



GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE, CHIEF COMMISSIONER INLAND REVENUE  
LARGE TAXPAYERS' OFFICE, MULTAN

TENDER NOTICE FOR PROCUREMENT OF GOODS AND HIRING OF SERVICES

Large Taxpayers Office, Multan invites bids from experienced and reputable firms having valid registration with tax and other relevant authorities for procurement of goods and hiring of services as mentioned below:

LOT No.	Description
1	Contract for Janitorial Services (07 Janitor + 1 Supervisor)
2	Contract for Security Services (10 Security Staff + 1 Supervisor)
3	Contract for Hiring of Services of Generator Operator (200 KVA Cummins & 60 KVA Perkins UK, assembled in Pakistan)
4	Contract for Hiring of Services of Lift Operator (2 FUJIHD Lifts (HD-JX12-4 & FG-JXA13)
5	Procurement of Office Computer Stationery
6	Repair & Maintenance of Office Furniture (complete job in all aspects)
7	Contract for Preventive maintenance of 06 UPS of 10KVA INFORISE Power and 01 UPS of 6KVA POWERCOM ( Quotation of 12 AH, 26 AH & 7 AH new batteries with import documents for verification)

**Terms & Conditions:**

1. Applications should be submitted electronically through E-PADS. Hard copies of complete set of documents along with original Bank Draft/Pay Order must also be submitted at the given office address on or before due date.
2. The electronic Pre-qualification documents/proposals must be submitted by using E-PADS on or before 26-05-2025 at 02:00 PM which will be opened on the same day at 02:30 PM through E-PADS. All interested bidders must register themselves at E-PADS at <http://eprocure.gov.pk>.
3. Applications, which are incomplete/not signed/not stamped/late or submitted by other than specified mode will be rejected. The contract will be awarded to the most advantageous bid.
4. Tender must be accompanied by a Bank Draft/Pay Order of 2% of quoted value in favor of Chief Commissioner Large Taxpayers Office, Multan as earnest money, otherwise tender shall be rejected.
5. The bidders shall be on Active Taxpayer List (ATL) and shall be regular Sales Tax return filer. (Where applicable).
6. Bidder firm shall attach an affidavit of Rs.100/- on stamp paper (latest and Original) to the effect that the firm has not been black listed by any of the Government Departments.
7. The quotations may be submitted inclusive of all taxes.
8. Detailed specifications / quantity and terms & conditions can be obtained from office of the undersigned on any working day during office hours
9. Taxes will be deducted in accordance with the law.
10. All Proposals should include:
  - i) Company's profile, list of such projects handled, list of clients with telephone numbers and addresses;
  - ii) Copies of Income Tax and Sales Tax registration certificates

11. Decision of purchase/repair committee regarding awarding of tender will be final. Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification in any court of law.
14. The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule 33 of PPRA Rules, 2004.
15. The advertisement is available for the registered bidders on E-PADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk), FBR's website ([www.fbr.gov.pk](http://www.fbr.gov.pk)) and newspaper.
16. Bidders can participate in all or in a single LOT separately.

*Note: Notification of the GRC constituted in terms of Rule-48 of PPRA Rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).*

**(UZAIR AHMAD)**  
MEMBER/SECRETARY PURCHASE COMMITTEE  
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**GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE  
LARGE TAXPAYERS OFFICE, MULTAN**

**TENDER DOCUMENTS**

**PROCUREMENT OF GOODS & HIRING OF SERVICES**

1. **Contract for Janitorial Services**
2. **Contract for Security Services**
3. **Contract for Hiring of Service of Generator Operator**
4. **Contract for Hiring of Services of Lift Operator**
5. **Procurement of Office Computer Stationery**
6. **Repair & Maintenance of Office Furniture (complete job in all aspects)**
7. **Contract for Preventive maintenance of 06 UPS of 10KVA INFORISE Power and 01 UPS of 6KVA POWERCOM ( Quotation of 12 AH, 26 AH & 7 AH new batteries with import documents for verification)**

**For Large Taxpayers Office, Multan**

## INSTRUCTIONS TO BIDDERS

The objective of "Instructions to Bidders" is to provide bidders information regarding necessary guidelines to prepare and submit their bids in response to this Request for Proposal (RFP) document, according to the requirements defined in this RFP document and in the same order/sequence as set forth in this RFP document. Bidders are required to follow the below instructions for their bids:

