

**OFFICE OF THE
CHIEF COMMISSIONER INLAND REVENUE
REGIONAL TAX OFFICE-II, KARACHI**

NO.SO-II/CCIR/RTO-II/(Tender) 2026-2027/ 466

Dated: 23-09-2026

TENDER DOCUMENT

SUBJECT: TENDER NOTICE NO. SO-II/CCIR/RTO-II/(TENDER)/2026-27/ 465 DATED: 21.09.2026 FOR THE SUPPLY OF VARIOUS INDIVIDUAL ITEMS / PROVIDING SECURITY SERVICES, PROVIDING JANITORIAL SERVICES, AND ALSO MAINTENANCE SERVICE OF DIFFERENT ARTICLES TO THE REGIONAL TAX OFFICE -II (INLAND REVENUE) KARACHI.

1. Regional Tax Office-II (Inland Revenue), Karachi (hereinafter called the Purchaser) invites sealed bids for the supply of items listed in attached **Annexure A, B, C, D, E, L** Services of items listed in attached Annexure, **F, G & H I, J, K, M, N** as per the following terms and conditions: -
2. Items inclusive of accessories are to be supplied as per nomenclature, specifications mentioned in the attached **Annexure A, B, C, D, E, L**, Services of items listed in attached Annexure **F, G & H I, J, K, M, N**.
3. In case of doubt as to the meaning of any portion of the specifications or Terms and Conditions, written clarification can be sought from Procurement/Services Committee, Regional Tax Office-II, Room No.417, 4thFloor Tax House-II, Plot No. FL.16/17, Block-15, Gulistan-e-Jauhar, Karachi, Phone No, 99249506, during office hours.
4. The delivery of the items is to be made and completed as per the schedule of delivery & services to be provided with the work order. All the items are to be delivered at the Regional Tax Office - II, 4th Floor, Tax House-II, Plot No. FL.16/17, Block-15, Gulistan-e-Jauhar, Karachi.
5. The Bidder shall furnish, as part of the bid, a Bank Draft/ Pay Order equivalent to 5% of the total Bid value as Earnest Money made in favor of "Chief Commissioner Inland Revenue Regional Tax Office –II, Karachi," Any bid which is not accompanied by Earnest Money will not be entertained.
6. The bid shall be accompanied by "Technical Advise" if any in separate envelope, marked as "Technical Advise".
7. The bid is to be delivered in the office of the undersigned, Regional Tax Office –II, 4th floor, Tax House-II, Plot No. FL.16/17, Block-15, Gulistan-e-Jauhar, Karachi, in a sealed envelope marked "Confidential" and shall also bear the following identification:

If the envelope is not marked as instructed above, the Procurement/Services Committee will assume no responsibility for the misplacement or premature opening of the bid.

8. Bids are to be delivered in the Office of DDO, Regional Tax Office –II, Tax House-II, Gulistan-e-Jauhar, Karachi, on or before the prescribed **deadline of 11:00 A.M dated 13-10-2026**. Any bid

