



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

***Repair of Machinery***  
***Services (Pre-Qualification)***  
***(Non-Consultancy)***

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Pre-Qualification)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Repairing/maintenance services i.e. Machinery equipment during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

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### Criteria / Allied Terms and Conditions/ Guidelines & E-Requirements for Pre-Qualification of services for Financial Year 2026-27

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Services (Pre-Qualification)  | Earnest Money |
|----|---|---------------|
| 1. | Repair of Machinery & Equipment i.e. Photostat machine, Air conditioners and all machinery equipment's etc. | 100,000/-     |

### Terms & Conditions

1. The firms / vendors must have their own established shops / office premises in Islamabad / Rawalpindi.
2. Interested Firm/vendor must have 7-years' experience in relevant field.
3. The firms / vendor must have registered themselves with Sales Tax and Income Tax Department and on Active Taxpayers List of FBR (Valid documents must be attached).
4. The interested firms / vendors must have sound financial position. Proof of bank statement for the last six months, must be attached.
5. Non-black listing certificate on Affidavit must be attached with documents.
6. The intending firm / vendor must provide a list of its clients.
7. The firm / vendors after shortlisting will be bound to carry out the requisite work on immediate basis when work is referred to them, even at odd hours.
8. The firm / vendor will be bound to return old parts in case of replacement with new. If the same defect arises, again then the firm / vendor will be responsible to replace it free of cost.

9. Successful bidder shall bear the expenses of repairing services under relevant head on own expenses.
10. In case of submission of any false information/documents and any deficiency found in deliverables, the firm / vendors will be disqualified.
11. During the evaluation no amendments in the pre-qualification proposal shall be permitted.
12. The Purchase Committee reserves the right to reject or accept any/all bids as per PPRA Rules.
13. All qualified bidders will be placed on panel for relevant services.
14. Interested firm should be registered on EPADS.
15. Selection of successful/qualifying bidders will be on basis of financial soundness in accordance with healthy bank statement (last 1 year).
16. Top five (5) qualified vendor will be selected on the basis of financial soundness.
17. **All interested bidders required to submit bidding document using EPADS by 08-06-2026, 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**

### Scope of Job

1. RTO, Islamabad will offer a pre-qualification letter (Award) for one (01) year to a qualified bidder in repair and maintenance services of Machinery equipment's.
2. The qualified Firms / vendors will share the quotations of required Repairing services as and when required by this office.
3. The qualified Firms / vendors will provide quotations for repair and maintenance including spare parts of machinery equipment's.
4. The Firm / vendors with lowest offered rates will be awarded work order for the said repair and maintenance of machinery equipment's.
5. The Firm / vendors will provide quality spare parts to this office within agreed timelines of work order during the contract period.
6. Payment shall be made through online banking / cheque according to budgetary system as prescribed by Finance Division.

### Undertaking

**I / we have read and agreed with the above mentioned terms and conditions.**

Name of firm / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

Name of Firm: \_\_\_\_\_

| #  | <b>Pre-Requisite Documents to be provide by Firms/ Bidders through<br/><u>proper indexing / annexures.</u></b> | <b>Yes / No</b> |
|----|--|-----------------|
| 1  | 7 years' Experience Certificates / documents in relevant faculty.  |                 |
| 2  | List of branch / shops alongwith address & contact numbers in Islamabad / Rawalpindi.                          |                 |
| 3  | NTN No. with copy of certificate (ATL)   |                 |
| 4  | GST No. with copy of certificate (100% Compliance)   |                 |
| 5  | Proof of Financial Soundness / copy of bank statement for the last six months.                                 |                 |
| 6  | Stamp paper / declaration of Non-black listing.  |                 |
| 7  | List of its clients.   |                 |
| 8  | Date of Establishment.   |                 |
| 9  | Vendor No.   |                 |
| 10 | IBAN No, Account No, Bank Name with branch & branch code.  |                 |
| 11 | Signature and Stamp on Tender Documents on each page.  |                 |
| 12 | Earnest Money in the shape of Bank Draft/Pay Order.  |                 |



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

# **Armed Security Guards** **(Non-Consultancy Services)**

|  |                      |
|--|----------------------|
| Tentative date of Notice (Publication) | 20-05-2026           |
| Date & Time of closing                 | 08-06-2026, 11:00 am |
| Date of Opening & Time of closing      | 08-06-2026, 11:30 am |

**Physical Bid submission: - Room No. 504, 5<sup>th</sup> Floor, RTO, Islamabad**

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Non-Consultancy Services)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Armed Security Services during current financial year 2026-27 to Regional Tax Office, Islamabad, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **stage single envelope (File uploading method)**.

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- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Non-consultancy services         | Earnest Money |
|----|----------------------------------|---------------|
| 1. | Armed Security Guarding Services | Rs. 100,000/- |

### Allied Terms & Conditions of Tender for Security Guards Services for Financial Year 2026-27

1. Interested firm should be registered on EPADS.
2. All interested bidders required to submit bidding document using EPADS.
3. The bidder must be an active tax payer.
4. After submission of documents, no amendments in the technical & financial proposal shall be permitted.
5. Last 01 year bank statement.
6. Undertaking on non-Judicial stamp paper certifying that the contractor/bidder is not temporarily or permanently black listed/debarred nor any contract rescinded in the past for non-fulfillment of contractual obligations by itself or its affiliated firms/departments from RTO/FBR or any other Government authority/departments/agency.

7. The award of the contract shall be valid for One (1) Year commencing from F.Y 2026-27 and further extendible with 10% increase in rates and subject to satisfactory performance and approval of competent authority.
8. Registration number of EOBI should be mentioned.
9. Subcontracting is not allowed in any case. At the time of the contract the Service Provider shall submit an undertaking on a legal paper, that the firm shall not further sub-contract/sublet services or any thereof in respect of any RMU to a third party/sub-contractor.
10. **Quoted prices should be inclusive of Income Tax and General Sales Tax/ Tax on services as applicable under Income Tax Ordinance 2001 / Sales Tax Act 1990.**
11. **Quoted price must be mentioned in words and figures both and inclusive of GST/Income Tax.** In case of error price quoted in words will be considered. Any Financial proposals with over-writing or cutting will not be accepted and the bid will be rejected.

