



OFFICE OF THE
COMMISSIONER INLAND REVENUE
WITHHOLDING ZONE REGIONAL TAX OFFICE-III
KARACHI.

NO.CIR/WHT/RTO-III/2024-25/1572

Dated: 19-05-2025

The Additional Commissioner (HQ)
RTO-II,
Karachi

SUBJECT: SUPPLY OF STATIONERY ITEMS

Please refer to the subject above.

It is submitted that the following stationery items are urgently required for office use.

S #.	Items	Quantity
1	File Cover	1,000
2	Tags	500
3	Envelopes (Small)	5,000
4	Envelopes (Large)	3000
5	Stapler Machine	06
6	Stapler Pins	25 Box
7	Ball Pen (Black)	10 Box
8	Ball Pen (Blue)	10 Box
10	Pencil	01 Box
11	Sharpener	01 Box
12	Eraser	01 Box
13	White Fluid	02 Box
14	Gem Clips	02 Box
15	Calculator	03
16	Computer Paper (A4)	15 Box
17	Computer Paper (Legal)	15 Box
18	Computer (Green) (Ledger Paper)	2 Rim
19	Cartridge (Hp Laser Jet 85-A)	04
20	Writing Pad (Large)	12
21	Writing Pad (Small)	12
22	Paper Pin	10 Box
23	Paper Pin Cushion	06
24	Dust Bin	06
25	Room Bell	06

You are therefore requested to please supply the same as early as possible.

(MUHAMMAD HAMZA)
Deputy Commissioner (Hq)