



**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 / 2025-2026

**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 Work (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	S. No.	Services	S. No.	Repairs
i	Stationery	i	Janitorial Staff	i	Repair of Transport
ii	Uniforms & Protective Clothing	ii	Electrician cum Plumber	ii	Repair of Machinery & Equipment
iii	Other Store Items	iii	Air Conditioner Mechanic	iii	Repair of Furniture & Fixtures
iv	Computer Stationery	iv	Lift Operator / Maintenance	iv	Repair of Computer Hardware / Software
v	Others	v	Security Guards	v	Repair of I.T. Equipment

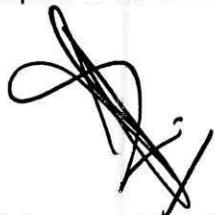
TERMS AND CONDITIONS:-

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, Goods shall be purchased on quoted rates up to 30.06.2026.

INSTRUCTIONS FOR BIDDERS:-

1. Tender documents of the above mentioned goods/services/repairs may be downloaded from **www.ppra.org.pk** 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) on or before **08-09-2025** at **12:00 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 **08-09-2025** at **12:30 P.M.** on the same day.
4. Bid money of **Rs. 100,000/- (Refundable)** for all categories in the name of **DDO, LTO, Islamabad** in the shape of Pay Order should accompany with the quotation.
5. For **S. No. i to v**, in terms of **Services**, are required on full-time basis and for and for **S. No. i to v**, in terms of **Repairs**, vendors shall be placed on panel 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 v, 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 would have to be according to specifications / samples as approved by the Purchase Committee. A firm can apply for only one or multiple items keeping in view its expertise and capacity to supply/ delivery.
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 at least ten days prior to the award of procurement contract.
12. Incomplete bids / offers will not be considered in any case.


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



**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: 2025-2026

**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 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 Annexure-A, B(i, ii & iii) & C.

3. RECEIPT AND OPENING OF TENDER

Sealed tenders should reach this office and be uploaded on PPRA website on or before 08-09-2025 (Monday) by 12:00 p.m. The bids will be opened on 08-09-2025 (Monday) 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, 051-9106612.

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 30.06.2026.

5. BID SECURITY

Bid may be accompanied with Rs. 100,000/- Fixed (Refundable) as earnest money for all categories 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 of janitorial staff 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.

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 "A"

COMPUTER STATIONERY	
S.No.	Item Name
1	Ethernet Cable with connectors 5 meter
2	Ethernet Cable with connectors 3 meter
3	Wired/Wireless Keyboard (HP/Compaq/Lenovo/A4 Tech.)
4	Wired/Wireless Mouse (HP/Compaq/Lenovo/A4 Tech.)
5	Mouse pad
6	Power Cable
7	Printer Data Cable
8	Toner (05-A) Branded
9	Toner (05-A) HP Original
10	Toner (12-A) Branded
11	Toner (12-A) HP Original
12	Toner (15-A) Branded
13	Toner (15-A) HP Original
14	Toner (49-A) Branded
15	Toner (49-A) HP Original
16	Toner Canon IR-2520 Original / compatible
17	Toner for photocopier Machine (Konica Minolta Bizhub-450i)
18	Toner HP Laser jet (26-A) Branded
19	Toner HP Laser jet (26-A) Original
20	Toner HP Laser Jet Pro 4003dw (151-A)
21	Toner Lexmark MX421-X
22	Toner Printer HP-1102 (85-A) Branded
23	Toner Printer HP-1102 (85-A) HP Original
24	Toner printer Pantum P 2500
25	Toner Ricoh SP 212 SFNw
26	Toner Samsung 6555-N Original / compatible
27	Toner Xerox Model 5890
28	Toner Xerox Phaser 3020 Branded
29	Toner Xerox Phaser 3020 Original
30	Toner Xerox Phaser 3330 Branded
31	Toner Xerox Phaser 3330 Original
32	USB 16 GB Kingston/HP/Teradata
33	USB 64 GB Kingston/HP/Teradata
34	USB 256 GB Kingston/HP/Teradata
35	USB Printer Data Cable
36	VGA Cable Superior Quality
37	Wireless Keyboard/ Mouse Set (HP/Lenovo/Compaq/Dell/A4 Tech)

