

**FEDERAL BOARD OF REVENUE
ISLAMABAD**



**BIDDING DOCUMENTS FOR PURCHASE/REPAIR/MAINTENANCE OF OFFICE
BUILDING/REPAIR OF MACHINERY & EQUIPMENT, & MISCELLANEOUS ITEMS**

[SINGLE STAGE-ONE ENVELOPE]

Name of Bidder: _____
(To be filled-in by the Bidder)

Tender No. 01/S&M/2025

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**INVITATION
FOR
BIDS**

Government of Pakistan
Revenue Division
Federal Board of Revenue

TENDER NOTICE NO.1/2025-26

Sealed bids are invited from firms/entities registered with Government having proper shops/stores and telephone/fax facility for purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26 etc. Bidders should be registered with PPRA on E-PADS as vendors and also registered with Income Tax and Sale Tax Departments, and name must be included in Active Tax Payer's list of FBR.

2. Bidding documents are available on e-PADS and PPRA website i.e. www.ppra.gov.pk and can be downloaded free of cost. Encrypted electronic bids duly completed and in conformity with Bidding Documents must be submitted through e-pad online on e-Pak Acquisition and Disposal System (e-PADS) website till **11:00 AM** dated **22.08.2025**. Only hard copy of those firms who submitted their bids through e-PADS online on e-Pak Acquisition and Disposal System (e-PADS) will be accepted. Bidding shall be carried out by single stage one Envelope Procedure and manual submission of bid is not allowed.

3. Only firms/contractors registered with PPRA on E-PADs as vendors are eligible to participate in the bidding process and downloaded the bidding documents.

4. Rs.250,000/- Fixed amount as "Earnest Money" in the shape of Bank Draft/Pay Order in favour of DDO, FBR will have to attach with the Bid.

5. Bids shall be valid for 120-days. In case of unsuccessful tenders, Call deposit will be released/returned within a fortnight after award of contract and in case of successful bidders the same shall be released on furnishing of performance security.

6. Bidders shall quote rates, exclusive of all taxes in the Bidding Document for comparison and which shall remain valid upto 30.06.2026, but contract is liable to be extended for a period of another three months and no request for increase in prices shall be considered on any ground, during the original or extended period of the contract. All Government Taxes shall be deducted as per law. Any levies imposed later-on by the Government during the financial year would not entitle contractor for any escalation in rates.

7. Blacklisted firms and Bidders cannot participate in bidding process. An affidavit to the effect that the Bidder has never been Black listed by any Ministry /Division/ Department/ Government Organization should accompany the Bid.

8. Successful Bidder is bound to supply sample of each item to the Bid Evaluation Committee, which will be matched with the supplied items at belated stage for confirmation and

similarity. Contractors shall be bound to supply/deliver the goods by using their own mean of transport even on a short notice to S&M section of FBR (HQ).

9. Competent authority will have the right to terminate the contract during the year, if items are found sub-standard or not genuine, not branded, short in quantity and not supplied timely.

10. Appropriate action against the contractor shall be taken as per Public Procurement Rules, 2004.

11. Bidding Documents, complete in all respects should reach in the office of undersigned i.e. Room No. 518, 5th floor, FBR (HQ) Islamabad on **11:00 AM** dated **22.08.2025**. Tenders will be opened on the same day at 11:30 a.m. in the conference room of FBR (HQ) in the presence of available bidders or their authorized representatives.

