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

No. _____/Admn. Dated: ___ / ___ / 2026

Tender No.01/2026-27

PROCUREMENT NOTICE (TENDER NOTICE NO.1/2026-27) PROCUREMENT OF GOODS, HIRING OF SERVICES AND REPAIR & MAINTENANCE SERVICES FINANCIAL YEAR 2026–27

Invitation to Bid

The **Regional Tax Office, Sialkot** (the Procuring Agency) invites electronic bids through the **e-Pak Acquisition and Disposal System (EPADS)** under **National Competitive Bidding (open competitive bidding)** from eligible bidders registered on EPADS for the lots listed below, in accordance with the **Public Procurement Regulatory Authority Ordinance, 2002** and the **Public Procurement Rules, 2026** (S.R.O. 1658(I)/2026 dated 28-09-2026) (the "Rules"). The bidding documents, comprising this notice, Annexures A to G, the instructions to bidders and bid data sheet generated on EPADS, are available on EPADS.

Each lot is a separate package with its own estimated cost, bid security, evaluation and award. A bidder may bid for one or more lots, but must submit a separate bid, with separate bid security, for each lot.

Lots, Estimated Cost, Bid Security and Procedure

Lot	Description (budget head)	Estimated cost (Rs.)	Bid security 3% (Rs.)	Procedure	Contract type
A-1	Stationery (A03901)	13,809,960	414,299	SS-One Envelope	Rate contract / supply orders
A-2	Cost of Other Stores (A03942)	6,147,000	184,410	SS-One Envelope	Rate contract / supply orders
A-3	Uniforms & Protective Clothing (A03906)	5,482,450	164,474	SS-One Envelope	Rate contract / supply orders
A-4	Other Stores – Computer Stationery / Accessories (A03955)	5,198,400	155,952	SS-One Envelope	Rate contract / supply orders
A-5	Others – Cleaning & Sanitary Supplies, AC Gas, etc. (A03970)	6,277,410	188,323	SS-One Envelope	Rate contract / supply orders
A-6	Advertisement & Publicity – printing and publicity material (A03907)	2,813,947	84,419	SS-One Envelope	Rate contract / supply orders
A-7	Hot & Cold Weather Charges (A03304)	570,000	17,100	SS-One Envelope	Rate contract / supply orders
B-1	Payments to Others for Services Rendered – Manpower (A03919)	5,054,950	151,649	SS-One Envelope	Service contract (1 year)
B-2	Transportation of Goods (A03806)	1,425,000	42,750	SS-One Envelope	Service contract (1 year)
C-1	Repair & Maintenance of Transport (A13001)	3,818,029	114,541	SS-One Envelope	Closed framework agreement (1 year)
C-2	Repair & Maintenance of Machinery & Equipment (A13101)	9,311,900	279,357	SS-One Envelope	Closed framework agreement (1 year)
C-3	Repair & Maintenance of Furniture & Fixtures (A13201)	950,000	28,500	SS-One Envelope	Closed framework agreement (1 year)
C-4	Repair of Hardware (A13701)	3,914,000	117,420	SS-One Envelope	Closed framework agreement (1 year)
Sub-total – Category A		**40,299,167**			
Sub-total – Category B		**6,479,950**			
Sub-total – Category C		**17,993,929**			
TOTAL ESTIMATED COST – ALL LOTS		**64,773,046**			

Schedule

Event	Date / time
Publication Date	20/11/2026
Receiving / Closing date and time	30/11/2026 (11:00 AM)
Tender Opening date and time	30/11/2026 (11:30 AM)
Expected Commencement date	21/12/2026
Pre-bid Meeting date	27/11/2026 (11:00 AM)
Venue	Conference Hall Regional Tax Office Kutchery Road, Sialkot

If the date of opening is declared a public holiday, or the Procuring Agency is unable to open bids owing to an EPADS-related issue, submission and opening shall shift to the next working day at the same time (Rule 40, proviso). Any extension of time shall be made only for recorded reasons and published on EPADS in the same manner as the original notice (Rule 39).

Eligibility of Bidders

A bidder must satisfy Rule 21 of the Rules and the qualification criteria in Annexure-E. In particular, the bidder:

- is registered as a vendor on EPADS and bids only through EPADS (manual or physical bids shall not be accepted);
- has the legal capacity to contract and holds a valid NTN, is shown as **active on the FBR Active Taxpayer List (ATL)** on the date of bid submission, and (for Categories A and C goods/parts) holds valid sales tax registration; for services taxable under the Punjab Sales Tax on Services Act, 2012, holds valid registration with the Punjab Revenue Authority, where applicable;
- is not bankrupt, insolvent or being wound up, is not under legal proceedings that may entail loss of the right to administer or dispose of property, and has not been convicted by a final judgment of a court of law;
- is not blacklisted by the Procuring Agency, is not cross-debarred by the Public Procurement Regulatory Authority (PPRA), and is not blacklisted or debarred by an international financial institution or multilateral development bank;
- has not, and in the case of a company none of its owners, beneficial owners, directors or officers has, been convicted of an offence relating to professional conduct or a prohibited practice;
- possesses the technical competence, experience, financial resources and managerial capability specified in Annexure-E.

Documents to be Uploaded on EPADS (for each lot bid)

- Annexure-A (Bidder Information and Document Checklist), duly completed, with the supporting documents listed therein;
- Form of Bid (Annexure-F-1) and Undertaking/Affidavit (Annexure-F-2) on stamp paper, duly attested by an Oath Commissioner or Notary Public, including the declaration regarding blacklisting and debarment;
- NTN, sales tax registration (and PRA registration where applicable) certificates and proof of ATL status; company/firm registration documents (SECP certificate, partnership deed or sole-proprietorship declaration);
- statement of relevant experience with documentary evidence (supply/work orders, contracts, completion or satisfaction certificates), and annual turnover supported by income tax or sales tax returns, as required by Annexure-E;
- scanned copy of the bid security instrument; and the completed price schedule for the lot (Annexure-B, C or D). For goods lots, samples marked "as per sample" shall be dealt with as stated in Annexure-B;
- Integrity Pact and any other form required by the standard bidding documents generated on EPADS (Rule 7).

