



GOVERNMENT OF PAKISTAN  
OFFICE OF THE ACCOUNTANT GENERAL PAKISTAN REVENUES  
SECTOR G-8/4, ISLAMABAD

No. Admn-II/Procurement-Stationery/2025-26/2422

Dated: September 11, 2025

**TENDER NOTICE**

Office of the Accountant General Pakistan Revenues invites E-Bids from reputable experienced firms registered with PPRA on EPADS for supply of Stationery Items for the financial year **2025-2026** as per tender documents for the period of one year, **through EPADS only**

02. Interested firms/dealers having GST/NTN number and on Active Taxpayers List of FBR may quote the prices of items supply on **E-PADS/PPRA** website.

03. Tender documents containing list of items required as well as terms and conditions of supply can be down-loaded free of cost from **E-PADS/PPRA** website as well as AGPR website Islamabad.

04. Interested firms/dealers must provide following information/documents with their bids:

- Experience of supplying similar goods.
- Previous registration with any Govt. organization.
- Business/Office address, telephone and fax numbers.
- Attested copy of Certificate of Income Tax & Sales Tax registration.
- Certificate or undertaking/affidavit of not being blacklisted.
- List of clients where services have been rendered in last financial year.

05. Each bid accompanied by earnest money in the shape of pay order/demand Draft of Rs. **200,000/-** (Rupees: Two Hundred Thousand Only) in favour of Branch Officer (Admn-II), AGPR, Islamabad which shall be submitted to the undersigned, in original, before the bid closing time. Copy of the pay order/demand draft shall be scanned and made part of proposal to be submitted electronically.

06. The bids must reach be uploaded latest by **October 01, 2025 at 10:30 AM**, which shall be opened through EPADS on the same day i.e. **October 01, 2025, at 11:00 AM** in presence of representative of the bidders/firms who may wish to present.

07. Suppliers may quote for one or all the items listed in the tender documents. Prices of items must be mentioned in given format. Contract (s) would be awarded item-wise to the lowest bidder(s).

(Muhammad Hamza)  
Assistant Accountant General  
Admin-II  
Phone No.051-9260325

OFFICE OF THE ACCOUNTANT GENERAL  
PAKISTAN REVENUES, SECTOR G-8/4,  
ISLAMABAD.

TENDER

FOR

SUPPLY OF STATIONERY ITEMS AND COMPUTER  
STATIONERY(TONERS) FOR AGPR, ISLAMABAD 2025-2026

NAME OF FIRM:

M/S \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FURTHER TO OUR ADVERTISEMENT IN THE PPRA AS WELL AS AGPR'S WEBSITE FOR PURCHASE OF STATIONERY ITEMS AND ACCESSORIES, YOU ARE INVITED TO SUBMIT YOUR BIDS IN THE LIGHT OF DETAILS GIVEN BELOW.**

**1. CONTRACT**

The Contract shall mean the agreement entered between the parties i.e. "the purchaser" (AGPR on the behalf of the President) and the "Seller" (Bidder).

**2. DETAILS OF ITEMS.**

As per Annexure "A".

**3. RECEIPT AND OPENING OF TENDER.**

Bids will submit through E-PAD/PPRA on line procurement on or before 01st October , 2025 (Wednesday) by 10:30 A.M. and will be opened on the same day in the presence of the bidders or their representatives at 11.00 AM. (In case of Government holiday next working day will be considered)

Bids should be marked as BID FOR PURCHASE OF STATIONERY FOR AGPR, ISLAMABAD.

➤ For any clarification or further information, the bidders may contact Branch Officer (Admin-II) Office of the AGPR Islamabad on phone No.051-9260325.

**4. RATE**

Bidders should quote their rates through E-PADS/PPRA on line procurement in Pak Rupees inclusive of Government Taxes (where applicable). Sales tax where applicable may be shown separately. Rates would be valid for one year up to 30.06.2026.

## 5. BID SECURITY

Bids security may be accompanied with call deposit Rs.200,000/- (refundable) as fixed earnest money in favor of Branch Officer, Admn-II, AGPR, ISLAMABAD.

## 6. RIGHT RESERVED

- The A.G.P.R. reserves right to accept / reject any or all tenders without assigning any reason.
- The competent authority reserves right to increase /decrease the quantity of items mentioned in the tender.

