



**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
LARGE TAXPAYERS OFFICE, MULTAN**

TENDER DOCUMENTS


PROCUREMENT OF GOODS & HIRING OF SERVICES

2026-27

For Large Taxpayers Office, Multan

LOT No.	Description
1	Contract for Janitorial Services (15 Janitor + 1 Supervisor)
2	Contract for Security Services (19 Security Staff + 1 Supervisor)
3	Contract for Hiring of Services of Generator Operator (200 KVA Cummins & 60 KVA Perkins UK, assembled in Pakistan)
4	Contract for Hiring of Services of Lift Operator (2 FUJIHD Lifts (HD-JX12-4 & FG-JXA13))
5	Contract for Supply of Drinking Water
6	Contract for Hiring of Services of Electrician

TECHNICAL SPECIFICATIONS:**LOT No. 01:****Contract for Janitorial Services:**

Terms and condition	Job / Quantity
<p>Provision of Fifteen (15) Janitorial Staff along with One (01) Supervisor who will perform the following duties:</p> <ul style="list-style-type: none"> • Daily cleaning and mopping of the 5 floors (Lower Ground , 2nd , 3rd , 4th & 5th Floor), Parking Area along with Stairs on continuous basis including area outside building. • Cleaning and washing of all WCs, wash basins and sinks on daily basis and as when required. Cleaning of sanitation lines and gutters inside the premises, if found clogged. • Cleaning of glass/windows panes, both inside and outside of the buildings and cabins, walls partitions of all type, roofs/ceilings and all the premises, including plant pots. • Cleaning of tube lights/air conditioners, fans as and when required. • Contractor shall fill the Toilet Soap Dispensers as and when found empty. • Cleaning of lifts both inside and outside. • The contactor shall depute at least one contact person for keeping liaison with the office administration for proper execution of work. • Any materials, labor machinery, plant etc. required for the satisfactory execution of work shall be the sole responsibility of the Contractor. The cost of the standard materials required such as detergents, liquid soap, general purpose cleaning solution, washing soda, mops, brooms, dusters, cleaning towels, buckets, brushes and vacuum cleaners buffing machine etc. is included in the aforementioned monthly payable charges, hence their provision will be the responsibility of the contractor. The supply of Tissues (Rose Patel or equivalent), toilet towels, toilet paper, liquid soap and air fresheners shall be the responsibility of the contractor. • Machinery and equipment required for cleaning and washing of floors, vacuum cleaners etc. shall be kept and stored in LTO premises for the use, however, the safety of the said machinery and equipment shall be the Contractor's responsibility. • The safety of fittings and fixtures and equipment in the office premises etc. shall be the responsibility of the contractor. • The contractor shall be responsible for all losses and damages to buildings caused due to mishandling / negligence of staff of the contractor. • The term of this contract shall be a period of one year. • No. of Janitorial staff can be reduced depending on availability of budget. 	<p>Upto 30th June,2027</p> 

LOT No. 02:**Contract for Security Services :**

Terms & Conditions	Job/Quantity
<ul style="list-style-type: none"> • Provision of 19 (Nineteen) security guards and 1(one) supervisor who will perform the duties round the clock at LTO Multan premises. • Company will be responsible for provision of latest weapons to security guards. • Before contract, physical fitness of guards & checking of weapons will be conducted by purchase committee • Security staff would be deployed in proper uniform. • Security staff would be changed after every six months. • Company will provide all relevant registration certificates/experience certificates. • Company will also provide client list along with phone numbers. • No. of security guards can be reduced depending on availability of budget. 	<p style="text-align: center;">Upto 30th June,2027</p>

LOT No. 03:**Contract for Hiring of Services of Generator Operator
(200KVA Cummins & 60KVA Perkins UK, assembled in Pakistan) :**

Terms & Conditions	Job/Quantity
<ul style="list-style-type: none"> • Candidate will be responsible for cleaning of genset & genset room. • Candidate will assist the technician when required. • Committee shall conduct an interview of candidate. • Candidate must follow the office timing & late office hours (when required). • The Firm/person will provide educational certificates/Diploma Certificate and experience certificates of operating same capacity of Genset. • Relative educational/experience certificates are mandatory, preference will be given to relevant diploma holders. • Candidate will be responsible for online UPS shutdown on daily basis. 	<p style="text-align: center;">Upto 30th June,2027</p>

LOT No. 04:**Contract for Hiring of Services of Lift Operator (Maintenance of 2 FUJIHD Lifts - HD-JX12-4 & FG-JXA13)**

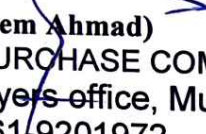
Terms & Conditions	Job/Quantity
<ul style="list-style-type: none"> • Emergency Call Visits within 24 – Hours. • Parts shall be provided by LTO, Multan. • Regular Inspections. • Planned Maintenance scheduling, to minimize breakdowns. • Maintenance of Log Card to be kept on site. • Lubrication checks. • Other inspections if required. • Minor adjustments to Passenger Lifts. • Mandatory safety checks. • Risk Assessment Reports. • All labour charges for replacement of parts like indicating bulbs, exposed switches, oil filters, air filter, fuses, overhauling of Generators Engine etc shall included in the maintenance charges. 	Upto 30th June,2027

LOT No. 05: Contract for Supply of Drinking Water

Specification of Water			Job. / Quantity
<ul style="list-style-type: none"> • Purchase Committee will make a visit on Water Plant and examine/check the hygienic condition and quality of water. In case of plant hygienic conditions are not upto the standards, the contract will not be given/allotted to the lowest bidders. Committee shall decide hygienic condition standards. • Periodic/Random sample testing from top laboratories of Pakistan will be carried out time to time. • PCSI certificate is mandatory. ISO certificate shall be an advantage. • Existing customers list must be shared. • Logistics setup must be shared in writing. <p>General Specifications are as under:-</p>			Upto 30th June,2027
Lot #	Mineral Content	Values(mgl)	
1	Magnesium	4-15	
2	Sodium	7-30	
3	Sulphate	12-5	
4	Calcium	40-70	
5	Potassium	0.02-5	
6	Chloride	77-150	
	Total Minerals:	160-350	
	pH	6.5-8.5	

LOT No. 06: Contract for Hiring of Services of Electrician

Terms & Conditions / Scope of Work	Job/ Quantity
<ul style="list-style-type: none"> • Candidate must have sound experience related to 3-phase electric wiring maintenance, single-phase electric wiring, centralized UPS wiring (single-Phase, 3-Phase), Combination of UPS/Generator/WAPDA power supply Wiring. Load Calculation on each type of Power Supply. • Candidate must have sound experience related to PABX Cabling, Junction Box Maintenance, Intercom, Steno Set Cabling and Maintenance. • Candidate must have sound experience related to computer Network Cabling lying/Deployment and I/O installation under supervision of technical staff. • Committee shall conduct an interview of candidate. • Candidate must follow the office timing & late office hours (when required). • Sound knowledge of Electrical Equipment's, eg. Rating of electric Breakers, Sockets, Switches, etc. • Sound knowledge of Installation and maintenance of fans, lights and electrical fittings. • Emergency electrical services during office hours and urgent situations. • Preventive maintenance of office electrical systems. • Any other allied electrical work assigned by the office administration. • Candidate will provide relative educational/experience certificates. 	Upto 30th June, 2027


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