Bid Security

- Bid security of **3% of the estimated cost of each lot bid** (amount shown in the table in paragraph 2) shall be furnished in the form of a **Pay Order, Demand Draft or Bank Guarantee issued by a scheduled bank in Pakistan**, in favour of the **"DDO, Regional Tax Office, Sialkot"**. Bank guarantees shall be unconditional and encashable on demand.
- A scanned copy of the instrument shall be uploaded on EPADS with the bid, and the original instrument shall be delivered to the Procurement Cell, Regional Tax Office, Sialkot, before the submission deadline in a sealed envelope marked with the EPADS tender number, lot number and bidder's name. A bid whose bid security has not been provided to the Procuring Agency before the submission deadline, or whose bid security is for a lesser amount or a shorter validity than required, shall be rejected.
- Bid security shall be valid for twenty-eight (28) days beyond the bid validity period. Where bid validity is extended under Rule 37, the bid security shall be extended correspondingly.
- Bid security of unsuccessful bidders shall be returned promptly after award, or on expiry of the bid security, whichever is earlier. Bid security of the successful bidder shall be returned on furnishing the performance guarantee (where required) and signing the contract.
- Bid security may be forfeited if a bidder withdraws its bid during the bid validity period, fails to sign the contract or furnish the performance guarantee within the time allowed after award, or is found to have furnished false or misleading information. Blacklisting proceedings, if any, shall be conducted under Rule 25 of the Rules and the Mechanism for Blacklisting Regulations, 2024.

Preparation and Submission of Bids

- Bids shall be in English or Urdu (Rule 6), in Pakistani Rupees, and shall be submitted through EPADS only. Conditional, incomplete or ambiguous bids, and alternative offers, shall not be considered.
- Within a lot, a bidder shall quote a rate for **every item/job** listed in the price schedule; a bid that leaves any item of a lot unpriced shall be treated as non-responsive for that lot. Rates shall be quoted in figures, **inclusive of all taxes, duties, delivery to the premises of the Regional Tax Office, Sialkot, and all other charges**.
- Specifications are generic. Where a brand or catalogue reference is given, it is for reference only and the words "or equivalent" apply, subject to the parameters of equivalence in Annexure-B. Samples, where required, shall be submitted as stated in Annexure-B.
- Any addition, alteration, or modification of the bidding documents shall be published on EPADS in the same manner as the original notice and communicated equally to all bidders (Rule 34(7)). Responses to requests for clarification shall be communicated to all bidders through EPADS within two (2) days (Rule 38).

Evaluation, Award and Contract

- Bids shall be evaluated strictly in accordance with the evaluation criteria in **Annexure-E**; no criterion not specified in the bidding documents shall be used (Rules 41 and 42). Category A (goods) shall follow the Single Stage – One Envelope procedure and Categories B and C (services) the Single Stage – Two Envelope procedure.
- The technical evaluation report (for Categories B and C) before opening of financial proposals, and the final evaluation report for all lots, giving brief reasons for acceptance or rejection against each aspect of the evaluation criteria, shall be published on EPADS and on the PPRA website (Rule 48).
- The contract shall be awarded only after the period for complaints under Rule 65 has been exhausted (Rule 49). The contract terms are summarised in **Annexure-G**: Category A – rate contract with supply orders, delivery within ten (10) days of each order; Category B – service contract for one (01) year; Category C – closed framework agreement for a period not exceeding one (01) year (Rule 30), with call-off orders placed as and when required. A performance guarantee of **five percent (5%)** of the contract value (not exceeding the ten percent ceiling of Rule 51) shall be required for Category A and Category B lots.
- Payments shall be made against verified invoices/bills within thirty (30) days (Rule 54), after inspection and acceptance of goods or certification of services by the Contract Manager and Inspection Committee.
- The Procuring Agency may reject all bids before award only on the grounds in Rule 45, and may cancel the procurement only on the grounds in Rule 46, with notice through EPADS to all bidders. A single responsive bid may be considered subject to Rule 50.

General

- The Procuring Agency shall not accept any bid from a bidder who is ineligible under Rule 21, or who knowingly submits materially inaccurate, incomplete or false information (Rule 24); such bidder may be blacklisted under Rule 25.
- Any dispute arising after the contract comes into force shall be dealt with under Rule 66 (alternate dispute resolution and arbitration) as provided in Annexure-G.
- This notice is published on EPADS, on the website of the PPRA, on the website of the Procuring Agency, and in at least two national daily newspapers, one in English and one in Urdu (Rule 18).

(KASHIF AZHAR)
Commissioner IR (WHT Zone)
Head of Procurement Cell
Regional Tax Office, Sialkot

Copy to:

1. Chief Commissioner Inland Revenue, Regional Tax Office, Sialkot for information.
2. Public Procurement Regulatory Authority, Islamabad through EPADS, for hosting on its website.
3. Incharge IT / Website, Regional Tax Office, Sialkot for uploading on the office website.
4. Notice board, Regional Tax Office, Sialkot.

ANNEXURE-A

BIDDER INFORMATION AND DOCUMENT CHECKLIST

(To be completed for each lot and uploaded on EPADS with supporting documents)

S#	Particulars	Description (to be filled by the bidder)	Attachment (page / annexure no.)
1	EPADS tender number and lot number(s) bid for		
2	Name of the firm / company and legal status (sole proprietorship, partnership, AOP, private limited, etc.)		
3	Registration documents (SECP certificate / partnership deed / declaration of proprietorship)		
4	NTN, STRN (and PRA registration number where applicable) and ATL status as on date of bid		
5	Address, telephone, e-mail and EPADS vendor ID		
6	Year of establishment (documentary evidence or statement on oath)		
7	Names of owners / partners / directors and beneficial owners (with CNIC numbers)		
8	Bid security: instrument type, number, date, issuing bank/branch, amount (Rs.), validity date		
9	Banker(s) of the firm (name and branch)		
10	Relevant experience in similar supplies / services: client, order or contract no. and date, value (Rs.), completion/satisfaction certificate (list on separate sheet if needed)		
11	Annual turnover for the last three financial years, supported by sales tax or income tax returns		
12	Enlistment / registration with Government, semi-Government or autonomous organizations, if any (copy of certificate)		
13	Current assignments in hand (client, value, completion date)		
14	Managerial / technical capability: key personnel, manpower strength, premises, stock/workshop facilities; for Category B – EOBI and PESSI employer registration and licence of security agency where applicable		
15	Pending litigation, arbitration or blacklisting proceedings, if any (state “Nil” if none)		
16	Undertaking / affidavit on stamp paper (Annexure-F-2) regarding eligibility under Rule 21, including that the firm is not blacklisted by the Procuring Agency, not cross-debarred by PPRA and not debarred by any international financial institution		
17	Integrity Pact and Form of Bid (Annexure-F-1) signed by the authorized signatory		
18	Name, designation, telephone, mobile and e-mail of the authorized contact person		