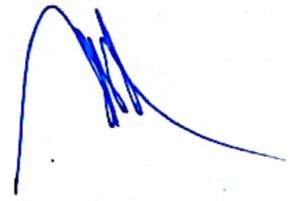
- 1) All interested bidders must register themselves at E-PADS at <http://eprocure.gov.pk>.
- 2) Electronic bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc are available for the registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).
- 3) Any communication/response to the clarifications shall be shared with such provided contact person(s). Purchase Committee, Large Taxpayers Office, Multan assumes no liability for non-receipt of communication/clarifications for such bidders who do not share the required contact details.
- 4) Purchase Committee, Large Taxpayers Office, Multan will respond by electronic mail to any request for clarifications. A consolidated matrix of all queries along with respective responses will be sent to all prospective bidders without disclosing the details of the bidders. An SMS/text message or phone call will not be regarded as a communication for the purpose of this RFP document and cannot be referred as such and shall not be deemed legally binding. Purchase Committee, Large Taxpayers Office, Multan foresees that while clarifying a query, a bidder's identity may need to be disclosed due to the nature of the query, the bidder, in such case, will have no objection to such disclosure by Purchase Committee, Large Taxpayers Office, Multan
- 5) Bid bond amounting to two percent (2%) of the total bid amount shall be submitted in form of CDR/Bank Draft or Pay Order issued by a scheduled bank in Pakistan in favor of Chief Commissioner, Large Taxpayers Office, Multan. No bid shall be entertained without bid bond.
- 6) The bid bond may be forfeited in case of occurrence of any of the following:
  - a) Bidder withdraws its bid after bid submission deadline and before the expiry of bid validity;
  - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date.  
Successful bidder(s), failing to:
    - i) furnish the required Performance guarantee(s); and
    - ii) Accept the Purchase Order.
- 7) Bid bonds of disqualified bidders shall be returned to them after announcement of bid evaluation result. Bid bond of successful bidder shall be returned after submission of performance guarantee(s).
- 8) The bid validity period will be One Hundred & Eighty (180) days, starting from the date of opening of the bids. Within the original validity of the bids, Purchase Committee, Large Taxpayers Office, Multan may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidders who choose not to extend their bid validity as desired by FBR would be required to withdraw their bids and their bid bond shall be returned to them.
- 9) In case of extension of bid validity, the bidders shall also extend validity of their bid bond for corresponding period of time.
- 10) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 11) Purchase Committee, Large Taxpayers Office, Multan reserves the right to amend, modify, supplement or withdraw this RFP document or extend the deadline for submission of the bids at any time and/ or to reject all received bids at any time prior to acceptance of a bid or proposal and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part. All amendment(s) shall be part of the RFP document and binding on the bidders. Purchase Committee, Large Taxpayers Office, Multan shall notify the amendment(s) in writing within reasonable time prior to the bid submission date.

- 12) The bids will be rejected if any shortcoming occurs in the following:
  - a. Form of Bid is not submitted in original, on bidder's letterhead and with signatures, as required and official stamp.
  - b. Bid not submitted electronically through E-PADS.
  - c. Bid bond, as per required form and format, is not provided in the bid;
  - d. Bids submitted without FBR registration certificates and bidder not being appearing on Active Tax payer list of FBR;
  - e. Bid is improperly/ not sealed, without sign/ stamp, partial, conditional, alternative, late;
  - f. Bidder(s) has been found blacklisted;
  - g. Bidder(s) has actual or potential conflict of interest either with FBR or scope of this RFP;
  - h. Each bidder whether individually or collectively shall submit only one bid, multiple bid submissions shall render the bidder disqualified; and
  - i. Bidder(s) engages in corrupt or fraudulent practices during the process.
- 13) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and Purchase Committee, Large Taxpayers Office, Multan shall in no case be responsible/liable for those costs/expenses.
- 14) Interested bidders can visit the office in office working hours.
- 15) During the examination and evaluation of the bids, Purchase Committee, Large Taxpayers Office, Multan at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in substance of the bid shall be sought, offered or permitted after bid submission.
- 16) Bids submitted via email or fax shall not be entertained.
- 17) The successful bidder will be awarded a Work Order / Supply Order.
- 18) Purchase Committee, Large Taxpayers Office, Multan does not accept:
  - a) Any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidder or its advisers during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
  - b) Any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.
- 19) The bidders agrees that:
  - a) They will conduct their own investigations and analysis regarding any information, statements or representations contained in this RFP and will rely on their own enquiries and seek appropriate professional advice;
  - b) They will not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency or reliability of the information.
- 20) The decision of Purchase Committee, Large Taxpayers Office, Multan shall be final and Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