OFFICE STATIONERY ITEMS	
S.No.	Item Name
1	Ball Point Piano/Picasso crystal Point (0.8 mm)
2	Calculator CASIO 12 Digit (Large) DG 120
3	Colour paper green (100 pages packet)
4	Colour paper pink (100 pages packet)
5	Colour paper yellow (100 pages packet)
6	Dak Cover (Red/Green/Blue/Black)
7	Demand & Collection Register 100 pages (as per sample)
8	Diary Register No 08
9	Dispatch Register No 08
10	Draft Pad A4 Size 100 pages Rough
11	Draft pad Small
12	Envelop 9x4 (white)
13	Envelop legal size (Cloth) (Khaki)
14	Envelop legal size (Cloth) (White)
15	Envelop Legal Size (White)
16	Envelops 11x5 (Khaki)
17	Envelops 9x4 (Khaki)
18	Envelops A4 (Khaki)
19	Envelops A4 (White)
20	Envelops Legal size (Khaki)
21	Eraser (Pelikan AL30)
22	File Board Legal Good Quality
23	File covers (As per sample)
24	File Flapper
25	File Tag
26	Fluid Pen (Dollar/Piano)
27	Foot Scale Steel Fine Quality
28	Gel pen Dollar
29	Gum Stick Medium Size (UHU/Shark)
30	Highlighter (Different Colour)
31	Lead Pencil (Dux/Picasso Executive)
32	Marker ordinary Blue/Black (Dollar)
33	Marker Permanent (Blue/ Black)
34	Note Sheet Pad 100 Pages A4 Size (80 gm Imported)
35	Officer Pen Schneider One Business 0.6mm imported
36	Officer Table Set Fine Quality Rexine
37	Paper (A4 Size) 80gm Imported AA, Paper One
38	Paper (Legal Size) 80gm Imported, AA, Paper One
39	Paper Clip (26 mm)
40	Paper Cutter Large
41	Peon Book (120 Pages)
42	Plastic Binding Sheet (Legal Size) Fine Quality
43	Posted Flag (colored)

44	Posted Pad (3X2) Yellow / Green / Pink
45	Pen Holder
46	Punch Single Hole heavy duty Superior Quality
47	Register (10 No) Fine Quality white pages
48	Register (16 No) Fine Quality white pages
49	Register (20 NO) Fine Quality white pages
50	Sharpener Plastic (Dux/dollar)
51	Short Hand Copy
52	Slip Book 100 pages with spiral binding
53	Stamp Pad
54	Stamp Pad Ink
55	Stapler (Medium Size) Superior Quality 24/6
56	Stapler Heavy Duty (23/20)
57	Stapler Pin (23/10) (Pkt)
58	Stapler Pin (23/17) (Pkt)
59	Stapler Pin (23/20) (Pkt)
60	Stapler Pin (24/6) (Pkt)
61	Stapler Pin Remover
62	Stock Register No. 06

OTHER STORES (ELECTRICAL / MISCELLANEOUS ITEMS)	
S.No	Item Name
1.	AC Compressor 1 Ton Scroll (Mitsubishi/ Acson)
2.	AC Compressor 1.5 Ton Scroll (Mitsubishi/ Acson)
3.	AC Compressor 2 Ton Scroll (Mitsubishi/ Acson)
4.	AC Contactor 2 pole
5.	AC Gas cylinder R-22 imported (Honeywell Genetron, Freezer Genetron)
6.	AC Gas cylinder R-302 imported (Honeywell Genetron, Freezer Genetron)
7.	AC Gas cylinder R-410 imported (Honeywell Genetron, Freezer Genetron)
8.	AC wire 70/76 Four core roll (Pakistan/ Newage)
9.	AC wire 70/76 Three core roll (Pakistan/ Newage)
10.	Air Freshener Aseel (Al Arabia)
11.	Aluminum door lock (as per sample)
12.	Ash Tray
13.	Basin Mixture
14.	Batteries 12 volt 48Ah (Volta, AGS, PHONEX, OSAKA)
15.	Batteries 12 volt 180Ah for UPS / Generator (Volta, AGS, PHONEX, OSAKA)
16.	Batteries Tubular 12 Volts 185Ah for UPS (Volta, AGS, PHONEX, OSAKA)
17.	Batteries for UPS (12 Volts 26 Ah)
18.	Bib cock ½ inch
19.	Bib cock ¾ inch
20.	Binding Tape 3 Inch
21.	Black paper for glass (per sqft)
22.	Bracket Fans (GFC/Royal /Pak)
23.	Bucket plastic 30 liter
24.	Capacitor 50UF
25.	Capacitor 60UF
26.	Circuit Breaker 20 Ampere with one year warranty (Schneider)
27.	Circuit Breaker 32 Ampere with one year warranty (Schneider)
28.	Circuit Breaker 63 Ampere with one year warranty (Schneider)
29.	Clock cell AA (Camelion)
30.	Clock cell AA (Energizer/Maxwell)
31.	Clock Cell AAA (Camelion)
32.	Clock cell R14 105V
33.	Compressor Wire
34.	CP Nozel
35.	Cup saucer set (06) (Bone)
36.	Dinner Set complete 08 person serving (Bone)
37.	Door closer (As per sample)
38.	Door Lock cylinder (as per sample)
39.	Door Lock with handle (as per sample)
40.	Duct patti 16*16 (Adam jee)
41.	Duct patti 16*25 (Adam jee)
42.	Duct patti 25*60 (Adam jee)
43.	Dust Bin Large with Cap 120 Liter
44.	Dust Bin Plastic Small
45.	Dust Bin Steel Small (Black)
46.	Duster Cloth Yellow 20*24 Superior Quality
47.	Electric Blower Heater 1000 W

