

Government of Pakistan  
Revenue Division  
Federal Board of Revenue

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C. No. 15(1)Store/2024-25(Pt)

Islamabad, December 3, 2024

**NOTIFICATION**

The competent authority is pleased to notify following committees for procurements at FBR in connection with FBR Transformation Plan or any other procurements as assigned to these committee by the competent authority from time to time for the **financial years 2024-25 and 2025-26**. The Committees shall perform their functions as per provisions of Public Procurement Rules, 2004 as amended from time to time.

**1. The Procurement Committee**

1. Member (Admn/HR). (Chair/ Convener)
2. Member (Audit/ CRM).
3. Member (Customs Operations).
4. Chief (Admn & Finance).
5. Secretary (Admn).
6. Any Other Co-opted Member (s) (Nominated by the Chair of the Committee)

**TORs:**

- i. Procurement Committee shall approve the procurement activity before and after the Bid opening and evaluation report respectively.
- ii. Validate the need of procurement.
- iii. Shall approve the bid evaluation report and decide to award the contract to qualified bidder.
- iv. 2/3 of the committee members shall constitute the quorum.

2. In order to support the Procurement Committee, following Committee shall support.

**1A. Technical/ Financial Evaluation Committee**

1. Member (IR-Operations) (Chair/ Convener)
2. Member (Customs Policy).
3. Chief (R&A).
4. Chief (Management/ HR-IR)
5. Chief (Management/ HR-Customs)
6. Chief (F&C) – Customs.
7. Secretary (Expenditure) – IR.
8. Second Secretary (IR-CPF).
9. Any other co-opted Member(s) (Nominated by the Chair of the Committee)

### **TORs of Technical Evaluation Committee**

- i. Committee shall formulate/ design the tender documents for the procurement activity.
- ii. Shall confirm that the evaluation criterion is proportionate and appropriate to the type, nature, Market Conditions, Complexity, Risk, Value and objective of what is being procured.
- iii. Shall decide the "Market Approach Options", "Selection Method", "Procurement Magnitude", "Specifications", "Customized Procurement Document"
- iv. Shall receive, open and evaluate the bids/ proposal.
- vi. For solicitation of any additional information clarification from bidders/ prospective consultants the Procurement Specialist would provide necessary coordination support, subject to condition that no change in the price or substance of the bid shall be sought, offered, or permitted.
- vii. Bid/ proposals once made non-responsive would not be subsequently made responsive by altering the content of bid/ proposal or on the basis of any extrinsic to the contents of bid/proposals or procurement documents.
- viii. Incidence of Conflict of Interest of bidders/ consultants/ prospers and evaluators should be immediately submitted in writing and the team member found to have any conflicting interest would be replaced by another team member.
- ix. 2/3 of the committee members shall constitute the quorum.

### **1B. Physical Inspection Committee**

1. Chief (IR-Operations). (Chair/ Convener)
2. Secretary (Coordination).
3. Secretary (E&C).
4. Second Secretary (Stores/ Transport)
5. Any Other Co-opted Member (s) (Nominated by the Chair of the Committee)

### **TORs of Physical Inspection Committee:**

- i. To conduct the inspection and physical verification of delivered items/ equipment and services (in case of service related procurements).
- ii. To check the delivered items / equipment is in conformance with the given specifications (same shall apply mutatis mutandis to service procurements)
- iii. To check that the supplied goods/ items are stored, supplied, and retained according to SoPs and supplied in prescribed quantity.

- iv. 2/3 of the committee members shall constitute the quorum.

**2. Grievance Redressal Committee:**

1. Member (IR-Legal) (Chair/ Convener)
2. Member (IR-Policy)
3. Member (Legal & Accounting Customs)
4. Secretary (Management/HR-IR-I)
5. Secretary (Management/HR-Customs-I)
6. An Expert from relevant field (to be nominated by the Chair).

**TORs of Grievance Redressal Committee:**

- i. To conduct the hearing of the aggrieved parties / Bidders of the bidding process.
- ii. To analyze the grievance/ concerns and give the recommendations for the final decision in accordance to rules.
- iii. The committee shall deliberate and decide upon the complaint(s) of the aggrieved bidders against technical evaluation report/ finance report (hence the bid).
- iv. The committee shall generate a formal report of the decision(s) made by the committee with the justification of acceptance and rejection of grievance.
- v. The committee may co-opt any member with relevant technical expertise as and when required.



**Freedom Akram Sheik**  
Chief (Admn & Finance)