

TECHNICAL EVALUATION REPORT

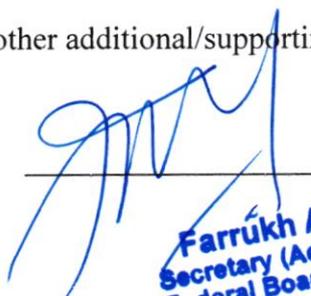
(As Per Rule 35 of PP Rules, 2004)

- 1 Name of Procuring Agency Federal Board of Revenue (HQ)
- 2 Method of Procurement Single Stage Two Envelope
- 3 Title of Procurement Hiring of HR Firm for Provision of Auditors and Payroll Services (Phase-II)
- 4 Tender Inquiry No. 5(17)Secy(Admn)/2025
- 5 PPRA Ref. No. (TSE). TS670406E
- 6 Date & Time of Bid Closing 29th October, 2025 11:00 AM
- 7 Date & Time of Bid Opening 29th October, 2025 11:30 AM
- 8 No of Bids Received in (North, Central & South Zone) 01
- 9 Criteria for Bid Evaluation Technical Bid Evaluation Report Attached.
- 10 Details of Bid(s) Evaluation Technical Bid Evaluation Report Attached.

Name of Bidder	Technical Marks (if applicable)	Rule/Regulation/SBD*/Policy/Basis of Rejection/Acceptance as per Rule 35 of PP Rules, 2004.
M/s International Consulting Association (Pvt. Ltd.)	N/A	Non-Responsive to the Invitation to Bid in (North, Central & South Zone)

11. Any other additional/supporting information, the procuring agency may like to share.

Signature: _____


Farrukh Amir Sial
Secretary (Administration)
Federal Board of Revenue
Islamabad

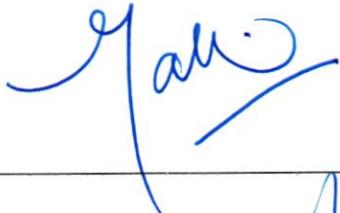
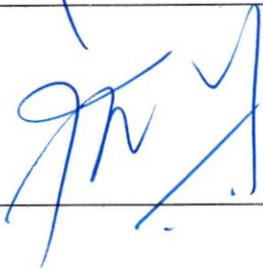
Official Stamp: _____

(Remaining committee members signature placed at Annex-I)

***Standard Bidding Documents (SBD).**

5(17)Secy(Admn)/2025

HIRING OF HR FIRM FOR PROVISION OF AUDITORS AND PAYROLL SERVICES
(PHASE-II)

Designation	Role	Signatures
Member (Admin/ HR)	Chairman/ Convener	
Member (Audit/CRM)	Member	
Member (Customs Operations)	Member	
Chief (Admin & Finance)	Member	
Secretary (Administration)	Secretary (Procurement Committee)	



INVITATION TO BID

TECHNICAL BID(S) EVALUATION REPORT

Invitation to Bid Reference No.	TS670406E
Invitation to Bid Title	Hiring of HR Firm for Provision of Auditors and Payroll Services
Invitation to Bid Issuance/ Publishing Date	30 th September, 2025
Pre-Bid meeting Date	6 th October, 2025
Bids Submission Date	22 nd October, 2025
Corrigendum-01 regarding extension in Bid Submission Date)	17 th October, 2025
ADDENDUM NO. 1 regarding amendments in clauses/sections of IFB	17 th October 2025
Revised Bids Submission date	29 th October 2025
Publishing	National Press (two leading national daily newspapers – One English and One Urdu) Website(s): FBR
Procurement Method/ Process	Single Stage Two Envelope – Invitation to Bid – Open
Technical Bids Evaluation Report Signing Date	08 th December, 2025

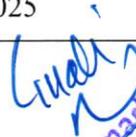

Muhammad Ali Khan
Secretary (Expenditure)
Federal Board of Revenue
Islamabad

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Federal Board of Revenue
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1. Project Background

The FBR is responsible for collection of federal taxes and their administration in Pakistan. One of its core functions is conducting effective audits of Income Tax, Sales Tax, Federal Excise Duty and Customs Duty as per the prevalent Ordinances, Acts and Rules. FBR intends to improve audit capacity of the department by seeking services of an HR firm that can provide necessary personnel i.e. Auditors.