48.	Electric Kettle Superior Quality
49.	Electric Tube Heater 2 Rod
50.	Extension Lead 5 Meter wire 2 pin/3 pin 5 ports (WH/Clipsal original)
51.	Flute Wall
52.	Fork Steel (set of 6)
53.	Glass (set of 06)
54.	Glass Exhaust Fan 10"
55.	Glass Exhaust Fan 8"
56.	Glint
57.	Golden Tank Connection Pipe
58.	Spiral Holder
59.	Hygiene Tissue Packet (Rose Petal)
60.	Insect killer 600 ml (Mortin/ Kingtox/ Power Plus)
61.	Insulation/Solution Tape (Nato)/OSAKA
62.	Jug (Glass)
63.	LED Bulb 18 Watt (with thread)
64.	LED Bulb 25 Watt (with thread)
65.	LED Bulb 45 Watt (with thread)
66.	LED light 2x2 48 W with one year replacement warranty complete light (Different Companies)
67.	LED light 2x2 48 W with one year replacement warranty complete light (Philips)
68.	Lemon Max Soap Medium Size
69.	Liquid Soap (500 ml Bottle)
70.	Lux Soap 100 gram
71.	Milk pot (Bone)
72.	Multi Light Plug with box (Superior Quality)
73.	Networking Cable (Cat-6) roll superior quality
74.	Ordinary Lock Tri circle 40mm
75.	Ordinary Lock Tri circle 20mm
76.	Packing Tape 3 Inch
77.	Phenyl Concentrate 225 ml Bottle
78.	Pillar cock
79.	Power Plug (Clipsal original)
80.	Power plug with box (Superior Quality)
81.	Re-filling of Fire Extinguishers (Rate per K.g)
82.	Remote Bell (SOGO)
83.	Rice Spoon Steel (Set of 6)
84.	RJ-11 Connector
85.	RJ11 Flat Telephone Cable 2 pair roll
86.	RJ-45 Connector
87.	Rubber Grass mat superior quality (per sqft)
88.	Sadel (Nail Wire Clip) (7/29)
89.	Sadel (Nail Wire Clip) (7/36)
90.	Sadel (Nail Wire Clip) (3/29)
91.	Scissor 09 inch
92.	Scotch Tape 1 Inch
93.	Scotch Tape 3 Inch
94.	Screw 1" (Pkt) Black

