



GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
CORPORATE TAX OFFICE, LAHORE
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE

ANNEX-B

SCHEDULE OF REQUIREMENT & FINANCIAL PROPOSAL
STATIONERY & COMPUTER STATIONERY ITEMS.

LOT NO.1 (Paper A4 & Legal Size)

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Computer Paper (white) Imported AA Brand or equivalent 80 Gram A4 size 500 Sheets each ream	Nos.	2,500			
2	Computer Paper (white) Imported AA Brand or equivalent 80 Gram Legal size 500 Sheets each ream	Nos.	1,000			
3	Imported Paper (white) AA Brand or equivalent 80 Gram A4 size 500 Sheets each ream	Nos.	7,500			
4	Imported Paper (white) AA Brand or equivalent 80 Gram Legal size 500 Sheets each ream	Nos.	2,000			

LOT No.2 (Computer Printer Toner Cartridges)

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Toner HP Laser Jet Pro 4003 dw (Original)	Nos.	150			
2	Toner HP Laser Jet Pro M 404 dn (Original)	Nos.	50			
3	Toner HP Laser Jet Pro M 10 2a (Original)	Nos.	15			
4	Toner HP Laser Jet Pro M 12 a (Original)	Nos.	10			
5	Toner HP Laser P 1102 (Original)	Nos.	35			
6	Toner HP Laser Jet 1020 (Original)	Nos.	15			
7	Toner HP Laser Jet 1320 (Original)	Nos.	15			
8	Toner HP Laser Jet P 1005 (Original)	Nos.	10			
9	Toner HP Laser Jet P 2055 dn (Original)	Nos.	10			
10	Toner HP Laser Jet 1010 (Original)	Nos.	10			
11	Toner HP Laser Jet 1018 (Original)	Nos.	5			
12	Toner HP Laser Jet 1022 (Original)	Nos.	5			
13	Toner HP Laser Jet 1320 n (Original)	Nos.	5			
14	Toner HP Laser Jet P 1006 (Original)	Nos.	5			
15	Toner HP Laser Jet P 1505n (Original)	Nos.	5			
16	Toner HP Laser Jet P 1606 dn (Original)	Nos.	5			
17	Toner HP Laser Jet P 3015 (Original)	Nos.	5			

LOT NO.3 (Photostate Machine Cartridge -Stationery)

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Imported Toner Cartridge of Konica Minolta Photo state Machine (Model bizhub 450i).	Nos.	150			

LOT NO.4 (Misc. Office Stationery)

S.No.	Description of Items	Unit	Qty	Brand	Rate	Total
1	Ball Point 0.8mm (Blue, Black & Red) 10 Pcs/packet. Piano or equivalent	Pkt.	3,000			
2	Uni Ball Rollerball vision elite brand or equivalent Pen or equivalent (Blue, Black, Red & Green) 12 Pcs/packet	Pkt.	900			
3	Uni Ball Gel ink Pen Roller Signo Brand or equivalent 0.4mm line & 0.7mm Ball (Blue & Black) 12Pcs/Pkt.	Pkt.	500			
4	Register Plain Wide Lines Fine Quality (384-400 Pages) 70 Gram	Nos.	800			
5	Envelopes File (Size 14" x 18") Kraft Paper 105-Grams Brown colour fine quality	Nos.	6,000			
6	Envelopes (Size 11"x 5") E-6 fine quality Brown Colour (85-Grams)	Nos.	20,000			
7	Envelopes (Size 9" x 4") fine quality Brown Colour (85-Grams)	Nos.	6,000			
8	Envelopes Window (Size 9"x4") fine quality White Colour (85-Grams)	Nos.	50,000			
9	Stapler Machine Heavy Duty (Max 240 pages staple capacity) - Black	Nos.	50			
10	Heavy Duty Stapler Pins 23/17 (1000 staples each packet)	Pkt.	150			
11	Heavy Duty Stapler Pins - 23/24 (1000 staples each packet)	Pkt.	150			
12	Stapler Machine (Staples 24/6, 26/6) Durable Metal, 20 Sheet Capacity	Nos.	500			
13	Staple Pin (size 24/6) (10 in Box) fine quality	Box	2,500			
14	Dak Cover / Leaf Executive File Folder Rexine with Clip (Green + Blue + Red + Black)	Nos.	500			
15	Dak / Peon Book A4 size 70-Gram 100 pages	Nos.	500			
16	Diary Register 70-Gram paper (360-pages)	Nos.	300			
17	Dispatch Register 70-Gram paper (360-pages)	Nos.	300			
18	Diary Register 70-Gram paper (500-pages)	Nos.	50			
19	Dispatch Register 70-Gram paper (500-pages)	Nos.	50			
20	Calculator two-way power 14-digits Citizen or equivalent	Nos.	200			
21	Punch Machine Single hole (steel rod large size)	Nos.	1,000			
22	Punch Machine heavy duty Double hole	Nos.	200			
23	Lead Pencil – (12 Pcs each Packet) Black with top Rubber Piano or equivalent	Pkt.	500			
24	Glue Stick Transparent UHU or equivalent (21 gm)	Nos.	1,000			
25	Glue Stick Transparent UHU or equivalent (40 gm)	Nos.	500			
26	Transparent Scotch Tape 48mm 1" size 50 Yards Deer or equivalent	Nos.	300			
27	Transparent Scotch Tape 72mm 2" size 50 Yards Deer or equivalent	Nos.	400			
28	Transparent Scotch Tape 72mm 3" size 50 Yards Deer or equivalent	Nos.	100			
29	PVC Packing Tap 50 Yards 2" size Deer or equivalent	Nos.	300			
30	Sticky Note Size 76x76mm 3x3inch/Pkt (100-Sheets each)	Pkt.	2,000			
31	Highlighter Different Colours 15Pcs/Box Dollar or equivalent	Nos.	1,000			
32	Stamp Pad 6x9 cm plastic case best quality Crystal or equivalent	Nos.	500			
33	Stamp Pad Executive Large best quality Crystal or equivalent	Nos.	150			
34	Permanent Market Refillable Dollar or equivalent	Nos.	1,000			
35	Erasers White (30 Pcs each Box) Pelican or equivalent	Box	100			
36	Rexin Flapper Green Colour (size 2.5" x 2") with Cotton Doori (Size 3'x0.5")	Nos.	5,000			
37	White Cotton Doori roll 50yards size 0.5"	Roll	2,000			
38	Note Pad Small 50-Pages 80 Gram paper (Narrow lines)	Nos.	2,000			
39	Note Pad Large 100-Pages 80 Gram paper (Narrow lines)	Nos.	1,000			
40	Correction Pen (Fluid) Dollar or equivalent	Nos.	1,000			
41	File Cover (as per Sample) Bleach Card 300 GSM inside laminated	Nos.	50,000			
42	File Tags multi colour (10Ghuchi per Packet) (100pcs per Guchi) duly punched both ends.	Pkt.	2,000			

Dated: _____

Authorized Signature with Stamp

Name: _____

Land Line Number: _____

Mobile Number: _____