21) Bidder shall provide the following:-

- I. Company's profile, list of such projects handled, list of clients with telephone numbers and addresses.
- II. Copies of Income Tax and Sales Tax registration certificates.
- III. Affidavit (on legal paper) to the effect that the firm has never been black- listed by any agency of government/semi government/autonomous or business concern.
- IV. Earnest Money 2% of total bid value (Separate for each LOT)in favor of Chief Commissioner, Large Taxpayers Office, Multan.
- V. Draft SLA (if applicable).
- VI. Annual Turnover and Audit Report of previous financial 3 years (if applicable).
- VII. Details of Technical Resources with certifications (where applicable).
- VIII. Project Specific Certified Resources (where applicable).
- IX. Working office near or in Multan with address Proof.
- X. List of major projects.
- XI. Complete Client Details.
- XII. Reference letters from the clients.

22) The prospective bidder may request a clarification on any aspect of this RFP document till **21-05-2025**. Any request for clarification must be sent in writing to:



# TECHNICAL SPECIFICATIONS:

## LOT No. 01:

### Contract for Janitorial Services:

Terms and condition	Job / Quantity
<p>Provision of Six (07) Janitorial Staff along with one Supervisor who will perform the following duties:</p> <ul style="list-style-type: none"><li>• Daily cleaning and mopping of the 3 floors, Parking Area along with Stairs on continuous basis including area outside building.</li><li>• Cleaning and washing of all WCs, wash basins and sinks on daily basis and as when required. Cleaning of sanitation lines and gutters inside the premises, if found clogged.</li><li>• Cleaning of glass/windows panes, both inside and outside of the buildings and cabins, walls partitions of all type, roofs/ceilings and all the premises, including plant pots.</li><li>• Cleaning of tube lights/air conditioners, fans as and when required.</li><li>• Contractor shall fill the Toilet Soap Dispensers as and when found empty.</li><li>• Cleaning of lifts both inside and outside.</li><li>• The contractor shall depute at least one contact person for keeping liaison with the office administration for proper execution of work.</li><li>• Any materials, labor machinery, plant etc. required for the satisfactory execution of work shall be the sole responsibility of the Contractor. The cost of the standard materials required such as detergents, liquid soap, general purpose cleaning solution, washing soda, mops, brooms, dusters, cleaning towels, buckets, brushes and vacuum cleaners buffing machine etc. is included in the aforementioned monthly payable charges, hence their provision will be the responsibility of the contractor. The supply of Tissues (Rose Patel or equivalent), toilet towels, toilet paper, liquid soap and air fresheners shall be the responsibility of the contractor.</li><li>• Machinery and equipment required for cleaning and washing of floors, vacuum cleaners etc. shall be kept and stored in LTO premises for the use, however, the safety of the said machinery and equipment shall be the Contractor's responsibility.</li><li>• The safety of fittings and fixtures and equipment in the office premises etc. shall be the responsibility of the contractor.</li><li>• The contractor shall be responsible for all losses and damages to buildings caused due to mishandling / negligence of staff of the contractor.</li><li>• The term of this contract shall be a period of one year.</li><li>• No. of Janitorial staff can be reduced depending on availability of budget.</li></ul>	1-Year

**LOT No. 02:****Contract for Security Services :**

Terms & Conditions	Job/Quantity
<ul style="list-style-type: none"> <li>• Provision of 10 (Ten) security guards and 1(one) supervisor who will perform the duties round the clock at LTO Multan premises.</li> <li>• Company will be responsible for provision of latest weapons to security guards.</li> <li>• Company will provide 50% ex-army person &amp; 50 % civilians.</li> <li>• Before contract, physical fitness of guards &amp; checking of weapons will be conducted by purchase committee</li> <li>• Security staff would be deployed in proper uniform.</li> <li>• Security staff would be changed after every six months.</li> <li>• Company will provide all relevant registration certificates/experience certificates.</li> <li>• Company will also provide client list along with phone numbers.</li> <li>• No. of security guards can be reduced depending on availability of budget.</li> </ul>	1 - Year

**LOT No. 03:****Contract for Hiring of Services of Generator Operator  
(200KVA Cummins & 60KVA Perkins UK, assembled in Pakistan) :**