12. Competent Authority shall have the right to reject any item if found sub-standard, short lived as short in quantity.

13. Procuring agency reserves the rights to reject any or all bids in terms of Rule-33 of PPRA Rules-2004.

14. This Tender Notice is also available on PPRA Website (www.ppra.gov.pk) and FBR's website (www.fbr.gov.pk).

Farrukh Amir Sial
Secretary (Administration)
Room 506, Fifth Floor,
Federal Board of Revenue (HQ) Islamabad
Email: secretary.admin@fbr.gov.pk
Phone No: 051-9203679

**INSTRUCTIONS
TO
BIDDERS**

INSTRUCTIONS TO BIDDERS

A. GENERAL

IB.1 Scope of Bid

- 1.1 The Purchaser/repair as defined in the Bidding Data hereinafter called "Procuring Agency" wishes to receive bids for the supply of **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26** as described in these Bidding Documents, and summarized in the Bidding Data hereinafter referred to as the "Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26".
- 1.2 The successful Bidder will be expected to supply the **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26**, within the time specified in the Bidding Documents.
- 1.3 All Goods to be supplied under the Contract shall have as their country of origin an eligible country as per **Appendix-A** to Bid.
- 1.4 For purposes of this Clause, the term "Goods" includes all Office and **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26.**, items as per Schedule –A of the Bidding Documents.
- 1.5 The term "country of origin" means the country where the **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26.**, has been manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differ substantially in its basic characteristics.
- 1.6 The nationality of the firm that produces, assembles, distributes, or sells the **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26.**, shall not determine their origin.
- 1.7 The bidding is open to National Competitive Bidding as indicated in the Bidding Data.

IB.2 Source of Funds

- 2.1 The Purchaser/Procuring Agency has Budgetary Allocations in the Budget for the FY - 2025-2026 to make these purchases/procurements/repairs.

IB.3 Eligible Bidders

3.1 This Invitation for Bids is open to all Bidders meeting the requirements mentioned in Invitation to Bid/Tender Notice.

IB.4 One Bid per Bidder 4.1 Each Bidder shall submit only one bid either by himself, or as a partner in a joint venture. A Bidder who submits or participates in more than one bid (other than alternatives pursuant to Clause IB.20) will be disqualified.

IB.5 Cost of Bidding

5.1 The Bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

IB.6 Site Visit

6.1 The Bidders are advised to visit and inspect the Location of Delivery and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a Contract for Supply of Goods. All cost in this respect shall be at the bidder's own expense.

6.2 The Bidders and any of their personnel or agents will be granted permission by the Purchaser to enter upon his premises and lands for the purpose of such inspection, but only upon the express condition that the Bidders, their personnel and agents, will release and indemnify the Purchaser, his personnel and agents from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of such inspection.

B. BIDDING DOCUMENTS

IB.7 Contents of Bidding Documents

7.1 The Bidding Documents, in addition to Invitation for Bids/Tender Notice, are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause IB.9.

1. Instructions to Bidders
2. Bidding Data
3. Form of Bid and Appendices to Bid
4. Schedules to Bid

Schedule A: Price Schedule for **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current**

financial year 2025-26, be offered from within the Purchaser's country

Schedule B: Price Schedule for **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26**, to be offered from outside the Purchaser's country

Schedule C: Manufacturer's Authorization

Schedule D: List of **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26**

Schedule E: Delivery and Completion Schedule

Schedule F: Inspection and Tests to be carried out

5. General Conditions of Contract (GCC) Part-I

6. Particular Conditions of Contract (PCC) Part-II

7. Standard Forms

(i) Form of Bid Security

(ii) Form of Performance Security

(iii) Form of Contract Agreement

(iv) Form of Advance Payment Security

8. Specifications and Special & Technical Provisions

7.2 The bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk. Pursuant to Clause IB.30, bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.

IB.8 Clarification of Bidding Documents

8.1 Any prospective Bidder requiring any clarification (s) in respect of the Bidding Documents may notify the Purchaser in writing at the Purchaser's address indicated in the Invitation for Bids. The Purchaser will respond to any request for clarification which he receives earlier than the time, stated in the Bidding Data, prior to the deadline for submission of bids. Copies of the Purchaser's response will be forwarded to all purchasers of the Bidding Documents, including a description of the enquiry but without identifying its source.

