



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

**REQUEST FOR PROPOSAL**

REQUEST FOR PROPOSALS (RFPs) are desired from the Eligible and Financially Sound Consultancy Firms for Repair / Renovation / Up-gradation of Office Building, Façade Design, Calculation of Bill of Quantities (BOQs), Preparation of Drawings / 3D Layouts & Supervision of Engineering Works of LTO Building and Basement situated at Plot No. 20, Mauve Area G-9/1, Islamabad on Single Stage Two Envelope Procedure as per following Eligibility Criteria and Instructions;

**Eligibility Criteria for Firms;**

01. Active Taxpayer / Sales Tax Registered (Last 03 Years Tax returns)
02. Complete Company Profile with Engineering Staff on pool
03. PEC registration under Relevant Category with Relevant Codes
04. The Firm must have a minimum of 07 Years of verifiable experience in building renovation/up-gradation projects for Government, Semi Government or Private Organizations
05. Submit Completion Certificates of at least 03 similar nature projects and 03 general projects issued by clients in the last 05 years
06. Affidavit on Stamp Paper confirming that the firm is not blacklisted by any Federal/Provincial Government Department
07. Consultancy firm must meet financial & experience criteria. Evaluation will be based on Experience, Availability of Technical Staff, Financial Strength & Past Performance as described in TORs

**Instructions for Bidding Firms;**

01. The aspiring firms meeting the requirements are requested to submit the RFP as per TORs available online on EPADS. Manual submission shall not be accepted. The RFP must be submitted using e-Pak Acquisition and Disposal System (EPADS) on or before **28-11-2025** at **11:00 a.m.** and will be opened by the Committee in the presence of firms or their representatives at **11:30 a.m.** on the same day.
02. The Purchase Committee reserves the right to accept/reject any or all bidding documents without assigning any reason as in Rule 33(1) of Public Procurement Rules 2004.
03. In terms of Rule 48 of PPRA 2004, Grievance Redressal Committee (GRC) is constituted on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk))

**Muhammad Saqib Abbasi**  
Secretary Tender 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**

**BIDDING DOCUMENT**

**FINANCIAL YEAR: 2025-2026**

**REQUEST FOR PROPOSAL, CONSULTANCY SERVICES FOR  
RENOVATION OF OFFICE BUILDING**

**NAME OF FIRM**

**M/S**

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**FURTHER TO OUR ADVERTISEMENT IN THE PPRA AS WELL AS IN NEWSPAPERS REGARDING CONSULTANCY SERVICES FOR REPAIR/RENOVATION/UP-GRADATION OF OFFICE BUILDING, YOU ARE REQUESTED TO SUBMIT THE PROPOSAL IN THE LIGHT OF DETAILS GIVEN BELOW**

**1. Request for Proposal/Scope of Services**

1.1 Introduction: Office of the Large Taxpayers is one of the main field formation of Federal Board of Revenue in terms of Revenue Collection. Large Taxpayers attend the premises on routine basis and therefore this office needs repair/renovation. Consultancy firm registered with PEC/PCATP for the Year 2025-26 are requested to submit the proposal for Consultancy Services for Repair / Renovation / Up-gradation of Office Building, Façade Design, Calculation of Bill of Quantities (BOQs), Preparation of Drawings /3D Layouts & Supervision of Engineering Works of Office Building of Chief Commissioner Large Taxpayers Office, at Plot No. 20, Mauve area G-9/1, Islamabad;

- i. Repair/Renovation/Interior Remodelling and Up-gradation of Basement, Ground Floor and 04 Floors. The building was constructed in Year 2007. Area of each floor is approx. 10000 sq. ft. The premises requires Architectural/Interior Up-gradation to Modern Concept and Layout as per best Civil Engineering Practices.
- ii. The Selection Process will be conducted under Rule 3-C i.e. Least Cost Basis of Procurement of Consultancy Services Regulations, 2010 and Single Stage Two Envelope procedure of PPRA Rules 2004.

