



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER (IR)**

**REGIONAL TAX OFFICE
TAX HOUSE, KATCHERY CHOWK
RAWALPINDI**

**TENDER DOCUMENTS
OFFICE STATIONERY ITEMS**

FINANCIAL YEAR : 2026-2027

TERMS AND CONDITIONS:-

The intending bidders participating in the bidding process shall provide the following Documents:-

1. Company / Firm profile (including Brief history of Company / Firm Income Tax / Sales Tax Returns of last two years).
2. CNIC of Proprietors / Partners / Directors.
3. NTN, Sales Tax Registration Number and ATL status.
4. Affidavit declaring that the Company is not blacklisted / under litigation with any Government Department – Federal or Provincial.
5. Work orders, Purchase orders and relevant experience certificates of last three (03) years, should be attached.
6. Copy of Pay Order of Rs. 200,000/- must be attached with e-bidding documents.
7. Any other formality / document that may be required by the department.
8. All items shall be purchased on quoted rates up to 30.06.2027.

INSTRUCTIONS FOR BIDDERS:-

1. Rates should be quoted serial-wise as per tender document (s) inclusive of GST (where applicable). Income Tax withholding will apply as per prescribed rates. Rates excluding taxes will not be considered.
2. A firm can apply for one or multiple items keeping in view its expertise and capacity to supply / delivery.
3. A Pay Order of Rs. 200,000/- as a bid security, in favor of “Drawing & Disbursing Officer, RTO-Rawalpindi”, must be received in the office of the undersigned, before the opening of bid.
4. The DPC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule-33 of the Public Procurement Rules.
5. In case of shortfall in supply during the year / agreement, the bid security will be forfeited, in favor of Government and firm will be blacklisted, alongwith any other punitive measures that may be taken.
6. The supplies would have to be according to specifications / samples as approved by the DPC.
7. Incomplete bids / offers will not be considered, in any case.

**PURCHASE OF OFFICE STATIONERY ITEMS (A03901)VIDE TENDER NOTICE
NO.01/2026-27**

S. No.	Item Name	Brand / Specs	Rates Incl. Taxes
01.	Gel Pen	Uni-ball Signo / Dux-1000 / Tadkin / Dollar- Gel-I / Deer (Rate per Packet of 12 Pieces.)	
02.	Uniball eye fine Pen	Uni-ball Signo / Dux-1000 / Tadkin / Dollar- Gel-I / Deer (Rate per Packet of 12 Pieces.)	
03.	Ball Pointer	Crystal / Dollar / Piano / Uni-ball / Picasso / Pelikan (Rate per Packet of 10 Pieces)	
04.	Ball Point	Crystal / Dollar / Piano / Uni-ball / Picasso / Pelikan (Rate per Packet of 10 Pieces)	
05.	High Lighter	Deer / Dollar / Piano (Pink - Green - Yellow – Orange - Red) (Rate per Packet of 12 Pieces)	
06.	Permanent Marker	Dollar / Comlin / Piano / Sharpie / Pentel (Multi Color) (Rate per Packet of 10 pieces)	
07.	Color Marker Pen	Deer / Dollar / Piano (Pink - Green - Yellow – Orange - Red) (Rate per Packet of 12 Pieces)	
08.	Dry Erase White Board Marker	Dollar / Comlin / Piano / Sharpie / Pentel (Multi Color) (Rate per Packet of 10 pieces)	
09.	Laser Light Presentation Pointer	SMKT™ / Hetkrishi / Ronest (Rate per Piece)	
10.	Lead Pencil	Piano / Goldfish / Dux / Picasso / Deer (Rate per Packet of 12 Pieces.)	
11.	Sharpener	Dux / Piano / Deer (Rate per Box of 50 Pieces)	
12.	Paper Clip (26 mm)	Picasso / Paper Clips / Three Flowers (Rate per Packet of 10 x 80 Pieces)	
13.	Binder Paper Clips 0.25"	(Rate per Packet of 12 x 12)	
14.	Binder Paper Clips 0.5"	(Rate per Packet of 12 x 12)	
15.	Binder Paper Clips 1"	(Rate per Packet of 12 x 12)	
16.	Push Pin (Colorful) for Notice Board	Picasso / Paper Clips / Three Flowers (Rate per Packet of 12 x 25)	
17.	Eraser	Staedtler (Rasoplast / Shark (E530) / Dux- D2020 / Pelikan AL30) (Rate per Packet of 30 Pieces)	
18.	Medium Stapler (24/6)	Max HD-50R / Deli-E0425 / Helix HD-40 / Axis-AX 30 / Three Flowers (Rate per Piece)	
19.	Medium Stapler Pin (24/6)	Dollar / Kangaro / Dux / Opal (Rate per Box of 20 Packets).	
20.	Heavy Duty Stapler (23/17)	Deli E0385 / FUJI 23 S 17 NFL / Three Flowers / Rexel Giant No. 66 (Rate per Piece)	
21.	Stapler Pin (23/10)	WAAShin /Kangaro /Dux /Opal (Rate per Packet)	
22.	Stapler Pin (23/17)	WAAShin /Kangaro /Dux /Opal (Rate per Packet)	
23.	Stapler Remover	Deli / Kangaro-SR-100 / Max-RZ-F / As per fort (Rate per Piece)	
24.	Peon Book (120 Pages)	Rate per Book	