Terms & Conditions	Job/Quantity
<ul style="list-style-type: none"> <li>• Candidate will be responsible for cleaning of genset &amp; genset room.</li> <li>• Candidate will assist the technician when required.</li> <li>• Committee shall conduct an interview of candidate.</li> <li>• Candidate must follow the office timing &amp; late office hours (when required).</li> <li>• The Firm/person will provide educational certificates/Diploma Certificate and experience certificates of operating same capacity of Genset.</li> <li>• Relative educational/experience certificates are mandatory, preference will be given to relevant diploma holders.</li> <li>• Candidate will be responsible for online UPS shutdown on daily basis.</li> </ul>	1 - Year

**LOT No. 04:****Contract for Hiring of Services of Lift Operator (Maintenance of 2 FUJHD Lifts - HD-JX12-4 & FG-JXA13)**

Terms & Conditions	Job/Quantity
<ul style="list-style-type: none"> <li>• Emergency Call Visits within 24 – Hours.</li> <li>• Parts shall be provided by LTO, Multan.</li> <li>• Regular Inspections.</li> <li>• Planned Maintenance scheduling, to minimize breakdowns.</li> <li>• Maintenance of Log Card to be kept on site.</li> <li>• Lubrication checks.</li> <li>• Other inspections if required.</li> <li>• Minor adjustments to Passenger Lifts.</li> <li>• Mandatory safety checks.</li> <li>• Risk Assessment Reports.</li> <li>• All labour charges for replacement of parts like indicating bulbs, exposed switches, oil filters, air filter, fuses, overhauling of Generators Engine etc shall included in the maintenance charges.</li> </ul>	<b>On Requirement</b>

**LOT No. 05:****Procurement of Office Computer Stationery:**

Sr.No.	Items	Unit	Price
1	HDD 500GB SEAGATE or equivalent	Pcs	
2	FLASH(64GB ) HP or equivalent	Pcs	
3	FLASH(128GB) HP or equivalent	Pcs	
4	LASER OPTIC MOUSE Branded Dell or equivalent	Pcs	
5	KEY BOARD Branded Dell or equivalent	Pcs	
6	DATA CABLE USB FOR PRINTER USE 3 mtr	Pcs	
7	POWER CABLE Branded 2ft	Pcs	
8	Multi Sacket With Fuse (Goal & Chapti Pin), 13amp 250 V	Pcs	
9	EXTENSION WIRE FOR COMPUTER, Fine Quality	Pcs	
10	RAM DDR-II/DDR-III 4GB, Kingston or equivalent	Pcs	
11	Wireless Keyboard & Mouse Combo (Logitech MK235 or equivalent)	Pcs	
12	HP Cartridge for Color LaserJet Pro M454 DN Printer	Pcs	
13	HP Cartridge 12A or equivalent (China/Original)	Pcs	

**LOT No. 06:****Repair & Maintenance of Office Furniture (complete job in all aspects) :**

Location	3rd , 4th & 5th Floor , Mall of Cantt Plaza , Cantt Multan
No. of floors	03 (Furniture is under the use of almost 145 officers and officials and placed in rooms and 3 big halls)

**Scope of work includes but not limited to :**

- Repair of broken chairs , tables , racks, cabinets etc
- Polishing of wooden furniture ( tables , chairs, cabinets etc ) being used by 145 officers / officials
- Removal of old poshish of chairs & Sofas and replacement with high quality fabric / leatherette
- Repair of replacement of damaged internal components (springs, paddings , legs, wheels, locks, door closer etc)
- Any other necessary work for the maintenance of office furniture

**Eligibility Criteria :**

- Bidder must have a registered business and a workshop
- Bidder must have 5 years' experience of furniture repair
- Bidder must attach submit proof of five similar completed works

**Site Inspection :**

Interested bidders may inspect the furniture for repair in office working hours

**Contract for Preventive maintenance of 06 UPS of 10KVA INFORISE Power and 01 UPS of 6KVA POWERCOM ( Quotation of 12 AH, 26 AH & 7 AH new batteries with import documents for verification) :**

Location	3rd , 4th & 5th Floor , Mall of Cantt Plaza , Cantt Multan
No. of UPS	07 ( 06 UPS of 10KVA INFORISE Power and 01 UPS of 6KVA POWERCOM)
Brand of UPS	INFORISE Power

**Scope of work includes but not limited to :**

The contractor shall provide quarterly preventive maintenance of UPS system including

- Visual inspection and cleaning of UPS
- Checking and tightening of all electrical connections
- Inspection & testing of batteries (voltage , backup time & condition). Bidder shall also furnish the quotation of 12 AH, 26 AH & 7 AH new batteries with import documents for verification valid for three months
- Load testing
- Reporting of defects or components nearing end of life

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