1.2 The Major Components of the Consultancy include the following:

- i. Repair/Renovation/Up-gradation of Office Building
- ii. Uplifting of Façade & its Design
- iii. Electrical Wiring of all the Building Premises
- iv. Repair of Pavements
- v. Refurbishment of Service Area of Premises
- vi. Renovation of Parking Area/Replacement of Fiber Sheds
- vii. Exterior of Building and Façade
- viii. Sewerage Lines Replacement
- ix. Rooftop Treatment
- x. Up-gradation of Café Area
- xi. Office Upgradation/Interior Renovation
- xii. Repair & Re-Modelling of Office Space
- xiii. Preparation of Tender Document
- xiv. Calculation of Bill of Quantity (BOQs) of Five Storey Building and a Basement.
- xv. Overall Supervision of Engineering Works to be Executed
- xvi. Endorsement/Countersignature on the Payment bills on Percentage of Work Completion basis.

1.3 Interested consultants are invited to Submit the Proposals by sending following information as per specified format included in this document;

- i. Name, Address, Phone, Email Address of the Firm.
- ii. Certificate of Registration as Consultant in the relevant categories with PEC/PCATP for the 2025-26.
- iii. Registration with Tax Authorities for NTN, GST and must be on Active Taxpayer List of both. General experience of the firm and the list of ongoing projects in this respect including Name of the client, Project synopsis and Value of the assignment to be provided separately.

1.4 Purchase Committee reserves the right to accept or reject any or all applications as per PPRA Rules.

## 2. Instruction to the Consultants & Evaluation Criteria

### 2.1 Instructions to the Consultants

- i. Sealed documents should reach this office and be uploaded on PPRA website on or before 28-11-2025 by 11:00 a.m. The documents will be opened by the Purchase Committee on 28-11-2025 at 11:30 a.m. in the presence of the bidders or their representatives
- ii. For any clarification or further information, the interested firms may contact Secretary Purchase Committee Office of the Chief Commissioner Large Taxpayers' Office, Islamabad on Ph. No. 051-9106136, 051-9106612.
- iii. Bid security amounting to Rs. 200,000/- in shape of pay order/CDR and this should reach to office of the Drawing and Disbursing Officer (DDO) before closing date and time as per advertisement. A scanned copy of bid security shall be attached with technical proposal on EPADS.
- iv. Method of Selection will be Least Cost Basis as per Rule 3-C(ii)(b) of Procurement of Consultancy Services Regulations, 2010.

### 2.2 Evaluation Criteria

The Evaluation will be carried out as per criteria mentioned below 2.3 - 2.5. The firm meeting the criteria will be declared technically qualified and the final selection of technically qualified firm will be made on least cost basis.

### 2.3 Technical & Mandatory Requirements

- i. Application addressed to Chief Commissioner Inland Revenue, Large Taxpayers Office Islamabad.
- ii. Certificate of registration as consultant with PEC/PCATP for year 2025/2026.
- iii. Registration with the Tax Authorities for NTN, GST and must be on ATL.
- iv. An affidavit on judicial paper of Rs. 100/- properly attested by oath commissioner to the effect that the firm has neither been blacklisted by any Government/Public Sector/Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.
- v. Bank statements of last 1 year/bank's certificate of good conduct.
- vi. Minimum experience of 07 years of repairs/renovation/interior & exterior remodelling.

### 2.4 Projects Completed

- i. The consultant shall provide the full details i.e. name of the project, name of employer with contact details, value of the work, date of award, date of completion, duration etc of maximum 03 projects of similar nature and 03 projects of general nature completed in last 05 years.
- ii. All supporting documents including work order/contract along with completion certificates issued by the clients to be attached.

### 2.5 Financial Strength

The Consultant should provide at least 01 Year Bank Statement/Banker's Certificate of Good Conduct.

### 2.6 Other Terms

- i. Only consultants that have been technically qualified under this procedure shall be invited for opening of financial proposals. A firm/consultant whether alone or in legal association with the other firms may participate only in one bid for the consultancy. If a firm submits/participates in more than one bid, single or in association then all its bids will be rejected.
- ii. Purchase Committee reserves the right to reject or accept any application as per PPRA rules and to cancel the short listing process at any stage.

