



GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
LARGE TAXPAYERS OFFICE, LAHORE
10-Babar Block, New Garden Town, Lahore

INVITATION TO E-BIDS THROUGH DPADS

Large Taxpayers Office, Lahore invites **e-bids through EPADS/PPRA platform** for the procurement titled **"Stationery Items for Office Use"** under the **Single Stage – One Envelope (SSOE)** bidding procedure from firms/companies/contractors having valid registration with the **Income Tax and Sales Tax Departments**. The requirement is as under:

TERMS AND CONDITIONS:

1. Bid Security:

Bid Security @ 1% of the estimated value of the tender, amounting to Rs.99,000/-, shall be furnished in the shape of a Bank Draft/Pay Order in favour of Chief Commissioner, Large Taxpayers Office, Lahore.

2. Submission and Opening of Bids:

The e-bids must be submitted through EPADS by **20.10.2026** up to **11:00 a.m.** The bids shall be opened and announced by the Procurement Committee on **22.10.2026** up to **04:00 p.m.** on the EPADS Portal.

3. Submission of Original CDR and Samples:

The original CDR and samples of the quoted stationery items must be submitted to the Procurement Committee on or before **20.10.2026** at **10:00 a.m.** This is to allow sufficient time for their inspection and evaluation against the specifications and minimum quality standards prescribed in the bidding documents, before the bids are opened and announced on the EPADS portal on **22.10.2026**. Failure to submit the original CDR and/or samples within the stipulated time shall render the bid technically non-responsive.

4. Queries/Clarifications:

Any queries or requests for clarification regarding the tender may be addressed to the Accounts Branch, Large Taxpayers Office, Lahore, during office hours.

5. Affidavit Regarding Blacklisting:

The bidder shall submit an affidavit stating that the firm/company/contractor has not been blacklisted by any Government Department/Organization at the time of submission of the bid.

6. Taxes and Duties:

The rates quoted by the bidders shall be inclusive of all applicable duties, taxes, levies and other charges.

7. Right of Procuring Agency:

The Chief Commissioner Inland Revenue, Large Taxpayers Office, Lahore, reserves the right to accept or reject any or all bids, or annul the procurement process, at any time prior to the acceptance of a bid, in accordance with the applicable PPRA Rules.

(ABDULLAH ZULFIQAR)
Deputy Commissioner (HQs)
Large Taxpayers Office, Lahore.
Ph:042-99213818

SPECIAL TERMS & CONDITIONS

FOR SUPPLY OF STATIONERY ITEMS

1. Estimated/Approximate Quantities

The quantities mentioned in the Schedule/BOQ are **estimated/approximate quantities** based on the anticipated requirements of the Procuring Agency and are provided for the purpose of obtaining and evaluating unit rates.

The estimated quantities shall not constitute a commitment by the Procuring Agency to purchase the entire quantity mentioned against any item.

2. Supply on As-and-When-Required Basis

The stationery items shall be supplied **as and when required** during the contract period against duly issued Purchase Orders by the Procuring Agency.

The Procuring Agency may place orders from time to time according to its actual requirements and availability of budget. The supplier shall have no claim for procurement of the entire estimated quantity mentioned in the BOQ.

3. Unit Rates

The bidder shall quote a **unit rate for each item** in the BOQ. The quoted unit rates shall include all applicable taxes, duties, transportation, loading/unloading and other incidental expenses, unless specifically stated otherwise in the bidding documents.

The approved unit rates shall remain valid for the period specified in the contract.

4. Variation in Quantities

The actual quantities of individual items may vary from the estimated quantities mentioned in the BOQ according to the actual requirements and availability of budget.

Any increase or decrease in quantities shall, however, remain **subject to the applicable PPRA Rules, the provisions of the bidding documents/contract and availability of budget**.

Payment shall be made only for the actual quantities ordered, supplied, inspected and accepted.