95.	Screw 1-1/2" (Pkt) Black
96.	Screw 2" (Pkt) Black
97.	Sink/basin cock set complete
98.	Starter S10
99.	Starter S2
100.	Steel nails 1-1/2" (Pkt)
101.	Steel nails 2" (Pkt)
102.	Steel nails 1" (Pkt)
103.	Sugar Pot (Bone)
104.	Surf Excel 44 Gram
105.	T Cock
106.	Tea Set 24 Pcs (Bone)
107.	Tea Spoon Steel (set of 6)
108.	Telephone wire 02 pair
109.	Teflon tape
110.	Three pin Shoe Light Flat Pin
111.	Three pin shoe power plug round
112.	Tissue Paper Box (Rose Petal Luxury Tissues)
113.	Tissue Roll Rose Petal
114.	Towel (Large Size superior quality)
115.	Tray Large Size
116.	Tube Light with patti fitting double Rod
117.	Tube Rod 2ft (Philips)
118.	Tube Rod 4ft (Philips)
119.	Two Pin Shoe
120.	Union 1/2"
121.	Union 3/4"
122.	Vim Powder 400 Gram
123.	Volve 1/2 inch
124.	Volve 3/4 inch
125.	Volve 1 inch
126.	Wall Clock Superior Quality
127.	Wash basin connection pipe
128.	Wire 23/76 cable roll (Pakistan/ Newage)
129.	Wire 3X29 Cable roll (Pakistan/ Newage)
130.	Wire 40/76 cable roll (Pakistan/ Newage)
131.	Wire 7X29 Cable roll (Pakistan/ Newage)
132.	Wire 7X36 Cable roll (Pakistan/ Newage)

UNIFORMS AS PER SPECIMEN (WITH STITCHED SAMPLES)

Inspector (Male)	Trouser, Shirt	
	Shoes(Black)	
	P. Cap	
	Jersey	
	Belt	
	Name Plate	
	Complete Set of Badges	
	Socks	
Inspector (Female)	Trouser, Shirt	
	Shoes(Black)	
	Dupatta	
	Jersey	
	Belt	
	Name Plate	
	Complete set of Badges	
	Socks	
Havaldar/Sepoy	Shirt, Trouser	
	Shoes (Black)	
	Belt	
	Beret Cap with badge	
	Jersey	
	Socks	
	Name Plate	
	Complete set of Badges	
Class IV	Shalwar, Qameez	
	Beret Cap with badge	
	Shoes (Black)	
	Belt,	
	Name Plate	
	Socks	
	Jersey	
	Complete set of Badges	

JANITORIAL/ELECTRICIAN CUM PLUMBER & AIR-CONDITIONER
MECHANIC SERVICES

PROVISION OF JANITORIAL STAFF	15 Janitors +01 Supervisor	
AIR CONDITIONER MECHANIC	01	
ELECTRICIAN CUM PLUMBER	01	

Provision of Fifteen (15) Janitorial Staff along with One (01) Supervisor who will perform the following duties:-

- a. Cleaning of officers/officials rooms including Basement, Ground floor, 1st, 2nd, 3rd & 4th floor Corridors with phenyl/puchara.
- b. Cleaning of parking area within the building premises.
- c. Cleaning of officers/officials wash rooms at Ground floor and 1st floor to 4th floor on daily basis.
- d. Cleaning of commode & Western/Indian Seats with Harpic cleaner.
- e. Cleaning of window glasses inner/outer both sides of building.
- f. Provision/Placing of following items in wash rooms on daily basis:-
 - i. Small Soap
 - ii. Phenyl Tablets
 - iii. Tissue rolls in wash rooms.
 - iv. Hygienic Tissues for officers wash rooms
 - v. Liquid hands wash in wash rooms.
 - vi. Replacement of Towels
 - vii. Placement of a reasonable fragrance in wash rooms.
- g. Taking away waste from office premises on daily basis.
- h. Cleaning of floors with buffing machine on weekly basis.
- i. Cleaning of drainage lines within the premises of the building on monthly basis.
- j. Cleaning of gutters / main holes within the premises of the building.
- k. Janitorial Staff shall remain in office from 08:00 a.m. to 04:00 p.m. however one janitor shall remain in office till 07:00 p.m.
- l. Electrician cum Plumber and AC Mechanic shall have relevant experience of 05 years or more.
- m. Electrician cum Plumber and AC Mechanic shall remain in the Office Premises from 09:00 a.m. to 05:00 p.m.
- n. Services of Janitors, Electrician cum Plumber and AC Mechanic will be required on gazetted holiday if the office is open and no compensation on account of extra service provided would be given.
- o. Any other work assigned.

SECURITY GUARDS SERVICES

It is informed that the Building of Large Taxpayers Office Islamabad is one of the high raised structure. In order to cope with the security threat, a dedicated security staff needs to be deployed to take due care of the situation arising from time to time. The building of Large Taxpayers Office is the main road which often used by a number of VVIPs, foreign dignitaries and High Government Officials besides a large number of general public. A continuous Argus eye needs to be placed upon them to supervise their deployment and working. A full fledged security staff consisting of Security Guards is a prerequisite to be deployed in the building.