**Rates should be quoted as per following requirement:-**

| <b>Required Security Services of <u>Armed Guard</u></b><br>(Non-Consultancy) |                                     |  |
|--|-------------------------------------|--|
| <b>Sr. No</b>  | <b>Working Hours</b>                | <b>Rate of 1 Guard per month with EOBI (Rs.)</b> |
| <b>1.</b>  | <b>8 hours duty (minimum wages)</b> |  |

| <b>Required Security Services of <u>Supervisor</u></b><br>(Non-Consultancy) |                                     |   |
|---|-------------------------------------|---|
| <b>Sr. No</b>   | <b>Working Hours</b>                | <b>Rate of 1 Supervisor per month with EOBI (Rs.)</b> |
| <b>1.</b>   | <b>8 hours duty (minimum wages)</b> |   |

12. The successful bidder will have to execute a contract agreement with the RTO Islamabad on Stamp Paper and all Tender documents, instructions and terms and conditions shall be made part of the contract.
13. Each guard will be issued two uniforms for summers and winters by the security agency along with weapon & ammunitions.
14. **Company will provide relievers without any additional charges to cater off/leave/sic etc, by way of ensuing full presence.**
15. **Security Company will be required to arrange residential accommodation and messing facility for the security guards in close vicinity of duty area or having reliable transportation arrangement. Pick and drop at/from place of duty will be the responsibility of company.**

16. The number of guards may increase or decrease as per security requirements by RTO, Islamabad. In certain cases/events extra security guards for Ad-hoc/special duty services may be required.
17. **The security provider shall abide by all relevant Labour Laws, Acts/Rules including but not limited to Minimum Wages Act. The Security Company will provide undertaking that it will pay salaries to hired Guards as per Government wages Laws, announced in Federal Budget 2026-27 or at any date falling in F.Y 2026-27.** The financial proposal of Security Companies, if not comply above terms & conditions will be rejected.
18. Contractor shall submit the monthly bill payment. Taxes applicable are to be deducted as per Rules.
19. Security Guards should be young, healthy, energetic, well trained, well equipped with licensed arms/weapons, having expertise in usage of fire arms.
20. Incomplete / conditional bids will not be entertained.
21. The agreement can be cancelled at any time during the year with one month prior notice in case of poor, unsatisfactory service or otherwise.
22. The interesting bidders should have minimum experience of 10 years in relevant field of service.
23. Every Guard shall be allowed 4 days leave per month either on cumulative or weekly basis in accordance with labor law.
24. **All interested bidders required to submit bidding document using EPADS by 08-06-2026, 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**
25. The security company must provide following documents along with the sealed tenders.

### Evaluation Criteria

#### **These documents will also be part of criteria for evaluation of tenders:-**

1. Security company profile.
2. Directors contact details (Names, CNICs, Telephone Numbers, Addresses)
3. Administration / Supervisory staff contact details (Names, CNICs, Telephone Numbers, Addresses)
4. Certificate of incorporation from Companies Registration Office.
5. NTN Certificate and Certificate of Registration under Income Tax / Sales Tax Act.
6. License / Renewed License of Ministry of Interior to work as Security Services Company alongwith any other relevant documents.
7. License / NOC of ICT Administration for operation in ICT area.

8. Details of weapons to be provided to the security guards.

Any mishap, loss of property, loss of innocent life, damage to RTO building illegal activities, leak of sensitive information, and use of drugs or prohibited materials that occurs due to negligence of security guards/service provider agency may result in monetary penalties or termination of contract or criminal proceedings subject to the nature and magnitude of the offence.

### Undertaking

**I / we have read and agree with the above mentioned terms and conditions.**

Name of Company / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

### CHECK LIST

**Name of Firm:** \_\_\_\_\_

| # | <b>Pre-Requisite Documents to be provide by Firms/ Bidders through<br/><u>proper indexing / annexures.</u></b> | <b>Yes / No</b> |
|---|--|-----------------|
| 1 | Last 01 year bank statement.   |                 |
| 2 | Stamp paper declaring that Company is not blacklisted from any Government & semi Government organization.      |                 |
| 3 | Security company profile   |                 |
| 4 | Directors contact details (Names, CNICs, Telephone Numbers, Addresses)   |                 |

|           |  |  |
|-----------|--|--|
| <b>5</b>  | Administration / Supervisory staff contact details (Names, CNICs, Telephone Numbers, Addresses)                                |  |
| <b>6</b>  | Certificate of incorporation from Companies Registration Office.   |  |
| <b>7</b>  | NTN Certificate and Certificate of Registration under Sales Tax Act  |  |
| <b>8</b>  | License / Renewed License of Ministry of Interior to work as Security Services Company alongwith any other relevant documents. |  |
| <b>9</b>  | License / NOC of ICT Administration for operation in ICT area.   |  |
| <b>10</b> | List of its clients.   |  |
| <b>11</b> | Details of weapons to be provided to the security guards.  |  |
| <b>12</b> | Vendor No.   |  |
| <b>13</b> | IBAN No, Account No, Bank Name with branch address & branch code.  |  |
| <b>14</b> | Signature and Stamp on Tender Documents on each page.  |  |
| <b>15</b> | Earnest Money in the shape of Bank Draft/Pay Order.  |  |



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PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

# **CANTEEN SERVICES**

### **(Non-Consultancy Services)**

|  |                      |
|--|----------------------|
| Tentative date of Notice (Publication) | 20-05-2026           |
| Date & Time of closing                 | 08-06-2026, 11:00 am |
| Date of Opening & Time of closing      | 08-06-2026, 11:30 am |

**Physical Bid submission: - Room No. 504, 5<sup>th</sup> Floor, RTO, Islamabad**

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Non-Consultancy Services)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms/Caterers having experience and involved in providing canteen services to Government/semi Government offices in Rawalpindi / Islamabad for providing Canteen Services during current financial year 2026-27 to Regional Tax Office, Islamabad, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **stage single envelope (File uploading method)**.

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- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Non-consultancy services | Earnest Money |
|----|--------------------------|---------------|
| 1. | Canteen Services         | Rs. 100,000/- |

### Allied Terms & Conditions of Tender for Canteen Services for Financial Year 2026-27

26. Interested firm should be registered on EPADS & required to submit bidding document using EPADS.
27. The bidder must be an active tax payer in Income Tax / Sales Tax.
28. After submission of documents, no amendments in the technical & financial proposal shall be permitted.
29. Interested Canteen service provider should have 10 years' experience.
30. Interested Frims/Caterers must registered with relevant department i.e. Food Authority and etc. confirming standard food/restaurant/canteen services's health, hygiene & etc.
31. Last 01 year bank statement required.
32. Undertaking on non-Judicial stamp paper certifying that the contractor/bidder is not temporarily or permanently black listed/debarred nor any contract rescinded in the past for non-fulfillment of contractual obligations by itself or its affiliated

firms/departments from RTO/FBR or any other Government authority/departments/agency.

33. Subcontracting is not allowed in any case. At the time of the contract the Service Provider shall submit an undertaking on a legal paper, that the firm shall not further sub-contract/sublet services or any thereof in respect of any RMU to a third party/sub-contractor.
34. **Subsidized rates of food's items should be inclusive of General Sales Tax if applicable under Sales Tax Act 1990 / Income Tax Ordinance 2001.**
35. Any Financial proposals with over-writing or cutting and handwriting will not be accepted and the bid will be rejected. Rates should be in typing format and cleared / legible.
36. The successful bidder will have to execute a contract agreement with the RTO Islamabad on Stamp Paper and all Tender documents, instructions and terms and conditions shall be made part of the contract.
37. **The Firm/Caterer shall abide by all relevant Labour Laws, Acts/Rules including but not limited to Minimum Wages Act and announced in Federal Budget 2026-27.**
38. Incomplete / conditional bids will not be entertained.
39. The agreement can be cancelled at any time during the year with one month prior notice in case of poor, unsatisfactory service or otherwise.
40. Earnest Money of unsuccessful bidders will be returned /refunded after approval of the case by the Competent Authority. However, earnest money of successful firm(s) will be converted into "Security Deposit".
41. **All interested bidders required to submit bidding document in both hard & soft using EPADS by 08-06-2026, 11:00 am otherwise bid will be evaluated non-responsive.**
42. **Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**
43. The award of the contract shall be valid for One (1) Year commencing from F.Y 2026-27. If Found satisfactory performance in relevant service contract may be extended for further 1 year.
44. Qualified Caterer shall provide character/clearance/verification certificate of canteen staff by ICT Police.
45. The Regional Tax Office, Islamabad reserve the right to reject any or all bids.
46. Firm/caterer denying any clause of terms & conditions of Tender documents is not eligible.