5. Submission of Samples

Where considered necessary, the Procuring Agency may require bidders to submit **samples of the quoted stationery items** before the opening of bid for assessment of quality, specifications, material, workmanship and conformity with the requirements prescribed in the bidding documents.

The requirement for submission of samples, where applicable, shall be communicated to the bidders in the bidding documents or through the procurement process in accordance with the applicable PPRA Rules.

6. Evaluation of Samples

The samples shall be examined by the designated **Procurement Committee** against the specifications and minimum quality standards prescribed in the bidding documents.

The evaluation of samples shall be based on objective and pre-defined specifications and requirements and shall not be based merely on subjective preference.

Where samples are required after financial evaluation, the sample of the **lowest evaluated responsive bidder** may be examined before issuance of the Purchase Order/Contract.

If the sample is found not to conform to the prescribed specifications or minimum quality requirements, the Procuring Agency shall deal with the bidder in accordance with the applicable PPRA Rules and the provisions of the bidding documents.

7. Approved Sample as Reference Standard

The sample approved by the Procuring Agency, where applicable, shall serve as a **reference sample** for subsequent supplies during the contract period.

The supplier shall ensure that all stationery supplied during the contract period is of the same or better quality and conforms to the approved sample and specifications.

8. Inspection and Acceptance of Supplies

All supplies shall be subject to inspection by the designated Inspection Committee/authorized officer of the Procuring Agency.

The Procuring Agency reserves the right to inspect the supplied items for their quantity, specifications, quality, material, workmanship and conformity with the approved sample, where applicable.

Items found defective, substandard, damaged or not conforming to the prescribed specifications/approved sample shall be **rejected and replaced by the supplier at no additional cost** to the Procuring Agency.

9. No Payment for Rejected Items

No payment shall be made for any item which is rejected during inspection due to non-conformity with the prescribed specifications, approved sample or required quality standards.

The supplier shall replace such items within the period specified by the Procuring Agency at its own cost and risk.

10. Actual Quantity for Payment

Payment shall be made on the basis of the **actual quantity supplied, inspected and accepted** by the Procuring Agency at the approved unit rates.

The estimated quantities mentioned in the BOQ shall not be considered as guaranteed quantities for payment purposes.

11. Purchase Orders

The Procuring Agency shall issue Purchase Orders from time to time indicating the items and quantities required.

The supplier shall supply the ordered items within the delivery period specified in the respective Purchase Order.

No supply shall be made without a duly authorized Purchase Order issued by the Procuring Agency.

12. Compliance with Specifications

The bidder shall carefully examine the specifications of each item before quoting rates.

The bidder shall quote only for items that comply with the required specifications. Where a brand/model is mentioned, the provisions regarding **equivalent or alternate brands/models**, if any, shall apply as specified in the bidding documents.

13. Right to Reject Non-Conforming Supplies

The Procuring Agency reserves the right to reject, wholly or partially, any consignment or item which does not conform to the specifications, approved sample, required quality or quantity.

The decision of the designated Inspection Committee regarding conformity of supplied items shall be recorded in the inspection report, subject to the applicable provisions of the contract and PPRA Rules.

14. Estimated Budget

The procurement shall remain subject to the **availability of approved budget/funds**. The Procuring Agency shall not be liable for procurement of the entire estimated quantities where the available budget is insufficient to procure such quantities at the quoted/approved rates.

15. Contract Period

The contract shall remain valid for a period of **one year** from the date specified in the Contract Agreement/Letter of Acceptance, unless otherwise provided in the bidding documents.

The supply shall be made on an as-and-when-required basis throughout the contract period against duly issued Purchase Orders.

