



**GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE  
REGIONAL TAX OFFICE, SIALKOT**

**ANNEXURE-A**

<b>S.No.</b>	<b>PARTICULARS</b>	<b>DESCRIPTION</b>	<b>ATTACHMENTS (Page Nos. or Annexure Nos.)</b>
1)	Name of the Firm		
2)	NTN / STRN		
3)	Address (Telephone, Fax & E-mail)		
4)	Year of Establishment (Attached any documentary evidence or furnish a statement on Oath)		
5)	Whether Pay Order as Earnest Money equal to 5% of the total value of bid is enclosed in proposal)		
6)	Bankers related to the similar assignments		
7)	Experience related to the similar assignments		
8)	Annual Turnover Supported by Sales or Income Tax Return		
9)	Enlistment Certificate (Copy of Certificate enlisted with Govt. / Semi Govt. or Organization if any)		
10)	Assignments in Hand (Current)		
11)	Clientele attached as separate Annexure (if necessary)		
12)	Affidavit (that the firm has not been blacklisted by private, Govt. Semi Govt./Autonomous body)		
13)	Managerial / Technical Capability (Manpower attach if necessary)		
14)	Name of Contact Person Telephone, Fax & Mobile No.		



**GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE  
REGIONAL TAX OFFICE, SIALKOT**

**ANNEXURE-B**

**i.) COMPUTER STATIONERY- (A03955)**

S.#	Name of Items & Specifications	Rate per Item / unit
1.	Wired Keyboard (USB) A4Tech or equivalent	
2.	Wired Mouse (USB) A4Tech or equivalent	
3.	Networking cable Cat-6 Roll (SFTP) Superior quality	
4.	Toner Printer HP Laser Jet 4003 (151-A) with Chip (Original)	
5.	Toner Printer Hp Laser Jet 2055 (05-A) (Original)	
6.	Toner for (Photocopy Machine) Konica Minolta Bizhub 450i	
7.	TP Link Wi-Fi Router (Archer C-6)	
8.	USB (32 GB) Transcend or equivalent	
9.	USB (64 GB) Transcend or equivalent	
10.	VGA Cables (Imported)	
11.	Wireless Mouse (A4tech or equivalent)	
12.	Power cable (Imported)	
13.	Wireless Keyboard /Mouse Set A4Tech or equivalent	
14.	Printer Laser Jet (40-42 ppm) HP or equivalent	
15.	SSD Hard Disk Sata 256 GB	
16.	USB Printer Data Cable (Imported)	
17.	RJ-45 Connectors BayNet or equivalent	
18.	RJ-45 Jointer Fine Quality	
19.	Mouse Pad (Fine Quality)	

**ii.) OFFICE STATIONERY (A03901)**

S.#	Name of Items & Specifications	Rate per Item / unit
1.	Attendance Register (fine quality)	
2.	Calculator Two Way Power 12 Digit Large Display	
3.	Posted Flag 01" Coloured (fine quality)	
4.	Dispatch Register (13*8) 100 papers per piece (as per sample)	
5.	Dak Folder (Rexine) FBR (14x11) Green/Blue	
6.	Peon/Dak Book (11*8.5) 100 papers per piece	
7.	Drafting Pad (Small) 8*6 (100 pages) (Fine quality)	
8.	Drafting Pad (Large) 11*8.5 (100 pages)	
9.	Demand & Collection Register (19X12.25) 100 papers per piece	
10.	Envelop Legal Size (Cloth) Khaki	
11.	Envelop Legal Size (Khaki)	
12.	File Flapper (Fine quality)	
13.	File Cover FBR (Blue) (13.25*9.5) Fine Quality (as per sample)	
14.	File Cover FBR (White) (13.25*9.5) Fine Quality (as per sample)	
15.	Fluid Pen (Doller/Piano) or equivalent	
16.	Gum Stick-UHU (Large/36g) or equivalent	
17.	High Lighter (Different Colour) (Pelican) or equivalent	
18.	Ink (Dollar) Bottle 60 Milligram or equivalent	
19.	Lead Pencil (Gold Fish/Dux) or equivalent	
20.	Marker Permanent Black/Blue (Dollar) or equivalent	
21.	Marker Ordinary Blue/Black (Doller) packet	
22.	Note Sheet Pad 100 pages (12.5*8.25) as per sample	
23.	Note Sheet Pad 100 pages (CCIR) (12.5*8.25) as per sample	
24.	Paper AA Legal 500 Sheets 80 Grams (imported) Rim	
25.	Paper AA A-4 500 Sheets 80 Grams (imported) Rim	