Signature and stamp of the authorized signatory: _____

Name: _____

Date: _____

ANNEXURE-B
CATEGORY A – SUPPLY OF GOODS
Lots A-1 to A-7

General Notes for all Category A Lots

1. **Lots and award.** Each lot is bid and awarded separately. A bidder shall quote every item of the lot it bids for. The evaluated price of a lot is the sum of (unit rate × estimated quantity) for all items of the lot. The estimated quantities are stated in the "Est. Qty" column and are for evaluation only; actual quantities shall be ordered through supply orders as and when required, and the Procuring Agency is not obliged to order the estimated quantities.
2. **Rates.** Unit rates are in Pakistani Rupees, inclusive of all taxes, duties and delivery to the Regional Tax Office, Sialkot, and shall remain valid up to 30-06-2027.
3. **Samples.** Items marked "as per sample" shall conform to the sample displayed by the Procurement Cell, Regional Tax Office, Sialkot, which bidders may inspect during working hours until three (3) days before the submission deadline. The bidder of the lot shall submit a sample of each such item to the Procurement Cell before the submission deadline; samples are compared with the specification during evaluation. The sample of the successful bidder shall be retained as the reference for acceptance of supplies.
4. **Delivery and inspection.** Supplies shall be delivered within ten (10) days of each supply order at the premises of the Regional Tax Office, Sialkot. All goods are subject to inspection by the Inspection Committee constituted by the Procuring Agency prior to acceptance, and goods not conforming to the specification or sample shall be replaced within five (5) days at the supplier's cost (Rule 61).

Lot A-1: Stationery (A03901) – Estimated cost Rs.13,809,960

S#	Item description and specification	Unit	Est. Qty	Unit rate (Rs.), inclusive of all taxes	Total (Rs.)
1	Attendance register, good quality	Each	50		
2	Calculator, two-way power (solar + battery), 12-digit large display	Each	100		
3	Sticky page flag / index flag, 1 inch, coloured, good quality	Pack	50		
4	Dispatch register, 13 x 8 in, 100 sheets (as per sample)	Each	50		
5	Dak folder, rexine, FBR pattern, 14 x 11 in, green/blue	Each	50		
6	Peon / Dak book, 11 x 8.5 in, 100 sheets	Each	50		
7	Drafting pad (small), 8 x 6 in, 100 sheets, good quality	Each	100		
8	Drafting pad (large), 11 x 8.5 in, 100 sheets	Each	100		
9	Demand & Collection register, 19 x 12.25 in, 100 sheets	Each	30		
10	Envelope, legal size, cloth-lined, khaki	Each	200		
11	Envelope, legal size, khaki	Each	50		
12	File flapper, good quality	Each	50		
13	File cover, FBR pattern, blue, 13.25 x 9.5 in, good quality (as per sample)	Each	150000		
14	File cover, FBR pattern, white, 13.25 x 9.5 in, good quality (as per sample)	Each	5000		
15	Fluid pen (reference: Dollar / Piano or equivalent)	Each	10		
16	Gum stick, large, 36 g (reference: UHU or equivalent)	Each	10		
17	Highlighter, assorted colours (reference: Pelican or equivalent)	Each	10		
18	Ink bottle, 60 ml (reference: Dollar or equivalent)	Bottle	50		
19	Lead pencil (reference: Gold Fish / Dux or equivalent)	Each	20		
20	Marker, permanent, black/blue (reference: Dollar or equivalent)	Each	20		
21	Marker, ordinary, blue/black (reference: Dollar or equivalent)	Packet	20		
22	Note sheet pad, 100 pages, 12.5 x 8.25 in (as per sample)	Pad	100		
23	Note sheet pad, 100 pages (CCIR pattern), 12.5 x 8.25 in (as per sample)	Pad	50		
24	Paper, legal size, 80 gsm, 500 sheets, premium quality suitable for laser printers and photocopiers	Ream	200		
25	Paper, A4, 80 gsm, 500 sheets, premium quality suitable for laser printers and photocopiers	Ream	150		
26	Paper clip, 30 mm, good quality	Packet	50		
27	Ball point, blue, 0.8 mm (reference: Dollar / Piano Crystal or equivalent)	Packet	200		
28	Ball point, red (reference: Dollar or equivalent)	Packet	50		
29	Puncher, single hole, heavy duty, good quality	Each	100		
30	Puncher, double hole, heavy duty, good quality	Each	50		
31	Stapler pin remover, good quality	Each	100		
32	Scotch tape, 3 in, good quality	Roll	20		
33	Binding tape, 3 in, good quality	Roll	10		
34	Paper cutter, large	Each	100		
35	Receipt register, 13 x 8 in, 100 sheets (No. 08)	Each	100		

S#	Item description and specification	Unit	Est. Qty	Unit rate (Rs.), inclusive of all taxes	Total (Rs.)
36	Eraser (reference: Pelican AL30 or equivalent)	Each	8		
37	Register No. 80, 11 x 6.75 in, 100 sheets	Each	100		
38	Roller-ball pen, blue (reference: Uni-ball Eye or equivalent)	Each	30		
39	Roller-ball pen, black (reference: Uni-ball Eye or equivalent)	Each	30		
40	Roller-ball pen, red (reference: Uni-ball Eye or equivalent)	Each	5		
41	Roller-ball pen, green (reference: Uni-ball Eye or equivalent)	Each	10		
42	Gel pen, blue (reference: Dollar or equivalent)	Each	20		
43	Gel pen, black (reference: Dollar or equivalent)	Each	20		
44	Gel pen, blue (reference: Uni-ball Signo or equivalent)	Each	30		
45	Gel pen, black (reference: Uni-ball Signo or equivalent)	Each	30		
46	Gel pen, red (reference: Uni-ball Signo or equivalent)	Each	5		
47	Gel pen, green (reference: Uni-ball Signo or equivalent)	Each	5		
48	Stamp pad (reference: Dollar or equivalent)	Each	20		
49	Stapler machine, 24/6 type, good quality	Each	100		
50	Stapler machine, heavy duty, 30/20 type	Each	5		
51	Stapler pin, 24/6	Box	10		
52	Stapler pin, 30/20	Box	2		
53	Sticky notes / page flag, 3 x 2 in, yellow/green/pink	Pad	50		
54	Sharpener (reference: Dux / Dollar or equivalent), good quality	Each	5		
55	Scale, steel, 12 in	Each	50		
56	Awl, regular, good quality	Each	10		
57	File tag, good quality	Packet	100		
58	Stock register No. 12, English, 950 pages	Each	2		

