



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	165
	Package 2: Center	270
	Package 3: North	86

3. **Single Stage - Two Envelope** Bidding Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based (LCB)** Technique 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 500,000/-** in the shape of Cheque / Bank Draft and pay order or Bid Securing Declaration on the prescribed format.
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](http://www.eprocure.gov.pk)).
6. A Pre-bid meeting will be held on **22<sup>nd</sup> December 2025 at 11:00AM** in room 358, 3<sup>rd</sup> Floor, FBR (HQ), G 5/2, Constitution Avenue, Islamabad. The bidders who wish to join the pre-bid meeting virtually can join by using the link Meeting Link: <https://vlc.fbr.gov.pkb> Meeting id: 520520 Password/PIN: 520 .
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 5<sup>th</sup> January 2026**. E-bids will be opened on the same day at 11:30AM. Manual submission of Bids as required in the Bid Data Sheet must be followed.
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](http://www.fbr.gov.pk/tenders)) and on Authority's website at ([www.ppra.org.pk](http://www.ppra.org.pk)).

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