



GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
REGIONAL TAX OFFICE, SIALKOT

No. 5657 /Admn.

Dated: 15/04/2026

TENDER NOTICE NO.01/2025-26
FOR PROCUREMENT OF GOODS, HIRING OF SERVICES,
AND REPAIR & MAINTENANCE WORKS

The Regional Tax Office (RTO), Sialkot, invites electronic bids from reputable and well-established firms/contractors/service providers who are duly registered with Income Tax and Sales Tax Departments, appearing on the Active Taxpayers List (ATL), for the procurement of goods, hiring of services, and repair & maintenance works for the Financial Year 2025-26, as per details and specifications provided in the bidding documents.

The procurement shall be conducted through Single Stage – One Envelope Procedure in accordance with the Public Procurement Rules, 2004 (as amended). Bids shall be submitted electronically only through e-Pak Acquisition & Disposal System (e-PADS).

Scope Of Procurement

S#	Category A – Supply of Goods	Budget Available	S#	Category B – Services	Budget Available	S#	Category C – Repair & Maintenance Services	Budget Available
i)	Office Stationery	10,765,721	i)	Janitorial Staff	4,428,350	i)	Repair & Maintenance of Transport	11,739,554
ii)	Computer Stationery	3,423,325	ii)	Electrician-cum-Plumber		ii)	Repair & Maintenance of Machinery & Equipment	7,268,600
iii)	Uniforms & Protective Clothing	4,714,685	iii)	Air Conditioner Mechanic		iii)	Repair & Maintenance of Furniture & Fixtures	3,519,500
iv)	Other Store Items	5,711,092	iv)	Lift Operator / Lift Maintenance Services		iv)	Repair of Computer Hardware & Software	3,844,500
v)	Miscellaneous Items / Others	4,294,588	v)	Sanitary Workers		v)	Repair of IT Equipment	173,330

TERMS & CONDITIONS

- All bidders must upload the following mandatory documents on e-PADS/PPRA portal:
 - Company/Firm Profile
 - Valid NTN & Sales Tax Registration Certificates with ATL status
 - Affidavit (duly notarized) stating that the firm is **not blacklisted** by any Federal or Provincial Government Department
 - Statement of relevant experience along with documentary evidence
 - Any other document required under the bidding documents
- For Supply of Goods (S. No. i to v), quoted rates shall remain valid up to 30-06-2026.
- Rates shall be quoted item-wise/serial-wise as per bidding documents and shall be inclusive of all applicable taxes. Income Tax shall be deducted at source as per prevailing Government rules.
- Electronic bids must be submitted through e-PADS on or before **30-04-2025 at 12:00 PM**. Manual/physical bids shall not be accepted.
- Bids shall be opened electronically/virtually by the **Departmental Purchase Committee** on **30-04-2025 at 12:00 PM**, in the presence of bidders or their authorized representatives.

6. Each bid shall be accompanied by **Bid Security (Earnest Money)** equal to **5%** of the estimated cost, in the shape of **Bank Draft/Pay Order** in favour of **DDO, Regional Tax Office, Sialkot**. Bids without bid security shall be **summarily rejected**.
7. For **Category B–Services (S.No. i to v)**, the services shall be required on **full-time basis**, whereas for **Category C–Repair & Maintenance Services (S.No. i to v)**, vendors shall be **empaneled** and work shall be assigned on **need-basis/as and when required**.
8. **Separate bids** shall be uploaded for **each category/item**, failing which the bid shall be rejected.
9. For Services, the contract shall initially be awarded for a period of **one (01) year**, extendable for a further **one (01) year** on mutual consent, subject to satisfactory performance, with a **maximum increase of up to 10%** on approved rates. The contract may be terminated by either party by giving **one (01) month's written notice**.
10. The Purchase Committee reserves the right to **accept or reject any or all bids** at any time prior to acceptance of a bid, in accordance with **Rule-33 of PPRA Rules, 2004**.
11. In case of **failure/shortfall in supply or services**, the bid security shall be **forfeited**, and the firm may be **blacklisted**, in addition to any other action permissible under rules.
12. Supplies shall strictly conform to **approved specifications/samples**. A firm may apply for **one or more items**, subject to its technical capability and capacity.
13. The **Bid Evaluation Report** along with reasons for acceptance or rejection shall be uploaded / communicated in accordance with **Rule-35 of PPRA Rules, 2004**, at least **ten (10) days prior to award of contract**.
14. Any addition/alteration shall be handled as per applicable rules and paid accordingly.
15. Incomplete, conditional, or ambiguous bids shall **not be considered**.


(**SHEIKH SALEEM ELAHI**)
Additional Commissioner Inland Revenue
Chairman Purchase Committee
Regional Tax Office, Sialkot