### Evaluation Criteria

**These documents will also be part of criteria for evaluation of tenders:-**

9. Lowest rates of food items (daily consumable) for officials/officers of RTO, Islamabad on **whole/accumulative basis**.
10. Manpower details.
11. NTN Certificate and Certificate of Registration under Income Tax / Sales Tax Act & ATL status Active.
12. 10 years of experience in providing canteen services (certificates).
13. Financial Position one (1) year bank statement.

## General Information / Instructions

### Working Days

Monday to Friday & during office requirement i.e. observing of Saturday & Sunday as working days.

### Regional Tax Office, Islamabad Facilities to the Contractor

Premises for Canteen within office's building.

Facility of Gas.

Facility of Electricity.

Sitting of arrangement i.e. Furniture including tables and chairs.

### Contractor Liabilities

1. Kitchen Accessories.
2. Complete Crockery fine quality.
3. Refrigerator/Deep Freezer etc.
4. Oven/Microwave Oven.
5. Any additional furniture.
6. Cleaning of area of canteen will be responsibility of Contractor.
7. Uniforms of waiters (if applicable).
8. Safety and security of the Canteen shall be the responsibility of caterer.
9. Vaccination of all food handlers.
10. Fumigation spray on monthly basis in canteen.
11. Protecting of sitting Furniture from destroying or rough use.

### Manpower / experienced staff

1. Manager.
2. Cooks.
3. Tandoori.
4. Waiters etc.

5. Dishwasher.

6. Sweapers

**List of staff to be provided by**  
**Canteen service provider/caterer**

On letter head signed & stamped by caterer

| <b>Sr. No</b> | <b>Staff description</b>                              | <b>Nos</b> |
|---------------|---|------------|
| 1             | Manager   |            |
| 2             | Cook  |            |
| 3             | Tandorchi   |            |
| 4             | Waiters for serving meals and up-keeping of Cafeteria |            |
| 5             | Dish washer   |            |
| 6             | Sweeper (Full Time) working hours                     |            |

## List of food items daily consumable for officials/officer of RTO, Islamabad

Financial

| S.No                   | Description of item                | Weight / description | quantity | Rate inclusive of all taxes |
|------------------------|------------------------------------|----------------------|----------|-----------------------------|
| <b>Breakfast Items</b> |                                    |                      |          |                             |
| 1                      | Paratha                            | 200 gram             | 01       |                             |
| 2                      | Roti                               | 110 gram             | 01       |                             |
| 3                      | Naan                               | 250 gram             | 01       |                             |
| 4                      | Fried Egg                          | 55 gram              | 01       |                             |
| 5                      | Omelet                             | 60 gram              | 01       |                             |
| 6                      | Channy (single plate)              | 150 gram             | 01       |                             |
| 7                      | Bread slice                        | 30 gram              | 01       |                             |
| 8                      | French Toast                       | 90 gram              | 01       |                             |
| 9                      | Tea cup full (with fresh milk)     | 250 ml with cup      | 01       |                             |
| 10                     | Tea cup half/cut (with fresh milk) | 130 ml with cup      | 01       |                             |
| <b>Tea Break Items</b> |                                    |                      |          |                             |
| 11                     | Samosa (vegetable)                 | Normal market size   | 01       |                             |
| 12                     | Samosa (chicken)                   | Normal market size   |          |                             |
| 13                     | Sandwich (chicken)                 | Small                | 01       |                             |
| 14                     | Fresh juice (Mango/Banana/Apple)   | 01 Glass             | 01       |                             |
| 15                     | Fresh juice Strawberry             | 01 Glass             |          |                             |
| 16                     | Milk Shake Strawberry              | 01 Glass             |          |                             |
| 17                     | Fresh Juice Orange                 | 01 Glass             |          |                             |
| 18                     | Milk Shake (Apple & Banana)        | 01 Glass             | 01       |                             |
| 19                     | Milk Shake Mango                   | 01 Glass             |          |                             |
| 20                     | Ice cream shake                    | 01 Glass             | 01       |                             |
| 21                     | Dahi Bhally/ Channa Chaat          | Regular              | 01       |                             |
| 22                     | Samosa Chaat (full)                | 1 plate              | 01       |                             |
| 23                     | Samosa Chaat (half)                | 1/2 plate            |          |                             |
| 24                     | Shami Kabab                        | 50 gram              | 01       |                             |
| 25                     | Fruit Chaat                        | 1 plate              | 01       |                             |
| 26                     | Russian Salad                      | Regular              | 01       |                             |
| 27                     | Biscuit (Any type)                 | 01 packet            | 01       |                             |
| <b>Fast Food</b>       |                                    |                      |          |                             |
| 28                     | Burger (zinger)                    | Regular              | 01       |                             |
| 29                     | Burger (Patti)                     | Regular              | 01       |                             |

|                            |                        |                       |    |  |
|----------------------------|------------------------|-----------------------|----|--|
| 30                         | Burger (shami)         | Regular               | 01 |  |
| 31                         | Shawarma (Chicken)     | Regular               | 01 |  |
| 32                         | Roll Paratha (Chicken) | Regular               | 01 |  |
| 33                         | French Fries (Regular) | Regular               | 01 |  |
| 34                         | Marconi (full)         | 300 gm                | 01 |  |
| 35                         | Marconi (single)       | 150 gm                |    |  |
| 36                         | Spaghetti (full)       | 300 gm                | 01 |  |
| 37                         | Spaghetti (single)     | 150 gm                |    |  |
| 38                         | Chow Mein (full)       | 300 gm                | 01 |  |
| 39                         | Chow Mein (single)     | 150 gm                |    |  |
| <b>Lunch/ Dinner Items</b> |                        |                       |    |  |
| 40                         | Chicken Biryani        | 500 gram              | 01 |  |
| 41                         | Chinese fried rice     | 500 gram              | 01 |  |
| 42                         | Chicken Manchurian     | 500 gram              | 01 |  |
| 43                         | Daal Chawal            | 500 gram              | 01 |  |
| 44                         | Chicken Karhai         | 500 gram              | 01 |  |
| 45                         | Seekh kabab karahi     | 500 gram              | 01 |  |
| 46                         | Chicken white Handi    | 500 gram              | 01 |  |
| 47                         | Beef Karahi            | 500 gram              | 01 |  |
| 48                         | Mutton karahi          | 500 gram              | 01 |  |
| 49                         | Beef with Vegetables   | 500 gram              | 01 |  |
| 50                         | Vegetable (Any type)   | 125 gram              | 01 |  |
| 51                         | Aalu ki Bhujia         | 250 gram              | 01 |  |
| 52                         | Karhi Pakora           | 300 gram              | 01 |  |
| 53                         | Aalu Qeema             | 250 gram              | 01 |  |
| 54                         | Daal Mash              | 250 gram              | 01 |  |
| 55                         | Anda Channy            | 250 gram              | 01 |  |
| 56                         | Salad ( 01 serving)    | 50 gram               | 01 |  |
| 57                         | Raita (01 serving)     | 50 gram               | 01 |  |
| <b>B.B.Q</b>               |                        |                       |    |  |
| 58                         | Chicken Leg Tikka      | 01 piece              | 01 |  |
| 59                         | Chicken Chest Tikka    | 01 piece              | 01 |  |
| 60                         | Seekh kabab ( Chicken) | 01 piece              | 01 |  |
| 61                         | Sweet ( Any type)      | 01 serving (100 gram) | 01 |  |
| 62                         | Brownie                | 01 piece              | 01 |  |
| 63                         | Cake                   | 01 piece              | 01 |  |
| 64                         | Ice-cream              | 01 piece              | 01 |  |