S.#	Name of Items & Specifications	Rate per Item / unit
26.	Paper Clip 30MM (Fine quality)	
27.	Ball Point Dollar / Piano crystal 0.8mm or equivalent (Blue) Packet	
28.	Ball Point Dollar or equivalent (Red) Packet	
29.	Puncher Single Hole Heavy duty (fine quality)	
30.	Puncher Double Hole Heavy duty (fine quality)	
31.	Stapler Pin Remover Fine Quality	
32.	Scotch Tape 3" Fine Quality	
33.	Binding Tap 3" Fine Quality	
34.	Paper Cutter Large	
35.	Receipt Register (13*8) 100 papers per piece (No.08)	
36.	Eraser (Pelican AL30)	
37.	Register (No.80) (11*6.75) 100 papers per piece	
38.	Uni Ball Eye Blue	
39.	Uni Ball Eye Black	
40.	Uni Ball Eye RED	
41.	Uni Ball Eye GREEN piece	
42.	Gel Pen Dollar Blue	
43.	Gel Pen Dollar Black	
44.	Uni Ball Pen (Signo) Blue	
45.	Uni Ball Pen (Signo) Black	
46.	Uni Ball Pen (Signo) Red	
47.	Uni Ball Pen (Signo) Green	
48.	Stamp Pad (Dollar) or equivalent	
49.	Stapler Machine Fine quality 24/6 or equivalent	
50.	Stapler Machine Heavy Duty 30/20	
51.	Stapler Pin 24/6 or equivalent	
52.	Stapler Pin 30/20	
53.	Posted Flag (3x2) colour Yellow/Green/Pink	
54.	Sharpener (Dux/Doller) (fine quality)	
55.	Scale Steel (12 Inches)	
56.	Awl (Regular) fine quality	
57.	Tag (file) fine quality	
58.	Stock Register (No. 12) English 950 pages	

**iii.) COST OF OTHER STORES (A03942)**

S.#	Item	Rate per item / Unit
1.	Clock Cell AA (Super Quality)	
2.	Clock Cell AAA (Super Quality)	
3.	Metal Detector	
4.	Remote Bell (Sogo)	
5.	Insect Killer 600 ml (Mortein Spray, Kingtox, Powerplus)	
6.	Telephone Steno Set CLI (Panasonic or equivalent)	
7.	Telephone Cable, 4 Pairs (100-meter coil), Pure Copper	
8.	Telephone Set with CLI (Panasonic)(fine quality)	
9.	Table Set Marble (Officer), Superior Quality	
10.	Extension Lead 05 Meter Wire 2 pin/3 pin 5 ports (wh/clipsal original)	
11.	Phool Jharoo (Fine quality)	
12.	Bansi Jharoo (Fine quality)	
13.	Dust Cloth Coloured 20x24 (Fine quality)	
14.	Dust Cloth (Cutt piece)	
15.	Female/male Switch (Fine Quality)	
16.	LED Bulb 30W (Fine Quality)	
17.	LED Bulb 18W (Fine Quality)	
18.	LED Bulb 12W (Fine Quality)	
19.	Bulb Holder (Screw) (Fine Quality)	

S.#	Item	Rate per item / Unit
20.	LED Light 2X2 48W (complete light different companies)	
21.	Circuit Breaker (Double) 32 Amp (Schneider) 01-year warranty (For AC)	
22.	Aluminum Door Lock (as per sample)	
23.	Batteries 12 Volt 180AH for UPS /Generator (Volta, AGS, OSAKA)	
24.	Bracket Fans (GFC/Royal/Pak)	
25.	Capacitor 50UF for AC	
26.	Door Closer (As per sample)	
27.	Electric Kettle Superior Quality	
28.	Insulation/Solution Tape (Nato/Osaka)	
29.	Rubber Grass Mat (Superior Quality) per sqft	
30.	Two pin shoe (Fine Quality)	
31.	Tube Rod 2 feet (Philip)	
32.	Wire 7/29 cable roll (Superior Quality)	
33.	Wire 3/29 cable roll (Superior Quality)	
34.	Wire 40/76 cable roll (Superior Quality)	
35.	Wire 110/76 cable roll (Superior Quality)	
36.	Multi Plug & Socket with Fuse Protection (Fine Quality)	

