

FINAL EVALUATION REPORT

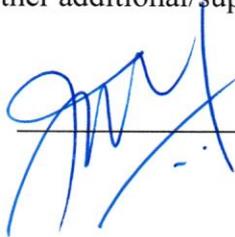
(As Per Rule 35 of PP Rules, 2004)

- 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 Financial Bid 4th July, 2025 11:30 AM
Opening
8. No of Bids Received 01
9. Criteria for Bid Evaluation Criteria laid down in RFP Documents
- 10 Details of Bid(s) Evaluation Bid was evaluated in accordance with the criteria laid down in the RF documents

Name of Bidder	Marks		Evaluated Cost /Total Bid Value	Rule/Regulation/SBD*/Policy/Basis of Rejection/Acceptance as per Rule 35 of PP Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
M/s HRSG Outsourcing Pvt Ltd	N/A	N/A	6.42%	Accepted (Most Advantageous)

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

Signature: _____

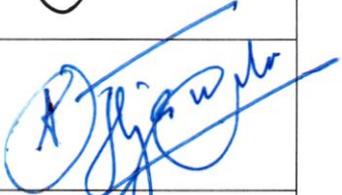


Official Stamp: **Farrukh Amir Sial**
Secretary (Administration)

(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	



INVITATION TO BID

FINANCIAL BID(S) EVALUATION REPORT

Invitation to Bid Reference No.	TS563767E/ F.No. 9(1)S(IR-Ops)/2024
Invitation to Bid Title	Hiring of HR Firm for Provision of Auditors 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
Financial Bid Opening Date	4 th July, 2025

AYESHA BASHIR WANI
Chief (F & C)

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

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Annexure-I Technical Bids Evaluation Report
Annexure-II Financial Bids Opening Statements.



AYESHA BASHIR WAN
Chief (F & C)



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

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 Auditors 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	Region and Locations	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>).

AYESHA BASHIRWAN
Chief (F & C)

Summary of bid process is listed below:


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

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
Technical Evaluation Report Signing date	23 rd June, 2025
Financial Bid Opening meeting date and time	4 th July, 2025

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

6. Technical Evaluation of Bid(s)

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.	HRSG Outsourcing Pvt. Ltd.	✓

7. Financial Bid Opening

In accordance with the bid opening procedure of Single Stage Two Envelope method, the bidders were informed about financial bid opening on **4th July, 2025**. The financial bids were opened publicly on the scheduled date and time by the Technical/ Financial Evaluation Committee in presence of bidders authorized representatives. The financial bids were opened in accordance with criteria defined in the Invitation to Bid, Section-IV: Bid Data Sheet, F-Bid Evaluation Criteria, BDS Clause No.20, ITB Number 2.1.3 & 2.5.8:

The bid opening statement(s) are placed at **Annexure-II**.

8. Evaluation of Financial Bid(s)

The financial bid was evaluated by the Technical/ Financial Evaluation Committee in accordance with criteria defined in the Invitation to Bid, Section-IV: Bid Data Sheet, F-Bid Evaluation Criteria, BDS Clause No.20, ITB Number 2.1.3 & 2.5.8 and Financial Bid For/ Price Schedule (Section - VIII, 8.6). The evaluation summary is as under:

Sr. No	Bidder Name	Bid Submitted % Per Auditor (Service Charges to be quoted by bidder in percentage)	Remarks
South Zone:			
1	M/s HRSG Outsourcing (Pvt) Ltd	6.42%	Lowest Evaluated Cost / Highest Ranked Bid

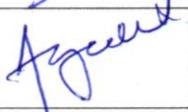
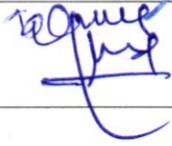
9. Technical/ Financial Evaluation Committee Recommendations

Based on the financial bid evaluation, bid of the following firm was found to be the Most Advantageous Bid (MAB):

- **South Region:** M/s HRSG Outsourcing (Pvt) Ltd (6.42%)


AYESHA BASHIR WANI
Chief (F & C)


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

Sr. No	Name	Designation	Signature
1.	Dr. Hamid Ateeq Sarwar	Member (IR-Operations)	
2.	Wajid Ali	Member (Customs Policy)	
3.	Muhammad Khalid Jamil	Chief (Tax Reforms)	
4.	Dr. Muhammad Khurram	Chief (Mgt/HR-IR)	
5.	Ayesha Niaz	Chief (Mgt/HR-Customs)	
6.	Ayesha Bashir Wani	Chief (F&C) – Customs	
7.	Muhammad Ali Khan	Secretary (Expenditure), FBR	
8.	Waqar Ahmed	Second Secretary (IR-CPF)	
9.	Dr. Muhammad Amir Malik	Chief Executive Officer, PRAL	

Ayesha Niaz