## Undertaking

**I / we have read and agree with the above mentioned terms and conditions.**

Name of Company / Caterer: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

**Name of Firm:** \_\_\_\_\_

| #  | <b>Pre-Requisite Documents to be provide by Firms/ Bidders through<br/><u>proper indexing / annexures.</u></b> | Yes / No |
|----|--|----------|
| 1  | Last 01 year bank statement.   |          |
| 2  | Experience certificates (10 years)   |          |
| 3  | Stamp paper declaring that Firm is not blacklisted from any Government & semi Government organization.         |          |
| 4  | Registration certificate from Food Authority (if applicable).  |          |
| 5  | NTN Certificate and Certificate of Registration under Sales Tax Act (ATL status Active)                        |          |
| 6  | List of its clients.   |          |
| 7  | List of canteen staff.   |          |
| 8  | Vendor No.   |          |
| 9  | IBAN No, Account No, Bank Name with branch address & branch code.  |          |
| 10 | Rate of food's items for officers/officials.   |          |

|           |   |  |
|-----------|---|--|
| <b>11</b> | Signature and Stamp on Tender Documents on each page. |  |
| <b>12</b> | Earnest Money in the shape of Bank Draft/Pay Order.   |  |



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

***Driving services***  
***(Non-Consultancy Services)***

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Non-Consultancy Services)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for Driving Services during current financial year 2026-27 to Regional Tax Office, Islamabad, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **stage single envelope (File uploading method)**.

---

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Non-consultancy services | Earnest Money |
|----|--------------------------|---------------|
| 1. | Driving Services         | Rs. 100,000/- |

### Allied Terms & Conditions of Tender for Driving Services for Financial Year 2026-27

47. Interested firm should be registered on EPADS.
48. All interested bidders required to submit bidding document using EPADS.
49. The bidder must be an active tax payer.
50. After submission of documents, no amendments in the technical & financial proposal shall be permitted.
51. Last 01 year bank statement.
52. Undertaking on non-Judicial stamp paper certifying that the contractor/bidder is not temporarily or permanently black listed/debarred nor any contract rescinded in the past for non-fulfillment of contractual obligations by itself or its affiliated firms/departments from RTO/FBR or any other Government authority/departments/agency.
53. The award of the contract shall be valid for One (1) Year commencing from F.Y 2026-27. If Found satisfactory performance in relevant service contract may be extended for further 1 year.

54. Subcontracting is not allowed in any case. At the time of the contract the Service Provider shall submit an undertaking on a legal paper, that the firm shall not further sub-contract/sublet services or any thereof in respect of any RMU to a third party/ sub-contractor.
55. **Quoted prices should be inclusive of Income Tax and General Sales Tax/ Tax on services as applicable under Income Tax Ordinance 2001 / Sales Tax Act 1990.**
56. **Quoted price per driver must be mentioned in words and figures both and inclusive of GST/Income Tax.** In case of error price quoted in words will be considered. Any Financial proposals with over-writing or cutting will not be accepted and the bid will be rejected.

**Rates should be quoted as per following requirement:-**

| Sr. No | Description     | Rate of 1 Driver per month<br>(Inclusive of all taxes)<br>(Rs.) |
|--------|-----------------|---|
| 1.     | Driver services |   |

57. The successful bidder will have to execute a contract agreement with the RTO Islamabad on Stamp Paper and all Tender documents, instructions and terms and conditions shall be made part of the contract.
58. For (driving services) are required for office timing hours from 08:30 am to 04:30 pm and time may change according to government notification i.e. FBR / Establishment.
59. Qualified Firm / vendor will provide un-interrupted driving services in Islamabad/Rawalpindi.
60. Deduction will be made in case of un-authorized absent from duty per day & per driver at the time of monthly bill processing / payment.
61. The number of driving staff may increase or decrease as per drivers requirements by RTO, Islamabad.
62. **The qualified Firm / vendor shall abide by all relevant Labour Laws, Acts/Rules including but not limited to Minimum Wages Act. The Firm / vendor will provide undertaking that it will pay salaries to hired staff as per Government wages Laws, announced in Federal Budget 2026-27. The financial proposal of Companies providing driving services, if not comply above terms & conditions will be rejected.**
63. The qualified Firm / vendor must registered with government institution regarding driving services (if applicable).
64. Contractor shall submit the monthly bill payment. Taxes applicable are to be deducted as per Rules.

65. **Driving staff should be well experienced in driving skills having valid driving license of LTV/HTV.**
66. **The qualified Firm / vendor should have 10 years' experience in providing driver services to government / semi government organizations.**
67. Incomplete / conditional bids will not be entertained.
68. The agreement can be cancelled at any time during the year with one month prior notice in case of poor, unsatisfactory service or otherwise.
69. **All interested bidders required to submit bidding document using EPADS by 08-06-2026 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**
70. The interested Firm / vendor must provide following documents along with the sealed tenders.

### Evaluation Criteria

**These documents will also be part of criteria for evaluation of tenders:-**

14. Company profile.
15. Directors contact details (Names, CNICs, Telephone Numbers, Addresses)
16. Administration / Supervisory staff contact details (Names, CNICs, Telephone Numbers, Addresses)
17. Certificate of registration with institution regarding providing driving services (if applicable).
18. NTN Certificate and Certificate of Registration under Income Tax / Sales Tax Act.

Any illegal activities, leak of sensitive information, and use of drugs or prohibited materials that occurs due to negligence of driving staff may result in monetary penalties or termination of contract.