2. Brief Description of the Requirements

Provisioning of Personnel and Payroll Services of **1039** Auditors for offices of Federal Board of Revenue (FBR) in three regions. Summary of the personnel (auditors) required is as follows:

Position	Location wise package details	Auditors required for performing Inland Revenue functions
Number of Positions	Package-1 South	329
	Package-1 Central	539
	Package-1 North	171
Total:		1039

3. Brief Terms of Invitation to Bid Document

Period for delivery of services	Period for Provision of Services: Three (3) Years extendable by One (1) Year subject to satisfactory Performance and Mutual Agreement of both Parties. Expected commencement date for Provision of Non-Consultancy Services: 01 st December 2025
Bid Validity from bid opening	120 days
Bid Security	PKR 1,000,000/- for each package.
Performance Security	The Performance guarantee shall be 3% (percent) of Total Service Consideration during the length of contract. The Performance Guarantee shall be acceptable in the form of Bank Guarantee / CDR.
Liquidated Damages	If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the procuring agency as Liquidated Damages at a rate of 0.1% to 10% of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.
Currency for Evaluation of Bid	Pak Rupees (PKR)

4. Bid Process

The bidding process for the subject activity is Single Stage Two Envelope – Invitation to Bid – Open. Invitation to Bid notification was published in national press (two leading national daily

newspapers – One English and One Urdu) on 30th September, 2025 (**Annexure-I**) as well as uploaded on e-PADS, FBR (<https://www.fbr.gov.pk/>) and PPRA (<https://www.ppra.gov.pk/>).

Invitation to Bid Reference No.	TS670406E
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5. Technical/ Financial Evaluation Committee

Following Technical/ Financial Evaluation Committee was designated for the evaluation of the subject Invitation to Bid:

Sr. No	Name	Designation	Role
1.	Mr. Zubair Bilal	Member (IR-Operations), FBR	Chairman/ Convener
2.	Mr. Ashhad Jawwad	Member (Customs Policy)	Member
3.	Dr. Najeebullah	Chief (Tax Reforms)	Member
4.	Dr. Muhammad Khurram	Chief (Mgt/HR-IR)	Member
5.	Ms. Ayesha Niaz	Chief (Mgt/HR-Customs)	Member
6.	Dr. Farid Ahmed Khan	Chief (F&C) – Customs	Member
7.	Mr. Muhammad Ali Khan	Secretary (Expenditure), FBR	Member/Secretary
8.	Mr. Waqar Ahmed	Second Secretary (IR-CPF)	Member
9.		Chief Executive Officer (PRAL)	Member

6. Bid(s) Received

On the bid submission date and time (29th October 2025 @ 1100 Hrs.) following bids were received:

Sr. No	Bidder	Bid Submitted Region		
		South	Center	North
1.	International Consulting, Service (Pvt) Ltd.	✓	✓	✓

7. Bid Opening

In accordance with the bid opening procedure of Single Stage Two Envelope method, Technical bids were opened publicly on the same date immediately after bid submission time at FBR House by the Technical/ Financial Evaluation Committee in the presence of bidders authorized representatives. The bids availability on e-PADS was checked and confirmed in presence of bidders authorized representatives. Availability of bid security as per Invitation to the Bids terms, bid submitted for package(s)/ region(s) and confirmation of financial bid were read out at the time of bid opening meeting. The bid opening statement is placed at **Annexure-II**.

The sealed financial bids of all bidders were signed by the Technical/ Financial evaluation committee and kept in safe custody.

8. Preliminary Examination

Preliminary examination of the technical bids was carried out. The examination included verification/ review of bidder bid form, completeness of the bid, eligible countries, bid validity confirmation and availability of bid security as per requirement of the Invitation to Bid. The finding(s) from preliminary examination is summarized below:

Bidder	Bid Form	Eligible Country	Bid Validity	Bid Security	Acceptance for detailed Examination
International Consulting Associates (Pvt) Ltd.	Yes	Pakistan	Yes	Yes	Yes

9. Detailed Technical Evaluation

- Mandatory Requirements for Eligibility/Responsiveness – **Annexure IV**
- Bid Evaluation Criteria (Technical) – **Annexure IV**

10. Bids Accepted as responsive to the Invitation to Bid

Sr.	Bidder
1	Nil

Muhammad Ali Khan
 Muhammad Ali Khan
 Secretary (Expenditure)
 Federal Board of Revenue
 Islamabad

