GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, LARGE TAXPAYERS OFFICE
Plot No. 20, Mauve Area, G-9/1, Islamabad

TENDER NOTICE NO. 01 / 2026-2027

FOR SUPPLY OF STATIONERY, UNIFORMS, COMPUTER STATIONERY & OTHER ITEMS AND PROVISION OF MISCELLANEOUS SERVICES & REPAIR WORKS

Large Taxpayers Office Islamabad invites electronic bids from GST/ Income Tax Registered and Well-reputed Firms having their registered office in Rawalpindi / Islamabad for Office Stationery, Computer Stationery, Uniforms, Other Store items, Rendering of various Services and Miscellaneous Repair Works (As Detailed) to the Office at Plot No. 20, Mauve Area, G-9/1, Islamabad through Single-Stage One-Envelope on following basis;

S. No.	Goods
I	Stationery
II	Uniforms & Protective Clothing
III	Other Store Items
IV	Computer Stationery
V	Others
S. No.	**Services**
I	Janitorial Staff
II	Security Guards
III	Lift Operator / Maintenance
IV	Electrician cum Plumber
V	Air Conditioner Mechanic
VI	Drivers
S. No.	**Repairs**
I	Repair of Transport
II	Repair of Machinery & Equipment
III	Repair of Furniture & Fixtures
IV	Repair of Computer Hardware
V	Repair of I.T. Equipment

TERMS AND CONDITIONS;

The intending bidders participating in the bidding process shall provide/upload (on PPRA Website) the following Documents;

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 Experience in the relevant Business.
5. Any other formality / document that may be required by the Department.
6. Items for S. No. I to V, under the head Goods, shall be purchased on quoted rates up to 30.06.2027.

INSTRUCTIONS FOR BIDDERS;

1. Tender Documents of the above mentioned Goods/Services/Repairs may be downloaded from **PPRA/EPADS 2.0** before the closing date.
2. Rates should be quoted serial-wise as per Tender Documents inclusive of taxes (where applicable). Income Tax withholding will apply as per prescribed rates.
3. The electronic bids must be submitted using E-Pak Acquisition and Disposal System **EPADS Version 2.0** on or before **24-09-2026** at **11:00 p.m.** Manual bids shall not be accepted. The uploaded bids will be opened by the **Departmental Purchase Committee** in the presence of bidders or their representatives virtually on **24-09-2026** at **11:30 p.m.** on the same day.
4. Bid money of **Rs. 50,000/- (Refundable)** for each category in the name of **DDO, LTO, Islamabad** in the shape of Pay Order should accompany with the quotation.
5. For **S. No. I to VI**, under the head **Services**, are required on full-time basis. For **S. No. I to V**, under the head **Repairs**, vendors shall be placed on panel/pre-qualified and repair work shall be undertaken on need basis as and when required.
6. Separate bid for each category/item is required to be uploaded, failing which the bid would be cancelled.
7. Agreement will be executed initially for a period of one (1) year for **S. No. I to VI**, under the head **Services** which will be mutually extendable for further **One (01) Year** on the same terms and conditions at maximum of 10% increase. However, the agreement can be terminated by either party through one month written notice in this regard.
8. The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under **Rule-33, Public Procurement Rules, 2004**.
9. In case of shortfall in supply/services during the year, the bid security will be forfeited in favour of Government and firm will be black-listed, along with any other punitive measures that may be taken.
10. The supplies shall have to be according to specifications / samples as approved by the Purchase Committee. Items supplied if found Faulty/Defective shall be replaced. A firm can apply for only one or multiple items keeping in view its expertise and capacity to supply/ delivery. Incomplete bids / offers will not be considered in any case.
11. The Purchase Committee shall announce the results of bid evaluation to the firm of a report giving justification for acceptance or rejection of bids prior to the award of procurement contract.

Muhammad Saqib Abbasi
Secretary Purchase Committee
LTO, ISLAMABAD
Phone No. 9106612, 9106136

GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COMMISSIONER
INLAND REVENUE, LARGE TAXPAYERS' OFFICE
Plot No. 20 Mauve Area, G-9/1, Islamabad

TENDER DOCUMENT

FINANCIAL YEAR: 2026-2027

FOR PROCUREMENT OF OFFICE STATIONERY, COMPUTER STATIONERY, UNIFORMS, STORE ITEMS, MISCELLANEOUS SERVICES AND REPAIR WORKS

NAME OF FIRM M/S ______________________________

____

____

FURTHER TO OUR ADVERTISEMENT IN THE PPRA, EPADS 2.0 AS WELL AS IN NEWSPAPERS FOR PROCUREMENT OF OFFICE STATIONERY, COMPUTER STATIONERY, UNIFORMS, STORE ITEMS, MISCELLANEOUS SERVICES AND REPAIR WORKS, YOU ARE INVITED TO SUBMIT YOUR BIDS IN THE LIGHT OF DETAILS GIVEN BELOW

1. CONTRACT

The Contract shall mean the agreement entered between the parties i.e. "Purchaser" (Large Taxpayers Office) and "Seller/Provider" (Bidder).