### Undertaking

**I / we have read and agree with the above mentioned terms and conditions.**

Name of Company / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

Name of Firm: \_\_\_\_\_

| #  | Pre-Requisite Documents to be provide by Firms/ Bidders through <u>proper indexing / annexures.</u>       | Yes / No |
|----|---|----------|
| 1  | Last 01 year bank statement.  |          |
| 2  | Stamp paper declaring that Company is not blacklisted from any Government & semi Government organization. |          |
| 3  | Firm / vendor profile   |          |
| 4  | Directors contact details (Names, CNICs, Telephone Numbers, Addresses)                                    |          |
| 5  | Administration / Supervisory staff contact details (Names, CNICs, Telephone Numbers, Addresses)           |          |
| 6  | Certificate of registration from government organization regarding driving services (if applicable).      |          |
| 7  | NTN Certificate and Certificate of Registration under Sales Tax Act                                       |          |
| 10 | List of its clients.  |          |
| 12 | Vendor No.  |          |
| 13 | IBAN No, Account No, Bank Name with branch address & branch code.   |          |
| 14 | Signature and Stamp on Tender Documents on each page.   |          |
| 15 | Earnest Money in the shape of Bank Draft/Pay Order.   |          |
| 16 | Experience certificate 10 years.  |          |



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

# ***Janitorial services*** ***(Non-Consultancy Services)***

|  |                     |
|--|---------------------|
| Tentative date of Notice (Publication) | 20-05-2026          |
| Date & Time of closing                 | 08-06-2026 11:00 am |
| Date of Opening & Time of closing      | 08-06-2026 11:30 am |

**Physical Bid submission: - Room No. 504, 5<sup>th</sup> Floor, RTO, Islamabad**

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Non-Consultancy Services)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing janitorial Services during current financial year 2026-27 to Regional Tax Office, Islamabad, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **stage single envelope (File uploading method)**.

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- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Non-consultancy services         | Earnest Money |
|----|----------------------------------|---------------|
| 1. | Provision of janitorial services | Rs. 100,000/- |

### Allied Terms & Conditions of Tender for Janitorial Services for Financial Year 2026-27

71. Interested firm should be registered on EPADS.
72. All interested bidders required to submit bidding document using EPADS.
73. The bidder must be an active tax payer.
74. After submission of documents, no amendments in the technical & financial proposal shall be permitted.
75. Last 01 year bank statement.
76. Undertaking on non-Judicial stamp paper certifying that the contractor/bidder is not temporarily or permanently black listed/debarred nor any contract rescinded in the past for non-fulfillment of contractual obligations by itself or its affiliated firms/departments from RTO/FBR or any other Government authority/departments/agency.
77. The award of the contract shall be valid for One (1) Year commencing from date of signing.

78. Subcontracting is not allowed in any case. At the time of the contract the Service Provider shall submit an undertaking on a legal paper, that the firm shall not further sub-contract/sublet services or any thereof in respect of any RMU to a third party/sub-contractor.
79. **Quoted prices should be inclusive of Income Tax and General Sales Tax/ Tax on services as applicable under Income Tax Ordinance 2001 / Sales Tax Act 1990.**
80. **Quoted price must be mentioned in words and figures both and inclusive of GST/Income Tax.** In case of error price quoted in words will be considered. Any Financial proposals with over-writing or cutting will not be accepted and the bid will be rejected.
81. The successful bidder will have to execute a contract agreement with the RTO Islamabad on Stamp Paper and all Tender documents, instructions and terms and conditions shall be made part of the contract.
82. For (Janitorial services) are required for office timing hours from 08:30 am to 04:30 pm and time may change according to government notification i.e. FBR / Establishment.
83. Qualified Firm / vendor will provide janitorial / cleaning services within whole office premises as follows:-
- Basements.
  - Cleaning of Bathroom of each portion (whole building) including officer's bathroom of whole building.
  - Cleaning of official and officer rooms at aforementioned floors using useful equipment's.
  - Cleaning of Glass / windows at said floors.
  - Cleaning of parking areas in basements.
  - Disposal of waste from office premises.
  - Cleaning of gutters / main holes / drainage lines within office premises.
  - Any other work assigned by Department.
84. Cleaning of exterior Glass/window of the building by cleaning staff.
85. Qualified Firm / vendor will provide un-interrupted janitorial services as mentioned above.
86. Deduction will be made in case of un-authorized absent from duty per day & per staff at the time of monthly bill processing / payment.
87. Sanitary goods will be provided by this office.
88. The number of janitorial staff may increase or decrease as per janitorial / cleaning requirements by RTO, Islamabad.
89. Financial proposal (rate required) in following categories.

| <b>S.no</b> | <b>Category/Description</b>   | <b>Rate per Janitorial Staff (Rs.)</b>                    |
|-------------|---|---|
| 01          | <b>Internal cleaning of building (as mentioned in para no. 13) per staff per month.</b>   | <b>Per staff per month (daily basis).</b>                 |
| 02          | <b>Exterior cleaning of whole building (cleaning of Glass/windows).<br/>Building Address: Plot No-21B<br/>Regional Tax office, G9/1 Islamabad</b> | <b>One time services (as per need of RTO, Islamabad).</b> |

90. **The qualified Firm / vendor shall abide by all relevant Labor Laws, Acts/Rules including but not limited to Minimum Wages Act. The Firm / vendor will provide undertaking that it will pay salaries to hired staff as per Government wages Laws, announced in Federal Budget 2026-27 or at any date falling in F.Y 2026-27.** The financial proposal of Companies providing janitorial services, if not comply above terms & conditions will be rejected.
91. The qualified Firm / vendor must registered with government institution regarding janitorial / cleaning services (if applicable).
92. Contractor shall submit the monthly bill payment. Taxes applicable are to be deducted as per Rules.
93. Janitorial / sanitation staff should be well experienced in cleaning services.
94. Incomplete / conditional bids will not be entertained.
95. The agreement can be cancelled at any time during the year with one month prior notice in case of poor, unsatisfactory service or otherwise.
96. **All interested bidders required to submit bidding document using EPADS by 08-06-2026 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**
97. Every sanitary worker shall be allowed 4 days leave per month either on cumulative or weekly basis in accordance with labor law.
98. The interested Firm / vendor must provide following documents along with the sealed tenders.

### **Evaluation Criteria**

**These documents will also be part of criteria for evaluation of tenders:-**

19. Company profile.
20. Directors contact details (Names, CNICs, Telephone Numbers, Addresses)

21. Administration / Supervisory staff contact details (Names, CNICs, Telephone Numbers, Addresses)
22. Certificate of registration with institution regarding providing janitorial/sanitation services (if applicable).
23. NTN Certificate and Certificate of Registration under Income Tax / Sales Tax Act.
24. Minimum ten (05) years' experience in Govt/ Semi Govt organization.

Any illegal activities, leak of sensitive information, and use of drugs or prohibited materials that occurs due to negligence of janitorial staff may result in monetary penalties or termination of contract.