## 7. DISQUALIFICATION.

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- Bidders not register with E-PADS/PPRA on-line procurement.
- Tenders submitted without earnest money will not be entertained.
- Offers received after specified date and time.
- Bidders not submitted through E-PADS/PPRA on line procurement.

## 8. EVALUATION/GRIEVANCES.

All the bids submitted through E-PADS/PPRA would be evaluated by a committee constituted by the competent authority. Criteria of evaluation will be bidder's experience, reputation, and compliance to specification and rate. Sample may also be submitted where required. Grievance committee will examine the evaluated stationery items rates submitted on E-PADS/PPRA website.

## 9. SUPPLY.

- Supply will have to be made within one week of supply order at ADMN-II SECTION A.G.P.R, Islamabad.
- All defective items will be replaced immediately at suppliers cost.

## 10. TERMS OF PAYMENT

- The payment will be made in full after satisfactory delivery of the goods against invoices.
- Income tax at source will be deducted as per rules / orders in vogue.

## 11. GENERAL INFORMATION

- Company Name & Address.
- Year of establishment in Pakistan.
- List of the other products marketed by the company.
- Offices in Pakistan.
- Detail of Machine / equipment owned in case of preparing / printing of computer paper locally.



**(Muhammad Hamza)**  
**Assistant Accountant General**  
**Admin-II**  
**Phone No.051-9260325**

Annexure - A

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**DETAIL OF GENERAL STATIONERY ITEMS (HEAD A03901) FOR THE FY 2025-2026**

Sr. #	Detail of Items	Quantity	Unit	Rate per Unite (Including Taxes)	Total Cost of Units (Including Taxes)
1	Ball Point Paino 0.8 MM	1,200.00	PKT		
2	Calculator Citizen 14 digit (original) Large display small size	60.00	EACH		
3	Calculator Casio 14 digit (original) Large display small size	50.00	EACH		
4	Colorful Flag Medium Size (as per sample)	300.00	PKT		
5	Duplicating Paper(500 Sheet per Ream) Legal Size	300.00	REAM		
6	Draft Pad Small Imported Paper (60 Sheet) Fine Quality(As Per sample)	300.00	EACH		
7	Double Punch Large size Fine Quality	24.00	EACH		
8	Diary for Officer (as per Sample)	50.00	EACH		
9	Diary Pad 13 X 19 Cm (as per sample)	100.00	EACH		
10	Diary Register NO 4 (as per sample)	100.00	EACH		
11	Diary Register NO 6 (as per sample)	100.00	EACH		
12	Envelop Long Size (as per sample) Best Quality	20.00	PKT		
13	Envelop A-4 Size (as per sample) Best Quality	40.00	PKT		
14	File Covers Printed 270 gram Imported and Bleach Card with inner side Cloth. (as per sample) legal size	14,000.00	EACH		
15	Fluid Pen Fine Brand and Quality	200.00	EACH		
16	File Board White Fine Quality (as per sample) legal size	6,000.00	EACH		
17	File Flipper	1,000.00	EACH		
18	Gum Stick Small 15 Gram Fine Brand and quality	350.00	EACH		
19	Gel Pen: Uni-Ball Signo Original	600.00	EACH		
20	Rabbit RG-100/M&G Original	48.00	EACH		
21	Gum Bottle Fixol (Large Size )	12.00	EACH		
22	Gum Bottle Small Size	100.00	EACH		
23	Highlighter (Various Colour) Fine Brand and Quality	300.00	EACH		
24	Ink Pelikan (Blue + Black)	8.00	EACH		
25	Knife with cutter Blade Fine Quality (as per sample)	200.00	EACH		



STATIONERY INCHARGE



AAO (ADMIN-II)



BRANCH OFFICER (ADMIN-II)

