



**GOVERNMENT OF PAKISTAN, FEDERAL BOARD OF REVENUE  
REGIONAL TAX OFFICE (TAX HOUSE), SYED MAUJ DARYA ROAD, LAHORE**

**TENDER NOTICE NO. 03/ 2025-26**

Regional Tax Office (RTO), Lahore invites electronic bids in accordance with the Public Procurement Rules 2004, from experienced and reputable Individuals, Firms/ AOPs and Companies having valid registration with Income / Sales Tax, and other relevant authorities, appearing on Active Taxpayers List of Income Tax & Sales Tax issued by the Federal Board of Revenue, Govt. of Pakistan, for procurement under following heads on least cost basis through “**Single stage-one envelope procedure**” under Rule 36(a) of PPRA Rules, 2004.

Sr. #	EXPENDITURE HEADS	BID SECURITY
1	OFFICE STATIONERY	200,000/-
2	UNIFORM & PROTECTIVE CLOTHING	160,000/-
3	COST OF OTHER STORE	220,000/-
4	COMPUTOR STATIONERY	180,000/-
5	OTHER EXPENDITURES	300,000/-
6	REPAIR OF OFFICE BUILDING	300,000/
7	PAYMENTS TO OTHER FOR SERIVCES RENDERED AND JANITORIAL SERVICES	40,000/-

**TERMS & CONDITIONS.**

1. Electronic bidding documents as per regulations, containing detailed Terms & Conditions, specifications and requirements etc. are available for the registered bidders at EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk)
2. Bids should be submitted electronically only through EPADS in terms of Rule 7A of the PPRA Rules, 2004. Manual submission of bids is not allowed.
3. The electronic bids must be submitted by using EPADS on or before **02:00 PM, Monday 15.04.2026** which will be opened on the **same day at 03:00 PM in Conference Room, RTO, Lahore** through EPADS. All interested bidders must register themselves at EPADS at <http://eprocure.gov.pk>.
4. The tender shall be granted on the basis of open competitive bidding process, as is embodied in Rules 21 of PPRA Rules, 2004.
5. Bidders can participate in whole tender or item wise. Rate of each job/ work/ article should be quoted separately.
6. The evaluation of bids will be conducted on an item-wise basis, and contract(s) will be awarded to the bidder(s) quoting **lowest evaluated cost** / offering rates of goods/ services in conformity with given specifications **regarding quality and quotations in contravention of specifications and specified quality shall not be considered entertainable merely on the ground of lowest cost.**
7. All payment(s) will be made as per available budget through AGPR, Sub Office, Lahore.
8. The jobs /work orders must be accomplished with the timelines specified in the work orders and in accordance with items and specifications as approved and laid down in the tender documents.
9. Deviation from the Terms & Conditions as mentioned in the tender documents shall render a bidder disqualified
10. The Electronic Bid must be accompanied by a Bank Draft/ Pay Order mention against every head in favor of the **Chief Commissioner IR, RTO, Lahore** as earnest money, otherwise the Bid shall be rejected.
11. The bidders should not have been Black-listed by any authority in the past.
12. Rates must be quoted inclusive of all applicable government duties & taxes in Pak Rupees.
13. Rates must be quoted including all charges like travelling/ transportation required for the work.
14. The quoted rates shall be applicable up to **30.06.2026**.
15. Income Tax/ Withholding Sales Tax/ PRA (if applicable) will be deducted in accordance with the relevant law.
16. All applicable provisions of the PPRA Rules, 2004 shall govern this tender process.
17. The procuring agency reserves the right to accept or reject any or all bids/ proposal in accordance with Rule 33( of PPRA Rules, 2004.
18. The Tender Notice/Tender Documents can also be viewed on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)
19. Additional Details regarding the tender can be obtained from the Caretaker Office, RTO, Lahore during the office hours.



20. The successful bidder upon award of contract/ work order will be required to furnish 10% of the total tender value as 'Performance Guarantee' in the shape of Pay Order / Bank Guarantee of the equivalent amount.

