



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

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

TENDER DOCUMENTS
PROVISION OF ELECTRICIAN CUM PLUMBER
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.
- 9) The Committee reserves the right to cancel the tender under PPRA Rules.

RESPONSIBILITIES OF ELECTRICIAN CUM PLUMBER SHALL BE AS UNDER: -

- 1) Electrician Cum Plumber will be responsible for inspecting, testing, repairing electrical power systems, installing and modifying electrical components and systems, including communications, lighting and control networks in the premises, in addition to ensuring that electrical work is up to the code in the RTO Buildings.
- 2) Responsible for Operation and maintenance of Diesel Generator (01) and Water Motors.
- 3) He will Install, repair and maintain pipes, valves, fittings, drainage systems and fixtures in office premises.
- 4) Respond diagnose and resolve plumbing emergencies.
- 5) He will remain available during office hours, even on extended working hours.
- 6) If the office will open on Gazetted holidays, the services of Electrician Cum Plumber will be required and no compensation on account of extra service provided, would be given.
- 7) Any other work assigned by the Administration.