

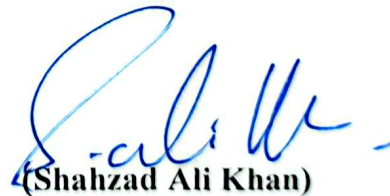


Government of Pakistan
Regional Tax Office, Jail Road, Faisalabad.

INVITATION TO BID

Scaled tenders are invited from reputable, registered and experienced suppliers for the **Supply of Drinking Water, Purchase of Office Stationery, Computer Stationery, Miscellaneous Items and Repair of Furniture & Fixture** to Regional Tax Office, Faisalabad for the Financial Year 2026-27 on a rate contract basis.

Eligibility	• Registered firm/individual with valid NTN • Active GST Registration (if applicable) • Experience in supply/services in the relevant sectors
Collection of Tender Bids and closing date	The bidding documents shall be obtained through the E-Pak Acquisition & Disposal System (EPADS), and interested bidders shall submit their bids through EPADS. No manual bids or hard copies shall be accepted. The closing date for submission of bids is 23.09.2026 at 11:00 a.m.
Date, Time and Place of opening of Tender Bids.	On 23.09.2026 at 11:30 a.m, Conference Room of Regional Tax Office, Faisalabad.
Bidding Documents	The bidding documents are available on the following web sites: https://ppra.gov.pk , https://vendors.epads.gov.pk/login



(Shahzad Ali Khan)
Additional Commissioner IR (HQs)
Member Purchase Committee
Ph. 041-9210406 - 9210343

**Lot No. 1 to 5 - Office Stationery, Computer Stationery, Miscellaneous
Items and Repair of Furniture & Fixture**

CRITERIA FOR TENDER BIDS

- (i) The interested firm/vendor must have sufficient/verifiable experience in relevant field.
- (ii) The firm/authorized dealer/vendor/general order supplier should be on the Active Taxpayers List of FBR.
- (iii) The Firm/authorized dealer/vendor/general order supplier should have their Vendor Number pertaining to District Account Office, Faisalabad.
- (iv) All payments will be made through District Account Office, Faisalabad. All parties will be responsible to clear their bills from (Account Office) before 30.06.2027.
- (v) The interested parties must have sound financial position, proof may be provided.
- (vi) Non- black listing certificate on affidavit may be attached with bidding document.

TERMS & CONDITIONS

1. The deliveries will have to be arranged by the successful bidder at 1st floor, Room No.1 Regional Tax Office, Faisalabad.
2. **The rates quoted will be effective for the whole financial year 2026-27 and will not be revised during the financial year.**
3. All items will be supplied as per specification given in list.
4. Bid Security @ 3 % in the shape of Bank Draft/ Pay order in favour of the Chairman Purchase Committee, RTO Faisalabad must be provided before 15 minutes of the tender opening time.
5. Warranty period of each item supplied/replaced or repair should be clearly mentioned in quoted rates. If the same defect is arisen again the bidder will be responsible to replace it free of cost.
6. No deviation from the specification is permissible; otherwise, security deposit would stand forfeited under the rules.
7. In violation of the above terms and conditions, the firm can be blacklisted by the government under the rules.
8. Single stage one envelop procedure as contained in Rule 36(a) of PPRA 2004, shall apply.
9. The competent authority reserves the right to accept or reject any or all tenders as per PPRA Rules.
10. All contracts shall be awarded on a lot-wise basis. Each lot shall be evaluated independently, and the contract for each lot shall be awarded to the Lowest Evaluated Responsive Bidder for that respective lot.
11. Bidders are required to quote rates for all items of every lot for which they submit a bid. Any bid with one or more unquoted items in a lot shall be treated as incomplete/non-responsive and shall be rejected for that respective lot.
12. The competent authority reserves the tight to accept or reject any bid or all tenders in accordance with the relevant procurement rules.

We have read and agree with the above-mentioned terms and conditions.

Bidder's Name: _____

Signature: _____



Form of Bid Lot No. 1**Office Stationery**

Sr.#	Name of Items	Specification	Qty.	Unit Rate (PKR)	Tax	Rate inclusive of all taxes
1	Paper A-4 80 Gram	AA or equivalent	5000			
2	Paper F-4 80 Gram	AA or equivalent	5000			
3	Highlighter	Dollar or equivalent	150			
4	Stapler Pin (1 box=10 pkt.) "Tick"	"Tick"	25 box			
5	Ball Points	PIANO Solo fine 0.8mm	5000			
6	Uniball Signo	0.7mm	500			
7	Uni.ball eye fine	Uniball 0.7	100			
Total						

Purchase orders will be issued in accordance with budget availability, office requirements, and the quantity of items to be purchased