Technical Bid Evaluation Sheet

Hiring of HR Firm for Provision of Auditors and Payroll Services (Phase-II)

1. Mandatory Requirements for Eligibility / Responsiveness Following mandatory requirements must be fulfilled by the bidder. Failure to comply with the following requirements and provision of relevant documents at the time of submission of the bids shall constitute enough grounds for disqualification and rejection of the bids. The bids not Complying to the mandatory requirements shall not be evaluated further

1. MANDATORY REQUIREMENTS / CRITERIA		
Sr. No.	Evaluation Criteria	Compliance
i.	A copy of the Certificate of Registration/Incorporation from the Security and Exchange Commission of Pakistan, Registrar of Firms or any other entity with lawful jurisdiction thereof.	Complied
ii.	The firm must be registered/ incorporated with FBR and having a valid NTN for at least five (05) years.	* Not Complied
iii.	Valid Tax Compliance Certificate for NTN and STRN with active status on ATL both for NTN & STN.	* Not Complied
iv.	Submission of Bid Security or Bid Securing Declaration as per prescribed amount / format.	Complied
v.	Compliance with the Schedule of Requirements stated in the bidding documents.	Complied
vi.	Compliance of Bid Validity as per requirement of bidding document.	Complied
vii.	Acceptance of all terms and conditions of this bidding document by the bidder or its representative authorized for signing of bid.	Complied
viii.	Submission of Company Profile.	Complied
ix.	Relevant Experience, Human Resource and Technical Capacity Executed 05 projects for both recruitment and payroll services for 500 personnel in aggregate over last 05 years having one project where recruitment services for over 200 people have been provided in last 2 years. Purchase orders / supply orders / completion certificates must be attached.	Complied
x.	The bidder must be providing payroll services for more than 300 personnel currently. Purchase orders / supply orders / completion certificates must be attached. (Purchase orders or supply orders or completion certificates containing the same list of resources will be counted only once, without repetition.)	Complied

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xi.	Average Annual Turnover stated in the Income Tax Returns (ITR) for last 3 consecutive financial years should above 100 million per year.	Complied
xii.	Head Office/Regional Office/Local Office in Karachi, Lahore, and Islamabad/Rawalpindi (Bidder is required to have office in the location for the region's package where they intend to bid for provision of services (Explanation: For those bidders who intend to provide services in South region must have functional office operations in Karachi prior to advertisement of this ITB. Similar will be the case for Centre Region with office in Lahore and for North Region office in Islamabad/Rawalpindi). Bidder shall be disqualified from a specific region's package if they don't have office in that specific location). Required details are as under: - Complete address, ownership / rent agreement, years of office established in the same place. In case of missing information, bid shall be rejected. Attach the supporting documents.	Complied
xiii.	Undertaking on stamp paper of Rs. 100/- as per attached format that the bidder is not blacklisted currently by any Government (Federal or Provincial), a local body or Public sector organization. Also stating that no litigations have been initiated against the firm from any Public Sector entity otherwise provide complete details of such litigations, including but not limited to, the nature/description of litigation, the amount under dispute etc. Also accepting all terms and conditions of this bidding document.	Complied
xiv.	Submission of Indemnity Bond (Bid Stage) as per attached format.	Complied
COMPLIANCE OF MANDATORY REQUIREMENTS		Non-Responsive

* JV Partner i.e. M/s Facilitative Employment Services Pvt Ltd filing status is "Inactive" for Income Tax and also not registered for Sales Tax (copies attached).

Muhamad Ali Khan
Muhamad Ali Khan
 Secretary (Expenditure)
 Federal Board of Revenue
 Islamabad

Registration No 5142428
Reference No 5142428-8
Registered for Sales Tax No
Name FACILITATIVE EMPLOYMENT SERVICES (PRIVATE) LIMITED
Category Company formed and registered under the Companies Ordinance, 1984 or any other law repealed thereunder
PP/REG/INC No. 0126432
Email *****
Cell ****
Address 57-H, GULBERG-II, LAHORE, Cantonement
Registered On 19-NOV-2018
Tax Office CTO LAHORE
Registration Status Income Tax: Active