IB.9 Amendment of Bidding Documents

- 9.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing is it addendum or corrigendum.
- 9.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 7.1 hereof and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective Bidders shall acknowledge receipt of each addendum in writing to the Purchaser.
- 9.3 To afford prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may extend the deadline for submission of bids in accordance with Clause IB.24

C. PREPARATION OF BIDS

IB.10 Language of Bid

- 10.1 The bid as well as all correspondence and documents related to the bid exchanged by a bidder and the Purchaser shall be in the bid language stipulated in the Bidding Data and Particular Conditions of Contract. Supporting documents and printed literature furnished by the Bidders may be in any other language provided the same are accompanied by an accurate translation of the relevant parts in the bid language, in which case, for purposes of evaluation of the bid, the translation in bid language shall prevail.

IB.11 Documents Comprising the Bid

- 11.1 Each Bidder shall:

- (a) Submit a written power of attorney authorizing the signatory of the bid to act for and on behalf of the Bidder;
- (c) Furnish the Bid taking into account the various Appendices to Bid specially the following:

Appendix-C to Bid	Method of Assuring Quality of Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26.,
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Appendix-D to Bid List of Quality Control

Appendix-E to Bid List of Manufacturers

and other pertinent information such as mobilization program (under Appendix C to Bid) etc;

11.2 Bids submitted by a joint venture of two (2) or more firms shall comply with the following requirements:

- (a) The bid and in case of a successful bid, the Form of Contract Agreement shall be signed so as to be legally binding on all partners;
- (b) One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners;
- (c) The partner-in-charge shall always be duly authorized to deal with the Purchaser regarding all matters related with and/or incidental to the supply of Goods as per the terms and Conditions of Contract and in this regard to incur any and all liabilities, receive instructions, give binding undertakings and receive payments on behalf of the joint venture;
- (d) All partners of the joint venture shall at all times and under all circumstances be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a statement to this effect shall be included in the authorization mentioned under Sub-Para (b) above as well as in the Form of Bid and in the Form of Contract Agreement (in case of a successful bid); and
- (e) A copy of the agreement entered into by the joint venture partners shall be submitted with the bid stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture, the proportionate participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Purchaser.

11.3 Bidders shall also submit proposals of supply and transportation methods and schedule, in sufficient detail to demonstrate the adequacy of the Bidders' proposals to meet the technical specifications and the completion time referred to in Sub-Clause 1.2 hereof.

IB.12 Bid Prices

- 12.1 The Bidder shall submit the Form of Bid using the form attached herewith. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 12.2 The Bidder shall submit the Price Schedules for **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26**, according to their origin as appropriate, using the forms furnished in Appendices to Bid along with Manufacturers Authorization (on the format provided) in case the Bidder is not himself the manufacturer
- 12.3 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole of the Items as described in Sub-Clause 1.1 thereof, based on the unit rates and/or prices submitted by the bidder.
- 12.4 The Bidders shall fill in rates and prices for all items of the Goods described in the Price Schedules. Items against which no rate or price is entered by a bidder will not be paid for by the Purchaser when delivered and shall be deemed covered by rates and prices for other items in the Price Schedules.
- 12.5 All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as on the date 28 days prior to the deadline for submission of bids shall be included in the rates and prices and the total Bid Price submitted by a Bidder.

Additional/reduced duties, taxes and levies due to subsequent additions or changes in legislation shall be dealt as per Clause 17 of the General Conditions of Contract.

IB.13 Currencies of Bid and Payment

- 13.1 The unit rates and the prices shall be quoted by the Bidder entirely in Pak rupees. A Bidder expecting to incur expenditures in other currencies for Goods supplied from outside the Purchaser's country (referred to as the "Foreign Currency Requirements") shall indicate the same in Appendix-B to Bid. The proportion of the Bid Price (excluding Provisional Sums) needed by him for the payment of such Foreign Currency Requirements either (i) entirely in the currency of the Bidder's home country or, (ii) at the Bidder's option, entirely in Pak rupees provided always that a Bidder expecting to incur expenditures in a currency or currencies other than those stated in (i) and (ii) above for a portion of the foreign currency requirements, and wishing to be paid accordingly, shall indicate the respective portions in his bid.