26	Led Pencil Gold Fish original	12.00	EACH		
27	Log Book Imported Paper	5.00	EACH		
28	Marker Permanent (various color ) Fine Brand and Quality	200.00	EACH		
29	Metal Ink Fine Brand and Quality	20.00	EACH		
30	Numbering Machine (6 &7) digit Fine Brand and (Original )	30.00	EACH		
31	Note Sheets Imported Paper (60 Sheet) Fine Quality	400.00	EACH		
32	Paper A4 Size imported Paper 80gm(500 Sheets) HP OR Equivalent	2,000.00	PER		
33	Paper Legal Size 80gm 500 sheets imported Paper HP OR Equivalent	100.00	PER REAM		
34	Paper A-4 Size imported Paper Yellow and Pink 80 Gram (as per sample) H.P OR Equivalent	6.00	PER REAM		
35	Paper Clip 26 mm (Fine Quality) (as per sample)	100.00	PKT		
36	Paper Pins 24mm Size No.02 (Net Weight 50 gram) Office Pin	200.00	PKT		
37	Punch Single Local Large Size (as per sample)	100.00	EACH		
38	Punch Machine Stainless Steel Medium Size (Fine quality)	50.00	EACH		
39	Post it Pad (4x5) Imported Paper (Yellow) (as per sample)	40.00	PKT		
40	Post it Pad (2x3) Imported Paper (Yellow) (as per sample)	20.00	PKT		
41	Pin Cushion (Marble and Plastic) Fine Quality Note: Rate may be quoted separately	100.00	EACH		
42	Pen Holder DUX - 240	8.00	EACH		
43	Pointer Dollar Black Blue	100.00	PKT		
44	Packing Tap 2" 35 Yards	50.00	ROLL		
45	Paper Weight Marble Fine quality (as per sample)	100.00	EACH		
46	Plastic Stamp Pad No.2/251 (Size 8.6x12.6 cm	100.00	EACH		
47	Plastic Sharpener (Fine Brand and Quality) (as per sample)	100.00	EACH		
48	Paper Clip Large size (Colorful).	100.00	PKT		
49	Russo ink Fine Quality (as per sample)	7.00	EACH		
50	Russo Roll Fine Quality (as per sample)	7.00	EACH		
51	Rubber ( Millen) Original Fine Quality	100.00	EACH		
52	Rubber Band Color Red Net weight 30 Gram( F.Q) (as per sample)	100.00	PKT.		
53	Ruled Register No.04 (as per sample)	150.00	EACH		
54	Ruled Register Imported Paper 08 No. (as per sample)	200.00	EACH		
55	Ruled Register 10 No. Imported Paper (as per sample)	300.00	EACH		

  
STATIONERY INCHARGE

  
AAO (ADMIN-II)

  
BRANCH OFFICER (ADMIN-II)

56	Ruled Register 16 No. Imported Paper (as per sample)	250.00	EACH		
57	Ruled Register 20 No. Imported Paper (As per sample)	250.00	EACH		
58	Stamp Pad ink Red, Blue, Black and Green Fine Brand and Quality	100.00	EACH		
59	Signature Folder (Fine Quality) / Dak Pad	5.00	EACH		
60	Stapler Pin Dollar and KW. Tro	900.00	PKT		
61	Stapler Machine(Medium Size) Fine Quality (as per sample)	200.00	EACH		
62	Stapler Pin Remover	60.00	EACH		
63	Stapler Machine Heavy Duty	4.00	EACH		
64	Scale Pure Steel 12" fine Brand and Quality	100.00	EACH		
65	Scotch Tap 2" Dear 50 Yard Fine Brand and Quality	50.00	EACH		
66	Scotch Tap 1" 30 yard Fine Quality	100.00	EACH		
67	Scotch Tap Stand Medium Size Fine Brand and quality	20.00	EACH		
68	Scissor stand less steel Medium Size	20.00	EACH		
69	Table Set Pure Leather Fine quality	5.00	EACH		
70	Table Set Rexene Fine quality	10.00	EACH		
71	Thread ball Large Size (as per sample)	400.00	PKT		
72	Tags Cotton 6". Fine Quality	400.00	PKT		
73	Tags Large Size 10" Fine Quality	20.00	PKT		
74	Thermal Paper, 8 MM	1.00	ROLL		
75	Uni-Ball Eye Micro (Original)	400.00	EACH		
76	Uni-Ball Eye original	600.00	EACH		
77	Uni-Ball Eye Vision Elite 0.8 original	100.00	EACH		
78	USB Kingston 8 GB Original with grantee	6.00	EACH		
79	USB Kingston 16 GB Original with grantee	6.00	EACH		
80	USB Kingston 32 GB Original with grantee	6.00	EACH		
81	USB Kingston 64 GB Original with grantee	6.00	EACH		
82	Water Damper (Fine quality)	100.00	EACH		
				<b>GRAND TOTAL</b>	



