



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER (IR)**

**REGIONAL TAX OFFICE
TAX HOUSE, KATCHERY CHOWK
RAWALPINDI**

TENDER DOCUMENTS
PROVISION OF AIR CONDITIONER MECHANIC
FINANCIAL YEAR : 2026-2027

TERMS AND CONDITIONS:-

The bidders shall provide the following documents for repairing: -

- 1) Company / Firm profile.
- 2) NTN, Sales Tax Registration Number and ATL status.
- 3) Affidavit on stamp paper declaring that the Company is not blacklisted / under litigation with any Government Department – Federal or Provincial.
- 4) Award of Contract and satisfactory certificates of last three (03) years should be attached.
- 5) Firm should have their own office / sub-office in Islamabad / Rawalpindi.
- 6) Any other formality / document that may be required by the department.
- 7) A Pay Order of **Rs.40,000/-** as a bid security in favor of “Drawing & Disbursing Officer, RTO-Rawalpindi”, must be received in the office of the undersigned, before the opening of bid.
- 8) Rates should be quoted inclusive of all taxes. Minimum wages should be observed as per Government’s instructions.
- 9) The Committee reserves the right to cancel the tender under PPRA Rules.

RESPONSIBILITIES OF AIR CONDITIONER MECHANIC SHALL BE AS UNDER: -

- 1) Conducting, repairing and maintenance of all air conditioning and other cooling or heating system in the office of Regional Tax House, Rawalpindi.
- 2) Repairing of damage and dysfunctional Air Conditioner, Heaters and Coolers.
- 3) Periodical checkup major parts, leakage and change Spare Parts.
- 4) Encoding of the reported damage of the Air Condition, heaters or cooler.
- 5) Air Conditioner Mechanic should remain available during the office hours, even on extended working hours.
- 6) If the office will open on Gazetted holidays, the Services of Air Conditioner Mechanic will be required and no compensation on account of extra service provided, would be given.
- 7) Any other work assigned by the administration.