9. Unit price of each item shall be quoted in the unit rate column of the attached **Annexure, A, B, C, D, E, F, G, H, I, J, K, L, M & N** duly filled in annexure should bear the stamp and signature of the Bidder or his authorized representative, no item will be left blank and rate must be quoted.
10. Duly filled-in bidding form (**Annexure-O**) stamped and signed by the Bidder or his authorized representative is also to be submitted along with the Bid.
11. Prices must be quoted in Pakistani currency and should be inclusive of all taxes such as Sales Tax, Income Tax & SRB, etc., and duties etc.
12. Delivery charges such as handling, loading, transportation, unloading, installation, etc., incurred on the delivery of the goods to the RTO-II premises are to be borne by the bidder/supplier.
13. Quoted price shall be valid for a period of 1 Year from the opening date of the Tender.
14. Any quotation not conforming to the above sub-clauses will not be entertained, and the same will be rejected without any right of appeal.
All bids will be accompanied with the sample of goods to be supplied, and such sample should be a supply able sample as if supplied on grant of work order.
15. All the bids received within the prescribed time limit will be opened by the Procurement/Services Committee in the conference room of the Regional Tax Office –II, Inland Revenue, Ground Floor, Tax House-II, Plot No. FL.16/17, Block-15, Gulistan-e-Jauhar, Karachi, in the presence of Bidder's representatives who choose to attend at **11:30 A.M on dated: 13-10-2026**.
16. After opening of bids, the Procurement/Services Committee, RTO-II, Karachi will scrutinize the bids for technical evaluation and for ensuring that the bids are in order and fulfill all the conditions laid down in the Tender Document.
17. The Procurement/Services Committee reserves the right to reject any bid wholly or partly as per **rules**.
18. On delivery of items at the RTO-II premises, the Procurement/Services Committee reserves the right to inspect or test the same to ensure its conformity with the specifications of the items as mentioned in Procurement/Services Order and shown in the sample provided at the time of bid. If, upon inspection or testing it is discovered that the inspected/tested item does not conform to the prescribed specifications, then this item would be returned to the supplier, who would be duty-bound to replace the same. The entire costs incidental to such replacements shall be borne by the supplier. If the supplier refuses to replace the defective item, then the Procurement/Services Committee reserves the right to cancel the Procurement/Services order. In such a situation all the retained security will be forfeited in favor of Chief Commissioner Inland Revenue, Regional Tax Office –II, Karachi,
19. If during installation or its subsequent use a defect develops in an item the authorized officer of RTO-II will inform the supplier in writing of any claims covered under the Warranty. Upon receipt of such notice, it would be obligatory upon the supplier to replace the defective item within one week without any cost to the Chief Commissioner Inland Revenue, Regional Tax Office –II, Karachi at 4th floor, Tax House-II, Plot No. FL.16/17, Block-15, Gulistan-e-Jauhar, Karachi.
20. Period for warranties and maintenance with labor and material cost shall be **as mentioned in the Tender Document** or as offered by the Manufacturer of the items being supplied by the Supplier, whichever is longer. If, during the warranty period, the supplier fails to repair or replace a defective item such item will be replaced/repared by the Procurement/Services Committee at risk and the cost so incurred would be deducted from the retained earnest money of the Supplier.

item such item will be replaced/repared by the Procurement/Services Committee at risk and the cost so incurred would be deducted from the retained earnest money of the Supplier.

21. During the currency of the warranty period, it would be the responsibility of the supplier to provide maintenance and after-sales service of the items supplied. After the expiry of the warranty period the Procurement/Services Committee reserves the right to enter into a separate after-sales service & maintenance agreement with the supplier or any other firm.
22. The Regional Tax Office –II, Inland Revenue, Tax House-II, Plot No. FL.16/17, Block-15, Gulistan-e-Jauhar, Karachi, will not compromise on the quality and quantity of any item. Supply of sub-standard items e.g. refill toners/ compatible toners and supply as sample or difference in weight of paper or other items other than specified in tender document shall not be accepted. Delays in delivery and increase in rates of any items will render the supply order as cancelled without any notice.
23. The firm will provide “sample” of item for approval at the time of opening of bids and ensure qualitative supply throughout the year ended as on **30-06-2027** as per approval, failing which security will be forfeited.

The following documents must be submitted along with the bids.

- a) Company's profile. (all contacts/contracts)
- b) Copies of Income Tax, Sales Tax registration certificates, along with Digital Invoicing Integration Certificate, Sindh Revenue Board Certificate, EOBI Certificate, SESSI Certificate, and C.N.I.C. of the proprietor.
- c) A bank draft/call deposit/pay order equivalent to 5% of the total bid Value (Gross Total) as Earnest Money made in favor of “Chief Commissioner Inland Revenue, Regional Tax Office –II, Karachi,
- d) A supply schedule showing completion of supply within the period stipulated in the delivery order.
- e) Booklet/brochures of quoted items supplied, if any.
- f) Warranties and after-sales service, if applicable, on such items, should be written down clearly in the bid document.
- g) An affidavit which shows that the company is not blacklisted in any department.
- h) A bidder must be an Active taxpayer of Income Tax and Sales Tax.



(LAL MUHAMMAD KHAN)
Chairman
Procurement/Services Committee

REPAIR AND MAINTENANCE RESIEENTIAL BUILDING (ANNEXURE-N)

