



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

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

TENDER DOCUMENTS

PURCHASE OF COMPUTER 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 year).
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. Any other formality / document that may be required by the department.
7. 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. 100,000/- 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, along with 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 COMPUTER STATIONERY ITEMS (A03955) VIDE
TENDER NOTICE NO.01/2026-27**

S. No.	Item Name	Brand / Specs	Rates Incl. Taxes
1	Toner HP P2055 (05-A)	Branded Original	
2	Toner HP P2055 (05-A)	Made in China	
3	Toner HP Laser Jet 151A (For Pro 4003dw)	Branded Original	
4	Toner HP Laser Jet 151A (For Pro 4003dw)	Made in China	
5	Toner HP Laser Jet P1102 (85-A)	Branded Original	
6	Toner HP Laser Jet P1102 (85-A)	Made in China	
7	Toner (15-A)	Branded Original	
8	Toner (15-A)	Made in China	
9	Toner HP Laser Jet 1320 (49-A)	Branded Original	
10	Toner HP Laser Jet 1320 (49-A)	Made in China	
11	Toner Xerox 3020	Branded Original	
12	Toner Xerox 3020	Made in China	
13	Toner HP Laser Jet 1010 (12-A)	Branded Original	
14	Toner HP Laser Jet 1010 (12-A)	Made in China	
15	Toner HP Laser Jet 26-A	Branded Original	
16	Toner HP Laser Jet 26-A	Made in China	
17	Toner HP Laser Jet (1320)	Branded Original	
18	Toner HP Laser Jet (1320)	Made in China	
19	Toner (1002)	Branded Original	
20	Toner (1002)	Made in China	
21	Toner (Pro M-12a)	Branded Original	
22	Toner (Pro M-12a)	Made in China	
23	Toner (48-A)	Branded Original	
24	Toner (48-A)	Made in China	
25	Toner (107-A / W)	Branded Original	
26	Toner (107-A / W)	Made in China	
27	Toner 1018 (Q2612 Ace)	Branded Original	
28	Toner 1018 (Q2612 Ace)	Made in China	
29	Toner 1320 (1160)	Branded Original	
30	Toner 1320 (1160)	Made in China	

31	Toner HP Laser Jet M12a (279-A)	Branded Original	
32	Toner HP Laser Jet M12a (279-A)	Made in China	
33	Toner 1022 (12-A)	Branded Original	
34	Toner 1022 (12-A)	Made in China	
35	Toner 1102 (35-A)	Branded Original	
36	Toner 1102 (35-A)	Made in China	
37	Toner M 102a (19-A)	Branded Original	
38	Toner M 102a (19-A)	Made in China	
39	Toner (53-A)	Branded Original	
40	Toner (53-A)	Made in China	
41	Toner HP 1005 (35-A)	Branded Original	
42	Toner HP 1005 (35-A)	Made in China	
43	Toner HP P1020 (H2612)	Branded Original	
44	Toner HP P1020 (H2612)	Made in China	
45	Toner Toshiba e-Studio Photocopier 452 (T-3520 E)	Branded Original	
46	Toner Toshiba e-Studio Photocopier 167 (T-1640 E)	Branded Original	
47	Toner Toshiba e-Studio Photocopier 182 (T1820 E)	Branded Original	
48	Toner Toshiba e-Studio Photocopier 182 (T1810 E)		
49	Toner Panasonic 6010 Photocopier	Branded Original	
50	Toner Konica Minolta Photocopier Model :Bizhub 450i (TN628)	Branded Original	
51	Re-filling of all kinds of Printer Toner, including Drum and Blade	Re-filling of Printer Toner	
52	Computer Power Cable III-Pins Round	Rate Per Piece	
53	Computer Power Cable III-Pins Flat	Rate Per Piece	
54	USB Data Cable (MIX PORT)	Rate Per Piece	
55	Networking Cable (CAT-VI Copper) China for Computer	(Rate Per Roll of 360 Meters)	
56	Networking Cable (CAT-VI Copper) Original for CCTV	(Rate Per Roll of 360 Meters)	
57	Cable Connector RJ-45	Rate Per Piece	
58	Mouse USB	Dell / HP / A4Tech / Logitech	
59	Mouse Wireless	Dell / HP / A4Tech / Logitech	
60	Keyboard USB	Dell / HP / A4Tech / Logitech	
61	Keyboard Wireless	Dell / HP / A4Tech / Logitech	
62	SATA Power Connector Cable	Rate Per Piece	
63	Computer LAN Card	TP-Link (Single Port)	

64	Computer LAN Card	TP-Link (Dual Port)	
65	Computer BIOS Cell 2032	Rate Per Piece	
66	Wrist Support Mouse Pad	Rate Per Piece	
67	RAM (DDR II)	2 GB	
68	RAM (DDR II)	4 GB	
69	RAM (DDR III)	2 GB	
70	RAM (DDR III)	4 GB	
71	Computer Hard Disk (SSD)	250 GB	
72	Computer Hard Disk (SSD)	320 GB	
73	Computer Hard Disk (SSD)	500 GB	
74	Computer Hard Disk (SSD)	01 TB	
75	Computer Hard Disk (SSD)	02 TB	
76	Computer Hard Disk (SSD)	04 TB	
77	Computer Hard Disk (SSD)	08 TB	
78	Computer Hard Disk (SSD)	16 TB	
79	Dual Band Wi-Fi Router AC 1200 (867 Mbps)	TP-Link	
80	Dual Band Wi-Fi Router AC 1200 1000 Mbps	TP-Link	
81	Dual Band Wi-Fi Router AC 1200 1200 Mbps	TP-Link	
82	Dual Band Wi-Fi Router AC 1750 1300 Mbps	TP-Link	
83	Network Switch	TP Link (05 Ports)	
84	Network Switch	TP Link (08 Ports)	
85	Network Switch	TP Link (16 Ports)	
86	Network Switch	Sisco (24 Ports)	
87	Network Switch	Sisco (48 Ports)	
88	Computer Power Supply	Dell 990	
89	Computer Power Supply	Dell 755	
90	Computer Power Supply	Dell 330	
91	Computer Power Supply	HP 7800	
92	Computer Power Supply	HP 6120	
93	Computer Power Supply	Dell 980	
94	Computer VGA Cable for Monitor	Rate Per Piece	
95	Mother Board	Dell OptiPlex 990 Desktop	
96	Cable Tester	Rate Per Piece	
97	Printer Data Cable	Rate Per Piece	
98	USB	32 GB	

99	USB	64 GB	
100	SATA to USB Cable	USB 3.0 to 2.5	
101	Crimping Tool	RJ-45	
102	Wire Stripper / Cutter	set	
103	Punch Down Tool	set	
104	Network Cable Tester:	RJ-45	
105	Network Cable Tester:	RJ-11	
106	Anti-Static Wrist Strap	set	
107	Tweezers / Long Nose Pliers	set	
108	HDMI Cable	Rate Per Piece	
109	2.5-inch SATA SSD Disk Drive	(2 TB)	
110	2.5-inch SATA SSD SSD Disk Drive	(4 TB)	
111	M.2 NVMe PCIe SSD Disk Drive	(2 TB)	
112	M.2 SATA SSD Disk Drive	(2 TB)	
113	External SSD Disk Drive	(2 TB)	
114	External SSD Disk Drive	(4 TB)	
115	SSD disk Driver Cover casing	for 2.5 SSD disk	
116	M.2 NVMe/SATA Enclosure	Rate Per Piece	