



**GOVERNMENT OF PAKISTAN
REGIONAL TAX OFFICE,
ISLAMABAD**

Plot No. 21-B, Mauve area G-9/1, Islamabad, Ph: 051-9070504, Email: rtoisbgbranch@gmail.com

CNo. CC/RTO/ISB/Tender for services/01/2026-27/ 51

Dated: 15.5.2026

INVITATION TO E-BID

Regional Tax Office, Islamabad invites bids from GST/Income Tax Registered and well-reputed firms having their registered office in Rawalpindi / Islamabad for providing following services during current financial year 2026-27 to Regional Tax Office, Plot No. 21-B, Mauve Area, G-9/1 Islamabad, through procurement procedure single stage single envelope (File uploading method):-

#	Pre-Qualification (Non- Consultancy Services)	Earnest Money (PKR)
1.	Repair of Machinery	100,000/-
2.	Repair of Furniture	100,000/-
3.	Repair of Hardware	30,000/-
4.	Repair of IT Equipment	30,000/-
5.	Repair of Transport (Vehicles)	100,000/-
6.	Armed Security Guarding services	100,000/-
7.	Janitorial services	100,000/-
8.	Canteen Services	100,000/-
9.	Driver Services	100,000/-

TERMS AND CONDITIONS:

The intending bidders participating in the bidding process shall provide the following documents online:

1. Company/ Firm Profile.
2. NTN and Sales Tax Registration Number having ATL status.
3. Affidavit declaring that the Company is not blacklisted by any Government Department, Federal or Provincial.
4. Statement of standing and experience in the relevant business.
5. Any other formality/ document that may be required by the department.

INSTRUCTIONS FOR BIDDERS:

1. Tender document including Terms & conditions and evaluation criteria for Pre-Qualification and Non-Consultancy services of above tabulated services may be obtained/downloaded from PPRA EPADS Portal i.e. (www.eprocure.gov.pk). Rates should be quoted serial-wise as per tender document (s) along with GST in Case of Non-Consultancy services i.e. Security Guarding Services & Janitorial Services. Income Tax withholding will apply as per prescribed rates.
2. All firms are directed to provide their bid/proposals through online e-procurement Portal EPADS in soft form (file uploading method) and original earnest money/security deposit for pre-qualification (Repairing/maintenance) and Non-Consultancy services (Armed Security Guarding & Janitorial) must be submitted in hard form (hard copy) in the office of undersigned by the bidders before or on closing date.
3. **Electronic Bidding documents should be submitted using E-Pak Acquisition and Disposal System (EPADS) on or before 08.06.2026 at 11:00 A.M. The tender will be opened by Purchase Committee in the presence of bidders or their representatives at same day after 30 mints i.e. 11:30 am.**
4. Manual bids shall not be accepted. Bids security should be submitted using EPADS as well as physically to this office and Bid Security will be returned to un-successful bidder and Bid security of successful bidders will be converted into security deposit.
5. For S. No. 6 (Security services) are required on full-time basis.
6. For S. No. 7 & 8 (Janitorial & Canteen services) are required for office timing hours from 08:30 am to 04:30 pm and time may change according to government notification i.e. FBR / Establishment.
7. For S. No. 6, 7 & 8 (Security, Janitorial & Canteen services) Agreement will be executed for a period of one (1) year commencing from date of signing. However, the Regional Tax Office Islamabad can terminate the contract with prior notice of one month. If performance is satisfactory the agreement may be further extended for one year.
8. Eligible firms can apply for only one or multiple categories keeping in view their expertise and capacity to maintenance/supply/delivery.
9. Bids/proposals are required to submit separately on EPADS using PDF which should be cleared/readable for each category/Head failing which the bid would be cancelled.
10. The Purchase Committee may reject all bids or bid/proposals at any time prior to the acceptance of a bid or proposal under Rule-33 of the Public Procurement Rules, 2004.
11. In case of shortfall in services/supply during the year, the security deposit will be seized in favor of Government and firm will be black listed, along with any other primitive measures that may be taken.
12. Incomplete bids / offers will not be considered in any case.
13. The tender notice may also be viewed at PPRA website www.ppra.org.pk.



(Aleem ur Rehman)
Secretary Purchase Committee