S.N	Description	Unit	Qty.	Rate	SRB	Amount
Civil Work						
1	Dismantling work.					
	Dismantling and Hacking of existing walls, floor tiles and Toilet Flooring inc the cost of Removing the Debris from the FBR Area as per incharge.	Job	10,584			
2	Plaster					
	P/Applying 3/4" th cement sand plaster with ratio 1:4 including the cost of curing, chipping of existing wall etc. along with fixing of MS Jali at edges and joints complete in all respect and as directed by Engineer Incharge.	Sft	2,800			
3	Tile flooring					
	laying non skid Master tile flooring size (12"x24") or (24"x24") as per approved color/designee with 1:4 cement sand mortar base minimum 1" th or tile bond shabbier, wall tile height 7'-0" Including the cost of grouting on floor tile and wall tile cleaning and washing, removing of existing tiles and shift the garbage away from branch etc. Complete in all respect as per instruction of Engineer In charge.	Sft	10,560			
4	Changing of Door Frame					
	Providing and Fixing Door Frames	Nos	64			
5	Wooden door					
	Providing and fixing of wooden door Including the cost of door lock , handle and door hinges applying the ICI paint as per approved color, removing of exiting door and frame hand over to branch etc., complete in all respect as per instruction of Engineer incharge					
6	Wooden door	Nos	72			-
7	MS Grill					
	P & Fixing of MS steel Grill 3/8" square bar including the cost of 2 coats of ICI primer and 2 coats of oil paints etc., complete in all respect as per directed by Engineer Incharge.	Nos	56			-
8	Repairing Of Aluminum windows					
	Repairing of Aluminum Windows and Necessary Hardware	Job	56			-
Plumbing Work						
9	(Drainage and Water Supply System)					
	Providing and fixing of UPVC pipe (made by Pak-Arab or Steelex) in washroom to main hole pipe. Including the cost of tee, socket , elbow , end cape, removing of existing drainage line.					
a	Providing and fixing hot and cooled water pipe in washroom. Kitchen Including the cost of tee, socket , elbow , end cape.	Rft	320			-
	Removing of existing water and Sewerage line etc. Complete in all respect as per Instruction of Engineer Incharge.					
	Toilet and Kitchen	Rft	32			-
b	Sui Gas line and 50 litter New Guyser With All Acccessories	Each	8			-
10	Commode					
	Providing and installation coupled floor mounted Commode (made by Porta) with seat cover, flush tank C.P. (chrome plated) connector, thimble, removing of existing commode and hand over to branch etc. Complete in all respect as per Instruction of Engineer Incharge.	Nos	24			-
11	Shower sets					
	Providing and Fixing of Shower Set inc the Required Accessories CP Nipple, Teflon etc.	Nos	24			-
12	Under/Upper Counter Vanity					
	Providing and fixing of Vanity (made by Porta or Equivalent) including the cost of bottle trap, waste, stop cocks, removing of existing wash basin and hand over to Incharge etc. Complete in all respect as per instruction of Engineer incharge	Nos	24			-
Electric Work						
13	Switch Board					
	Providing and fixing of 3 to 10 gang switch sheet Including the cost of canceled wiring where as required using the Pakistan cable Complete in all respect as per Instruction of Engineer Incharge.	Nos	80			-
14	Multi switch socket with wiring					
	Providing and fixing 5 in 1 multi power plug switches of appropriate quality including the cost of connecting the switches with the nearest switch board using 7/29 Pakistan cables etc., complete in all respect and as directed by the engineer incharge	Sft	72			-
	All Electric Work Labour cutting Repairing and fixing New Board Only Labour	Job	8			-
15	Exhust Fan					
	Providing and Fixing Exhust Fan Making Sqire Frame	Sft	32			-
16	Kitchen Cabinets					
	Kitchen Cabinets Labour	Sft	8			-

REPAIR AND MAINTENANCE RESIDENTIAL BUILDING (ANNEXURE-N)

