

**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~~

REGIONAL TAX OFFICE-II (INLAND REVENUE) KARACHI

ANNEXURE-A

REQUIREMENT FOR OFFICE STATIONERY ITEMS

S.NO	ITEM SPECIFICATION	QUANTITY	RAT E	GST	TOTA L
01	02	03	04	05	06
	OFFICE STATIONERY				
01	Paper (A-4 Size 80 GM 500 Sheets Thailand/Malaysia) Ream	1Ream			
02	Paper (F-4 Size 80 GM 500 Sheets Thailand/Malaysia) Ream	1Ream			
03	Paper (F-4 Size Green ledger 80 GM 500 Sheets Malaysia) Ream	1Ream			
04	Ball Points (Blue/Black(10 Nos in One Packet)	1 Packet			
05	Pencils Executive with Eraser (Dozen in One Packet)	1 Packet			
06	Signature Pen 0.7 or similar (Dozen in One Packet)Black	1 Packet			
07	Signature Pen 0.5 or similar (Dozen in One Packet) Blue	1 Packet			
08	Correction Pen (Dozen in One Packet)	1 Packet			
09	Stapler Machine Big Heavy Duty (Each)	1 Piece			
10	Stapler Machine Medium or similar for 24/6 size (Each)	1 Piece			
11	Stapler Pin Big 20/8,23/13,23/17 (Dozen in One Packet)	1 Packet			
12	Stapler Pin Medium 24/6(1000) (30 in Packet)	1 Packet			
13	Stapler Pin remover (Each)	1 Piece			
14	Binder Clips (With Steel Handle) Dozen in One Packet	1 Packet			
15	Binder Clips (With Steel Handle) Medium Size (Dozen in One Packet)	1 Packet			
16	Binder Clips (With Steel Handle) Large Size (Dozen in One Packet)	1 Packet			
17	Draft Pads (A4 Size) 70 GM Offset Paper of 100 Leaves (Per Dozen)	1Dozen			
18	File (Box) Plastic Boss or similar (Per Dozen)	1 Dozen			

19	Hole Punch Single with steel handle (Per Dozen)	1 Dozen			
20	Hole Punch Heavy Duty (Per Dozen)	1 Dozen			
21	Eraser (24 in One Packet)	1 Packet			
22	Flat/Stick Notes IT with Different colors Medium 2inx2in 100 Sheets	1 Packet			
23	Flat/Stick Notes IT with Different colors Large 3inx2in 100 Sheets	1 Packet			
24	Glue Stick (Small) (Dozen in One Packet)	1 Packet			
25	Glue Stick (Large) UHU or similar (Dozen in One Packet)	1 Packet			
26	Ink Pad (Plastic Cover) Large Size Black/Blue Each	1 Piece			
27	Sharpeners (Per Dozen)	1 Dozen			
28	Tag (Large) Fine Quality (Dozen in One Bundle)	1 Bundle			
29	Tape(Binding)4" 72 yards Fine Quality(Per Dozen)	1 Dozen			
30	Calculator (with 1 year warranty) 14 digit Two Way Power or similar (Each)	1 Piece			
31	Dak Folder A4 Size (leather)Blue/Black/Green/Maroon/ each	1 Piece			
32	Index File Plastic Coated Per Piece	1 Piece			
33	Paler Flag – Corporate 3 pd Sol 25mm*75mm	1 Piece			
34	White on Slip/Pad corporate 3*3(100 sheets in one pad)	1 Piece			
35	Spiral Pad with RTO-II Logo 6.5X8.5	1 Piece			
36	Spiral Pad with RTO-II Logo 8.5X11.5	1 Piece			
37	Short Hand Copy	1 Piece			
38	2Q Fancy General Register(per piece)	1 Piece			
39	4Q Fancy General Register(Per piece)	1 Piece			
40	6Q Fancy General Register(Per piece)	1 Piece			
41	6Q Fancy Dispatch Register(Per piece)	1 Piece			
42	6Q Fancy Letter Receiving Register(Per Piece)	1 Piece			
43	Marker Pen Dollar or equivalent(10 in one Box)	1 Box			
44	Highlighter pen (Yellow/Green/Orange/)10 in one Box	1 Box			
45	Paper Pin each packet	1 Packet			
46	Gem Clip each packet	1 Packet			

47	Shorthand Pencil (10 in Box)	1 Box			
48	Paper Clip round Medium (Per Packet)	1 Packet			
49	Carbon Paper 210 mm*330mm KCR or equivalent	1 Box			
50	Post – it Notes 76mm x 76mm 100 Sheets	1 Packet			
51	Post – it Notes 51mm x 76mm 100 Sheets	1 Packet			
52	Post – it Notes 34.9 mm x 47.6 mm 100 Sheets	1 Packet			

(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. _____