### 3. Description of the Project and Schedule of Activities and Payment

#### 3.1 Description

- i. The Competent Authority intends to repair/re-model/renovate the building including Basement, Ground Floor and 1 to 4 Floors, Interior and Exterior of the building to the modern and up-to-date standards as well as the building should be very functional and economical in cost.
- ii. The design should be as per the modern concept and techniques. It should be appealing, eye catching and Value for money.
- iii. Preliminary Design and Planning shall be submitted after taking input from Departmental Purchase Committee.
- iv. Plan and design the architectural work as well as the interior decorating and remodelling of Basement, G.F and 4 floors and exterior remodelling of building.
- v. Upgradation and renovation according to requirements to be indicated by the client and some of them indicated in the TORs.
- vi. Preparation of engineering estimates for all repair/renovation works.
- vii. Preparation of tender documents e.g. Detailed architectural and tender drawing, BoQs, 3D Models and other technical specifications.
- viii. Assistance in Bid Evaluation and Execution and detailed supervision of works.

#### 3.2 Schedule of Activities and Payments

Activities of the Project and Schedule of Payments is detailed below;

Stages	Description/Milestones	Mode of Payment	Time Frame
Stage - I	Preparation & Submission of Final Architectural Layout / Interior Remodeling / 3D Models of the Floors / Lobbies / Corridors as per Client's requirement (Revised designs will be submitted if required by Client).  Submission of Tender Drawings Technical Specifications, Estimates, BOQs etc. and Bidding Documents  Assist the Client in Evaluation, Pre-Qualification & Hiring of Contractor	40 % of Approved Fee of consultant shall be made on completion of Stage I after recommendation of Committee.	To be completed within 30 days from the award of the work.
Stage -II	Execution and Detailed Supervision of Contractual Works / Endorsement on Executing Contractor's Bill for Payment	60 % of the Approved Fee on completion of work by contractor.  Completion certificate will be furnished by Consultant.	To be completed within 90 days from the award of the work.

#### 4. Penalty

In case the task is not completed within stipulated time period as in Para 1.2 & 3.1 above, a penalty of 0.25% per day of the total Consultancy Fee will be imposed, till completion of the assignment max up to 40 days then penalty of 0.5% per day shall be charged for further 20 days. If the work is still not completed within the extended time, the contract shall be terminated. Delay period due to reasons beyond the control of consultant will not be considered as delayed.

5. **Force Majeure**

5.1 For the purpose of this project, "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial actions (except where such strikes, lockouts or other industrial actions within the power of the party invoking Force Majeure to prevent), confiscated or any other action by government agencies.

5.2 Force Majeure shall not include;

- i. Any event which caused by the negligence or intentional action of a party or such party's sub-consultants or agents or employees.
- ii. Any action expected from diligent party reasonably for both, (A) take into account at the time of the conclusion of this contract and (B) avoid or overcome in carrying out the project into any of its litigations.

5.3 Force Majeure shall not include insufficiency of funds or failure to make any payment required.

5.4 Force Majeure period, whenever involved will be added in the given timelines of the project.

6. **Cost of Request For Proposal**

The bidder shall bear all costs associated with the preparation and submission of its bid and the office will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.



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



## AGREEMENT FOR CONSULTANCY SERVICES

THIS AGREEMENT, together with APPENDICES A to D which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2025  
Between

Large Taxpayers Office, Islamabad (hereinafter referred to as the "Client") of the first part;

And

\_\_\_\_\_ (hereinafter referred to as "Consultant") of the second part.

The Parties hereto agree as under;

### ARTICLE 1: THE PROJECT

The project for which services are required to be performed under this agreement is described in the attached Appendix-A.

### ARTICLE 2: SCOPE OF SERVICES

The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultant for the project under this Agreement are described in the attached Appendix-A.

### ARTICLE 3: TIME SCHEDULE

#### 3.1 Effective Date of Commencement

Effective Date of Commencement of services shall be as defined in the attached Appendix-B.

#### 3.2 Time Schedule of Services

The time schedule of services is given in the attached Appendix-B.

#### 3.3 Extension of Time

Extension of time for completion of services and the terms and conditions thereof shall be mutually agreed between the client and the consultant as and when required.