**CHAIRMAN PURCHASE COMMITTEE**  
Regional Tax Office, Lahore.  
Ph: (042) 99211802



GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE  
REGIONAL TAX OFFICE, LAHORE  
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE

## TENDER DOCUMENTS

Sr. #	EXPENDITURE HEADS
1	OFFICE STATIONERY
2	UNIFORM & PROTECTIVE CLOTHING
3	COST OF OTHER STORE
4	COMPUTOR STATIONERY
5	OTHER EXPENDITURES
6	REPAIR OF OFFICE BUILDING
7	PAYMENTS TO OTHER FOR SERIVCES RENDERED AND JANITORIAL SERVICES

**TENDER ISSUANCE DATE 31-03-2026**

**BID SUBMISSION DATE: on or before 15-04-2026 at 2:00 PM**



**GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE  
REGIONAL TAX OFFICE, LAHORE  
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE**

No. Bud / CCIR /

Dated: 31.03.2026

**Subject:** Tender For office stationery, uniform & protective clothing, cost of other store, Computer Stationery, Other Expenditures, repair of office building and payments to other for services rendered & janitorial services.

Organization Name	Regional Tax Office, Lahore. (Inland Revenue, FBR)
Address	Tax House, Syed Mauj Darya Road, Lahore.
FBR-FTN	9011309-8
Tele No.	Ph: (042) 99211802
Fax No.	(042) 99214092
Tender Document No.	

**Description & Instructions:**

The Chief Commissioner Inland Revenue, Regional Tax Office, Lahore Federal Board of Revenue (hereinafter called CCIR, Regional Tax Office, invites tenders only through EPADS under following heads.

Sr. #	EXPENDITURE HEADS
1	OFFICE STATIONERY
2	UNIFORM & PROTECTIVE CLOTHING
3	COST OF OTHER STORE
4	COMPUTOR STATIONERY
5	OTHER EXPENDITURES
6	REPAIR OF OFFICE BUILDING
7	PAYMENTS TO OTHER FOR SERIVCES RENDERED AND JANITORIAL SERVICES

as per details given in Schedule of Requirement (Annex-B): -

- 1) If you have doubt as to the meaning of any portion of the specifications or other terms and conditions you may seek clarification from Mr. Muhammad Shakeel, Caretaker, RTO, Lahore.
- 2) The Chief Commissioner Inland Revenue, Regional Tax Office, Lahore reserves the right to reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or of the grounds for Chief Commissioner's action.
- 3) Income Tax / Withholding Tax and Sales Tax shall also be deducted in accordance with the law.
- 4) **DELIVERY SCHEDULE:**  
The Miscellaneous Office Stationery, Uniform and Protective Clothing, Cost of Other Store, Computer Stationery, Other Expenditure, Repair of Office Building and Janitorial of Regional Tax Office, Lahore mentioned in Schedule of Requirement Annexure "B" is required to be completed within the stipulated time frame after award of the contract (s) to successful bidders.
- 5) **PENALTY:**  
In case of failure to comply with delivery completion schedule of Work Order (s) to be issued against this tender document, penalty will be imposed on defaulting contractor as under:



- 5.1 1% of the cost of entire work order as remains un-performed/ un-completed for every day up to maximum of 5% for 10 days exceeding the stipulated period allowed for performance.
- 5.2 **If the job remains incomplete/ un-performed even after payment of penalty for 10 consecutive days the Chief Commissioner Inland Revenue, Regional Tax Office, Lahore reserves the right to cancel the work order and to get it performed elsewhere at the risk and cost of the defaulting contractor.**
- 6) Quoted Rates must be inclusive of all applicable government duties & taxes in Pak Rupees.
- 7) Rates must be quoted including all charges like travelling & transportation for performance of Repair / Renovation Works of Machinery
- 8) Bidding Form Annexure "A" must also be duly filled and attached by the bidder on EPADS.
- 9) Quoted rates shall be valid up to 30.06.2026 from the opening date of the bid.
- 10) **The Bidder shall furnish as part of his bid, a Call Deposit Receipt / Pay Order under following heads.**