	Description	Unit	Qty.	Rate	SRB	Amount
17	Hob Hood		8			
18	Stove		8			-
19	Toilet Cabinets					
	Providing and Making Cabinets With Block Masonry Plaster and Tile Fittings, Water proof Ply Door and Ret Maranty Frame	Each	24			-
20	Bloks Masnery Kichen Pedestle					
	Prviding making Pedestle and slab fixing	Job	8			-
21	Marble Steps Out Side					
	Prviding Marble Steps and Skirting	Job	32			-
22	Aluminum Net Sliding					
	Providing and Fixing Aluminum Net With new Fram	Nos	2			-
23	Cabinets					
	Provaiddinf and	Nos	8			-
24	Marble Granite					
	Providing and Fixing Granite Top in Kitchen and Vanity Counters, Making Edges with Finishing inc the cost of all required material. Abslute Black	Nos	456			-
25	Tile flooring					
	laying non skid Master tile flooring size (12"x24") or (24"x24") as per approved color/designee with 1:4 cement sand mortar base minimum 1" th or tile bond shabbier, wall tile height 7'-0" Including the cost of grouting on floor tile and wall tile cleaning and washing, removing of existing tiles and shift the garbage away from branch etc. Complete in all respect as per instruction of Engineer In charge.	Sft	3,200			-
26	Dismantling work.					
	Dismantling and Hacking of existing walls, floor tiles and Toilet Flooring inc the cost of Removing the Debris from the FBR Area as per incharge.	Job	2,152			-
27	Plumbing work					
	Floor Wise water Supply line repairing and changing and Shifting of Gas Libne	job	4			-
28	Multi switch socket with wiring					
	Providing and fixing 5 in 1 multi power plug switches of appropriate quality including the cost of connecting the switches with the nearest switch board using 7/29 Pakistan cables etc., complete in all respect and as directed by the engineer incharge	Sft	168			-
29	Ac point					
	Repairing and Making AC Point with Conceld Wiring and AC Power Plug	Nos	32			-
30	Paint work with Material(Water Matt)					
	Insde Rooms	Nos	8			-
31	Floor polish marble Polish					
	marble floor Polishing	Nos	-			-
32	Fan					
	Providing and fixing AC/DC Ceiling Fan	Nos	48			-
33	Light					
	Providing and Fixing Wall Light Fixtures	Nos	144			-
34	Wadrobe					
	Providing and fixing wardrob UV sheet, door, shelf and Drawz	Nos	16			-
36	PROVIDING AND Fixing 8mm tamperd glass With frosted Sheet Wit All Accessories	Nos	360			-
37	Providing and fixing Block Masonery with 1:52 Cement ratio inc the cost of both Side Plaster	Nos	2,400			-
38	Providng and Istalation miror with back light	Each	24			-
39	Providng and fixing Sink Mixture with T Cock	Nos	8			-
40	Providing making Washing Area With block Masonery Tiles and inc. pumbing work and tabs Behind Kitchen	Nos	2			-
41	Out side block masonry terrace	job	2			-
42	Out side Paint work	Sqf	10,434			-
43	Boundry Wall slabs for Covering nala and CC Flooring	job	2			-
44	Curtin Wood Fixing with PVC	job	8			-
45	Dismantling and Making New Floor in TV Laounge	Nos	-			-
46	Main Door Lock and Office Locks	Nos	72			-
47	Kitchen Accessories	Job	8			-
48	Towel Rail	Nos	24			-
49	Toilets reck	Nos	24			-
50	PROVIDING AND Fixing 8mm tamperd glass With frosted Sheet Wit All Accessories	Nos	24			-
51	Fan and Light Fixure Fixing with Required Accessories (Fixing)	Nos	-			-
52	Full Light Miror	Nos	-			-
53	Water Fall piece	Nos	-			-
54	Door Biding	Nos	72			-

REPAIR AND MAINTENANCE RESIDENTIAL BUILDING (ANNEXURE-N)

	Description	Unit	Qty.	Rate	SRB	Amount
55	Kitchen Grill Door Fiber, MS Sheet Net	Nos	8			-
56	Muslim Shower Diffrence	Nos	-			-
57	Curtin Rilling fixing and Hocks	Nos	40			-
58	Frost paper on Windows	Nos	96			-
59	Main Hiole Cover Out side	Nos	-			-
60	Out Side chenmber Making, Floor and Cover Front	Nos	-			-
61	Out Side chenmbe Cover and Repair Back	Nos	-			-
62	Gas Meter Changing With Material	Nos	1			-
63	Furniture polish	Nos	-			-
64	Water Filter Point and Fixing	Nos	8			-
65	Stair Area Electric Work	Nos	-			-
66	Door and Blinds (Protector)	Nos	8			-
67	Wardrobe Shelves after Finishing	Each	-			-
68	Gyser repairing	Each	-			-
69	Exhaust Fan Mesh	Each	-			-
70	Washing area					-
71	Washing Area Plumbing Hot and Cold Water Supply and Sewerage	Nos	8			-
72	Out Side Washing area Making Masonry Work	Nos	-			-
73	Tiles	Sft	1,600			-
74	Store					-
75	Floor 1:3:6 Floor	Sft	127			-
76	Precast Slab	Sft	161			-
77	Steel	Sft	161			-
78	Block and Plaster	Sft	200			-
79	Screed 1:2:4	Sft	161			-
80	Store Main Door	Sft	24			-
81	Electric Wiring Washing Area and Store	Each	1			-
82	Exhaust Fan and Lights	Each	1			-
83	Paint Work in store and Change into white	Job	1			-
84	Back side Main Door	Each	1			-
85	New Fiber Shade	Sft	698			-
86	Blinds	Nos	24			-
87	Barbed Wire Repair	Nos	1			-
88	Back Side Grill door and Gyser Door Mesh	Nos	1			-
89	Bracke Fan	Each	8			-
90	Back side Chamber Repair	Nos	-			-
91	Water Proffing	Sft	1,288			-
92	Providing and Laying 1:3:6 CC flooring	Sft	2,760			-
93	Providing and Laying Floor tiles	Sft	-			-
				Total		-