### Undertaking

**I / we have read and agree with the above mentioned terms and conditions.**

Name of Company / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

Name of Firm: \_\_\_\_\_

| #  | <b>Pre-Requisite Documents to be provide by Firms/ Bidders through proper indexing / annexures.</b>       | <b>Yes / No</b> |
|----|---|-----------------|
| 1  | Last 01 year bank statement.  |                 |
| 2  | Stamp paper declaring that Company is not blacklisted from any Government & semi Government organization. |                 |
| 3  | Firm / vendor profile   |                 |
| 4  | Directors contact details (Names, CNICs, Telephone Numbers, Addresses)                                    |                 |
| 5  | Administration / Supervisory staff contact details (Names, CNICs, Telephone Numbers, Addresses)           |                 |
| 6  | Certificate of registration from government organization regarding Janitorial services (if applicable).   |                 |
| 7  | NTN Certificate and Certificate of Registration under Sales Tax Act                                       |                 |
| 8  | Certificate justifying 5 years' experience in relevant of field of service.                               |                 |
| 9  | List of its clients.  |                 |
| 10 | Vendor No.  |                 |
| 11 | IBAN No, Account No, Bank Name with branch address & branch code.   |                 |
| 12 | Signature and Stamp on Tender Documents on each page.   |                 |
| 13 | Earnest Money in the shape of Bank Draft/Pay Order.   |                 |



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

**Repair of Furniture & Fixture**  
**Services (Pre-Qualification)**  
**(Non-Consultancy)**

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Pre-Qualification)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Repairing/maintenance services i.e. Furniture & Fixture during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

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### Criteria / Allied Terms and Conditions/ Guidelines & E-Requirements for Pre-Qualification of services for Financial Year 2026-27

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Services (Pre-Qualification)   | Earnest Money |
|----|--------------------------------|---------------|
| 1. | Repair of Furniture & Fixture. | 100,000/-     |

### Terms & Conditions

18. The firms / vendors must have their own established shops / office premises in Islamabad / Rawalpindi.
19. Interested Firms/vendors must have 7-years' experience in relevant field
20. The firms / vendor must have registered themselves with Sales Tax and Income Tax Department and on Active Taxpayers List of FBR (Valid documents must be attached).
21. The interested firms / vendors must have sound financial position. Proof of bank statement for the last six months, must be attached.
22. Non-black listing certificate on Affidavit must be attached with documents.
23. The intending firm / vendor must provide a list of its clients.
24. The firm / vendors after shortlisting will be bound to carry out the requisite work on immediate basis when work is referred to them, even at odd hours.

25. The firm / vendor will be bound to return old parts in case of replacement with new. If the same defect arises, again then the firm / vendor will be responsible to replace it free of cost.
26. Successful bidder shall bear the expenses of repairing services under relevant head on own expenses.
27. In case of submission of any false information/documents and any deficiency found in deliverables, the firm / vendors will be disqualified.
28. During the evaluation no amendments in the pre-qualification proposal shall be permitted.
29. The Purchase Committee reserves the right to reject or accept any/all bids as per PPRA Rules.
30. All Qualified bidders will be placed on panel for relevant services.
31. Interested firm should be registered on EPADS.
32. Selection of successful/qualifying bidders will be on basis of financial soundness in accordance with healthy bank statement (last 1 year).
33. Top five (5) qualified vendor will be selected on the basis of financial soundness.
34. **All interested bidders required to submit bidding document using EPADS on or before 08-06-2026 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**

### Scope of Job

7. RTO, Islamabad will offer a pre-qualification letter (Award) for one (01) year to a qualified bidder in repair and maintenance services of Furniture & Fixture.
8. The qualified Firms / vendors will share the quotations of required Repairing services as and when required by this office.
9. The Firm / vendors will provide financial proposal for repair and maintenance including wooden items / spare parts of Furniture & Fixture.
10. The Firm / vendors with lowest offered bid will be awarded work order for the said repair and maintenance of Furniture & Fixture.
11. The Firm / vendors will provide quality spare parts to this office within agreed timelines of work order during the contract period.
12. Payment shall be made through online banking / cheque according to budgetary system as prescribed by Finance Division.

### Undertaking

**I / we have read and agreed with the above mentioned terms and conditions.**

Name of firm / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

### CHECK LIST

Name of Firm: \_\_\_\_\_

| #  | <b>Pre-Requisite Documents to be provide by Firms/ Bidders through<br/><u>proper indexing / annexures.</u></b> | <b>Yes / No</b> |
|----|--|-----------------|
| 1  | 3 years' Experience Certificates / documents in relevant faculty.  |                 |
| 2  | List of branch / shops alongwith address & contact numbers in Islamabad / Rawalpindi.                          |                 |
| 3  | NTN No. with copy of certificate (ATL)   |                 |
| 4  | GST No. with copy of certificate (100% Compliance)   |                 |
| 5  | Proof of Financial Soundness / copy of bank statement for the last six months.                                 |                 |
| 6  | Stamp paper / declaration of Non-black listing.  |                 |
| 7  | List of its clients.   |                 |
| 8  | Date of Establishment.   |                 |
| 9  | Vendor No.   |                 |
| 10 | IBAN No, Account No, Bank Name with branch & branch code.  |                 |
| 11 | Signature and Stamp on Tender Documents on each page.  |                 |
| 12 | Earnest Money in the shape of Bank Draft/Pay Order.  |                 |



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

***Repair of Hardware***  
***Services (Pre-Qualification)***  
***(Non-Consultancy)***

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Pre-Qualification)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Repairing/maintenance services i.e. Repair of Hardware during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

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### Criteria / Allied Terms and Conditions/ Guidelines & E-Requirements for Pre-Qualification of services for Financial Year 2026-27

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Services (Pre-Qualification) | Earnest Money |
|----|------------------------------|---------------|
| 1. | Repair of Hardware.          | 30,000/-      |

### Terms & Conditions

35. The firms / vendors must have their own established shops / office premises in Islamabad / Rawalpindi.
36. Interested Firm/vendor must have 7-years' experience in relevant field.
37. The firms / vendor must have registered themselves with Sales Tax and Income Tax Department and on Active Taxpayers List of FBR (Valid documents must be attached).
38. The interested firms / vendors must have sound financial position. Proof of bank statement for the last six months, must be attached.
39. Non-black listing certificate on Affidavit must be attached with documents.
40. The intending firm / vendor must provide a list of its clients.
41. The firm / vendors after shortlisting will be bound to carry out the requisite work on immediate basis when work is referred to them, even at odd hours.

42. The firm / vendor will be bound to return old parts in case of replacement with new. If the same defect arises, again then the firm / vendor will be responsible to replace it free of cost.
43. Successful bidder shall bear the expenses of repairing services under relevant head on own expenses.
44. In case of submission of any false information/documents and any deficiency found in deliverables, the firm / vendors will be disqualified.
45. During the evaluation no amendments in the pre-qualification proposal shall be permitted.
46. The Purchase Committee reserves the right to reject or accept any/all bids as per PPRA Rules.
47. Interested firm should be registered on EPADS.
48. Selection of successful/qualifying bidders will be on basis of financial soundness in accordance with healthy bank statement (last 1 year).
49. Top five (5) qualified vendor will be selected on the basis of financial soundness.
50. **All interested bidders required to submit bidding document using EPADS by 08-06-2026, 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**

### Scope of Job

13. RTO, Islamabad will offer a pre-qualification letter (Award) for one (01) year to a qualified bidder in repair and maintenance services of Repair of H/w.
14. The qualified Firms / vendors will share the quotations of required Repairing services as and when required by this office.
15. The Firm / vendors will provide financial proposal for repair and maintenance including gadgets / parts of Repair of Hardware.
16. The Firm / vendors with lowest offered bid will be awarded work order for the said repair and maintenance of Repair of Hardware.
17. The Firm / vendors will provide quality spare parts to this office within agreed timelines of work order during the contract period.
18. Payment shall be made through online banking / cheque according to budgetary system as prescribed by Finance Division.

