



GOVERNMENT OF PAKISTAN  
REGIONAL TAX OFFICE  
ISLAMABAD

Ph.051-9070408. Fax 051-9106406/E-mail: rtoisbgbranch@gmail.com

C.No.RTO/Tender for Purchase of Goods & Services/01/2024-25/55

Dated: - / /2024

The Assistant Director,  
Press Information Department,  
Islamabad.

Subject:- **ADVERTISEMENT OF TENDER NOTICE.**

Please find enclosed a copy of Tender Notice for publication in the leading daily newspapers mentioned against their dates.

**DAILY NEWSPAPERS**

**DATE**

- |  |                   |
|--|-------------------|
| ➤ One Leading Newspaper in English Islamabad/Rawalpindi. | <u>19-10-2024</u> |
| ➤ One Leading Newspaper in Urdu Islamabad/Rawalpindi     | <u>19-10-2024</u> |

2. Bill as per Government policy be initiated accordingly.
3. A copy of the News Paper clip Containing Advertisement may be supplied to this office.

(Sobia Mushtaq)  
Member Purchase Committee

Copy to:-

- ii. The Managing Director Public Procurement Regulatory Authority, G-5/2, Islamabad and copy of tender notice for publication on PPRA website.

(Sobia Mushtaq)  
Member Purchase Committee



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No. 54

**INVITATION TO 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 services during current financial year 2024-25 to Regional Tax Office RDF Center, Plot No. 31, Mauve Area, G-9/1 Islamabad, through **single stage single envelope (File uploading method)** on following basis:

#	Non- Consultancy Services	#	Pre-Qualification
1.	Provision of Armed Security Guard	1.	Repair of Machinery
		2.	Repair of Furniture
		3.	Transportation of Goods

**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 and evaluation criteria for Pre-Qualification and Non-Consultancy services of above tabulated services may be obtained/download from **PPRA EPADS Portal i.e. ([www.eprocure.gov.pk](http://www.eprocure.gov.pk))**. Rates should be quoted serial-wise as per tender document (s) along with GST (where applicable) in Case Non-Consultancy services. Income Tax withholding will apply as per prescribed rates.

7. All firms are directed to provide their bid/proposals through online e-procurement Portal EPADS (file uploading method) as well as original bid for pre-qualification (Repairing/maintenance) and Non-Consultancy services (Armed Security Guard) 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 04-11-2024 at 11:00 A.M. The tender will be opened by Purchase Committee in the presence of bidders or their representatives at same day after 30 mints i.e. 11:30 am.**
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. For S. No. 1 (Security services) are required on full-time basis.
11. Agreement will be executed initially for a period of one (1) year which will mutually be extendable on the basis of satisfactory performance. However, the Regional Tax Office Islamabad can terminate the contract with a prior notice of one month.
12. Eligible firm can apply for only one or multiple categories keeping in view its expertise and capacity to supply/delivery.
13. Bids/proposals are required to submit separately on EPADS using PDF which should be cleared/readable for each category / Head failing which the bid would be cancelled.
14. The Purchase Committee may reject all bids or bid/proposals at any time prior to the acceptance of a bid or proposal under Rule-33 of the Public Procurement Rules, 2004.
15. 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.
16. Incomplete bids / offers will not be considered in any case.
17. The tender notice may also be viewed at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).
18. 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