STATIONERY INCHARGE



AAO (ADMIN-II)



BRANCH OFFICER (ADMIN-II)

**DETAIL OF COMPUTER STATIONERY ITEMS (HEAD A03955) FOR THE FY 2025-2026**

Sr. #	Detail of Items	Quantity	Unit	Rate per Unite (Including Taxes)	Total Cost of Units (Including Taxes)
83	Gestetner Machine IM 2702	4	EACH		
84	Toner Cancn IR 2022	2	EACH		
85	Toner Canon 2525	4	EACH		
86	Toner Cannon Image Runner 2535 (Original)	4	EACH		
87	Toner RICO MP 2501	4	EACH		
88	Toner HP laser Jet P1102 85 A (China Best Quality)	25	EACH		
89	Toner HP 400 DN Printer 80-A (China Best Quality)	10	EACH		
90	Toner HP laser Jet P 2055 05A (China Best Quality)	20	EACH		
91	Toner HP laser Jet Pro M102 17A(China Best Quality)	20	EACH		
92	Toner HP Laser Jet PRO MFP M127 FN 83-A(China Best Quality)	10	EACH		
93	Toner HP Laser Jet P-2015 53-A (China Best Quality)	20	EACH		
94	Toner HP Laser Jet 2530 05A(China Best Quality)	4	EACH		
95	Toner HP Laser Jet P1102 12-A (China Best Quality)	20	EACH		
96	Toner HP Laser Jet 402 26-A (China Best Quality)	6	EACH		
97	Toner HP Laser Jet 3005 51-A (China Best Quality)	10	EACH		
98	HP Laser Jet 48-A	4	EACH		
99	Toner HP Laser Jet 1320 49-A (China Best Quality)	10	EACH		
100	Toner HP Laser Jet 1150 24-A (China Best Quality)	6	EACH		
101	Toner HP Laser Jet 1150 55-A (China Best Quality)	4	EACH		
102	Toner HP Laser Jet 2420 11-A (China Best Quality)	20	EACH		
103	Toner HP Laser Jet 1200 15-A (China Best Quality)	6	EACH		
104	Toner HP Laser Jet 1300 13-A (China Best Quality)	6	EACH		
105	Toner HP Laser Jet 151-A (China Best Quality)	30	EACH		
106	Toner HP Laser Jet 1005 (35-A) (China Best Quality)	4	EACH		
107	Toner HP Laser Jet (46-A) (China Best Quality)	6	EACH		
108	Toner HP Laser Jet (76-A) (China Best Quality) with Chip	30	EACH		
109	Toner HP Laser Jet (77-A) (China Best Quality)	4	EACH		



STATIONERY INCHARGE



AAO (ADMN-II)



BRANCH OFFICER (ADMN-II)

110	Toner HP Laser Jet 30-A Original	4	EACH		
111	Toner HP Laser Jet (44-A) Original	8	EACH		
112	Toner HP Laser Jet (107-A) Original	4	EACH		
113	Toner HP Laser Jet (79-A) Original	4	EACH		
114	HP Drum Unit 19-A (Original)	15	EACH		
<b>COMPUTER PAPERS "CONTINUES SHEET"</b>					
115	Part-I (11X15) Weight 65gm + 5% Century	200 Box	2000 Unit		
<b><u>RIBBONS/ CARTRIDGES</u></b>					
116	Printronix Printer (PN-176530-001) Ribbon	12	Unit		
117	Printronix Printer (PN-179499) Ribbon	12	Unit		
118	Printronix Printer (256976-403) Cartridge	12	Unit		
119	Printronix Printer (255049-103) Cartridge	12	Unit		
120	Epson LQ 310 Ribbon Original Sample Attach	200	Unit		
121	Epson LQ 350 Ribbon Original Sample Attach	200	Unit		
<b>GRAND TOTAL</b>					

  
STATIONERY INCHARGE

  
AAO (ADMN-II)

  
BRANCH OFFICER (ADMN-II)