Total evaluated price of Lot A-1 (Rs.): _____

Lot A-2: Cost of Other Stores (A03942) – Estimated cost Rs.6,147,000

S#	Item description and specification	Unit	Est. Qty	Unit rate (Rs.), inclusive of all taxes	Total (Rs.)
1	Clock cell, AA, super quality	Each	25		
2	Clock cell, AAA, super quality	Each	25		
3	Metal detector, hand-held (specification as per approved requisition)	Each	5		
4	Remote bell (reference: Sogo or equivalent)	Each	150		
5	Insect killer spray, 600 ml (reference: Mortein / Kingtox / Powerplus or equivalent)	Can	100		
6	Telephone steno set with CLI (reference: Panasonic or equivalent)	Each	20		
7	Telephone cable, 4 pairs, pure copper	Coil (100 m)	5		
8	Telephone set with CLI (reference: Panasonic or equivalent), good quality	Each	30		
9	Table set, marble, officer, superior quality	Set	30		
10	Extension lead, 5 m, 2-pin/3-pin, 5 ports (reference: Clipsal or equivalent, original)	Each	50		
11	Phool jharoo (flower broom), good quality	Each	100		
12	Bansi jharoo (bamboo broom), good quality	Each	100		
13	Dust cloth, coloured, 20 x 24 in, good quality	Each	25		
14	Dust cloth, cut piece	Kg	25		
15	Switch, female/male, good quality	Each	5		
16	LED bulb, 30 W, good quality	Each	20		
17	LED bulb, 18 W, good quality	Each	10		
18	LED bulb, 12 W, good quality	Each	10		
19	Bulb holder, screw type, good quality	Each	8		
20	LED panel light, 2 x 2 ft, 48 W, complete with driver (reference: standard brands)	Each	200		
21	Circuit breaker, double pole, 32 A, for AC (reference: Schneider or equivalent), 1-year warranty	Each	10		
22	Aluminium door lock (as per sample)	Each	4		
23	Battery, 12 V, 180 Ah, for UPS/generator (reference: Volta / AGS / Osaka or equivalent); warranty to be stated	Each	10		
24	Bracket fan (reference: GFC / Royal / Pak or equivalent)	Each	5		
25	Capacitor, 50 uF, for AC	Each	50		
26	Door closer (as per sample)	Each	50		
27	Electric kettle, superior quality	Each	30		
28	Insulation tape (reference: Nato / Osaka or equivalent)	Roll	5		
29	Rubber grass mat, superior quality	Sq. ft	5		
30	Two-pin shoe, good quality	Each	3		
31	Tube rod, 2 ft (reference: Philips or equivalent)	Each	400		
32	Wire, 7/29, cable roll, superior quality	Roll (standard coil)	10		
33	Wire, 3/29, cable roll, superior quality	Roll (standard coil)	10		
34	Wire, 40/76, cable roll, superior quality	Roll (standard coil)	5		
35	Wire, 110/76, cable roll, superior quality	Roll (standard coil)	5		
36	Multi plug and socket with fuse protection, good quality	Each	5		

Total evaluated price of Lot A-2 (Rs.): _____

Lot A-3: Uniforms & Protective Clothing (A03906) – Estimated cost Rs.5,482,450

Uniform of male and female officers and officials (winter). Fabric, colour and workmanship shall conform to the approved sample displayed by the Procurement Cell. The bidder shall state in the technical offer the fabric composition and weight (gsm) of each cloth component offered. Measurement and fitting shall be done at the premises of the Regional Tax Office, Sialkot; stitching defects shall be rectified free of cost. Quote a rate for each component; the rate per complete set is the total of its components. The evaluated price of the lot is (rate per complete male set × estimated male sets) + (rate per complete female set × estimated female sets).

(a) Male officers and officials – winter uniform

S#	Component	Specification	Rate per item (Rs.)	Est. sets
1	Trousers	Olive grey, straight-legged, without cuffs; two side pockets and one back pocket on the right side		131
2	Shirt	Olive grey, full sleeve, plain light cloth; seven-button front, attached button-down collar, two pleated pockets, shoulder loops		131
3	Shoes	Black, Oxford pattern		131
4	Socks	Black, cotton		131
5	Belt	Web belt, black, with golden metal buckle		131
6	Beret	Dark blue, with relevant cap badge		131
7	Name plate	PVC sheet, black, 1/2 x 3 in, rectangular, fixed with screw-nut arrangement		131
8	Chest insignia	Embroidered golden eagle holding silver key with text "TRS" in silver thread on black background, fixed above left breast pocket		131
9	Shoulder ranks and badges	Complete set		18
10	Jersey (pullover)	Black, ribbed pattern, black buttons on front chest pockets, shoulder loops		131
Total rate per complete set (Rs.)				

(b) Female officers and officials – winter uniform

S#	Component	Specification	Rate per item (Rs.)	Est. sets
1	Trouser / shalwar	Olive grey, straight trouser-style shalwar; or straight trouser, with or without belt		9
2	Shirt	Olive grey, at least two inches below the knees, full sleeve, three-button placket, attached pointed collar, shoulder loops; or olive grey bush-shirt at least two inches below the hip with attached pointed collar, full sleeves and shoulder loops		9
3	Head scarf (optional)	Same colour and material as the shirt		9
4	Dupatta	Olive grey, same colour and material as the shirt		9
5	Court shoes	Black, heels not exceeding three inches		9
6	Belt	Web belt, black, with golden metal buckle		9
7	Socks	Black, cotton		9
8	Beret	Dark blue, with relevant cap badge		9
9	Name plate	PVC sheet, black, 1/2 x 3 in, rectangular, fixed with screw-nut arrangement		9
10	Chest insignia	Embroidered golden eagle holding silver key with text "TRS" in silver thread on black background, fixed above left breast pocket		9
11	Shoulder ranks and badges	Complete set		4
12	Coat	Olive grey, single-breasted, four-button, hip-length, two slanted front pockets, shoulder loops, notched collar, side body construction		9
Total rate per complete set (Rs.)				

Total evaluated price of Lot A-3 (Rs.): _____

Lot A-4: Other Stores – Computer Stationery / Accessories (A03955) – Estimated cost Rs.5,198,400

S#	Item description and specification	Unit	Est. Qty	Unit rate (Rs.), inclusive of all taxes	Total (Rs.)
1	Keyboard, wired, USB (reference: A4Tech or equivalent)	Each	100		
2	Mouse, wired, USB (reference: A4Tech or equivalent)	Each	100		
3	Networking cable, Cat-6, SFTP, superior quality	Roll	5		
4	Toner cartridge, original/genuine, with chip, compatible with HP LaserJet 4003 (151A)	Each	50		
5	Toner cartridge, original/genuine, compatible with HP LaserJet 2055 (05A)	Each	50		
6	Toner for photocopier, compatible with Konica Minolta Bizhub 450i	Each	20		
7	Wi-Fi router, dual-band (reference: TP-Link Archer C6 or equivalent)	Each	20		
8	USB flash drive, 32 GB (reference: Transcend or equivalent)	Each	50		
9	USB flash drive, 64 GB (reference: Transcend or equivalent)	Each	50		
10	VGA cable, good quality, new	Each	100		
11	Mouse, wireless (reference: A4Tech or equivalent)	Each	100		
12	Power cable (computer/monitor), good quality, new	Each	100		
13	Wireless keyboard and mouse set (reference: A4Tech or equivalent)	Set	50		
14	Laser printer, 40-42 ppm (reference: HP or equivalent), with manufacturer warranty	Each	50		
15	SSD, SATA, 256 GB, with warranty	Each	50		
16	USB printer data cable, good quality, new	Each	50		
17	RJ-45 connector (reference: BayNet or equivalent)	Packet	500		
18	RJ-45 jointer, good quality	Each	50		
19	Mouse pad, good quality	Each	200		

