

**GOVERNMENT OF PAKISTAN
REGIONAL TAX OFFICE
ISLAMABAD**

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

TENDER NOTICE

Sealed bids are invited 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-source envelope on following basis:

#	Goods	#	Services
1.	Office Stationery items.	1.	Provision of Armed Security Guards.
2.	Other store related items.	2.	Repair of Transport Vehicles.
3.	Computer Stationery items.	3.	Repair of Machinery & Equipment.
4.	Hardware items.	4.	Repair of Furniture & Fixture.
5.	IT Equipment items.	5.	Repair of Hardware.
6.	Uniform & Protective Clothing for Inspectors IR, Sepoy & Class IV Staff.	6.	Repair of IT Equipment.
		7.	Repair of Office Building.
		8.	Transportation of Goods

TERMS AND CONDITIONS:

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

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.

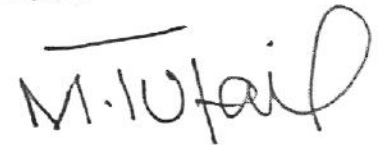
INSTRUCTIONS FOR BIDDERS:

6. Tender document goods/services may be obtained from the office of the undersigned during office hours on any working day. Detailed terms and conditions, bid security, bid validity, performance etc are available for the interested bidders to be obtained on submission of written application from RTO, Islamabad on cash payment of Rs. 1000/- (Non-Refundable tender documents' fee for one or multiples category) during the office hours on any working day. 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. Sealed bids should reach the office of the undersigned upto 15-08-2024 at 11:00 A.M. The tenders will be opened by Purchase Committee in the presence of bidders or their representatives at 11:30 A.M, on the same day.
8. A firm can apply for only one or multiple items keeping in view its expertise and capacity to supply/delivery.
9. For S. No. 1 (services) are required on full-time basis.
10. Separate envelope for each category is required to be submitted, failing which the bid would be cancelled.
11. Agreement will be executed initially for a period of one (1) year for serial No. 1 (services) which will mutually be extendable on the basis of performance up to two (2) years on the same terms and conditions. However, the Regional Tax Office Islamabad can terminate the contract with a prior notice of one month.
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 bid security 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 may also be viewed at PPRA website www.ppra.org.pk.



(Muhammad Tufail)
Secretary Purchase Committee