- 13.2 The rates of exchange to be used by the Bidder for currency conversion shall be the TT&OD Selling Rates published or authorized by the State Bank of Pakistan prevailing on the date 28 days prior to the deadline for submission of bids. For the purpose of payments, the exchange rates used in bid preparation shall apply for the duration of the Contract.

IB.14 Documents Establishing the Eligibility of the Bidder

To establish their eligibility in accordance with ITB 3, Bidders shall:

- (a) Provide the eligibility documents as per ITB Clause 3; and

If the Bidder is an existing or intended JV in accordance with ITB 4.1 and 11.2, submit a copy of the JV Agreement, or a letter of intent to enter into such an Agreement. The respective document shall be signed by all legally authorized signatories of all the parties to the existing or intended JV, as appropriate.

IB.15 Documents Establishing the Eligibility of the Goods

- 15.1 To establish the eligibility of the Goods in accordance with ITB Clause 1-3, Bidders shall complete the country-of-origin declarations in the Price Schedule Forms, & Appendices to Bid.

IB.16 Documents Establishing the Conformity of the Goods to the Bidding Document

- 16.1 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the Goods.
- 16.2 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Delivery and Completion Schedule, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Delivery and Completion Schedule of Supply.

IB.17 Documents Establishing the Qualification of the Bidder

- 17.1 The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified in Bidding Documents.
- 17.2 If so required in the Bidding Data, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the appended form to demonstrate that it has been duly authorized by the

manufacturer or producer of the Goods or authorized distributor/principal supplier to supply these Goods in the Purchaser's country.

- 17.3 If so required in the Bidding Data, a Bidder that does not conduct business within the Purchaser's Country shall submit evidence that it will be represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

IB.18 Bid Validity

18.1 Bids shall remain valid for the period stipulated in the Bidding Data after the Date of Bid Opening specified in Clause IB.27.

- 18.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his Bid Security for the period of the extension, and in compliance with Clause IB.19 in all respects.

IB.19 Bid Security

- 19.1 Each Bidder shall furnish, as part of his bid, a Bid Security in the amount stipulated in the Bidding Data in Pak Rupees or an equivalent amount in a freely convertible currency.
- 19.2 The Bid Security shall be in the form of Pay Order or Bank Guarantee issued by a Scheduled Bank in Pakistan or from a foreign bank duly counter guaranteed by a Scheduled Bank in Pakistan, as specified in the Tender Notice.
- 19.3 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Purchaser as non-responsive.
- 19.4 The bid securities of unsuccessful Bidders will be returned as promptly as possible, but not later than 28 days after the expiration of the period of Bid Validity.
- 19.5 The Bid Security of the successful Bidder will be returned when the Bidder has furnished the required Performance Security and signed the Contract Agreement. Moreover, Bid Security can be adjusted against any other payment due, other than Performance Security.
- 19.6 The Bid Security may be forfeited:

- (a) If the Bidder withdraws his bid except as provided in Sub-Clause 26.1;
- (b) If the Bidder does not accept the correction of his Bid Price pursuant to Sub-Clause 31.2 hereof; or
- (c) In the case of successful Bidder, if he fails within the specified time limit to:
 - (i) Furnish the required Performance Security; or
 - (ii) Sign the Contract Agreement.

IB.20 Alternate Proposals by Bidder

- 20.1 Should any Bidder consider that he can offer any advantages to the Purchaser by a modification to the designs, specifications or other conditions, he may, in addition to his bid to be submitted in strict compliance with the Bidding Documents, submit any Alternate Proposal(s) containing (a) relevant design calculations; (b) technical specifications; (c) proposed manufacturing methodology; and (d) any other relevant details / conditions, provided always that the total sum entered on the Form of Bid shall be one that represents complete compliance with the Bidding Documents.
- 20.2 Alternate Proposal(s), if any, of the lowest evaluated responsive Bidder only may be considered by the Purchaser as the basis for the award of Contract to such Bidder.

