

**Government of Pakistan  
Revenue Division  
Federal Board of Revenue**

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Islamabad, the 08<sup>th</sup> April, 2025

**MINUTES OF THE PRE -BID MEETING**

**SUBJECT: HIRING FOR SERVICES OF A UNIVERSITY FOR MASTER'S (MS) PROGRAM**

To hire the services of a University for Master's (MS) Program Firm for provision of Experts and Payroll Services, an advertisement was floated in Daily "Jang" and daily, "Business Recorder" on 28.03.2024 (Friday). The advertisement was also published on FBR and PPRA websites. The bidding documents were also uploaded on ePads and FBR websites. The VLC link was provided in the advertisement for the firms to participate in the meeting online. As per PPRA Rules, 2004, a pre-bid meeting (in person and online) in Committee Room No.358 was convened on 08.04.2025 at 02:30 pm. The Members of Procurement Committee & Technical/Financial Evaluation Committee were present (Annex-A).

2. Representatives from Institute of Management Sciences, Peshawar have attended the pre-bid meeting through the given VLC link. The representative of Pak Austria Institute of Applied Sciences & Technology was also online but he did not respond.

3. During the pre-bid meeting, representatives were welcomed by Chief (Tax Reforms) and requested for their queries. Representative of the university asked questions about hostel facility and told the committee about the requirement by Higher Education Commission for Master's Program. They have elaborated that 16 years degree holder are eligible for Master's Program as per requirement of Higher Education Commission. Mr. Muhammad Khalid Jamil, Chief (Tax Reforms) discussed the bidding document in details with the participants. Universities also requested that bid security may be removed because universities don't have such significant financial resources. Mr. Muhammad Khalid Jamil, Chief (Tax Reforms) requested the representatives to kindly submit their queries and suggestions through email provided in the advertisement before 12:00 midnight on 08.04.2024 so that a written reply can be provided to them. Secretary Procurement Committee assisted the pre-bid meeting.

4. The meeting concluded with a vote of thanks from the chair to the participants.

  
**(Hasham Khalid Malik)**  
**(Secretary Admin)/**

**Secretary Procurement Committee**

Distribution:

- Members of Procurement Committee.
- Members of the Technical/Financial Evaluation Committee.

SUBJECT:

HIRING FOR SERVICES OF A UNIVERSITY FOR MASTER'S (MS) PROGRAM

**Annex-A**

S.No.	Name & Designation	Portfolio in Committee	Remarks
1.	Mr. Muhammad Khaid Jamil Chief (Tax Reforms)	Member Technical/Financial Evaluation Committee	Present
2.	Mr. Hasham Khalid Malik Secretary (Admn)	Secretary Procurement Committee	Present
3.	Ms. Sadaf Ihsan Second Secretary (IR-Ops)	For Assistance of Committees	Present
4.	Syed Shabbir Raees Zaidi, Second Secretary Delivery Unit	For Assistance of Committees	Present
5.	Ms. Qandeel Alam, Second Secretary Delivery Unit	For Assistance of Committees	Present

# FBR Response Queries for Tender

## Hiring of Services of a University for Master (MS) Program

Questions		FBR Response on queries
1	<p><b>Eligibility Criteria for MS Program:</b> Universities adheres to the Higher Education Commission (HEC) eligibility criteria, which mandates a minimum of 16 years of education for admission to any MS program. We seek clarification on the options available for FBR-nominated candidates who do not meet this requirement.</p>	<p>FBR will not insist on admitting any officer who does not meet HEC entry requirements for an HEC accredited degree.</p>
2	<p><b>Accommodation Arrangements:</b> IMSciences offers on-campus accommodation, which is currently fully occupied by enrolled students. We propose arranging separate accommodation for FBR students (officers) at other educational campuses within the city, under local arrangements and mutual understanding. Additionally, we can provide transportation to and from these hostels using our pool buses.</p>	<p>While on-campus accommodation is preferred, we leave the final arrangement to the university's discretion. Please note that provision of residential facilities will not be part of financial evaluation as reflected in Addendum-1.</p>
3	<p><b>Program Timing:</b> Is the proposed program only to be offered on weekdays, or can it also be offered on weekends or evenings? IMSciences has experience in offering Master's programs during these time slots, which are considerably more suitable for working professionals. In addition to these queries, we would like FBR to consider some observations regarding the technical criteria set forth for the bidders.</p>	<p>Officers will be available and engaged full time with the universities during the course of this degree program, therefore, classes during weekdays is desirable and preferred.</p>
4	<p><b>University Ranking:</b> The university ranking is given a weight of 20, with points divided in a manner that we believe is stringent even for the best business schools in the country to pass the minimum criteria of 70% out of a total of 90 points. This may discourage many reputable universities from participating in the bidding process. We believe FBR would prefer the process to be perceived more fairly and consider addressing this issue.</p>	<p>As per the bidding document.</p>
5	<p><b>Research Evaluation:</b> Case studies are weighted at 10% in the overall evaluation of the faculty. Can other forms of research experience be considered as well? We believe this would provide a more uniform criterion for measuring the research impact of faculty members across public sector universities in Pakistan.</p>	<p>Research impact is catered to in Evaluation Criteria separately. However, requirement requiring case study in evaluation criteria have been amended and addressed further in the Addendum-1.</p>
6	<p>To better tailor our academic offerings and align with FBR's expectations, we would appreciate it if you could share any specific details or preferences regarding the courses or subject areas you envision for the MS program.</p>	<p>We prefer an existing MS Program approved by HEC that caters to subject related to Accounting, Auditing, Taxation, Customs, Data Analytics, Economic Policy and other relevant subjects.</p>