Sr. #	EXPENDITURE HEADS	BID SECURITY
1	OFFICE STATIONERY	250,000/-
2	UNIFORM & PROTECTIVE CLOTHING	200,000/-
3	COST OF OTHER STORE	90,000/-
4	COMPUTOR STATIONERY	100,000/-
5	OTHER EXPENDITURES	110,000/-
6	REPAIR OF OFFICE BUILDING	150,000/
7	PAYMENTS TO OTHER FOR SERIVCES RENDERED AND JANITORIAL SERVICES	200,000/-

in the favor of Chief Commissioner Inland Revenue, Regional Tax Office, Lahore. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal. In case of cancellation of Work Order as default of the Supplier the earnest money shall be forfeited in favor of "Chief Commissioner Inland Revenue, Regional Tax Office, Lahore".

11) **WARNING:**

There will be no compromise on quality and given specifications of the goods and services. All bids/ quotations in contravention of given specifications and specified quality shall not be considered entertainable merely on the ground of lowest cost. Therefore, bidders must clearly mention brand name, quantity, quality and true specifications of the products to be used for performance of the job/ contract / work.

12) **PAYMENT:**

100% payment of the total value of the bill / supply order will be released subject to:

- 12.1 Payment will be made on submission of bill in accordance with the terms & conditions mentioned in this tender document.
- 12.2 The earnest money will be released to the bidder after 30 days of the successful completion of contract / supplies and best satisfaction by this office.

13) **DEADLINE FOR SUBMISSION OF BIDS:**

The electronic bids must be submitted by using EPADS on or before **02:00 PM, Monday 15.04.2026.**

14) **OPENING OF BIDS:**

- 14.1 The Purchase Committee will open the bids on the same day at **03:00 PM in Conference Room, Regional Tax Office, Lahore** through EPADS in the presence of bidder / representatives who choose to attend at the below mentioned address



14.2 Address: Office of the Chief Commissioner Inland Revenue, Regional Tax Office, Lahore (Tax House), Syed Mauj Darya Road, Lahore.

#### 15) WARRANTY

- 15.1 The Supplier shall give warranty that all repair / renovation work in respect of office stationery, uniform & protective clothing, cost of other store, Computer Stationery, Other Expenditures, repair of office building and payments to other for services rendered & janitorial services done against the Work Order (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use under the conditions prevailing at final destination.
- 15.2 The supplier shall be bound to provide/ install goods/ services of approved quality in accordance with given specifications and shall be responsible for any deviations.
- 15.3 The service provider/ supplier shall ensure and undertake all safety measures. Any damage caused to movable or immovable property during shifting, relocating, detaching, fixing and installation shall be recovered from the service provider/ supplier.
- 15.4 Evidence of past experience in providing driver services (without vehicles), including client references and contracts.
- 15.5 Profiles of drivers to be deployed, including their driving licenses, experience certificates, police verification certificates, medical certificates, Proof of valid insurance coverage for drivers, Police verification certificates for all drivers proposed to be deployed and medical fitness certificates for all drivers, issued within the last 6 months.

#### 16) Following documents must be submitted along with the bids: -

- 16.1 Complete Profile along-with list of clients/ customers with their contact details.
- 16.2 Copies of Income Tax and Sales Tax Registration Certificates.
- 16.3 Copy of Vendor No. issued by the AGPR, Sub Office, Lahore.
- 16.4 Copy of cheque leaf showing IBAN
- 16.5 A call deposits/ Bid Securities as "Earnest Money" in the favor of Chief Commissioner Inland Revenue, Regional Tax Office, Lahore.
- 16.6 Brochures and other technical material of the quoted items (if any).
- 16.7 Agencies shall produce capability, relevant experience certificate from the principal that the Vendor is Sole Distributor/ Authorized Dealer/ Authorized Re-Seller etc.
- 16.8 An affidavit on stamp paper of Rs.300/- to the effect that the supplier/ company/ firm has not been blacklisted by any of the Government Department nor in litigation.

(BILAL HASSAN)  
CIR/ Chairman Committee