IB.21 Pre-Bid Meeting

- 21.1 The Purchaser may, on his own motion or at the request of any prospective Bidder(s), hold a pre-bid meeting to clarify issues and to answer any questions on matters related to the Bidding Documents. The date, time and venue of pre-bid meeting, if convened, is as stipulated in the Tender Notice and Bidding Data. All prospective Bidders or their authorized representatives shall be invited to attend such a pre-bid meeting.
- 21.2 The Bidders are requested to submit questions, if any, in writing so as to reach the Purchaser not later than seven (7) days before the proposed pre-bid meeting.
- 21.3 Minutes of the pre-bid meeting, including the text of the questions raised and the replies given, will be transmitted without delay to all purchasers of the Bidding Documents. Any modification of the Bidding Documents listed in Sub-Clause 7.1 hereof which may become necessary as a result of the pre-bid meeting shall be

made by the Purchaser exclusively through the issue of an Addendum pursuant to Clause IB.9 and not through the minutes of the pre-bid meeting.

- 21.4 Absence at the pre-bid meeting will not be a cause for disqualification of a Bidder.

IB.22 Format and Signing of Bid

- 22.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
- 22.2 All Appendices and Schedules to Bid are to be properly completed and signed. Bidders are advised to sign and put initial on each page of the bidding document at the bottom of the each page on left hand side
- 22.3 No alteration is to be made in the Form of Bid nor in the Appendices and Schedules thereto except in filling up the blanks as directed. If any such alterations be made or if these instructions be not fully complied with, the bid may be rejected.
- 22.4 Each Bidder shall prepare by filling out the forms completely and without alterations one (1) original and number of copies, specified in the Bidding Data, of the documents comprising the bid as described in Clause IB.7 and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.
- 22.5 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder pursuant to Sub- Clauses 11.1(a) and 11.2 hereof. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.
- 22.6 The bid shall contain no alterations, omissions or additions, except to comply with instructions issued by the Purchaser, or as are necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.
- 22.7 Bidders shall indicate in the space provided in the Form of Bid their full and proper addresses at which notices may be legally served on them and to which all correspondence in connection with their bids and the Contract is to be sent.
- 22.8 Bidders should retain a copy of the Bidding Documents as their file copy.

D. SUBMISSION OF BIDS

IB.23 Sealing and Marking of Bids

- 23.1 Each Bidder shall submit his bid as under:
- (a) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
 - (b) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed/identified as given in Sub- Clause 23.2 hereof.
- 23.2 The inner and outer envelopes shall:
- (a) Be addressed to the Purchaser at the address provided in the Bidding Data;
 - (b) Bear the name and identification number of the Contract as defined in the Bidding Data; and
 - (c) Provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data.
- 23.3 In addition to the identification required in Sub- Clause 23.2 hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Clause IB.25
- 23.4 If the outer envelope is not sealed and marked as above, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.

IB.24 Deadline for Submission of Bids

- 24.1 (a) Bids must be received by the Purchaser at the address specified no later than the time and date stipulated in the Bidding Data.
- (b) Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.
 - (c) Where delivery of a bid is by mail and the Bidder wishes to receive an acknowledgment of receipt of such bid, he shall make a request for such acknowledgment in a separate letter attached to but not included in the sealed bid package.
 - (d) Upon request, acknowledgment of receipt of bids will be provided to those making delivery in person or by messenger.

- 24.2 The Purchaser may, at his discretion, extend the deadline for submission of bids by issuing an amendment in accordance with Clause IB.9, in which case all rights and obligations of the Purchaser and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

IB.25 Late Bids

- 25.1 (a) Any bid received by the Purchaser after the deadline for submission of bids prescribed in Clause IB.24 will be returned unopened to such bidder.
- (b) Delays in the mail, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the Bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail.

