



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

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

PRE-QUALIFICATION DOCUMENTS

REPAIR OF TRANSPORT

FINANCIAL YEAR : 2026-2027

(IFTIKHAR AHMED BHATTI)
Staff Officer (Admn)
Regional Tax Office, Rawalpindi

TERMS AND CONDITIONS:-

The intending bidders participating in the bidding process shall provide the following Documents:-

1. Company / Firm profile (including Brief history of Company / Firm Income Tax / Sales Tax Returns of last two year).
2. CNIC of Proprietors / Partners / Directors.
3. NTN, Sales Tax Registration Number and ATL status.
4. Affidavit declaring that the Company is not blacklisted / under litigation with any Government Department – Federal or Provincial.
5. Work orders, Purchase orders and relevant experience certificates of last three (03) years, should be attached.
6. Any other formality / document that may be required by the department.
7. A pay order of Rs. 300,000/- as a bid security (refundable) in favour of "Drawing & Disbursing Officer, Regional Tax Office Rawalpindi must be attached with the e-bidding documents.

INSTRUCTIONS FOR BIDDERS:-

1. The bidders have their own office / sub-office in Islamabad / Rawalpindi and have sufficient experience in this field.
2. The bidders have bank account and vender number allotted by AGPR.
3. Original pay order must be received in the office of the undersigned, Ground Floor, Regional Tax Office, Tax House, Katchery Chowk Rawalpindi, before the opening of the bid.
4. In case of using of damaged / substandard / defective / used items & equipment, the bid security will be forfeited, in favor of Government and firm will be blacklisted, alongwith any other punitive measures that may be taken.
5. In case of any fault arising during the contract period, the bidder shall be responsible for replacing / repairing in free of cost.
6. The bidders have their own mechanical workshop, denting painting work and wheel alignment/ balancing equipment etc.
7. The Departmental Purchase Committee / representative may visit any time at the workshop.
8. The firm should have to carry out the requisite work on immediate basis even at odd hours.
9. The Departmental Purchase Committee may require any additional document / relax in any required document.
10. The Departmental Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule-33 of the Public Procurement Rules.


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