Bidder/Company Name: _____

NTN _____

Form of Bid Lot No. 2

Office Stationery

Sr.#	Name of Items	Specification	Qty.	Unit Rate (PKR)	Tax	Rate inclusive of all taxes
1	E-Take Pencil	M&G	100			
2	Marker Black (Permanent)	Dollar or equivalent	100			
3	Eraser	Dux dx60	300			
4	Sharpner	-	300			
5	Lead Pencil	Dux 12hb	240			
6	File Flapper (24 x3" with doori)	Rexine Sheet	500			
7	File Tag (1 pkt.=10 pc.)	-	500pkt.			
8	Dak Cover	Rexine best quality	50			
9	Short Hand Book	80 g paper	100			
10	Punch Large	20 Page capacity	75			
11	Stamp Pad	"Lancer"	100			
12	Paper Cutter With Rotatory Lock	"Deli"	100			
13	Plastic Doori (roll)	Best Quality	10			
14	Stapler	"Dux" or "Deli"	100			
15	Register Simple (100 sheet)	80g paper	100			
16	Register Simple (200 sheet)	80g paper	100			
17	Log Book	80g paper	100			
18	Correction Pen	"Picasso"	100			
19	Gum Stick	"UHU" 40g	100			
20	Sticky Notes (1 pkt.= 4 pc.)	4 colour (Multi Color Cutting)	75 pkt.			
21	Calculator (CT-714D "CITIZNE" 2POWER	"CITIZNE" 2 power (CT-714D)	50			
22	Water Sponge Damper	Rubber Body Best quality	100			
23	Double Sided Tape	1 Inch, 10 Yard	10			
Total						

Purchase orders will be issued in accordance with budget availability, office requirements, and the quantity of items to be purchased

Bidder/Company Name: _____

NTN _____

Form of Bid Lot No. 3**Computer Stationery**

Sr.#	Name of Items	Specification	Qty.	Unit Rate (PKR)	Tax	Rate inclusive of all taxes
1	New Toner for Biz Hub Photocopier	New toner, Not Compatible	12			
2	New Toner for Sharp MX 356 (Not Compatible)	New toner, Not Compatible	24			
3	Kyocera KM 2050	New toner, not Compatible	2			
4	Kyocera KM 1650	New toner, not Compatible	2			
5	Canon IR-2230	New toner, not Compatible	2			
6	New Toner for Printer HP Laser Jet 4003 DW	151 A (Not Compatible)	160			
7	New Toner for Printer HP Laser Jet 404 DW 76-A	76-A (Not Compatible)	54			

Purchase orders will be issued in accordance with budget availability, office requirements, and the quantity of items to be purchased

Bidder/Company Name: _____

NTN _____

Form of Bid Lot No. 4

Computer Stationery						
Sr.#	Name of Items	Specification	Qty.	Unit Rate (PKR)	Tax	Rate inclusive of all taxes
1	Wave(s) SSD (Solid state drive)	128GB (Hiksemi)	25			
2	Wave(s) SSD (Solid state drive)	256GB (Hiksemi)	25			
3	Wave(s) SSD (Solid state drive)	512GB (Hiksemi)	20			
4	Portable SSD	1TB (Hiksemi)	2			
5	Computer Cell	Lithium CR2032	100			
6	RAM DDR III	4 GB	75			
7	RAM DDR IV	4 GB	30			
8	Sandisk Ultra Flair USB 128 GB & 64 GB(1+1)	USB 3.2 Gen 1 with 150 MB/s speed	2			
9	Keyboard & Mouse Set (Wireless)	"Lenovo"	150			
10	Wired Keyboard & Laser Mouse Set (Branded, not local or china)	"Dell"	100			
11	Computer Power Supply	"Dell"	50			
12	Computer Power Cable	Two Pin & Three Pin	100			
13	USB Cable (data cable) for Printers		100			
14	VGA Cable for Computers		100			
15	Networking Cable		300 feet			
Total						

Purchase orders will be issued in accordance with budget availability, office requirements, and the quantity of items to be purchased

Bidder/Company Name: _____

NTN _____

Form of Bid Lot No. 5

Miscellaneous Items (Cost of other)					
Sr.#	Name of Items	Specification	Unit Rate (PKR)	Tax	Rate inclusive of all taxes
1	Exhaust Fan	9" Plastic Body (GFC)	30		
2	Electric Fly Killer	Sogo/Westpoint/ Anex,	10		
3	Electric Kettle	Westpoint (Large Deluxe)	4		
4	Electric Heater (2 Year warranty)	Westpoint (Deluxe Fan Heater WF-5146)	30		
5	Water dispenser	"EcoStar" Built in Refrigerator Cabinet	10		
6	False Ceiling Fan 18" (2 x2 ft.)	Copper Remote Control "Pak Fan"	20		
7	AC Compressor 1.5 Ton	"Gree"	3		
8	AC Inverter Compressor 1.5 Ton	"Gree"	3		
9	AC Inverter Kit 1.5 Ton	"Gree"	25		
10	Evaporator 1.5 Ton	"Gree"	4		
11	Compressor 1 Ton	"Gree"	2		
12	LED Panel Light (Philips) 2x2Ft.	"Philips" Not China	100		

Bidder/Company Name: _____

NTN _____