IB.26 Modification, Substitution and Withdrawal of Bids

- 26.1 Any Bidder may modify, substitute or withdraw his bid after bid submission provided that the modification, substitution or written notice of withdrawal is received by the Purchaser prior to the deadline for submission of bids.
- 26.2 The modification, substitution, or notice for withdrawal of any bid shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause IB.23 with the outer and inner envelopes additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL" as appropriate.
- 26.3 No bid may be modified by a Bidder after the deadline for submission of bids except in accordance with Sub-Clauses 26.1 and 31.2.
- 26.4 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security in pursuance to Clause IB.19.

E. BID OPENING AND EVALUATION

IB.27 Bid Opening

- 27.1 The Purchaser will open the bids, including withdrawals, substitution and modifications made pursuant to Clause IB.26, in the presence of Bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data. The Bidders' representatives who are present shall sign a register evidencing their attendance. The Bidder shall properly authorize the representative to submit the Bid on behalf of the entity.

- 27.2 Envelopes marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to Clause IB.26 shall not be opened.
- 27.3 The Bidder's name, total Bid Price and price of any Alternate Proposal(s), any discounts, bid modifications, substitution and withdrawals, the presence or absence of Bid Security, and such other details as the Purchaser may consider appropriate, will be announced by the Purchaser at the opening of bids.
- 27.4 Purchaser shall prepare minutes of the bid opening, including the information disclosed to those present in accordance with the Sub-Clause 27.3.

IB.28 Process to be Confidential

- 28.1 Information relating to the examination, clarification, evaluation and comparison of bid and recommendations for the award of a Contract shall not be disclosed to Bidders or any other person not officially concerned with such process before the announcement of bid evaluation report which shall be done at least ten (10) days prior to issuance of Letter of Acceptance. The announcement to all Bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated. Any effort by a Bidder to influence the Purchaser's processing of bids or award decisions may result in the rejection of such Bidder's bid. Whereas any Bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation report; however mere fact of lodging a complaint shall not warrant suspension of the procurement process.

IB.29 Clarification of Bids

- 29.1 To assist in the examination, evaluation and comparison of bids, the Purchaser may, at his discretion, ask any Bidder for clarification of his bid, including breakdowns of unit rates. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the bids in accordance with Clause IB.32.

IB.30 Examination of Bids and Determination of Responsiveness

- 30.1 Prior to the detailed evaluation of bids, the Purchaser will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- 30.2 A substantially responsive bid is one which (i) meets the eligibility criteria; (ii) has been properly signed; (iii) is accompanied by the required Bid Security; and (iv)

conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one (i) which affect in any substantial way the scope, quality or performance of the Goods; (ii) which limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or (iii) adoption/rectification whereof would affect unfairly the competitive position of other Bidders presenting substantially responsive bids.

- 30.3 If a bid is not substantially responsive, it will be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

IB.31 Correction of Errors

- 31.1 Bids determined to be substantially responsive will be checked by the Purchaser for any arithmetic errors. Errors will be corrected by the Purchaser as follows:
- (a) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern and the unit rate will be corrected.
 - (c) No conditional Bid will be accepted.
- 31.2 The amount stated in the Form of Bid will be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid Security shall be forfeited in accordance with Sub-Clause 19.6(b) hereof.

IB.32 Evaluation and Comparison of Bids

- 32.1 The Purchaser will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause IB.30.
- 32.2 In evaluating the Bids, the Purchaser will determine for each Bid the evaluated Bid Price by adjusting the Bid Price as follows:
- (a) Making any correction for errors pursuant to Clause IB.31;

- (b) Excluding Provisional Sums and the provision, if any, for contingencies; and
 - (c) Making an appropriate adjustment for any other acceptable variation or deviation from specification or performance criteria
- 32.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation
- 32.4 If the Bid of the successful Bidder is seriously unbalanced in relation to the Purchaser's estimate of the cost of Goods to be delivered under the Contract, the Purchaser may require the Bidder to produce detailed price analyses for any or all items of the Price Schedules to demonstrate the internal consistency of those prices with the manufacturing methodology and schedule proposed. After evaluation of the price analyses, the Purchaser may require that the amount of the Performance Security set forth in Clause IB.37 be increased at the expense of the successful Bidder to a level sufficient to protect the Purchaser against financial loss in the event of default of the successful bidder under the Contract.

