

**F. No. 3(307)-Account/E&T/2026-27**  
**Government of Pakistan**  
**Excise and Taxation Department**  
**Islamabad Capital Territory**

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**TENDER NOTICE**

Sealed tenders are invited from the reputed firms having registration with the Sales Tax, Income Tax Department for the purchase of stationery, computer stationery (toner), Misc-items, Machinery and Furniture items to Excise and Taxation Department, Islamabad for the FY 2026-27. The tender bids should reach the undersigned latest by 07-08-2026 at 11:00 hrs which would be opened on the same day at 14:30 hrs.

2. Interested vendors are requested to submit their rates/tenders, which should be valid till 30-06-2027 on the following terms and conditions: -

- I. Income tax and other government taxes will be deducted at source as per rules.
- II. The bidding process will be according to PPRA "Single stage – Two envelope procedure".
- III. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".
- IV. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened in the presence of representative of bidding companies.
- V. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the E&TD without being opened.
- VI. The E&TD shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements/documents of E&TD as defined in Annex-A.
- VII. During the technical evaluation no amendments in the technical proposal shall be permitted.
- VIII. The bidder should quote item-wise rates clearly in the Financial Proposal.
- IX. All bids i.e. Stationery, Petty items, Printer Toners, Furniture and Machinery Items shall be evaluated on item wise in the light of sample and rates offer by the bidder. i.e. the qualified bidder against each item shall be awarded the supply order.
- X. The participating bidders/firms shall provide the sample of the items mentioned in lists, if sample is not provided by the bidder the rate of the said items will not be consider.
- XI. Financial Bid should be valid till 30-06-2027 from opening of technical proposal.
- XII. Bid security amounting to Rs. 1,000,000/- or 2% of the quoted bids (Refundable) whichever is higher in shape of pay order / Bank draft (Cheque will not be accepted) in favor of Excise and Taxation Officer, Islamabad, should be attached with the Technical Proposal. Technical Proposal without of Bid security will be rejected forthwith.
- XIII. Bid Security of successful bidders will be released after the completion of current Financial Year.
- XIV. Bidder shall provide professional tax registration certificate (latest), Islamabad.

- XV. Only technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids of technically disqualified bidders shall be returned un-opened.
- XVI. Rates for items mentioned in Financial proposal with specification may be quoted for same specification. The items supplied should be according to quality, quantity and specification.
- XVII. The quality of the items will be checked at the time of delivery. Unsatisfactory/sub-standard items will be returned to the venders on the spot. The payment shall be made after physical inspection by E&TD Purchase Committee of the delivered items as per supply order. The department also reserves the right to proceed against the venders under the relevant provisions of PPRA Rules.
- XVIII. Taxes will be deducted at source as per Government rules.
- XIX. All pages of Technical and Financial Proposal will be duly signed and stamped with by the bidder. All documents except financial bid must be attached with technical proposal, otherwise bid will be rejected at the time of evaluation.
- XX. If any clause of bidding document is not accepted by bidder, then bid will be rejected without any reason (in written) at the time of evaluation of technical and financial proposal.
- XXI. Bidder are required to get themselves registered on EPADS v2.0, bids should be submitted through PPRA, E-Procurements portal-e-Pads at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) / e-Pads and tender documents in original should be submitted in ETO before closing of tender time along-with samples.
- XXII. Excise and Taxation Department, Islamabad reserves the right to accept or reject whole or partially the tender as per PPRA Rules.
- XXIII. Black listed firms are not eligible to participate in bidding process.

EXCISE AND TAXATION OFFICER  
MOTOR REGISTERING AUTHORITY  
ISLAMABAD