



**TENDER NOTICE NO. 01/2024-2025**

**( CATEGORY – A )**

Sealed bids are invited from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi/ Islamabad for providing following services to Commissioner Inland Revenue. AEOI Zone, 4<sup>th</sup> Floor Evacuee Trust Complex, F-5/1, Islamabad on least cost basis through single-source envelope on following basis.

S.No.	Description/ Details
i.	Janitorial Services
ii.	Security Services

**TERMS AND CONDITIONS: -**

The intending bidders participating in the bidding process shall provide the following Documents: -

1. Company / Firms profile.
2. NTN and Sales Tax Registration Number having, ATL status and relevant Registration Certificate from competent authority.
3. Affidavit declaring that the company is not blacklisted by any Government Department – Federal or Provincial.
4. Statement of standing and experience in the relevant business.
5. Any other formality / document that may be required by the department (e.g. registration with the relevant authority if so required).

**INSTRUCTION FOR BIDDERS: -**

1. Tender documents of the above mentioned service may be obtained from the office of the undersigned during office before closing date.
2. Rates should be quoted serial-wise along with GST, Income Tax withholding will apply as per prescribed rates.
3. Sealed bids should reach in the office of the undersigned up to **20-11-2024** at **11:00 A.M.** The tenders will be opened by the Tender Opening Committee in the presence of bidders or their representatives at 11:30 A.M. on the same day.
4. A firm can apply for only one or multiple items keeping in view its expertise and capacity for the services.

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5. 5% of bid money of the total amount of quotation (refundable) in the name of DDO, AEOI Zone, Islamabad in the shape of Pay Order should accompany with the quotation.
6. Services are required on full-time basis.
7. The contractor shall be responsible to pay the wages/salary at not less than government rates.
8. Separate envelope for each category is required to be submitted, failing which the bid would be cancelled.
9. Agreement will be executed initially for a period of one (1) year, which will mutually be extendable up to two (2) years on the same terms and conditions and wages should be according to the rates as announced by the Government from time to time. However, the agreement can be terminated by either party through one (1) month written notice in this regard.
10. The Tender Opening Committee / Tender Technical & Financial Evaluation Committee 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 Rule, 2004.
11. The Contract / Tender rates shall be valid for the entirety of the contract.
12. In case of shortfall in provision of services during the contract period the bid security will be fortified in favor of department and the firm will be black-listed, along with any other preventive measures that may deem fit.
13. The Tender Opening Committee / Tender Technical & Financial Evaluation Committee shall announce the results of bid evaluation to the bidders at the time of opening of bids subject to approval by competent authority at latter date.
14. Incomplete bids / offers will not be considered in any case.

**( CATEGORY – B )**

**TENDER FOR SHIFTING OF OFFICE FURNITURE/FIXTURE AND ALLIED MATERIAL  
FROM SECTOR F-5/1, ISLAMABAD TO SECTOR G-9/1, ISLAMABAD**

Sealed proposals are invited from the firms having registration with the Sales Tax and Income Tax Department for hiring of Services for shifting of office Furniture, fixture and allied materials from Directorate of International Taxes, AEOI Zone, 4<sup>th</sup> Floor, Evacuee Trust Complex, Sector F-5/1, Agha Khan Road, Islamabad to Income Tax House, Sector G-9/1, Islamabad. Detailed Tender Documents may be obtained from the office of the undersigned during working hours. Last date for submission of the proposals is 20-11-2024 on or before 1100 hours. Proposals shall be opened on the same day at 1130 hours.

*M. Usman Rashid* 30-10-24  
**( M. USMAN RASHID )**  
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