SCHEDULE / BOQ

Sr.No	Items Description	Items Specification	Estimated/ Approx. Quantity	Rate
1	Ball Point Blue	Piano or Equivalent	5000	
2	Ball Point Black	Piano or Equivalent	500	
3	Uni Ball Blue	Signo or Equivalent	1500	
4	Uni Ball Black	Signo or Equivalent	500	
5	Uni Ball Green	Signo or Equivalent	100	
6	Uni Ball Red	Signo or Equivalent	100	
7	Board Marker	(Dollar or equivalent)	100	
8	Board Duster	(Dollar or equivalent)	50	
9	Binding Sheet	18gm Legal	100	
10	Binding Tape	1.5"	350	
11	Binding Tape	2"	350	
12	Calculator	Casio or equivalent	200	
13	Chit Pad Small	3x3 Multi	200	
14	Chit Pad Finger	2x3 multi color	1500	
15	File Tags	Good Quality	4000	
16	Fluid Pen	Pelikan or equivalent	200	
17	Flappers	Green	500	
18	Dak Folder	Good Quality	50	
19	Eraser	Pelikan or equivalent	500	
20	Gum Stick	UHU or equivalent	250	
21	Highlighter	Pelikan or equivalent	500	
22	Led Pencil with Eraser	Goldfish or equivalent	1500	
23	Marker Big	Dollar or equivalent	400	
24	Marker Small Black	Tempo or equivalent	100	
25	Paper Cutter Medium	Dux or equivalent	100	
26	Paper Ream (Imported)	Legal Size 70-gm AA or Equivalent	100	
27	Paper Ream (Imported)	A4 Size 70-gm AA or Equivalent	100	
28	Paper Ream (Imported)	Legal Size 80-gm AA or Equivalent	200	
29	Paper Ream (Imported)	A4 Size 80-gm AA or Equivalent	200	
30	Paper Ream (Local)	Legal Size 70-gm Copymate or equival.	1700	
31	Paper Ream (Local)	A4 Size 70-gm Copymate or equivalent	1700	
32	Paper Punch Single	Good Quality	500	
33	Register 200 Pages	Hero or equivalent	200	
34	Stapler 24/6	Dux or equivalent (binding upto 40-Sheets)	500	
35	Stapler Pin 24/6	Dollar or equivalent	1000	
36	Stapler Pin Remover	Dux or equivalent	500	
37	Sharpener	Dux or equivalent	500	
38	Stamp Pad	Dollar or equivalent	200	
39	Stamp Pad Ink 32ml	Dollar or equivalent	150	

Sr.No	Items Description	Items Specification	Estimated/ Approx. Quantity	Rate
40	Steel Roller Scale	Dux or equivalent	500	
41	Toner for Printer	HP 107A	10	
42	Toner for Printer	HP 4003dw	40	
43	Toner for Printer	HP 1102	50	
44	Toner for Photocopier	Kyocera TASKALFA 6501 i	20	
45	Toner for Photocopier	Minolta Bizhub TN 628	265	
46	Writing Pad (Imported)	Hero or equivalent (8"x6") 50-Page	500	
47	Whiteboard	36x48	10	
48	USB	16GB (Samsung or Equivalent)	100	
49	USB	32GB (Samsung or Equivalent)	100	
50	USB	64GB (Samsung or Equivalent)	60	
51	USB	128GB (Samsung or Equivalent)	50	
52	File Covers (FBR Logo)	White (FBR Logo)	40000	
53	Ring Pad (FBR Logo)	(FBR Logo) 100 Pages	500	
54	White Envelop (FBR Logo)	Size 4" x 9" 70gm (FBR Logo)	6000	
55	White Envelop (FBR Logo)	Size 5" x 11" 70gm (FBR Logo)	5000	
56	White Envelop (FBR Logo)	Size 8" x 11 70gm (FBR Logo)	5000	
57	White Envelop (FBR Logo)	Size 12" x 14 70gm (FBR Logo)	5000	
58	Letter Head (FBR Logo)	A4 Size 80g Imported (FBR Logo)	5000	

Note: The quantities shown above are estimated/approximate and are intended for bid evaluation purposes. Actual quantities shall be procured according to the requirements of the Procuring Agency and availability of budget, in accordance with the bidding documents and applicable PPRA Rules.