(LAL MUHAMMAD KHAN)
CHAIRMAN
PROCUREMENT/SERVICES COMMITTEE

REPAIR AND MAINTENANCE RESIDENTIAL BUILDING(ANNEXURE-N)

Sr. No.	Category	Description of Work	Length (ft)	Width (ft)	Height / Depth (ft)	Quantity	Unit	Rate	SRB	Amount (Rs.)
1	Civil / Masonry	Dismantling and removal of damaged plaster	127.00	98.00	15.00	12,446.00	Sq.ft.			
2	Civil / Masonry	Cement plaster to internal walls	180.00	75.00	15.00	13,500.00	Sq.ft.			
3	Civil / Masonry	Cement plaster to external walls	127.00	98.00	15.00	12,446.00	Sq.ft.			
4	Civil / Masonry	Repair of cracks in walls	65.00	30.00	15.00	65.00	Rft.			
5	Civil / Masonry	Brick masonry work	64.00	128.00	128.00	#####	Cft.			
6	Civil / Masonry	PCC / concrete work	64.00	64.00	128.00	524,288.00	Cft.			
7	Civil / Masonry	Repair of damaged floor surface	110.00	50.00	0.00	5,500.00	Sq.ft.			
8	Civil / Masonry	Ceramic / porcelain floor tile replacement	368.00	192.00	0.00	70,656.00	Sq.ft.			
9	Civil / Masonry	Wall tile replacement	112.00	128.00	160.00	14,336.00	Sq.ft.			
10	Civil / Masonry	Skirting tile replacement	368.00	192.00	0.00	368.00	Rft.			
11	Civil / Masonry	Roof repair	127.00	98.00	15.00	12,446.00	Sq.ft.			
12	Civil / Masonry	Damp-proofing / damp treatment	127.00	98.00	15.00	12,446.00	Sq.ft.			
13	Painting	Scraping / removal of old paint	127.00	98.00	15.00	12,446.00	Sq.ft.			
14	Painting	Wall putty / surface preparation	307.00	173.00	15.00	53,111.00	Sq.ft.			
15	Painting	Primer coat to walls	307.00	173.00	15.00	53,111.00	Sq.ft.			
16	Painting	Internal emulsion paint	180.00	75.00	15.00	13,500.00	Sq.ft.			
17	Painting	External weather-resistant paint	127.00	98.00	15.00	12,446.00	Sq.ft.			
18	Painting	Ceiling paint / distemper	180.00	75.00	15.00	13,500.00	Sq.ft.			
19	Painting	Metal grill / gate painting	30.00		40.00	1,200.00	Sq.ft.			
20	Roof / Waterproofing	Roof waterproofing treatment	127.00	98.00	15.00	12,446.00	Sq.ft.			
21	Roof / Waterproofing	Waterproofing coating / membrane	127.00	98.00	15.00	12,446.00	Sq.ft.			
22	Roof / Waterproofing	Roof leakage treatment	127.00	98.00	15.00	12,446.00	Sq.ft.			
23	Roof / Waterproofing	Rainwater drainage repair	127.00			127.00	Rft.			
24	Plumbing / Sanitary	Water supply pipe replacement	280.00	0.00	0.00	280.00	Rft.			
25	Plumbing / Sanitary	PVC / PPR pipe installation	65.00			65.00	Rft.			
26	Plumbing / Sanitary	Repair of leaking water line	0.00			1.00	Job			
27	Plumbing / Sanitary	Water tap replacement	16.00			16.00	Each			
28	Plumbing / Sanitary	Wash basin replacement	16.00			16.00	Each			
29	Plumbing / Sanitary	WC / commode replacement	16.00			16.00	Each			
30	Plumbing / Sanitary	Floor trap replacement	16.00	0.00	0.00	16.00	Each			
31	Plumbing / Sanitary	Kitchen sink replacement	2.00			2.00	Each			
32	Plumbing / Sanitary	Drainage / sewer pipe repair	80.00			80.00	Rft.			
33	Plumbing / Sanitary	Water tank repair	1.00	6.00	4.00	1.00	Each			
34	Plumbing / Sanitary	Water tank cleaning	1.00	6.00	4.00	1.00	Each			
35	Electrical	Electrical wiring replacement	350.00			350.00	Rft.			
36	Electrical	PVC conduit installation	150.00			150.00	Rft.			
37	Electrical	Switch replacement	38.00			38.00	Each			
38	Electrical	Socket replacement	20.00			20.00	Each			
39	Electrical	LED light fitting	170.00			170.00	Each			
40	Electrical	Ceiling fan installation / replacement	20.00			20.00	Each			
41	Electrical	Exhaust fan installation	18.00			18.00	Each			
42	Electrical	Distribution board repair	2.00			2.00	Each			
43	Electrical	Earthing work	0.00			1.00	Job			
44	Carpentry / Woodwork	Wooden door replacement	36.00			36.00	Each			
45	Carpentry / Woodwork	Wooden Double door replacement	3.00			3.00	Each			
46	Carpentry / Woodwork	Door frame replace	39.00			39.00	Rft.			
47	Carpentry / Woodwork	Door lock replacement	39.00			39.00	Each			
48	Carpentry / Woodwork	Door handle replacement	39.00			39.00	Each			
49	Carpentry / Woodwork	Kitchen cabinet repair	40.00	3.00	2.00	120.00	Sq.ft.			
50	Aluminum / Glass	Door closer / hardware replacement	39.00			39.00	Each			
51	Aluminum / Glass	Mosquito net installation	193.50	322.50	0.00	62,403.75	Sq.ft.			
52	Ceiling	False ceiling repair	368.00	192.00	0.00	70,656.00	Sq.ft.			
53	Ceiling	Gypsum board replacement	62.00	42.00		2,604.00	Sq.ft.			
54	External Works	Drainage channel repair	127.00	0.00	0.00	127.00	Rft.			
55	External Works	Manhole repair	12.00			12.00	Each			
56	External Works	City Pavers 60mm	150.00	140.00		21,000.00	Sq.ft.			
57	External Works	Parking Shades Fiber Sheet 1.5mm	50.00	92.00	0.00	4,600.00	Sq.ft.			
58	External Works	Parking Shades with Iron Structure in 16 gage pipe	4,900.00			4,900.00	Rft.			
59	Miscellaneous	Debris removal and disposal				1.00	Job			
60	Miscellaneous	Site cleaning after completion				1.00	Job			
61	Miscellaneous	Minor civil repair works				1.00	Job			
62	Miscellaneous	Minor plumbing repair works				1.00	Job			
63	Miscellaneous	Minor electrical repair works				1.00	Job			
64	Miscellaneous	Repair of existing fixtures / fittings				1.00	Job			
								GRAND TOTAL		0.00