25.	Single Hole Punch	Mroco / KW.TriO-09210 / Weibo / Emraw (Rate per Piece)	
26.	Double Hole Punch	Swingline / Staples / DL0303 / Officemate (Rate per Piece)	
27.	Files Covers (as per Sample)	White with (Official / FBR's monogram) (Rate per Piece)	
28.	Files Covers (as per Sample)	White with Green Official Monogram (Rate per Piece)	
29.	Files Covers (as per Sample)	Files Covers Brown (as per Sample) (Rate per Piece)	
30.	Officer's Diary (5.50' x 8.50")	Green Cover, Golden Writing alongwith draft Pad 200 Pages (as per Sample / Rate per Piece)	
31.	File Separators	A4 Multi Colors.	
32.	File Flapper	Rate per Bundle of 50 Pieces	
33.	Box File 1"	Legal (Imported)	
34.	Post-it Pad Adhesive (4" x 6")	Multi Colors (Rate Per Packet of 100 Pages x 6 Pack)	
35.	Post-it Pad / Sticky Note Adhesive (3" x 2")	Multi Colors (Rate Per Packet of 100 x 5 Pack)	
36.	Mini Note Pad 4"x6" x 6 pack	white (rate per paceket 06 Packs 50 sheet)	
37.	Box File 2"	Legal (Imported)	
38.	Drafting Pad A4 Size Large	50 Pages (Rate per Pad)	
39.	Drafting Pad A5 Size Small	50 Pages (Rate per Piece)	
40.	Paper (Legal Size) 80 gm Imported	Double A / Navigator / Paper One.	
41.	Paper (Legal Size) 70 gm Imported	Double A / Navigator / Paper One.	
42.	Paper A4 Size 80 gm Imported	Double A / Navigator / Paper One.	
43.	Paper A4 Size 70 gm Imported	Double A / Navigator / Paper One.	
44.	Correction Pen	Tick / Ducks / Shark / Pentel / Pelikan (Rate Per Packet of 24 Pieces)	
45.	Sticky Note Holder	Cristal (Rate per Piece)	
46.	Gum Stick 21 gram	Dollar / UHU / Scope / Amos (Rate Per Packet of 12 Pieces)	
47.	Calculator 12 Digits	Casio JW-120MS / Citizen-CT-555N / Deli EM19710 / Olympia 1000P (Rate per Piece)	
48.	Note Sheet Pad 50 Pages A-4 Size	(Rate per Pad)	
49.	Note Sheet Pad 50 Pages Legal Size	(Rate per Pad)	
50.	Shorthand Note book (60 Pages)	Rate per book	
51.	Envelops Legal Size (Bronze)	(Rate per Packet of 50 Pieces)	
52.	Envelops A4 (Bronze)	(Rate per Packet of 50 Pieces)	
53.	Envelops SE 5 (Bronze)	(Rate per Packet of 50 Pieces)	
54.	Envelops SE 5 (Bronze) (Window left)	(Rate per Packet of 50 Pieces)	
55.	Envelops SE 8 (Bronze)	(Rate per Packet of 50 Pieces)	
56.	Knife Paper Cutter	M & G / Kangaro / Deli (Rate per piece)	

57.	Section Diary Register	6 No.	
58.	Letters Dispatch Register	6 No.	
59.	Daily Attendance Register	Pages – 120	
60.	Paper Weight	Crystal (2" x 2")	
61.	Leather Dak Pad Folder	Legal Size	
62.	Normal Register	Narrow Line 6 No.	
63.	Normal Register	Narrow Line 10 No.	
64.	Normal Register	Narrow Line 16 No.	
65.	Register of Demand & Collection	15" x 20" x 250 Pages (As per sample)	
66.	Stock (Inward & Outward) Register	No. 6, Containing (Pages - 430 as per Sample)	
67.	Vehicle Logbook	(Rate per Book of 160 Pages)	
68.	File Opening Register	6 No.	
69.	Stainless Steel Ruler	Size 12"	
70.	Stainless Steel Ruler	Size 6"	
71.	Water Sponge Dumper	Rate Per Piece	
72.	Stamp Pad Blue & Black	Crystal / Pelikan / Lancer	
73.	Stamp Pad Ink Blue & Black	Crystal / Pelikan / Lancer / FIS	
74.	Fluid Without Thinner	Rate Per Piece	
75.	Gum Bottle	Rate Per Piece	
76.	Small File Tag 6"	Rate per Bundle of 100 Pieces	
77.	Scissor 9" Multi-Purpose	Good Quality	
78.	White Paper Tape 1"	Rate per Piece	
79.	White Paper Tape 2"	Rate per Piece	
80.	Brown Packing Tape 2"	Rate per Piece	
81.	Transparent Scotch Tape 1"	Rate per Piece	
82.	Transparent Scotch Tape 2"	Rate per Piece	
83.	Color Paper Light Yellow for PERs	Rate per Packet of 100 Papers	
84.	Color Paper Light Green for PERs	Rate per Packet of 100 Papers	
85.	Color Paper Light Pink for PERs	Rate per Packet of 100 Papers	
86.	Desk Organizer Table Set	Cristal / Wooden / Grill	
87.	Pen Holder	Cristal / Wooden / Grill	
88.	Plain Fax Roll Paper	50 Meters	
89.	Paper Pin	Rate Per Packet	
90.	Paper Pin Cushion	Rate Per Pieces	

