

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
- 4 Tender Inquiry No. 9(1)S(IR-Ops)/2024
- 5 PPRA Ref. No. (TSE). TS563767E
- 6 Date & Time of Bid Closing 16th June,2025 11:00 AM
- 7 Date & Time of Bid Opening 16th June,2025 11:30 AM
- 8 No of Bids Received 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 HRSG Outsourcing Pvt Ltd	Responsive	Accepted: M/s HRSG Outsourcing Pvt Ltd

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

Signature: _____

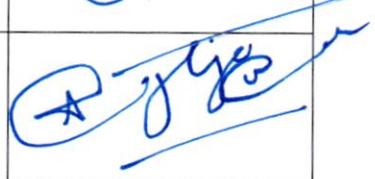
Official Stamp: _____

HASHAM KHALID MALIK
Secretary (Admn)
Federal Board of Revenue
Islamabad

(Remaining committee members signature placed at Annex-I)

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

(Annex-I)

Name	Designation	Role	Signatures
Mr. Muhammad Iqbal	Member (Admin/ HR)	Chairman/ Convener	
Mr. Ahmad Shuja Khan	Member (Audit/CRM)	Member	
Muhammad Junaid Jalil Khan	Member (Customs Operations)	Member	
Mr. Freedom Akram Sheikh	Chief (Admin & Finance)	Member	



Federal Board of Revenue
Revenue Division – Government of Pakistan

- 423 -

INVITATION TO BID

TECHNICAL BID(S) EVALUATION REPORT

Invitation to Bid Reference No.	9(1)S(IR-Ops)/2024
Invitation to Bid Title	Hiring of HR Firm for Provision of Personnel and Payroll Services
Invitation to Bid Issuance/ Publishing Date	30 th May, 2025
Bids Submission date	16 th June, 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	23 rd June, 2025

Table of Contents

1. **Project Background** 3
2. **Brief Description of the Requirements** 3
3. **Brief Terms of Invitation to Bid Document**..... 3
4. **Bid Process**..... 3
5. **Technical/ Financial Evaluation Committee** 4
6. **Bid(s) Received** 4
7. **Bid Opening**..... 5
8. **Preliminary Examination**..... 5
9. **Detailed Technical Evaluation** 5
10. **Bids Accepted as responsive to the Invitation to Bid**..... 5
11. **Technical/ Financial Evaluation Committee Recommendations**..... 6

Annexure-I Invitation to Bid Publications (Clippings)
Annexure-II Technical Bid Opening Statement.
Annexure-III Mandatory Requirements for Eligibility/Responsiveness
Annexure-IV Bid Evaluation Criteria (Technical)

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 297 Auditors for offices of Federal Board of Revenue (FBR) in south region. Summary of the personnel (auditors) required is as follows:

Position	Location wise package details	Auditors required for performing Inland Revenue functions	Auditors required for performing Customs functions	Total Number of Auditors required at each location
Number of Positions	South: 1. LTO Karachi 2. CTO Karachi 3. MTO Karachi 4. RTO-I Karachi 5. RTO-II Karachi 6. RTO Sukkur 7. RTO Hyderabad 8. RTO Quetta 9. PCA HQ 10. PCA South	265	32	297

3. Brief Terms of Invitation to Bid Document

Period for delivery of services	Period for delivery of services: 3 Years plus extendable by one year subject to satisfactory performance and mutual agreement of the parties. Commencement date for delivery of Services: 15-July-2025
Bid Validity from bid opening	120 days
Bid Security	PKR 1,000,000
Performance Security	Amount of Performance Guarantee is: 3% of Total Service Consideration during the length of contract
Liquidated Damages	Maximum 10% of the Contract value
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 30-05-2025 (**Annexure-I**) as well as uploaded on e-PADS, FBR (<https://www.fbr.gov.pk/>) and PPRA (<https://www.ppra.gov.pk>). Summary of bid process is listed below:

