



Government of Pakistan  
Chief Commissioner Secretariat  
Regional Tax Office  
Tax House, Katchery Chowk, Rawalpindi  
Phone No. 051-9270405, Fax No. 051-9270410




F. No. 01/GB/Tender Notice/2024-25/08

Dated: 01.07.2024

**Mr. Rizwan Mehmood,**  
**Director (MIS),**  
Public Procurement Regulatory Authority (PPRA),  
1<sup>st</sup> Floor, FBC Building,  
near State Bank of Pakistan,  
Sector G-5/2,  
**Islamabad.**

Subject: **REQUEST FOR UPLOADING OF TENDER NOTICE ON PPRA'S WEBSITE.**

Kindly find enclosed herewith Tender Notice No. 01 / 2024-25, in respect of Regional Tax Office, Rawalpindi, for uploading on PPRA's Website.

  
( IRFAQ IQBAL JANJUA )  
Administrative Officer  
051-9292761



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

Regional Tax Office, Rawalpindi, invites sealed bids from Manufacturers, Authorized Dealers, Distributors, General Order Suppliers, Stockiest, Contractors, Service Providers, registered with GST / Income Tax & have Active Status in Taxpayer List and have their registered office in Rawalpindi / Islamabad for providing following supplies / services to Regional Tax Office, Tax House, Katchery Chowk Rawalpindi, during financial year 2024-25, on least cost basis through single-source envelope:-

S. No	GOODS	S. No.	SERVICES
1	Office Stationery Items	1	Repair of Transport
		2	Repair of Machinery & Equipment
2	Printing and Publications	3	Repair of Furniture & Fixture
		4	Repair of Hardware
3	Uniform & Protective Clothing	5	Repair of IT Equipment
		6	Provision of Air Conditioner Mechanic
4	Cost of Other Store items / Others	7	Provision of Electrician cum Plumber
5	Computer Stationery Items	8	Provision of Janitorial Staff

### **TERMS AND CONDITIONS:-**

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

1. Company / Firm profile.
2. NTN, Sales Tax Registration Number and ATL status.
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.
6. Items for S. No. 1 to 5 (Goods) shall be purchased on quoted rates up to 30.06.2025.

**INSTRUCTIONS FOR BIDDERS:-**

1. Rates should be quoted serial-wise as per tender document (s) inclusive of GST (where applicable). Income Tax withholding will apply as per prescribed rates. Rates excluding of taxes, will not be considered.
2. Sealed bids should reach in the office of the undersigned upto **22.07.2024 at 10:30 AM**. The tenders will be opened by the Departmental Purchase Committee (DCP) in the presence of bidders or their representatives at **11:00 AM** on the same day, at Conference Hall, Ground Floor, Regional Tax Office, Tax House, Rawalpindi.
3. A firm can apply for one or multiple items keeping in view its expertise and capacity to supply / delivery.
4. A Pay Order of Rs. 50,000/- in favor of "Drawing & Disbursing Officer, RTO-Rawalpindi" should be attached with bid as security (refundable).
5. The Services of Air Conditioner Mechanic, Electrician cum Plumber and Janitorial Staff will be required during the office hours, even on extended working hours.
6. For provision of services mentioned at S. No. 6 to 8 (against Services), the agreement will be executed initially for a period of one year (from 01.10.2024 to 30.09.2025), which may mutually be extended further, on the same terms and conditions. However, the agreement can be terminated by either party through one (01) month written notice, in advance.
7. The DPC 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 Rules.
8. In case of shortfall in supply / services during the year / agreement, the bid security will be forfeited, in favor of Government and firm will be blacklisted, alongwith any other punitive measures that may be taken.
9. The samples of rates quoted items should be provided with quotation.
10. The supplies would have to be according to specifications / samples as approved by the DPC.
11. Incomplete bids / offers will not be considered, in any case.
12. The Tender Documents may be obtained on written request on Company's Letter Head, from the office of the undersigned, **Ground Floor, Regional Tax Office, Tax House, Katchery Chowk Rawalpindi**, during the office hours. i. e. 08.30 AM to 04:30 PM, on or before 22.07.2024.

  
( **IRFAN IQBAL JANJUA** )  
Administrative Officer  
051-9292761