

INVITATION TO BID

“Hiring of HR Firm for Provision of Experts and Payroll Services”

1. Sealed bids are invited from firms/entities, registered with PPRA on E-PADS as vendors and also registered with Income Tax and Sales Tax Departments, which must also be included in Active Tax Payer's List of FBR for provision of audit mentors and sectoral experts for the offices of Federal Board of Revenue (FBR) across the country. Summary of the experts to be provided by the HR Firm is as follows:

S#	Position	Total Number of Experts Required
1	Audit Mentors	58
2	Sectoral Experts	115

2. Bidding documents are available on e-PADS and FBR/PPRA Websites i.e. <https://www.ppra.gov.pk> & <https://www.fbr.gov.pk/> and can be downloaded free of cost. Encrypted electronic bids duly completed and in conformity with Bidding Documents must be submitted online on e-Pak Acquisition and Disposal System (e-PADS) website till 11.00 AM dated 23.04.2025 and bid shall be opened on the same day & date i.e. at 11.30 a.m. in the presence of available representatives of the firms. Bidding shall be carried out by Single Stage Two Envelope Procedure. All the bidders acquiring bidding documents online will intimate the department at the email address at the end of the advertisement.
3. Only firms registered with PPRA on E-PADS as vendors are eligible to participate in the bidding process and downloaded the bidding documents. Interested eligible bidders may request for further information/clarification by email at hasham.malik@fbr.gov.pk during official Business Days and timing at the address given below, within Seven (07) days before the proposal submission deadline.
4. The document in hard/ printed form; on specific request via official email or printed over official letterhead duly signed and stamped by the authorized signatory, can be sent through courier for a non-refundable amount of PKR 5,000 or an equivalent amount in a freely convertible currency.
5. Hard copy of sealed bids prepared in accordance with instructions contained in the bidding documents must be delivered to the address below on or before 11:00 AM dated 23 April, 2025. Submission of bids through email is not permitted. Late Bids will be rejected. Bids will be opened the same day at 11:30 am. This advertisement is also available on the PPRA website at www.ppra.org.pk.
6. A Pre-bid Meeting will take place on 8 April 2025 at 11:00 AM at Conference Hall, FBR HQ, Constitution Avenue, G-5/2, Islamabad. The bidders who wish to join the meeting virtually can join by using the following link <https://vfc.fbr.gov.pk/meeting/> (Meeting ID: 317317, Passcode: 0147, Time: Apr 8, 2025 11:00 AM Islamabad)
7. Sealed bids (as prescribed in Bid Data Sheet of the Bidding Document) in accordance with the provisions of Public Procurement Rules, 2004 and terms and conditions defined in the bidding document, supported by bid security PKR. 1,000,000 (One million Only), in the shape of pay order/demand draft/ call deposit/banker's cheque in the name of Secretary (Administration), FBR (HQ), Islamabad should reach Room 506, Fifth Floor, Federal Board of Revenue (FBR) HQ, Islamabad on/or before 1100 hours by 23 April 2025.
8. In case opening date(s) is declared as a Public Holiday by the Government, the next working date shall be deemed to be the date for submission and opening of tender(s) at the same time and place. FBR may reject all bids at any time prior to the acceptance of a bid by invoking rule 33 of Public Procurement Rule (PPR), 2004.

Hasham Khalid Malik (Secretary (Administration))

Room 506, Fifth Floor,
Federal Board of Revenue (HQ) Islamabad

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