Issuance of Invitation to Bid Notification	30 th May, 2025 (Clippings enclosed at Annex-I)
Bidding documents made available for distribution	30 th May, 2025
Price of Bidding document	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.
Initial Technical Bid Opening Date as per Invitation to Bid Notification	16 th June, 2025
Pre-Bid Meeting Date	5 th June, 2025
Amendment No. 01 to Invitation for Bid Date	12 th June, 2025
Amendment No. 01 to Invitation for Bid Scope	Revised Requirements of Invitation to Bid
Technical Bid Opening meeting date and time	16 th June, 2025 at 11:00 AM

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.	Dr. Hamid Ateeq Sarwar	Member (IR-Operations)	Chairman/ Convener
2.	Mr. Wajid Ali	Member (Customs Policy)	Member
3.	Mr. Muhammad Khalid Jamil	Chief (Tax Reforms)	Member
4.	Dr. Muhammad Khurram	Chief (Mgt/HR-IR)	Member
5.	Ms. Ayesha Niaz	Chief (Mgt/HR-Customs)	Member
6.	Ms. Ayesha Bashir Wani	Chief (F&C) – Customs	Member
7.	Mr. Muhammad Ali Khan	Secretary (Exp) - FBR	Member
8.	Mr. Waqar Ahmed	Second Secretary (IR-CPF)	Member/Secretary
9.	Dr Muhammad Amir Malik	Chief Executive Officer, PRAL	Member

6. Bid(s) Received

On the bid submission date and time (16th June, 2025 at 11:00 AM), bid was received from the following bidder:

Sr. No	Bidder	Bid Submitted
		South Region
1	HRSO Outsourcing Pvt. Ltd.	✓

7. Bid Opening

In accordance with the bid opening procedure of Single Stage Two Envelope method, Technical bid was opened publicly on the same date immediately after bid submission time at FBR House by the Technical/ Financial Evaluation Committee in the presence of bidder authorized representative. The bids availability on e-PADS was checked and confirmed in presence of bidder authorized representative. 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 bid of bidder was signed by the Technical/ Financial evaluation committee and kept in safe custody.

8. Preliminary Examination

Preliminary examination of the technical bid 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 are summarized below:

Bidder	Bid Form	Eligible Country	Bid Validity	Bid Security	Substantial Responsiveness	Acceptance for detailed Examination
HRSG Outsourcing Pvt. Ltd.	Yes	Pakistan	Yes	Yes	Yes	Yes

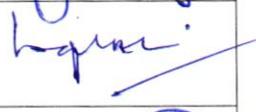
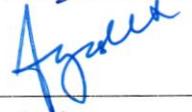
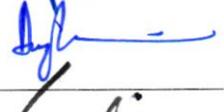
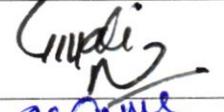
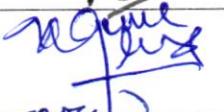
9. Detailed Technical Evaluation

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

10. Bids Accepted as responsive to the Invitation to Bid

Sr.	Bidder
1	HRSG Outsourcing Pvt. Ltd.

11. Technical/ Financial Evaluation Committee Recommendations

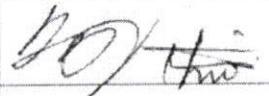
Sr. No	Role	Designation	Signature
1.	Chair/Convener	Member (IR-Operations)	
2.	Member	Member (Customs Policy)	
3.	Member	Chief (Tax Reforms)	
4.	Member	Chief (Mgt/HR-IR)	
5.	Member	Chief (Mgt/HR-Customs)	
6.	Member	Chief (F&C) – Customs	
7.	Member	Secretary (Exp) - FBR	
8.	Member/Secretary	Second Secretary (IR-CPF)	
9.	Member	Chief Executive Officer, PRAL	As proposed 

