



GOVERNMENT OF PAKISTAN
REGIONAL TAX OFFICE
ISLAMABAD



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C.No. 51

INVITATION TO E-BID

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing following supplies / services during current financial year 2024-25 to Regional Tax Office RDF Center, Plot No. 31, Mauve Area, G-9/1 Islamabad, on least cost basis through **single stage single envelope** on following basis:

#	Goods	#	Non- Consultancy Services
1.	Office Stationery items.	1.	Repair of Transport Vehicles.
2.	Other store related items.		
3.	Computer Stationery items.		
4.	Uniform & Protective Clothing for Inspectors IR, Sepoy & Class IV Staff.		

TERMS AND CONDITIONS:

The intending bidders participating in the bidding process shall provide the following documents online:

1. Company/ Firm Profile.
2. NTN and Sales Tax Registration Number having, 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.

INSTRUCTIONS FOR BIDDERS:

6. Tender document including Terms & conditions for goods/services may be obtained/download from PPRA Official website i.e. (www.eprocure.gov.pk). Rates should be quoted serial-wise as per tender document (s) along with GST (where applicable). Income Tax withholding will apply as per prescribed rates.

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7. All firms are directed to quote their rates on online **e-procurement Portal EPADS (file uploading method)** as well as original bid/rates must be submitted in hard form (hard copy) in the office of undersigned by the bidders.
8. **Electronic Bidding documents should be submitted using E-Pak Acquisition and Disposal System (EPADS) on or before 08-10-2024 at 11:00 A.M. The tenders will be opened by Purchase Committee in the presence of bidders or their representatives at same day.**
9. Manual bids shall not be accepted. Bids security should be submitted using EPADS as well as physically to this office and Bid Security will be returned to un-successful bidder and Bid security of successful bidders will be converted into security deposit.
10. A firm can apply for only one or multiple items keeping in view its expertise and capacity to supply/delivery.
11. Separate envelope for each category / Head is required to be submitted, failing which the bid would be cancelled.
12. The Purchase 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 Rules, 2004.
13. In case of shortfall in supply during the year, the security deposit will be seized in favor of Government and firm will be black-listed, along with any other primitive measures that may be taken.
14. The supplies would have to be according to specifications / samples as approved by the Purchase Committee.
15. Incomplete bids / offers will not be considered in any case.
16. The tender notice and Tender Documents may also be viewed at PPRA website www.ppra.org.pk.
17. Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at PPRA official website.



(Sobia Mushtaq)
Member Purchase Committee