2. DETAILS OF ITEMS/SERVICES/REPAIR WORK

As per Annexures - **A, B (i, ii, iii & iv) & C**.

3. RECEIPT AND OPENING OF TENDER

Sealed tenders should reach this office and be uploaded on PPRA website/EPADS 2.0 on or before 22-09-2026 ((Tuesday) by 12:00 p.m. The bids will be opened electronically on 22-09-2026 (Tuesday) at 12:30 p.m. in the presence of the bidders or their representatives electronically. In case of Government holiday next working day will be considered.

Bids should be placed in separate sealed cover i.e. marked as e.g. BID for Stationery etc. For any clarification or further information, the bidders may contact Secretary Purchase Committee Office of the Chief Commissioner Large Taxpayers' Office, Islamabad on Phone No. 051-9106136, 051-9106098.

4. RATE

Bidders should quote their rates in Pak Rupees inclusive of Sales Tax and other Government Taxes (Where applicable). Rates will be valid for one year up to 30.06.2027.

5. BID SECURITY

Bid may be accompanied with Rs. 50,000/- Fixed (Refundable) as earnest money for each category in favour of Drawing & Disbursing Officer LTO, Islamabad.

6. BID VALIDITY

Bids shall be valid for a period of 30 days after its receipt.

7. RIGHT RESERVED

The Purchase Committee reserves the right to accept/reject any or all tenders without assigning any reason. The competent authority reserves right to increase/decrease the quantity of staff /items mentioned in the tender.

8. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- Tender submitted without earnest money.
- Offers received after specified date and time.
- Offers received without any of documents required in tender.
- Concealment, misstatement etc.

9. EVALUATION

All the bids submitted would be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be bidders experience, reputation and compliance to specification and rate. Sample may also be submitted where required.

10. SUPPLY

Supply will have to be made within one week of issuance of supply order.

11. TERMS OF PAYMENT

- The payment will be made in full after satisfactory delivery of the goods against invoices.
- Payment of services rendered will be made on monthly basis. Minimum wage rate as prescribed by the Government will be ensured.
- Income tax and sales tax at source will be deducted as per rules/order in vogue.
- Rates should be quoted inclusive of all applicable Government taxes.

12. GENERAL INFORMATION

- Company Name & Address.
- Year of establishment in Pakistan
- List of the other products marketed by the company.
- Offices in Pakistan

Muhammad Saqib Abbasi
SECRETARY PURCHASE COMMITTEE
LTO, ISLAMABAD

ANNEXURE"C"

REPAIR OF MACHINERY & EQUIPMENT AS AND WHEN REQUIRED	
S. No.	**Item Name**
1	ACs Split
2	Air Coolers
3	Bracket Fans
4	Chillers
5	Fax Machine
6	Generator
7	Injector Pump
8	Microwave Oven
9	Photocopier Machines
10	Refrigerator
11	Two-Way Electric motor
12	UPS
13	Water Dispenser
14	Office Lifts

REPAIR OF FURNITURE & FIXTURE AS AND WHEN REQUIRED	
S.No.	**Item Name**
1	Almirahs
2	Officer Tables
3	Officer Chairs
4	Revolving Chairs
5	Aluminum /Wooden Doors
6	Steel racks
7	Wooden Almirah/Drawers
8	Staff Chairs
9	Staff Tables
10	Visitor Chairs
11	Wooden Partitions
12	Sofa (One, Two & Three Seater)
13	All Repairing Works (Furniture & Fixture)

REPAIR OF HARDWARE/SOFTWARE AS AND WHEN REQUIRED	
S.No.	**Item Name**
1	CPUs
2	Monitors
3	Printers
4	Any Other Repair Work

REPAIR I.T EQUIPMENT AS AND WHEN REQUIRED	
S.No.	**Item Name**
1	CCTV Cameras
2	Server CPUs
3	Monitors/LCDs/LEDs
4	Printers
5	Networking Repair
6	Any Other Item Pertains To I.T Equipment

REPAIR OF TRANSPORT

- **AS AND WHEN REQUIRED**

SUPPLY OF VEHICLES TYRES (NEW) BRIDGESTONE, DUNLOP, MICHELIN, YOKOHAMA, CONTINENTAL

S. NO.	TYRE SIZE	PRICE
1	265-60-18	
2	185-65-15	
3	195-65-15	
4	175-70-14	
5	175-70-13	
6	155-65-12	
7	155-60-12	
8	175-65-15	