




**TENDER NOTICE NO.01/2017-2018**

Regional Tax Office, (RTO), Rawalpindi invites Sealed Bids from the original manufacturers / authorized dealers / distributors / suppliers /stockists/ contractors / service provider registered with Income Tax and Sales Tax Departments (GST) and having their registered offices/show rooms in Rawalpindi, Islamabad for the following supplies/services.

Sr. No.	Description	Details
1.	Stationery / Computer Stationery	Tender documents / List of items with specifications can be obtained from office of the undersigned at any time during the office hours. i.e. 09.00 a.m. to 05 .00 p.m. before the closing date i.e. <u>21.08.2017</u> .  Details / Scope of work and tender documents are available in the office of undersigned at RTO, Rawalpindi.
2.	Cost of other store items	
3.	Uniform & Protective clothing	
4.	Payment to others for Service Rendered ( i.e. Security Guard Services / Electrical repair and maintenance services/Janitorial Services)	
5.	Purchase of Machinery/Furniture & Fixture	
6.	Repair of Transport	
7.	Repair of Machinery/Equipments/ Water Filtration	
8.	Repair of Furniture & Fixtures	
9.	Canteen Contract	

2. The bidders should be registered with Sales Tax / Income Tax Department. Copy of NTN / STRN should be enclosed with the quotation.
3. Prices / Rates quoted shall be inclusive of all applicable taxes / duties.
4. Security Deposit/Ernest money of Rs.25000/- in the form of Bank Draft/CDR each in the case of items described at Sr. No.1, 2, 3 will have to be provided along with the bid in favour of DDO, RTO, Rawalpindi.
5. The Purchase Committee, RTO, Rawalpindi may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchase Committee shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds. (Rule 33 of PPA Rules 2004).
6. The Purchase Committee shall announce the results / bids evaluation in the form of a report at least fifteen days prior to the award of procurement contract.
7. The Contract / Tender rates shall be valid for Financial Year 2017-18.
8. Sealed tenders complete in all respect should reach office of the undersigned by 21.08.2017 upto 10.30 a.m. Tenders will be opened on the same date/day at 11.00 a.m. in the Conference Hall, RTO, Rawalpindi in the presence of available tenderers.
9. Incomplete bids/offers will not be considered in any case.

  
(Sajid Ali)