### Undertaking

**I / we have read and agreed with the above mentioned terms and conditions.**

Name of firm / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

Name of Firm: \_\_\_\_\_

| #  | <b>Pre-Requisite Documents to be provide by Firms/ Bidders through<br/><u>proper indexing / annexures.</u></b> | <b>Yes / No</b> |
|----|--|-----------------|
| 1  | 7 years' Experience Certificates / documents in relevant faculty.  |                 |
| 2  | List of branch / shops alongwith address & contact numbers in Islamabad / Rawalpindi.                          |                 |
| 3  | NTN No. with copy of certificate (ATL)   |                 |
| 4  | GST No. with copy of certificate (100% Compliance)   |                 |
| 5  | Proof of Financial Soundness / copy of bank statement for the last six months.                                 |                 |
| 6  | Stamp paper / declaration of Non-black listing.  |                 |
| 7  | List of its clients.   |                 |
| 8  | Date of Establishment.   |                 |
| 9  | Vendor No.   |                 |
| 10 | IBAN No, Account No, Bank Name with branch & branch code.  |                 |
| 11 | Signature and Stamp on Tender Documents on each page.  |                 |
| 12 | Earnest Money in the shape of Bank Draft/Pay Order.  |                 |



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

***Repair of IT Equipment***  
***Services (Pre-Qualification)***  
***(Non-Consultancy)***

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Pre-Qualification)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Repairing/maintenance services i.e. Repair of IT Equipment during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

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### Criteria / Allied Terms and Conditions/ Guidelines & E-Requirements for Pre-Qualification of services for Financial Year 2026-27

- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Services (Pre-Qualification) | Earnest Money |
|----|------------------------------|---------------|
| 1. | Repair of IT Equipment.      | 30,000/-      |

### Terms & Conditions

51. The firms / vendors must have their own established shops / office premises in Islamabad / Rawalpindi.
52. Interested Firm/vendor must have 7-years' experience in relevant field.
53. The firms / vendor must have registered themselves with Sales Tax and Income Tax Department and on Active Taxpayers List of FBR (Valid documents must be attached).
54. The interested firms / vendors must have sound financial position. Proof of bank statement for the last six months, must be attached.
55. Non-black listing certificate on Affidavit must be attached with documents.
56. The intending firm / vendor must provide a list of its clients.
57. The firm / vendors after shortlisting will be bound to carry out the requisite work on immediate basis when work is referred to them, even at odd hours.
58. The firm / vendor will be bound to return old parts in case of replacement with new. If the same defect arises, again then the firm / vendor will be responsible to replace it free of cost.

59. Successful bidder shall bear the expenses of repairing services under relevant head on own expenses.
60. In case of submission of any false information/documents and any deficiency found in deliverables, the firm / vendors will be disqualified.
61. During the evaluation no amendments in the pre-qualification proposal shall be permitted.
62. The Purchase Committee reserves the right to reject or accept any/all bids as per PPRA Rules.
63. Interested firm should be registered on EPADS.
64. Selection of successful/qualifying bidders will be on basis of financial soundness in accordance with healthy bank statement (last 1 year).
65. Top five (5) qualified vendor will be selected on the basis of financial soundness.
66. **All interested bidders required to submit bidding document using EPADS by 08-06-2026, 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**

### Scope of Job

19. RTO, Islamabad will offer a pre-qualification letter (Award) for one (01) year to a qualified bidder in repair and maintenance services of IT Equipment.
20. The qualified Firms / vendors will share the quotations of required Repairing services as and when required by this office.
21. The Firm / vendors will provide financial proposal for repair and maintenance including gadgets / parts of Repair of IT Equipment.
22. The Firm / vendors with lowest offered bid will be awarded work order for the said repair and maintenance of Repair of IT Equipment.
23. The Firm / vendors will provide quality spare parts to this office within agreed timelines of work order during the contract period.
24. Payment shall be made through online banking / cheque according to budgetary system as prescribed by Finance Division.

### Undertaking

**I / we have read and agreed with the above mentioned terms and conditions.**

Name of firm / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

Name of Firm: \_\_\_\_\_

| #  | <b>Pre-Requisite Documents to be provide by Firms/ Bidders through<br/><u>proper indexing / annexures.</u></b> | <b>Yes / No</b> |
|----|--|-----------------|
| 1  | 7 years' Experience Certificates / documents in relevant faculty.  |                 |
| 2  | List of branch / shops alongwith address & contact numbers in Islamabad / Rawalpindi.                          |                 |
| 3  | NTN No. with copy of certificate (ATL)   |                 |
| 4  | GST No. with copy of certificate (100% Compliance)   |                 |
| 5  | Proof of Financial Soundness / copy of bank statement for the last six months.                                 |                 |
| 6  | Stamp paper / declaration of Non-black listing.  |                 |
| 7  | List of its clients.   |                 |
| 8  | Date of Establishment.   |                 |
| 9  | Vendor No.   |                 |
| 10 | IBAN No, Account No, Bank Name with branch & branch code.  |                 |
| 11 | Signature and Stamp on Tender Documents on each page.  |                 |
| 12 | Earnest Money in the shape of Bank Draft/Pay Order.  |                 |



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COMMISSIONER  
INLAND REVENUE, REGIONAL TAX OFFICE  
PLOT NO. 21-B, MAUVE AREA, G-9/1, ISLAMABAD**

## **TENDER DOCUMENT**

***Repair of Transport (Vehicles)*  
*Services (Pre-Qualification)*  
*(Non-Consultancy)***

**FINANCIAL YEAR 2026-2027**

**Earnest money / security deposit to be attached**

**Earnest money / security deposit to be affixed**

## Invitation to Bid (Pre-Qualification)

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing Repair of Transport (Vehicles) Services during current financial year 2026-27 to Regional Tax Office, Islamabad, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure **single stage single envelope (File uploading method)**.

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- Electronic Bidding should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Additional Commissioner-IR (HQ) Regional Tax Office, Islamabad physically and soft using **EPADS**. Cheque are not acceptable.

| #  | Services (Pre-Qualification)            | Earnest Money |
|----|---|---------------|
| 1. | Repair of Transport (Vehicles) Services | Rs.100,000/-  |

### CRITERIA FOR NON-CONSULTANCY SERVICES OF REPAIR OF VEHICLE (TRANSPORT) AND TERMS AND CONDITON

- I. The interested workshops must registered in EPADS.
- II. Interested workshops must have 10-years' experience in relevant field. The workshop shall ensure all work is carried out by qualified and experienced personnel.
- III. Workshop must have capabilities of all types of repair/maintenance, overhauling of Engine, Denting, Painting, Handling of Software & Electronic Technology etc. of vehicles.
- IV. Workshop must have capabilities of timely supply of spare parts, tyres and batteries, engine oil etc.
- V. All/any payment (s) will be made through AGPR, Online payment/Cheque according budgetary system prescribed by Finance Division and release of budget.
- VI. The interested parties must have sound financial positions, proof may be provided (last six month bank statement).
- VII. Non-black listing certificate on affidavit may be attached with bidding documents.
- VIII. Workshop must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ATL) of FBR, valid documents may be attached.
- IX. Only Islamabad based workshops are eligible to submit their proposals.
- X. All Qualified bidders will be placed on panel for relevant services.
- XI. Selection of successful/qualifying bidders will be on basis of financial soundness in accordance with healthy bank statement (last 1 year).
- XII. Top five (5) qualified vendor will be selected on the basis of financial soundness.