Total evaluated price of Lot A-4 (Rs.): _____

Lot A-5: Others – Cleaning & Sanitary Supplies, AC Gas, etc. (A03970) – Estimated cost Rs.6,277,410

S#	Item description and specification	Unit	Est. Qty	Unit rate (Rs.), inclusive of all taxes	Total (Rs.)
1	Air freshener (reference: Aseel / Al Arabia or equivalent), good quality	Can	30		
2	Dust bin, plastic, medium size	Each	50		
3	Glass / surface cleaner, 500 ml, good quality	Bottle	100		
4	Tissue paper, boxed (reference: Rose Petal or equivalent)	Box	10		
5	Tissue roll, double ply, good quality	Roll	5		
6	Phenyl concentrate, 300 ml bottle	Bottle	050		
7	Antibacterial soap, small, 55 g (reference: Dettol or equivalent)	Piece	30		
8	Washing powder, 44 g sachet (reference: Surf or equivalent), good quality	Sachet	5		
9	Toilet cleaning liquid, white, 1.5 litre (reference: Tezaab or equivalent)	Bottle	10		
10	Toilet cleaning liquid, white (reference: Tezaab or equivalent), standard retail pack (declare size)	Bottle	10		
11	Toilet cleaning liquid, red (reference: Tezaab or equivalent), standard retail pack (declare size)	Bottle	10		
12	Floor wiper, steel, large, good quality	Each	100		
13	Towel, large, good quality	Each	200		
14	Toilet brush, good quality	Each	50		
15	AC refrigerant gas R-410A, genuine, sealed original cylinder (reference: Honeywell Genetron / Freezer Genetron or equivalent)	Kg	5		
16	AC refrigerant gas R-32, genuine, sealed original cylinder (reference: Honeywell Genetron / Freezer Genetron or equivalent)	Kg	5		
17	AC refrigerant gas R-22, genuine, sealed original cylinder (reference: Honeywell Genetron / Freezer Genetron or equivalent)	Kg	5		
18	Soap, lemon, medium size (reference: Lemon Max or equivalent)	Piece	3		
19	Dish-wash powder, 400 g (reference: Vim or equivalent)	Pack	2		
20	Dish-washing scrubber, good quality	Each	2		

Total evaluated price of Lot A-5 (Rs.): _____

Lot A-6: Advertisement & Publicity – printing and publicity material (A03907) – Estimated cost Rs.2,813,947

S#	Item description and specification	Unit	Est. Qty	Unit rate (Rs.), inclusive of all taxes	Total (Rs.)
1	Flex banner printing, indoor/outdoor, with eyelets/stitching	Sq. ft	1		
2	Standee, roll-up type, with printing and carry bag (as per approved design)	Each	1		
3	Pamphlet / flyer, A5, art paper, full colour, both sides	Per 1,000	1		
4	Brochure, A4 tri-fold, art paper, full colour	Per 1,000	1		
5	Poster, 18 x 23 in, art paper, full colour	Each	1		
6	Wall calendar / desk calendar printing (as per approved design)	Each	1		
7	Designing charges (per approved design, one-time)	Per design	1		

Total evaluated price of Lot A-6 (Rs.): _____

Lot A-7: Hot & Cold Weather Charges (A03304) – Estimated cost Rs.570,000

S#	Item description and specification	Unit	Est. Qty	Unit rate (Rs.), inclusive of all taxes	Total (Rs.)
1	Electric room heater, 2-rod, safety grill, thermal cut-off	Each	1		
2	Electric fan heater (blower type), with thermostat	Each	1		
3	Gas room heater with regulator and hose, safety-valve type	Each	1		
4	Hot & cold water dispenser, floor-standing, with manufacturer warranty	Each	1		
5	Pedestal / air circulator fan, 24 in, good quality	Each	1		

Total evaluated price of Lot A-7 (Rs.): _____

ANNEXURE-C

CATEGORY B – HIRING OF SERVICES

Lots B-1 and B-2

Lot B-1: Manpower Services – Payments to Others for Services Rendered (A03919) – Estimated cost Rs.5,054,950

The contractor shall provide the following eight (08) personnel to the Regional Tax Office, Sialkot for a period of one (01) year from the date of commencement of the contract:

S#	Category of personnel	Qty	Monthly rate per person (Rs.)	Monthly total (Rs.)	Annual total (Rs.)
1	Janitorial / sanitary workers	04			
2	Air conditioner mechanic	01			
3	Lift operator	01			
4	Electrician-cum-plumber	01			
5	Security guard	01			
Total (evaluated price of the lot)		**08**			

The monthly rate per person shall be inclusive of wages (not less than the minimum wage notified by the Government and applicable in Punjab for the relevant period), EOBI and Punjab Employees Social Security contributions, uniforms and identity cards, supervision, overheads, profit, cleaning materials, equipment and tools where specified, and all applicable taxes. The evaluated price is the annual total for all personnel.

Terms of Reference / Duties

- **Janitorial / sanitary workers:** daily cleaning of officers' rooms, corridors, washrooms, parking areas, windows and other office premises; cleaning and disinfection of toilets; collection and disposal of waste; weekly floor buffing; monthly cleaning of drainage lines, gutters and manholes.
- **Washroom consumables:** provision and replenishment of soap, phenyl, tissue rolls, hygienic tissues, liquid hand wash, clean towels and air fresheners on a regular basis. All cleaning materials, toiletries and equipment shall be provided by the contractor.
- **Air conditioner mechanic:** routine inspection, servicing, troubleshooting and minor repairs of the air-conditioning units installed in the office. Refrigerant gas and spare parts shall be supplied by the office or at actual cost against a verified invoice; the mechanic's labour is covered by the monthly rate.
- **Electrician-cum-plumber:** maintenance and minor repairs of electrical installations, lighting, switches, sockets, water supply lines, taps, washbasins and other plumbing fixtures. Material shall be supplied by the office or at actual cost against a verified invoice.
- **Lift operator:** safe operation and routine monitoring of the office lift, assistance to users and immediate reporting of any malfunction to the designated office authority. Maintenance of the lift is not part of this lot and is covered under Lot C-2.
- **Security guard:** monitoring and regulation of entry and exit of visitors and vehicles, vigilance over office premises and assets, and reporting of any suspicious activity or security incident. The guard shall be provided by a licensed security agency or company where so required by applicable law.

