



**GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER (IR)**

**REGIONAL TAX OFFICE
TAX HOUSE, KATCHERY CHOWK
RAWALPINDI**

TENDER DOCUMENTS

PRINTING AND PUBLICATIONS

FINANCIAL YEAR : 2026-2027

TERMS AND CONDITIONS:-

The intending bidders participating in the bidding process shall provide the following Documents:-

1. Company / Firm profile (including Brief history of Company / Firm Income Tax / Sales Tax Returns of last two year).
2. CNIC of Proprietors / Partners / Directors.
3. NTN, Sales Tax Registration Number and ATL status.
4. Affidavit declaring that the Company is not blacklisted / under litigation with any Government Department – Federal or Provincial.
5. Work orders, Purchase orders and relevant experience certificates of last three (03) years, should be attached.
6. Any other formality / document that may be required by the department.
7. All items shall be purchased on quoted rates up to 30.06.2027.

INSTRUCTIONS FOR BIDDERS:-

1. Rates should be quoted serial-wise as per tender document (s) inclusive of GST (where applicable). Income Tax withholding will apply as per the prescribed rates. Rates excluding taxes will not be considered.
2. A firm can apply for one or multiple items keeping in view its expertise and capacity to supply / delivery.
3. A Pay Order of **Rs. 25,000/-** as a bid security, in favor of “Drawing & Disbursing Officer, RTO-Rawalpindi”, must be received in the office of the undersigned, before the opening of bid.
4. The DPC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule-33 of the Public Procurement Rules.
5. In case of shortfall in supply during the year / agreement, the bid security will be forfeited, in favor of Government and firm will be blacklisted, alongwith any other punitive measures that may be taken.
6. The supplies would have to be according to specifications / samples as approved by the DPC.
7. Incomplete bids / offers will not be considered, in any case.

02. PRINTING AND PUBLICATIONS (A03902)

S. No.	Item Name	Brand / Specs	Rate
01.	Officials Identity Cards	4-Colors (as per Sample)	
02.	Visitor Hanging Cards	4-Colors (as per Sample)	
03.	Car Parking Sticker	4-Colors (as per Sample)	
04.	Official D. O. Letter	4-Colors (as per Sample)	
05.	Name Plate 6" x 12"	4-Colors (as per Sample)	
06.	Name Plate 8" x 14"	4-Colors (as per Sample)	
07.	Officer's Diary (5" x 7")	Green Cover, Golden Writing along with draft Pad 200 Pages (as per Sample / Rate per Piece)	
08.	Official Nylon Rubber Stamp Round	(1" / 1.25" / 1.50"	
09.	Official Printy Stamp Round	(1" / 1.25" / 1.50"	
10.	Official Nylon Rubber Stamp Rectangle	Small / Medium / Large	
11.	Official Printy Stamp Rectangle	Small / Medium / Large	
12.	Date Numbering Stamp	2-Colors (as per Sample)	
13.	Official Visiting Card (Mat)	300 grams Art Card 4-Colors (as per Sample)	