- XIII. **All interested bidders required to submit bidding document using EPADS on or before 08-06-2026 11:00 am & Tender will be opened on same date and same venue after 30 minutes of closing date i.e. 11:30 am.**

### **TERMS AND CONDITIONS**

- I. The workshop will be bound to supply / carry out the requisite item / work on immediate basis when vehicle is referred to it even in odd hours.
- II. Workshop shall be bound to install genuine parts. In case the spare parts replaced or found sub-standard or second hand, the firms shall be rejected/blacklisted and fortified security deposit.
- III. Workshop shall be bound to return the replaced/old spare parts and shall be liable to give warranty of each items replaced or repaired. If the same defect arises again during warranty period, the firms shall be responsible to replace it free of cost.
- IV. The workshop will be responsible for damage or loss to the vehicle or other property during the repair process.
- V. The workshop should conduct a final inspection and testing of vehicle to ensure that the repair work has been completed to a satisfactory standard.
- VI. The workshop will not sub-contract to other parties for any part of repair work.
- VII. Confidentiality of all correspondences/ matters will be ensured.

### **Scope of Job**

25. RTO, Islamabad will offer a pre-qualification letter (Award) for one (01) year to a qualified bidder repair and maintenance services of Repair of Transport (Vehicles).
26. The qualified Firms / vendors will share the quotations of required Repairing services as and when required by this office.
27. The Firm / vendors will provide financial proposal for repair and maintenance.
28. The Firm / vendors with lowest offered bid will be awarded work order for the said repair and maintenance of Transport (vehicles).
29. The Firm / vendors will provide quality spare parts to this office within agreed timelines of work order during the contract period.
30. Payment shall be made through online banking / cheque according to budgetary system as prescribed by Finance Division.

## List of Vehicles of RTO, Islamabad.

| <b>Sr.No</b> | <b>Registration Number / Engine Capacity</b> | <b>Make / Type &amp; Model</b> |
|--------------|--|--------------------------------|
| 1.           | GAT-49 (2755cc)                              | Toyota Revo (2022)             |
| 2.           | GW-124 (1300cc)                              | Honda City (2010)              |
| 3.           | ANR-315 (3000cc)                             | Toyota Mark-X (2005)           |
| 4.           | GAT-165 (2755cc)                             | Toyota Revo (2022)             |
| 5.           | APB-303 (1800cc)                             | Honda Civic (2006)             |
| 6.           | AYZ-312 (1800cc)                             | Honda Civic (2008)             |
| 7.           | GAB-615 (1000cc)                             | Suzuki Cultus (2016)           |
| 8.           | ARK-357 (1800cc)                             | Honda Civic (2007)             |
| 9.           | AMV-222 (2800cc)                             | Honda Accord (2005)            |
| 10.          | GAB-625 (1000cc)                             | Suzuki Cultus (2016)           |
| 11.          | GK-836 (1000cc)                              | Suzuki Cultus (2007)           |
| 12.          | GT-311 (1000cc)                              | Suzuki Cultus (2008)           |
| 13.          | GK-643 (1000cc)                              | Suzuki Cultus (2008)           |
| 14.          | GK-835 (1000cc)                              | Suzuki Cultus (2007)           |
| 15.          | GK-644 (1000cc)                              | Suzuki Cultus (2008)           |
| 16.          | GS-615 (1000cc)                              | Suzuki Cultus (2008)           |
| 17.          | GT-309 (1000cc)                              | Suzuki Cultus (2008)           |
| 18.          | GT-251 (1000cc)                              | Suzuki Cultus (2008)           |
| 19.          | GAB-613 (1000cc)                             | Suzuki Cultus (2016)           |
| 20.          | GT-314 (1000cc)                              | Suzuki Cultus (2008)           |
| 21.          | GT-313 (1000cc)                              | Suzuki Cultus (2008)           |
| 22.          | GK-816 (1000cc)                              | Suzuki Cultus (2008)           |
| 23.          | GB-074 (2446cc)                              | Toyota Hilux (2005)            |
| 24.          | GT-501 (800cc)                               | Suzuki Bolan (2008)            |

|     |                   |                         |
|-----|-------------------|-------------------------|
| 25. | GT-089 (1000cc)   | Suzuki Cultus (2008)    |
| 26. | GK-942 (1000cc)   | Suzuki Cultus (2007)    |
| 27. | GX-798 (1500cc)   | APV VAN (2012)          |
| 28. | GE-797 (2446cc)   | Toyota Hilux (2005)     |
| 29. | GT-252 (1000cc)   | Hyundai Santro 2008     |
| 30. | GT-253 (1000cc)   | Suzuki Cultus (2008)    |
| 31. | MRR-1 (2800cc)    | Toyota Crown (1996)     |
| 32. | RIW-8472 (1300cc) | Toyota Corolla (1988)   |
| 33. | RIV-2638 (2600cc) | Toyota Hilux 4x4 (1995) |
| 34. | GT-308 (1000cc)   | Suzuki Cultus (2008)    |
| 35. | GAB-624 (1000cc)  | Suzuki Cultus (2016)    |
| 36. | GK-945 (1000cc)   | Suzuki Cultus (2007)    |
| 37. | IDG-6459          | Honda 125               |
| 38. | IDG-2805          | Honda 125 (1998)        |
| 39. | IDG-2709          | Yamaha 100              |
| 40. | GAL-093           | Honda 125, Red (2016)   |
| 41. | GAL-094           | Honda 125, Red (2016)   |
| 42. | RIU-3327          | Honda 125, Red          |

**Undertaking**

**I / we have read and agree with the above mentioned terms and conditions.**

Name of firm / Vendor: \_\_\_\_\_

Office Address/ Contact No: \_\_\_\_\_

Signature / Stamp/Seal: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECK LIST

Name of Firm: \_\_\_\_\_

| #  | Documents to be provide by Firms/ Bidders.                                     | Yes/ No |
|----|--|---------|
| 1  | NTN No. with copy of certificate.  |         |
| 2  | GST No. with copy of certificate.  |         |
| 3  | Copy of Active Taxpayer List.  |         |
| 4  | Date of Establishment.   |         |
| 5  | Vendor No.   |         |
| 6  | IBAN No, Account No, Bank Name with branch & branch code.                      |         |
| 7  | Stamp paper / declaration of Non-black listing.                                |         |
| 8  | 10 years' Experience Certificates / documents in relevant faculty.             |         |
| 9  | Signature and Stamp on Tender Documents on each page.                          |         |
| 10 | Proof of Financial Soundness / copy of bank statement for the last six months. |         |
| 11 | Address of Firm.   |         |
| 12 | Landline Telephone / Fax Number and other Contact Details.                     |         |
| 13 | List of clients.   |         |
| 14 | Earnest Money in the shape of Bank Draft/Pay Order                             |         |

Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stamp/Seal