General Conditions

- Four (04) janitorial/sanitary workers shall be available from 08:00 AM to 05:00 PM, with one worker remaining until 07:00 PM. The air conditioner mechanic and the electrician-cum-plumber shall be available from 09:00 AM to 05:00 PM. The lift operator and the security guard shall perform duty during office hours of up to eight (08) hours a day on all working days of the office, or such other hours as the Procuring Agency notifies in writing.
- The air conditioner mechanic and electrician-cum-plumber shall have at least five (05) years of relevant experience, evidenced before deployment.
- Services may be required on gazetted holidays when the office remains open, for which no additional payment shall be made.
- Before deployment the contractor shall furnish CNIC copies and police verification/character certificate of each person. The Procuring Agency may require replacement of any unsuitable person, and the contractor shall provide a replacement immediately on absence of any person.
- The contractor shall comply with applicable labour laws, pay wages not later than the seventh day of the following month through a bank account of the worker, and furnish proof of wage payment and of EOBI and social security contributions with each invoice. The contractor alone is the employer; no person deployed shall have any claim of employment against the Procuring Agency.
- Salaries, statutory liabilities, cleaning materials, consumables, machinery and all incidental expenses are the contractor's responsibility and deemed included in the quoted rates. Payment shall be made monthly on the basis of attendance certified by the designated officer, with deduction for absence.
- All personnel shall perform other reasonable duties related to their assignments as directed by the designated office authority.

Lot B-2: Transportation of Goods (A03806) – Estimated cost Rs.1,425,000

The Procuring Agency requires transportation of confiscated goods, seized items and other official goods, **as and when required**. No fixed volume or frequency of work is guaranteed.

Scope of Services

- Providing suitable vehicles of the capacity required for the goods to be moved, on requisition by the authorized officer.
- Transportation of goods from designated locations to departmental warehouses, storage facilities, offices or other specified destinations, safely and without damage, loss or pilferage.
- Loading, unloading and other incidental arrangements as required.
- Compliance with the instructions of the authorized departmental officer.

Terms and Conditions

- The contractor shall arrange the vehicle within the response time stated in the requisition (not later than four (04) hours for a vehicle up to 3 tons and twenty-four (24) hours for larger vehicles), failing which the office may hire a vehicle elsewhere, at the contractor's cost for the difference in the rate.
- Goods shall be taken over and handed over against signed challans/receipts, covered and secured during transit, and moved only against a written requisition and in the presence of an official nominated by the office. Sub-contracting of vehicles is not allowed without written permission.
- Fuel, driver, vehicle maintenance, toll taxes and all incidental charges are included in the quoted rates. The contractor is liable for loss or damage attributable to its negligence.
- Payment shall be made for the actual services rendered, verified and certified by the authorized officer. Evaluated price of the lot is the sum of the rates quoted below, giving each line equal weight.

S#	Vehicle / service	Unit	Rate (Rs.), inclusive of all taxes
1	Pickup / loader vehicle, capacity up to 1 ton – within Sialkot city limits	Per trip	
2	Pickup / loader vehicle, capacity up to 1 ton – outside city limits	Per km	
3	Light truck, capacity above 1 ton and up to 3 tons – within Sialkot city limits	Per trip	
4	Light truck, capacity above 1 ton and up to 3 tons – outside city limits	Per km	
5	Truck, capacity above 3 tons and up to 8 tons – within Sialkot city limits	Per trip	
6	Truck, capacity above 3 tons and up to 8 tons – outside city limits	Per km	
7	Heavy truck, capacity above 8 tons – outside city limits	Per km	
8	Loading / unloading labour	Per labourer per day	
Total of quoted rates (evaluated price)			

ANNEXURE-D

CATEGORY C – REPAIR & MAINTENANCE SERVICES

Lots C-1 to C-4 – Closed Framework Agreements (Rule 30)

General Terms for all Category C Lots

1. **Nature of the contract.** Each lot results in a closed framework agreement of not more than one (01) year with up to **three (03)** responsive bidders, ranked by evaluated price. Prices are fixed for the period of the agreement. No minimum volume of work is guaranteed.

2. **Call-off orders.** Work shall be assigned by written call-off order, without negotiation, to the empanelled vendor with the lowest evaluated price who is available and able to attend within the response time. If that vendor is unavailable, fails to attend within the response time, or has been suspended for poor performance, the order passes to the next-ranked vendor. The reasons shall be recorded.

3. **Rates.** The rates in each lot's schedule are labour/service charges for the listed jobs, inclusive of all taxes, tools and attendance at the office premises, and are the basis of evaluation. The evaluated price of a lot is the total of the rates quoted, giving each line equal weight.

4. **Spare parts and materials** are not priced in the bid. They shall be supplied only on the prior written approval of the Contract Manager, new and genuine, at the actual purchase price against the original invoice/cash memo of the market, **without any margin**, and are subject to verification and inspection before installation. The replaced parts shall be handed over to the office.

5. **Response and quality.** The vendor shall attend a call within twenty-four (24) hours, complete the job within the time stated in the order, and give a warranty of not less than thirty (30) days on workmanship and the warranty of the manufacturer on parts. Defective work shall be redone free of cost.

6. **Payment** shall be made within thirty (30) days of the job completion certificate issued by the Contract Manager, supported by the call-off order, the invoice, and the original invoice of any part supplied. A vendor who persistently fails to perform may be removed from the panel, and action under Rule 25 may be taken.

Lot C-1: Repair & Maintenance of Transport (A13001) – Estimated cost Rs.3,818,029

S#	Job / service description	Unit	Rate (Rs.) per unit, inclusive of all taxes
1	Routine service labour – light vehicle (engine oil/filter change, greasing, general check-up)	Per job	
2	Engine tuning labour	Per job	
3	Brake overhaul labour (per axle)	Per axle	
4	Clutch assembly replacement labour	Per job	
5	Suspension / steering repair labour	Per job	
6	Vehicle AC check-up / repair labour (gas charged separately at cost)	Per job	
7	Wheel alignment and balancing (set of four wheels)	Per set	
8	Dent and paint labour (per panel)	Per panel	
9	Auto-electrical repair labour (starter / alternator / wiring)	Per job	
10	Battery, tyre and puncture fitting labour	Per job	

Total evaluated price of Lot C-1 (Rs.): _____

Lot C-2: Repair & Maintenance of Machinery & Equipment (A13101) – Estimated cost Rs.9,311,900

S#	Job / service description	Unit	Rate (Rs.) per unit, inclusive of all taxes
1	Split AC general service (indoor and outdoor unit wash, check-up)	Per unit	
2	AC gas charging labour (refrigerant supplied by the office)	Per unit	
3	AC compressor / fan motor replacement labour	Per job	
4	AC installation / un-installation labour (split)	Per unit	