Sr.	Business/ Branch Name	Business/ Branch Address	Principal Activity
1	FACILITATIVE EMPLOYMENT SERVICES (PRIVATE) LIMITED	57-H, GULBERG-II, LAHORE, Cantonement	781000-Administrative and support service activities/Activities of employment placement agencies/Activities of employment placement agencies

Registration No: 5142428

Name: FACILITATIVE EMPLOYMENT SERVICES (PRIVATE) LIMITED

Business Name: FACILITATIVE EMPLOYMENT SERVICES (PRIVATE) LIMITED

Filing Status: In-Active Note: In case you have not yet filed Income Tax Return-2025, please file now. In case you have filed Income Tax Return after due date, please pay surcharge for inclusion of name in ATL. Surcharge rate (IND: Rs. 1,000, AOP: Rs.10,000, COY: Rs.20,000)

Filing Status Checking Date: 29,Oct,2025

You can also check your Active Taxpayer Status (ATL status) by sending SMS, type **ATL <space> Registration Number** (e.g. **ATL 1234567890123**) and send SMS to **9966**.

TECHNICAL BIDS EVALUATION CRITERIA

1. Mandatory Requirements for Eligibility / Responsiveness

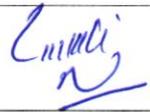
Following mandatory requirements must be fulfilled by the bidder. Failure to comply with the following requirements and provision of relevant documents at the time of submission of the bids shall constitute enough grounds for disqualification and rejection of the bids. The bids not Complying to the mandatory requirements shall not be evaluated further.

1. MANDATORY REQUIREMENTS / CRITERIA		
Sr. No.	Evaluation Criteria	Compliance
i.	A copy of the Certificate of Registration/Incorporation from the Security and Exchange Commission of Pakistan, Registrar of Firms or any other entity with lawful jurisdiction thereof.	Complied/ Not-Complied
ii.	The firm must be registered/incorporated with FBR and having a valid NTN for at least five (05) years.	Complied/ Not-Complied
iii.	Valid Tax Compliance Certificate for NTN and STRN with active status on ATL both for NTN & STN.	Complied/ Not-Complied
iv.	Submission of Bid Security or Bid Securing Declaration as per prescribed amount / format.	Complied/ Not-Complied
v.	Compliance with the Schedule of Requirements stated in the bidding documents.	Complied/ Not-Complied
vi.	Compliance of Bid Validity as per requirement of bidding document.	Complied/ Not-Complied
vii.	Acceptance of all terms and conditions of this bidding document by the bidder or its representative authorized for signing of bid.	Complied/ Not-Complied
viii.	Submission of Company Profile.	Complied/ Not-Complied
ix.	Relevant Experience, Human Resource and Technical Capacity Executed 05 projects for both recruitment and payroll services for 500 personnel in aggregate over last 05 years having one project where recruitment services for over 200 people have been provided in last 2 years. Purchase orders / supply orders / completion certificates must be attached.	Complied/ Not-Complied
x.	The bidder must be providing payroll services for more than 300 personnel currently. Purchase orders / supply orders / completion certificates must be attached. (Purchase orders or supply orders or completion certificates containing the same list of resources will be counted only once, without repetition.)	Complied/ Not-Complied
xi.	Average Annual Turnover stated in the Income Tax Returns (ITR) for last 3 consecutive financial years should above 100 million per year.	Complied/ Not-Complied

1. MANDATORY REQUIREMENTS / CRITERIA		
Sr. No.	Evaluation Criteria	Compliance
xii.	<p>Head Office/Regional Office/Local Office in Karachi, Lahore, and Islamabad/Rawalpindi</p> <p>(Bidder is required to have office in the location for the region's package where they intend to bid for provision of services (<i>Explanation: For those bidders who intend to provide services in South region must have functional office operations in Karachi prior to advertisement of this ITB. Similar will be the case for Center Region with office in Lahore and for North Region office in Islamabad/Rawalpindi</i>). Bidder shall be disqualified from a specific region's package if they don't have office in that specific location).</p> <p>Required details are as under: -</p> <p>Complete address, ownership / rent agreement, years of office established in the same place. In case of missing information, bid shall be rejected. Attach the supporting documents.</p>	Complied/ Not-Complied
xiii.	<p>Undertaking on stamp paper of Rs. 100/- as per attached format that the bidder is not blacklisted currently by any Government (Federal or Provincial), a local body or Public sector organization. Also stating that no litigations have been initiated against the firm from any Public Sector entity otherwise provide complete details of such litigations, including but not limited to, the nature/description of litigation, the amount under dispute etc. Also accepting all terms and conditions of this bidding document.</p>	Complied/ Not-Complied
xiv.	Submission of Indemnity Bond (Bid Stage) as per attached format.	Complied/ Not-Complied
COMPLIANCE OF MANDATORY REQUIREMENTS		Complied (Responsive)/ Not-Complied (Non- Responsive)

