICE" around the circumference in Navy Blue Color to be worn at the center of left chest pocket flap



Coat Pin
Centers of flag, name plates and button of right chest pocket flap should be in line



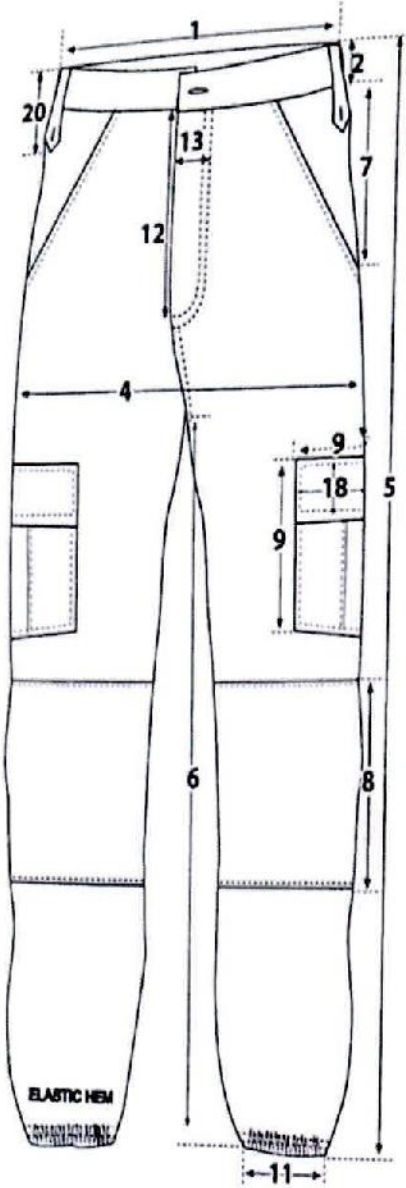
Pakistan Flag
On left arm affixed with Velcro 2cm above the Arm Badge
Dimensions
Height – 1.5 inches
Width – 2.5 inches



Scarf (Optional)
To be worn with the regular uniform bearing IRS insignia



Field Uniform Pant Measurement Sheet

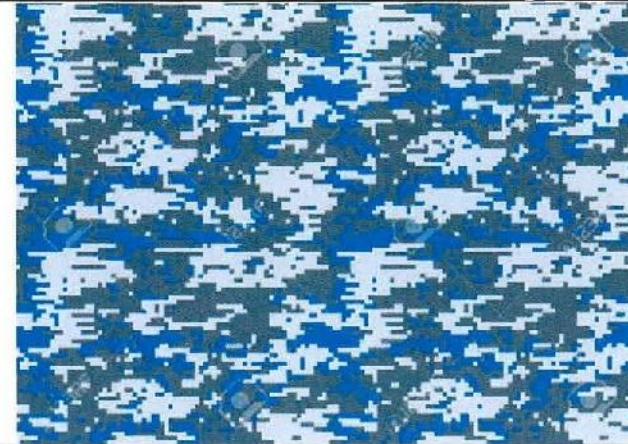


S.#	Points of Measurement	S	M	L	XL	XXL	XXXL
1.	Waist	81	86	91	97	102	107
2.	Waist Band Height	4.3					
3.	Waist Drawstring (Visible Length)	24					
4.	Hip	109	114	119	124	129	134
5.	Length	102	104	107	109	112	115
6.	Length Inside	74	76	76	79	81	84
7.	Side Pocket Opening	15	15	15	17	17	17
8.	Knee Patch Position (27cm Length)	17.5	18.5	20	21	22.5	23.5
9.	Side Pocket Bag (Height x Width)	32cm x 18cm					
10.	Bottom Opening (Extended)	42	43	43	43	44	44
11.	Bottom Opening (Relaxed)	20	21	21	21	22	22
12.	Fly Opening	18	18	18	19	19	19
13.	Fly Width	4 cm					
14.	Back Pocket Opening	15 cm					
15.	Back Pocket Bag (Height x Width)	16cm x 18cm					
16.	Back Pocket Flap (Height x Width)	7cm x 15cm					
17.	Thigh Pocket (Height x Width)	20cm x 20cm					
18.	Thigh Pocket Flap (Height x Width)	20.5cm x 7cm					
19.	Seat Patch (Height x Width)	31cm x 24cm					
20.	Belt Loop Height	12.5 cm					
21.	Belt Loop Width (Top x Bottom)	2.4 x 4cm					

Field Uniform Pattern

Woodland Digital Pattern

Tricolor (Teal Blue, Ash Grey and White) camouflage 70% Cotton and 30% Polyester rip stop, mercerized, sanforized



Name Plate/Designation Patch Camouflage Dimensions

**Name Plate
(For All Ranks)
Dimensions**

- a) Length of Name Plate – 1 cm less in length on each side to the width of pocket mouth
- b) Width of Name Plate – 2.5 cm.
- c) Height of each letter – 1.25 cm.
- d) Width of each letter – 0.25 cm.
- e) Width of golden border all around – 0.3 cm

Note: Shortest possible portion of the name is to be used.



Chest Insignia (Field)
Black Background with Golden Border and Golden Text
(For All Other Ranks & Cadres)

Dimensions

- a) Length of Insignia Badge – 10.5 cm.
- b) Width of Insignia Badge – 4.0 cm.
- c) Height of each letter – 1.0 cm.
- d) Width of each letter – 0.2 cm.
- e) Width of golden border all around – 0.3 cm.



Rank Patch
To be worn according to respective Shoulder Ranks