S#	Job / service description	Unit	Rate (Rs.) per unit, inclusive of all taxes
5	UPS / inverter check-up, repair and battery connection labour	Per visit	
6	Generator routine service labour (oil, filters, check-up)	Per service	
7	Photocopier preventive maintenance / service call	Per call	
8	Lift – monthly preventive maintenance (including lubrication and safety checks)	Per month	
9	Lift – breakdown call-out and repair labour	Per call	
10	Water pump / electric motor repair or re-winding labour	Per job	
11	Ceiling / exhaust / bracket fan repair	Per unit	

Total evaluated price of Lot C-2 (Rs.): _____

Lot C-3: Repair & Maintenance of Furniture & Fixtures (A13201) – Estimated cost Rs.950,000

S#	Job / service description	Unit	Rate (Rs.) per unit, inclusive of all taxes
1	Repair of executive / revolving chair (mechanism, arms, base)	Per chair	
2	Replacement of chair castors / gas lift (labour)	Per chair	
3	Re-upholstery / re-covering of office chair (labour, material at cost)	Per chair	
4	Sofa re-upholstery (per seat, labour, material at cost)	Per seat	
5	Re-polish of wooden table / cabinet	Per sq. ft	
6	Repair / replacement of drawer lock or almirah lock (labour)	Per lock	
7	Repair of steel almirah / filing cabinet (labour)	Per job	
8	Carpenter / labour charges	Per man-day	

Total evaluated price of Lot C-3 (Rs.): _____

Lot C-4: Repair of Hardware (A13701) – Estimated cost Rs.3,914,000

S#	Job / service description	Unit	Rate (Rs.) per unit, inclusive of all taxes
1	Desktop computer troubleshooting and repair	Per job	
2	Operating-system installation and software set-up	Per PC	
3	Laptop repair labour (display / keyboard / hinge / board-level)	Per job	
4	Laser printer repair labour (fuser / drum / pickup roller replacement)	Per job	
5	SMPS / power supply replacement labour	Per job	
6	Network cabling, Cat-6, laying and termination (per point)	Per point	
7	Network switch / router configuration	Per device	
8	Data back-up and recovery	Per device	
9	Annual preventive maintenance of computer / printer (cleaning, check-up)	Per unit	

Total evaluated price of Lot C-4 (Rs.): _____

ANNEXURE-E

QUALIFICATION AND EVALUATION CRITERIA

(Rules 21, 24, 41, 42, 43, 45 and 50)

E-1 Preliminary Examination (pass / fail)

- The bid is submitted on EPADS on or before the deadline, for the lot concerned, and signed by an authorized signatory.
- Bid security of the required amount, form and validity has been provided before the submission deadline.
- Annexure-A, Form of Bid (F-1), Undertaking/Affidavit (F-2), Integrity Pact and the price schedule are complete and the bid is unconditional.

E-2 Eligibility and Qualification (pass / fail)

Criterion	Requirement	Evidence
Legal status and capacity	Legally registered business with capacity to contract; not bankrupt, insolvent or wound up; no proceedings entailing loss of right to dispose of property; no final conviction; not blacklisted by the Procuring Agency, not cross-debarred by PPRA, not debarred by an international financial institution; owners/directors/officers not convicted for professional or prohibited-practice offences (Rule 21).	Registration documents; F-2 undertaking/affidavit; PPRA blacklist check by the Procurement Cell.
Tax compliance	Valid NTN; active on the FBR ATL on the date of bid; sales tax registration for taxable supplies; PRA registration where services are taxable by the Punjab Revenue Authority.	Certificates; ATL / PRA status verified by the Procurement Cell.
Experience – Category A	At least two (02) years in supply of similar items, and at least one (01) completed supply order of similar nature in the last three (03) years.	Copies of supply orders / invoices / satisfaction certificates.
Experience – Category B	At least two (02) years in providing similar manpower or transport services, with at least one (01) completed or running contract of similar nature in the last three (03) years. B-1: registered employer with EOBI and PESSI; licensed security agency where required by law.	Contracts, certificates, EOBI/PESSI registration, licence.
Experience – Category C	At least two (02) years in repair/maintenance work of the type of the lot, with workshop or service facility and technicians able to attend at the office premises in Sialkot within twenty-four (24) hours.	Work orders, certificates, workshop details, list of technicians.
Financial capacity	Annual turnover in at least one of the last three (03) financial years not less than **50% of the estimated cost of the lot** (for several lots, 50% of the sum of those lots).	Sales tax / income tax returns.
Technical compliance	Offer conforms to the specifications in the lot schedule; samples (where required) conform; for uniforms, fabric composition and weight are declared.	Technical offer, samples, brochures.

E-3 Financial Evaluation

1. Rates are checked for arithmetical errors. Where there is a discrepancy between unit rate and total, the unit rate shall prevail; where words and figures differ, words prevail. The corrected total is the evaluated price.

2. **Category A:** the evaluated price of a lot is the sum of unit rate × estimated quantity for all items of the lot. The lot is awarded to the responsive and qualified bidder with the lowest evaluated price.

3. **Category B:** the evaluated price is the annual total in the price schedule of the lot (B-1) or the total of the quoted rates (B-2). The lot is awarded to the responsive and qualified bidder with the lowest evaluated price. Where the quoted monthly rate per person is below the notified minimum wage plus statutory contributions, the bid is treated as abnormally low under paragraph 5.

4. **Category C:** the evaluated price is the total of the rates quoted in the lot schedule. The three (03) responsive and qualified bidders with the lowest evaluated prices are empanelled, ranked in ascending order of price.

5. **Abnormally low bids.** A bid that is abnormally low shall be rejected only after a written clarification and detailed price analysis has been requested through EPADS and the bidder fails to demonstrate its ability to perform at the offered price (Rule 43). Consistent abnormally low bidding to disrupt the process may lead to blacklisting under Rule 25(1)(d).

6. **Tie.** In case of a tie, bidders shall be asked through EPADS to submit their best and final offer, which shall not be higher than the original financial bid (Rule 42(4)).

7. **Single bid.** A single responsive bid may be considered if it meets the evaluation criteria and its rates are reasonable, after a market survey if required (Rule 50).

E-4 Procedure of Evaluation

- **Category A (SS-One Envelope):** all documents and the price schedule are submitted together. The Bid Evaluation Committee opens bids through EPADS, examines them in the order E-1, E-2, then financial evaluation under E-3, and issues one evaluation report.
- **Categories B and C (SS-Two Envelope):** the bidder uploads the technical proposal (E-1 and E-2 documents) and the financial proposal (price schedule) separately. Technical proposals are opened first and evaluated without reference to price; the technical evaluation report is published on EPADS, and the financial proposals of the technically accepted bidders are opened through EPADS thereafter, within the bid validity period (Rules 27(b), 48).
- The Bid Evaluation Committee shall generate the minutes of bid opening through EPADS (Rule 40(4)). Clarification sought from a bidder shall not change the substance of its bid (Rule 38(4)).