### ARTICLE 4: MODE OF OPERATION

#### 4.1 Obligation of the Consultant

- i. The consultant shall perform services as an independent consultant in accordance with recognized international standards, applicable laws and regulations.
- ii. The consultant shall appoint a Project Manager (Professional Engineer licensed by PEC) named in Appendix-D who shall represent the consultant for purpose of this agreement and shall be responsible for the administration of the agreement including performance of services thereunder. He shall remain in contact with the representative of the client to keep him fully informed on all matters relating to the provision of services by the consultant.
- iii. The consultant shall carry out the services with due diligence and efficiency and in conformity with sound engineering practices.
- iv. The consultant shall act at all times so as to protect the interests of the client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and engineering practices.
- v. The consultant shall furnish the client such information relating to the services as the client may from time-to-time reasonably request.
- vi. Except with the prior written approval of the client, the consultant shall not assign or transfer the agreement for services or any part thereof nor engage any other independent consultant or sub-contractor to perform any part of the services.

- vii. The consultant agrees that no proprietary and confidential information received by the consultant from the client shall be disclosed to a third party unless the consultant receives a written permission from the client to do so.

4.2 Obligations of the Client; The Client shall provide to the consultant

- i. All necessary data/ documents/reports as listed in Appendix-A, that may be required by the consultant for performing the services within the time schedule given in Appendix-B.
- ii. The client shall designate a person named in Appendix-D to act as its representative on all matters pertaining to this agreement and to fully cooperate with the project manager of the consultant.
- iii. The client shall take all necessary measures to make timely payments to the consultant as stipulated in ARTICLE 5, thereof.

**ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT**

The remuneration for services rendered by the consultant and the mode of payment shall be as described in the attached Appendix-C.

**ARTICLE 6: ADDITIONAL SERVICES**

The Client may ask the consultant to perform additional services during the currency of this agreement such additional services shall be performed with the prior concurrence of both the parties, the consultant shall submit an estimate of the additional time (if any) and the additional remunerations for such additional services which shall be approved in writing by the client before the commencement of the additional services.

**ARTICLE 7: TERMINATION**

7.1 End of Services

The agreement shall terminate when, pursuant to the provisions hereof the services have been completed and the payment of remunerations have been made.

7.2 Termination by the Client

The client may, by a written notice of fifteen (15) days to the consultant, terminate this agreement. All accounts between the client and the consultant shall be settled not later than thirty (30) days of the date of such termination.

7.3 Termination by the Consultant

The consultant may suspend the agreement by a written notice of thirty (30) days only if the consultant does not receive payment due under this agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the consultant after thirty (30) days of notice of suspension, the consultancy may terminate this agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the agreement is terminated by the consultant under such circumstances, the client shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the consultant.

**ARTICLE 8: FORCE MAJEURE**

- 8.1 The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

- 8.2 If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from

any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

**ARTICLE 9: RESOLUTION OF DISPUTES**

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder as amended from time to time. The venue of arbitration shall be in Pakistan as given in Appendix-D, Special Conditions.

**ARTICLE 10: APPLICABLE LAWS**

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the laws of Pakistan and the courts at the location indicated in Appendix-D, Special Conditions shall have exclusive jurisdiction for adjudicating and interpreting the Agreement.

**ARTICLE 11: CONTRACT AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

**ARTICLE 12: NOTICES**

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: **The Client** LARGE TAXPAYERS OFFICE ISLAMABAD

To: **The Consultant** PROJECT MANAGER (CONSULTANCY FIRM)

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF  
(The Consultant)

FOR AND ON BEHALF OF  
(The Client)

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

(Seal)

(Seal)

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

## APPENDIX A

### THE PROJECT & SCOPE OF SERVICES

#### A-1 THE PROJECT (Refer ARTICLE 1 Thereof)

The Large Taxpayers Office, Islamabad situated at Plot No. 20, Mauve Area G-9/1, is a unit of the Federal Board of Revenue (FBR) of Pakistan. It's responsible for collection of Income Tax, Sales Tax and FED. Its official building is located at Plot No. 20, Mauve Area, G-9/1, Islamabad. The building requires comprehensive renovation and maintenance, encompassing both civil and electrical/mechanical (E/M) components. To facilitate this, a qualified consultant is required to provide consultancy supervision from remodelling, engineering services, estimation, bidding document preparation, bid evaluation and throughout the execution phase to ensure quality and compliance with approved designs and specifications. The existing building consists of Approx. 60000 Sq. Ft. (B+G+4), with Approx. 10000 Sq. Ft./each floor, on the plot area 120 x 300 Ft.