IB.33 Post Qualification of the Bidder

- 33.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- 33.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- 33.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

F. AWARD OF CONTRACT

IB.34 Award

- 34.1 Subject to Clauses IB.35 and IB.39, the Purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be eligible in accordance with the provisions of Clause IB.3 and qualify pursuant to Sub-Clause IB 33.2.
- 34.2 The Purchaser, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their

professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that bid evaluation report.

IB.35 Purchaser's Right to accept any Bid and to reject any or all Bids

- 35.1 Notwithstanding Clause IB.34, the Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation except that the grounds for rejection of all bids shall upon request be communicated to any Bidder who submitted a bid, without justification of grounds. Rejection of all bids shall be notified to all Bidders promptly.
- 35.2 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods originally specified in Delivery and Completion Schedules, provided this does not exceed the percentages indicated in the Bidding Data, and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document.

IB.36 Notification of Award

- 36.1 Prior to expiration of the period of bid validity prescribed by the Purchaser, the Purchaser will notify the successful Bidder in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Purchaser will pay the Contractor in consideration of the delivery of Goods by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the "Contract Price").
- 36.2 No Negotiation with the Bidder having evaluated as lowest responsive or any other Bidder shall be permitted, however, Purchaser may seek clarification in writing to clarify any item in the bid evaluation report; and response of the Bidder shall also be in writing.
- 36.3 The notification of award and its acceptance by the Bidder will constitute the formation of the Contract, binding the Purchaser and the Bidder till signing of the formal Contract Agreement.
- 36.3 Upon furnishing by the successful Bidder of a Performance Security, the Purchaser will promptly notify the other Bidders that their Bids have been unsuccessful and return their bid securities.

IB.37 Performance Security

- 37.1 The successful Bidder shall furnish to the Purchaser a Performance Security in the form and the amount stipulated in the Bidding Data and the Conditions of Contract within a period of 14 days after the receipt of Letter of Acceptance.
- 37.2 Failure of the successful Bidder to comply with the requirements of Sub-Clause IB.37.1 or Clauses IB.38 or IB.40 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

IB.38 Signing of Contract Agreement

- 38.1 Within 14 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Purchaser will send the successful Bidder the Contract Agreement in the form provided in the Bidding Documents, incorporating all agreements between the parties.
- 38.2 The formal Agreement between the Purchaser and the successful Bidder shall be executed within 14 days of the receipt of the Contract Agreement by the successful Bidder from the Purchaser.

IB.39 General Performance of the Bidders

The Purchaser reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts. The Purchaser may in case of consistent poor performance of any Bidder as reported by the purchasers of the previously awarded contracts, inter-alia, reject his bid and proceed in accordance with Rule 19 of the Public Procurement Rules 2004 to take such action as may be deemed appropriate under the circumstances of the case including black listing of such Bidder and debarring him from participation in future bidding for supply of Goods.

IB.40 Integrity Pact

The Bidder shall sign and stamp the Integrity Pact provided at Appendix-G to Bid in the Bidding Documents for all Federal Government procurement contracts exceeding Rupees ten million. Failure to provide such Integrity Pact shall make the bid non-responsive.

IB.41 Instructions not Part of Contract

Bids shall be prepared and submitted in accordance with these Instructions which are provided to assist Bidders in preparing their bids, and do not constitute part of the Bid or the Contract Documents.

IB.42 Margin of Preference

Unless otherwise specified in the Bidding Data, no margin of preference shall apply.[Domestic Preference shall be applicable in case of International Competitive Bidding as per policy of the government, in accordance with the procedure given in the Bidding Data.]