(LAL MUHAMMAD KHAN)

CHAIRMAN

PROCUREMENT SERVICES COMMITTEE

Annexure "O"

BIDDING FORM

The Chairman,
Procurement/Services Committee,
Regional Tax Office –II,
Tax House-II,
Plot No.FL-16/17, Block-15,
Gulistan-e-Jauhar,
Karachi."

Gentleman,

1. Having examined and understood the Terms & Conditions of the Tender document and specifications of the items as mentioned in the attached Annexure "Q" the receipt of which is hereby acknowledged we, the undersigned, offer to Supply and for services mentioned in the annexure as per required specifications for a sum of Rs. _____ (Rupees _____) or such other sums as may be ascertained in accordance with the said Terms & Conditions.
2. If our Bid is accepted, we shall commence delivery and or services of the items immediately and complete the same within _____ from the date of receipt of your firm Work Order.
3. We agree to abide by the terms and conditions of the Tender for a period starting from _____ and ending on _____. You reserve the right to accept our bid at any time during the above stated period.
4. Until a formal Work Order is placed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. we accept your right not to accept the lowest bid or to accept our bid partly or wholly without assigning any reason.

Dated this day of _____ 2026 Signature _____ in the capacity of _____
_____ duly authorized to sign Tender for and on behalf of _____

(NAME OF FIRM IN BLOCK CAPITALS)

Complete Address: _____

Fax _____

Phone No. _____ Cell _____

(SIGNATURE)

WITNESS:

1. _____

2. _____