#### A-2 SCOPE OF SERVICES

With reference to ARTICLE 2, detailed scope of consultancy and other professional services to be performed by the Consultant under this Agreement including listing of deliverables such as reports, documents, 3D drawings thereof. The consultant shall be responsible for providing comprehensive services across the following key areas:

- i. Architecture, interior and renovation/remodeling of Basement, Ground Floor and 04 Floors and Building Elevations concepts, Preparation of detailed estimates
- ii. Drafting of technical specifications, 3D drawings, BOQs and bidding documents for construction contracts
- iii. Assistance during the tendering process
- iv. Bid evaluation support
- v. Construction Supervision

#### A-3 DATA/DOCUMENTS/REPORTS

With reference to ARTICLE 4.1 - 4.2 list the data, documents and reports which are to be provided by the Client and will be required by the Consultant for performing the Services. In order to enable the Consultant to perform the Services effectively and within the agreed timelines, the Client shall provide the following data, documents and reports, as applicable:

- 3.1 Existing Building Drawings;  
Architectural and Structural Layouts
- 3.2 Utility Layouts;  
Water Supply Sewerage Lines Documentation
- 3.3 Site Access and Security Protocols;  
Site access letters, Safety Guidelines, and any entry Clearance Procedures
- 3.4 Communication Contact Points;  
Designated Focal Person for Coordination and Approvals during the course of the consultancy
- 3.5 Provision of Construction Contract And Estimates;  
Bidding documents and the Contract Documents.

APPENDIX B

TIME SCHEDULE

**B-1 EFFECTIVE DATE OF COMMENCEMENT OF SERVICES**

The date on which this Agreement shall come into effect is the date when the Agreement is signed by both the parties and the amount of Advance Payment due upon signing of the Agreement is received by the Consultant

**B-2 TIME SCHEDULE OF SERVICES**

With reference to ARTICLE 3.1 - 3.2, time schedule of Services taking into account data/documents required from the Client and the time of approvals by the Client.

Consultancy & Execution Phase	Duration
Design, estimation, Consultancy services, bidding documents preparation, Bid Evaluation and Supervision Phase	<ul style="list-style-type: none"><li>▪ 30 days after start of Stage - I.</li><li>&amp;</li><li>▪ 90 days after start of Stage -II</li><li>▪ Date of Award of Contract is considered as Start date.</li></ul>
Project Closing	<ul style="list-style-type: none"><li>▪ 1 week Post-Work Completion</li></ul>

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APPENDIX C

REMUNERATION FOR SERVICES

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SCHEDULE OF PAYMENT

(With reference to ARTICLE 5)

C-1 TOTAL REMUNERATION

Lumpsum/Cost (inclusive of all taxes) Based on the Schedule of Payments given at C-3.

C-2 SCHEDULE OF PAYMENTS

Either in terms of time with respect to Date of Commencement or on Submission of Deliverables

Stages	Description/Milestones	Mode of Payment	Time Frame
Stage - I	<p>Preparation &amp; Submission of Final Architectural Layout / Interior Remodeling / 3D Models of the Floors / Lobbies / Corridors as per Client's requirement (Revised designs will be submitted if required by Client).</p> <p>Submission of Tender Drawings Technical Specifications, Estimates, BOQs etc. and Bidding Documents as per PEC Format</p> <p>Assist the Client in Evaluation, Prequalification &amp; Hiring of Contractor</p>	<p>40 % of Approved Fee of consultant shall be made on completion of Stage I on recommendation of Committee.</p>	<p>To be completed within 30 days from the award of the work.</p>
Stage -II	<p>Execution and Detailed Supervision of Contractual Works / Endorsement on Executing Contractor's Bill for Payment</p>	<p>60 % of the Approved Fee on completion of work by contractor.</p> <p>Completion certificate will be furnished by Consultant</p>	<p>To be completed within 90 days from the award of the work.</p>

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APPENDIX D

SPECIAL CONDITIONS

D-1 PROJECT MANAGER (Refer ARTICLE 4.1)

D-2 REPRESENTATIVE OF THE CLIENT (Refer ARTICLE 4.2)

LARGE TAXPAYERS OFFICE Representative as Notified by the Competent Authority

D-3 VENUE OF ARBITRATION (Refer ARTICLE 9)

at ISLAMABAD.

D-4 LOCATION OF THE COURTS (Refer ARTICLE 10)

Having JURISDICTION in ISLAMABAD.

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