iv.) **OTHERS (A03970)**

S.#	Item	Rate per item / Unit
1.	Air Freshener Aseel (Al Arabia) (fine quality)	
2.	Dust Bin Plastic Medium Size	
3.	Glint Cleaner 500 ml (Fine Quality)	
4.	Tissue Paper (Rose Petal or equivalent)	
5.	Tissue Roll (double ply fine quality)	
6.	Phenyle Concentrate 300 ml Bottle	
7.	Detol Soap Small (55g)	
8.	Surf 44gram (Fine Quality)	
9.	Tezaab White (Pure) 1.5 Litre	
10.	Tezaab White (Fine quality)	
11.	Tezaab Red (Fine quality)	
12.	Floor Wiper Steel Large (Fine Quality)	
13.	Towel Large (Fine Quality)	
14.	Toilet Brush (Fine Quality)	
15.	AC Gas Cylinder R-410 imported (Honeywell Genetron, Freezer Genetron)	
16.	AC Gas Cylinder R-32 imported (Honeywell Genetron, Freezer Genetron)	
17.	AC Gas Cylinder R-22 imported (Honeywell Genetron, Freezer Genetron)	
18.	Lemon Max Soap Medium Size	
19.	Vim Powder 400 gram	

v) **UNIFORMS AS PER SPECIMEN (WITH STTICED SAMPLES) (A03906)**

Rank / Category	Uniform Items	
Authorized regular uniform for male officers and officials for summer	Olive grey colour, straight legged trousers without cuffs. The trousers shall have two pockets on the sides and one back pocket on the right side	
	Olive grey colour full-sleeve shirt of plain light cloth. The shirt shall have a seven-button front, attached buttoned down collars, two pleated pockets and shoulder loops.	
	Black oxford pattern shoes	
	Black cotton socks	
	Belt (web) shall be of black colour with golden metal buckle	
	Dark blue beret with relevant cap badge	
	Polyvinyl chloride sheet name plate attached with screw nut arrangement, name plate shall be of	

	black colour 1/2 inches x 3 inches, rectangular shape	
	Chest insignia to be fixed above the left breast pocket with the embroidered golden eagle holding silver key and text of "TRS" embroidered in a silver colour thread on black background	
	Complete Set of shoulder ranks and all badges	
Authorized regular uniform for female officers and officials for summer	Straight trouser style shalwar of olive grey colour; or Straight trouser of olive grey colour with or without belt;	
	Olive grey colour, at least two inches below knees, full sleeve shirt with three buttons placket, attached pointed collars and shoulder loops and; or Olive grey colour bush-shirt at least two inches below hip, with attached pointed collar, full sleeves and shoulder loops;	
	Head scarf (optional) will be of the same colour and material as the shirt	
	Olive grey colour dupatta of the same colour and material as the shirt	
	Black court-shoes with heels of maximum three inches	
	Web-belt shall be of black colour with golden metal buckle	
	Black cotton socks	
	Dark blue beret with relevant cap badge	
	Polyvinyl chloride sheet name plate attached with screw nut arrangement, name plate shall be of black colour 1/2 inches x 3 inches, rectangular shape	
	Chest insignia to be fixed above the left breast pocket with the embroidered golden eagle holding silver key and text of "TRS" embroidered in a silver colour thread on black background	
	Complete Set of shoulder ranks and all badges	

vi) **MISCELLANEOUS REPAIR WORK**

a) **REPAIR OF FURNITURE & FIXTURE AS AND WHEN REQUIRED (A13201)**

S.#	Folio	Name of Items & Specifications	Rate per Piece
1		Staff Chair	
2		Rack Wooden	
3		Officer Rack	
4		Sofa Set (03-Seater)	
5		Sofa Set (01-Seater)	
6		Officer Chair	
7		Inspector Chair	

b) **REPAIR OF MACHINERY & EQUIPMENT AS AND WHEN REQUIRED (A13101)**

S.#	Folio	Name of Items & Specifications	Rate per Item
1		Biometric Machine (fine quality)	
2		Water Dispenser	
3		Photocopy Machine Heavy Duty (40-42 ppm)	
4		Air Conditioner 1.5 tone (Superior Quality)	
5		Air Conditioner 2 tone (Superior Quality)	

c) **REPAIR OF HARDWARE / SOFTWARE AS AND WHEN REQUIRED (A13701)**

S.No.	Name of Items & Specifications Name
1	CPUs
2	Monitors
3	Printers
4	Any Other Repair Work