HIRING OF HR FIRM FOR PROVISION OF AUDITORS AND PAYROLL SERVICES (PHASE-II)

ATTENDANCE SHEET OF OFFICER "TECHNICAL BID OPENING ON 29TH OCTOBER, 2025 AT 11:30 AM"

S.No.	Name of Officer	Designation	Signature
1	Hamzah Amir Ghal	Sec (Admin)	
2			
3	عبدی کابو	Secretary Exp	
4			
5			
6			
7			
8			

TECHNICAL BID OPENING SHEET

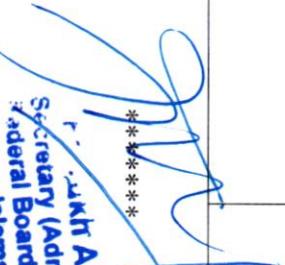
PPRA Web Reference No:

Title: "HIRING OF HR FIRM FOR PROVISION OF AUDITORS AND PAYROLL SERVICES" (PHASE-II)

TECHNICAL BID OPENING DATE: 29TH OCTOBER, 2025 AT 11:30 A.M

S.No.	Firm Name	Representative Name	Bid Submitted both (Hard/EPADS)	Bid Security/ Declaration Form	Soft Copy	Financial Bid	Signature of Firm' Rep
1.	Internat conical Consulting Associates (Pvt) Ltd	Representative's name not attached in meeting	Yes	Yes		Yes	
2.							
3.							
4.							
5.							
6.							


Muhammad Ali Khan
Secretary (Expenditure)
Federal Board of Revenue
Islamabad



Asht Armir Sial
Secretary (Administration)
Federal Board of Revenue
Islamabad

INVITATION TO BIDS



FEDERAL BOARD OF REVENUE Procurement Notice (PN)

REQUEST FOR BIDS

HIRING OF HR FIRM FOR PROVISION OF AUDITORS AND PAYROLL SERVICES (PHASE-II)

1. The Federal Board of Revenue (FBR) has reserved Funds for the procurement planned for FY 2025-26. The Federal Board of Revenue intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "Hiring of HR Firm for Provision of Auditors and Payroll Services (Phase-II)".
2. The Federal Board of Revenue invites Bids from eligible Bidders registered on EPADS for provision of Non-Consultancy Services titled Hiring of HR Firm for Provision of Auditors and Payroll Services (Phase-II) with the following Summary of required experts:

Position	Region and Locations	Auditors required for performing Inland Revenue functions
Number of Positions	Package 1: South	329
	Package 2: Center	539
	Package 3: North	171

3. **Single Stage - Two Envelope** Bidding Procedure with Principal Method of Procurement (i.e. Open Competitive Bidding) adopting **Least Cost Based** (LCB) Technique will be applicable for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security amounting to **PKR 1,000,000/-** as per prescribed format in the bidding document.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on E-Pak Acquisition & Disposal System (EPADS) at (www.eprocure.gov.pk).
6. A Pre-bid meeting will be held on **06th October, 2025 at 11:00AM** in Room 358, 3rd Floor, FBR House, Constitution Avenue, G-5, Islamabad. The bidders who wish to join the pre-bid meeting virtually can join by using the link [Meeting Link: <https://vlc.fbr.gov.pk> Meeting id: 518518 Password/PIN: 0147.
7. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through EPADS on or before 11:00AM by **22nd October, 2025**. Bids will be opened on the same day at 11:30AM. Hard copies of sealed bids, prepared in accordance with the bidding documents, must be delivered to the address below on or before 11:00 AM **22nd October, 2025**.
8. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website (www.fbr.gov.pk/tenders) and on Authority's website at (www.ppra.org.pk).

Farrukh Amir Sial
Secretary (Administration)
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Federal Board of Revenue (HQ), Islamabad
Email: secretary.admin@fbr.gov.pk
Phone No: 051-9203679