This office intends to hire the Services of Security of Fifteen (15) Security Guards (14 Guards & 01 Supervisor) on the following Terms and Conditions:-

JOBS/TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES

- a. The firms will provide NOC from Ministry of Interior.
- b. The institute will maintain the attendance register for security personnel.
- c. The Security Guards should be physically fit & strong, mentally alert and preferably in the age group of 40-50 years. Minimum 10th Standard education is a must for the guards. Preference will be given to agency offering Ex-servicemen
- d. All security guard should wear clean uniforms, shoes, belts, caps, name plate and badges regularly supplied by the agency.
- e. Security Guards will be responsible for the security of LTO Building.
- f. Security Guards will also be responsible to check all incoming and outgoing vehicles at the gates. Any suspicious, doubtful, problems, they may report immediately to their supervisor who further report to Administrative Officer for necessary action.
- g. The Security Guards will have to maintain exemplary discipline and be polite always and should follow the rules of LTO, Islamabad issued from time to time.
- h. The duty hours of the Security Personnel will be 12 hours per day during the month.
- i. The Security Agency should sign an agreement for acceptance of contract.
- j. The period of contract is one year. The contract can be foreclosed without assigning any reasons by giving one month's notice on either side.
- k. The Security Guards are expected to know firefighting in case the situation demands.
- l. Materials or things should be allowed to move out of LTO Building only with proper gate pass issued by the Security Officer/ Administrative Officer. A register must be maintained for the materials movement.
- m. Monthly bills will be paid by cheque only to the agency and the institute will not take any responsibility to pay salary to the security guards of others.
- n. In case of emergency or on special occasions when more security guards are required by the office, additional security guards should be provided by the agency

at short notice in addition to the regular member of guards on additional payment at the agreed rates on man-day basis.

- o. The Security Guards should not be changed during the period of contract unless for valid reason
- p. Security Company fulfilling the eligibility criteria as mentioned in Technical qualification will be evaluated on point basis. 70% marks are essential to qualify for bidding process.
- q. The Procurement Authority reserves the right to invite the next lowest bidder in case the 1st bidder is unable to complete the requisite equipments or pre-decided formalities.
- r. Services should be up to the standard and satisfaction of the Administration.

TECHNICAL QUALIFICATION EVALUATION MARKS

- | | |
|---|---------|
| a. Security Firm having its own Training School duly accredited by MOI. | 15 Nos. |
| b. Security Firm registered with EOBI and PESSI | 10 Nos. |
| c. Security Firm having operational Experience of more than 20 years | 10 Nos. |
| d. Firm having international and local clientele. | 10 Nos. |
| e. Firm having over 12000 static guards nationwide. | 10 Nos. |
| f. Firm with valid ISO Certificates | 10 Nos. |
| g. Firm having valid AK-47 License. | 10 Nos. |
| h. Vendor Number should be allotted from AGPR. | 10 Nos. |
| i. The firms having audited accounts/reports for at least three years. | 15 Nos. |

LIFT OPERATOR / MAINTENANCE SERVICES (TORs)

- a. Age of operator must be between 25 to 40 years
- b. Minimum intermediate education is required.
- c. Operator must be physically fit and healthy.
- d. Minimum 5 years experience required in lift operating.
- e. Emergency Call Visits within 24 Hours. Parts shall be provided by LTO, Islamabad.
- f. Regular Inspections, Lubrication checks & Minor adjustments to Passenger Lifts.
- g. Planned Maintenance scheduling to minimize breakdowns.
- h. Maintenance of Log Card to be kept on site.
- i. Mandatory safety checks & Risk Assessment Reports.
- j. Lift Parts' replacements, which shall be reimbursed by the office based on original manufacturer/supplier bills, subject to requirement, verification and approval.
- k. Other inspections if required.

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

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	Multimedia Projector
5	Printers
6	Server Networking Repair
7	Any Other Item Pertains To I.T Equipment

REPAIR OF TRANSPORT

❖ AS AND WHEN REQUIRED

SUPPLY OF VEHICLES TYRES (NEW)

S. NO.	TYRE SIZE	PRICE
1	185-65-15	
2	195-65-15	
3	175-70-14	
4	175-70-13	
5	165-60-12	
6	155-60-12	