**d) REPAIR I.T. EQUIPMENT AS AND WHEN REQUIRED**

S.No.	Name of Items & Specifications
1)	CCTV Cameras
2)	Server CPUs
3)	Monitors/LCDs/LEDs
4)	Multimedia Projector
5)	Printers
6)	Server Networking Repair
7)	Any Other Item Pertains To I.T Equipment

**e) JANITORIAL/ELECTRICIAN CUM PLUMBER & AIR CONDITIONER MECHANIC SERVICES (A03919)**

Total Provision of janitorial staff	6 Janitors
a) Air conditioner mechanic	01
b) Lift Operator	01
c) Sanitary Worker	04

Provision of Six (06) Janitorial Staff who will perform the following duties:

- 1) Cleaning of officers/officials rooms including, Ground floor, 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> floor Corridors with phenyl/ puchara.
- 2) Cleaning of parking area within the building premises.
- 3) Cleaning of officers/officials wash rooms at Ground floor and 1<sup>st</sup> floor to 3<sup>rd</sup> floor on daily basis.
- 4) Cleaning of commodes, including Western / Indian style toilet seats, with Harpic cleaner.
- 5) Cleaning of window glasses inner/outer both sides of building.
- 6) Provision / Placing of following items in wash rooms on daily basis:
  - i) Small Soap
  - ii) Phenyl Tablets
  - iii) Tissue rolls in wash rooms.
  - iv) Hygienic Tissues for officers wash rooms
  - v) Liquid hands wash in wash rooms.
  - vi) Replacement of Towels
  - vii) Placement of a reasonable fragrance in wash rooms.
- 7) Taking away waste from office premises on daily basis.
- 8) Cleaning of floors with buffing machine on weekly basis.
- 9) Cleaning of drainage lines within the premises of the building on monthly basis.
- 10) Cleaning of gutters / main holes within the premises of the building.
- 11) Janitorial Staff shall remain in office from **08:00 AM to 05:00 PM**, however one janitor shall remain in office till **07:00 PM**.
- 12) Electrician cum Plumber and AC Mechanic shall have relevant experience of **05 years or more**.
- 13) Electrician cum Plumber and AC Mechanic shall remain in the Office Premises from **09:00 a.m. to 05:00 p.m.**
- 14) Services of Janitors, Electrician cum Plumber, and AC Mechanic will be required on gazetted holiday if the office is open and no compensation on account of extra service provided would be given.
- 15) Any other work assigned.

f) **LIFT OPERATOR / MAINTENANCE SERVICES (TORs) (A03919)**

- a. Age of operator must be between **25 to 40 years**.
- b. Minimum **intermediate education** is required.
- c. Operator must be physically fit and healthy.
- d. Minimum **5 years experience** required in lift operating.
- e. Emergency Call Visits within **24 Hours**. Parts shall be provided by **Regional Tax Office, Sialkot**.
- f. Regular Inspections, Lubrication checks & Minor adjustments to visitor/passenger lifts.
- g. Planned Maintenance scheduling to minimize breakdowns.
- h. Maintenance of Log Card to be kept on site.
- i. Mandatory safety checks & Risk Assessment Reports.
- j. Lift Parts' replacements, which shall be reimbursed by the office based on original manufacturer/supplier bills, subject to requirement, verification and approval.
- k. Other inspections if required.



**GOVERNMENT OF PAKISTAN**

**FEDERAL BOARD OF REVENUE**

**REGIONAL TAX OFFICE SIALKOT**

**TENDER DOCUMENT**

**FINANCIAL YEAR: 2025-2026**

**FOR PROCUREMENT OF GOODS, HIRING OF SERVICES, AND  
REPAIR & MAINTENANCE WORKS**

BID Submission Date -

On or before **30-04-2026** at **11:00 AM**