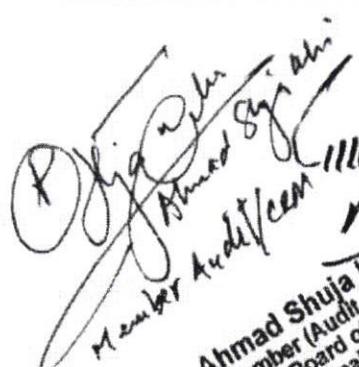
TECHNICAL BID OPENING

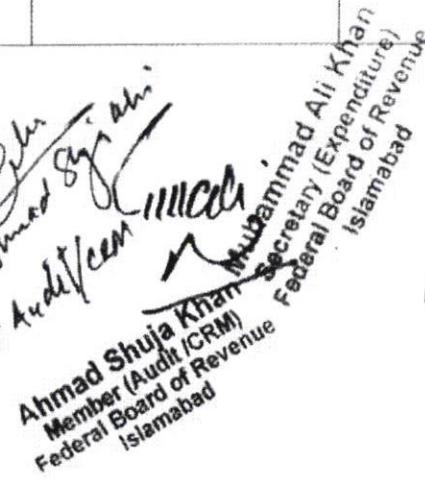
PPRA Web Reference No: TSS63767E

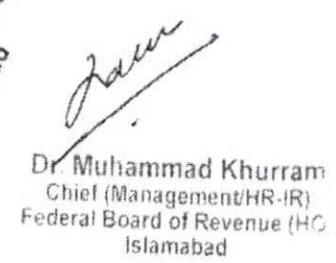
Title: “HIRING OF HR FIRM FOR PROVISION OF AUDITORS AND PAYROLL SERVICES”

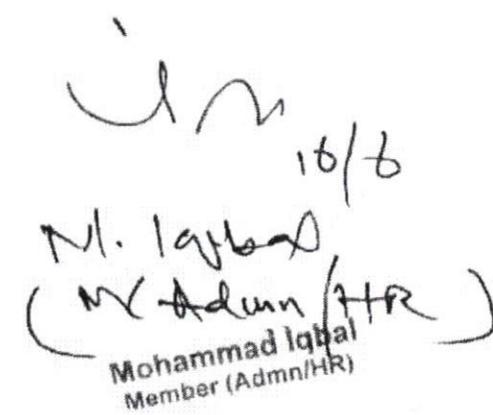
Bid opening date: 16th June, 2025 Time: 11:30AM

S.No.	Firm Name	Representative Name	Bid Submitted both (Hard/EAPDS)	Bid Security	Soft Copy	Financial Bid	Signature (firm representative)
1.	HRSG Outsourcing Pvt Ltd.	Daniza Tariq Raja Mudassar	YES	YES	YES	YES	
2.							
3.							
4.							
5.							


 Ahmad Syjani
 Member Audit/CRM


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


 Dr. Muhammad Khurram
 Chief (Management/HR-IR)
 Federal Board of Revenue (HC)
 Islamabad


 16/6
 M. Iqbal
 (M. Admn/HR)
 Mohammad Iqbal
 Member (Admn/HR)

FEDERAL BOARD OF REVENUE

Bid Evaluation Criteria under 2.1.3 and 2.5.8 shall be as follows:

Sr. No.	Description	Qualification (Y/N)
1	Company Profile, Experience, & International Certifications if any.	
i	Company Profile More than 5 years of operations (From Registration date of NTN / FBR)	Yes
ii	Undertaking on stamp paper of Rs.100/- that the applicant/firm is not blacklisted currently by any Government (Federal, Provincial), a local body or a public sector organization (Provide undertaking on Stamp Paper of Rs 100-)	Yes
2	Human Resource & Technical Capacity	
i	Relevant Experience, Human Resource & 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.	Yes
ii	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.)	Yes
3	Financial Position	
i	Average Annual Turnover for last 3 consecutive financial years above 100 million per year Audited Financial statements or Bank Statements for the last three financial years must be attached.	Yes
4	Geographical Coverage	
	Head Office/Regional Office/Local Office in Karachi Required details are as under:- Complete address, ownership / rent agreement, years of office established on the same place. In case of missing information, bid shall be rejected. Attach the supporting documents.	Yes