ANNEXURE-F
FORMS

F-1 FORM OF BID

To: The Procuring Agency, Regional Tax Office, Sialkot

Subject: Bid for Lot(s) _____ – EPADS Tender No. _____

Having examined the bidding documents, including all amendments and clarifications issued through EPADS, I/we offer to supply the goods / provide the services of the lot(s) named above, in conformity with the bidding documents, at the rates quoted in the attached price schedule(s), inclusive of all taxes. I/we agree to keep this bid valid for ninety (90) days from the submission deadline, and the quoted rates for the period stated in the bidding documents. I/we have furnished bid security as required. If the bid is accepted, I/we shall furnish the performance guarantee, where required, and sign the contract within the time allowed. I/we understand that the Procuring Agency is not bound to accept the lowest or any bid, subject to the Public Procurement Rules, 2026.

Name: _____ Designation: _____ Signature and stamp: _____ Date: _____

F-2 UNDERTAKING / AFFIDAVIT

(On stamp paper of the value required by law, attested by an Oath Commissioner or Notary Public)

I, _____, son/daughter of _____, CNIC No. _____, proprietor

/ partner / authorized signatory of M/s _____, do hereby solemnly affirm and declare on oath that:

1. The firm is eligible under Rule 21 of the Public Procurement Rules, 2026: it has not been declared bankrupt, insolvent or wound up; it is not under any legal proceedings that may result in loss of the right to administer or dispose of property; and it has not been convicted by a final judgment of a court of law.

2. The firm is not blacklisted by the Regional Tax Office, Sialkot or by any procuring agency, is not cross-debarred by the Public Procurement Regulatory Authority, and is not blacklisted or debarred by any international financial institution, international organization or multilateral development bank.

3. Neither the firm nor any of its owners, beneficial owners, directors or officers has been convicted of an offence relating to professional conduct or a prohibited practice.

4. The firm has not engaged and shall not engage in any corrupt, fraudulent, collusive, coercive or obstructive practice in connection with this procurement or the resulting contract, and the information and documents furnished with the bid are true and complete. I understand that false or misleading information may lead to disqualification, forfeiture of bid security and blacklisting under Rules 24 and 25.

5. The firm is active on the Active Taxpayer List of the FBR and holds the registrations stated in Annexure-A.

DEPONENT: _____ Verification: Verified on oath at _____ on ___ / ___ / 2026 that

the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been

concealed.

Attestation by Oath Commissioner / Notary Public: _____

ANNEXURE-G

GENERAL AND SPECIAL CONDITIONS OF CONTRACT (SUMMARY)

These conditions form part of the bidding documents and of every contract, supply order, service contract or framework agreement resulting from this procurement. The conditions contained in the standard bidding documents generated on EPADS apply in addition.

1. **Contract documents.** The contract consists of the letter of award or agreement, this notice, the annexures, the accepted bid and any amendments issued through EPADS. A formal agreement shall be executed on stamp paper of the value required by law where the Procuring Agency so requires. The contract comes into force as provided in Rule 55.

2. **Contract Manager and Inspection Committee.** The Procuring Agency shall designate a Contract Manager for each contract (Rules 58–59) and an Inspection Committee for goods (Rule 61). No supply or service shall commence before the letter of award, supply order or notice to commence is issued.

3. **Performance guarantee.** For Category A and Category B lots, 5% of the contract value (Category A: estimated value of the lot at accepted rates; Category B: annual contract value), in the form of a Pay Order, Demand Draft or Bank Guarantee of a scheduled bank, to be furnished within fourteen (14) days of the letter of award and valid until sixty (60) days after the end of the contract. Failure to furnish it entitles the Procuring Agency to forfeit the bid security and award to the next ranked bidder.

4. **Delivery / performance.** Category A: delivery within ten (10) days of each supply order. Category B: commencement within seven (07) days of the letter of award. Category C: attendance within twenty-four (24) hours of each call-off order and completion within the time stated in the order.

5. **Liquidated damages.** For delay in delivery or performance not caused by the Procuring Agency or by force majeure, liquidated damages of 0.5% of the value of the delayed supply or order for each week of delay, up to a maximum of 10% of the value, shall be deducted from payments, without prejudice to other remedies.

6. **Inspection and rejection.** Goods are subject to inspection before acceptance. Rejected goods shall be removed and replaced at the supplier's cost within five (5) days. Acceptance does not relieve the supplier of warranty obligations.

7. **Payment.** Payment within thirty (30) days of receipt of the invoice or bill, on certification of receipt and inspection of goods or satisfactory performance of services (Rule 54), subject to deduction of taxes, liquidated damages and any other lawful deduction. Final payment for contracts shall be made within the time in Rule 62.

8. **Taxes.** Rates are inclusive of all taxes. Withholding of income tax and sales tax shall be made as required by law. The contractor shall issue valid tax invoices and shall remain on the Active Taxpayer List during the contract.

9. **Price and quantity.** Rates are firm for the period of the contract. Quantities are estimates; the Procuring Agency may order less or more. Any increase in the contract amount, extension, or repeat order is permissible only as allowed by the Rules, including Rule 32(1)(c)(iv) (repeat orders not exceeding fifteen percent of the original contract amount, at the same price, terms and conditions, after expiry of the original contract), with approval of the competent authority. There shall be no automatic extension of any contract.

10. **Termination.** The Procuring Agency may terminate the contract on written notice for default, including failure to perform, repeated poor performance, assignment or sub-contracting without approval, or a prohibited practice. Either party may terminate a service contract (Category B) for convenience on thirty (30) days' written notice, and the contractor shall continue to perform during the notice period. Termination for default may result in forfeiture of the performance guarantee and proceedings under Rule 25.

11. **Assignment and sub-contracting.** The contractor shall not assign the contract or sub-contract any part of it without the written approval of the Procuring Agency.

12. **Force majeure.** Neither party shall be liable for delay or failure caused by events beyond its reasonable control, on prompt written notice. Performance shall resume as soon as the event ceases.

13. **Confidentiality and conduct.** The contractor and its personnel shall keep confidential all information of the Procuring Agency that comes to their knowledge, shall not remove any record or property from the premises, and shall comply with the security instructions of the office.

14. **Dispute resolution.** Disputes shall first be settled by mutual consultation and, failing that, by arbitration (Rule 66). The sole arbitrator shall be appointed by the Chief Commissioner Inland Revenue, Regional Tax Office, Sialkot, and the proceedings shall be governed by the Arbitration Act, 1940 and the laws of Pakistan, with the seat at Sialkot.

15. **Governing law.** The contract is governed by the laws of Pakistan, including the Public Procurement Regulatory Authority Ordinance, 2002, the Public Procurement Rules, 2026 and the regulations made under them.