**BIDDING
DATA**

BIDDING DATA

(This section should be filled in by the Purchaser before issuance of the Bidding Documents.) The following specific data for the Works to be bided shall complement, amend, or supplement the provisions in the Instructions to Bidders. Wherever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Instructions to Bidders

Clause Reference

1.1 Name of Purchaser/Procuring Agency

Federal Board of Revenue, FBR House, Constitution Avenue, G-5, Islamabad

1.3 Brief Description of Supplies/Goods/repair and maintenance.

Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26

1.7 National/International Competitive Bidding

The Bidding is open to National competition as per policy of the government

2.1 Source of Funding:

Budgetary allocation by Government of Pakistan for FBR, Islamabad in the Budget 2025-26.

8.1 Time limit for clarification:

At least 7 working days before submission date

10.1 Bid language:

English

13.1 Currencies of Bid and Payment:

Bidders to quote entirely in Pakistani rupees. Payment shall also be made in Pak. Rupees

18.1 Period of Bid Validity:

120 Days from Bid Opening Date.

19.1 Amount of Bid Security:

Rs.250,000/- Fixed amount as "Earnest Money" in the shape of Bank Draft/Pay Order in favour of DDO, FBR will have to attach with the Bid

21.1 Venue, time, and date of the pre-Bid meeting:

Conference Room of 3rd floor FBR House, Constitution Avenue, G-5, Islamabad

22.2 Number of copies of the Bid to be completed and returned:

One ORIGINAL and COPY duly stamped and signed on every page.

23.2 Purchaser's address for the purpose of Bid submission:

Second Secretary (S&M), ROOM NO: 518, 5nd Floor, FBR House, Constitution Avenue, G-5, Islamabad, Telephone No. 051-92151040 Ext 300

24.1 Deadline for submission of bids:

22nd August, 2025 at 11:00 a.m.

27.1 Venue, time, and date of Bid opening:

Venue: FBR (HQ) Room No.518 Second Secretary (S&M)

Time: 11:00 Hours (Receipt of Bids) , 11:30 Hours (Opening of Bids)

Date: 22nd August, 2025

34 Award Criteria

Subject to Clause 34, the Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and whose Quoted Evaluated Bid Price in the respective lot or lots is lowest.

35.2 Percentage increase or decrease shall not exceed

Plus/Minus 15-20 % of the contract amount

37.1 Standard form and amount of Performance Security acceptable to the Purchaser:

Successful Bidder is required to furnish Performance Security equivalent to 5% of the Evaluated Bid Price in shape of Bank Guarantee.

N.B: *In case Bidder is not present during submission and opening of Bid. He must authorize his representative in writing to submit and remain present during the opening of Bid. Any Bid which is being submitted by an unauthorized person shall not be entertained.*

TERMS AND CONDITIONS

OF

**Purchase/repair/maintenance of office building/machinery &
equipment & miscellaneous items for current financial year
2025-26**

PURCHASE/REPAIR/MAINTENANCE OF OFFICE BUILDING/MACHINERY & EQUIPMENT & MISCELLANEOUS ITEMS FOR CURRENT FINANCIAL YEAR 2025-26

Sealed bids are invited from the firms registered with the Sales Tax and Income Tax Departments for supply of **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26.**, as per detail given in Annexure "A". Terms & Conditions of the Purchase/repair are as below:

If you have any doubt as to the meaning of any portion of the technical specifications, you may seek clarifications of the same from **Room No.518, FBR (HQ), Constitution Avenue, Islamabad.**

2. Income Tax/Withholding Tax/Sales Tax will be deducted in accordance with the law.
3. FBR reserves the right to increase or decrease the quantity of **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26**, mentioned in the Schedule of Requirement, Annexure "A".

4. **DELIVERY SCHEDULE**

The delivery of the **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26., ON URGENT BASIS.** Accordingly, bidders are advised to deliver the material to Board within stipulated time by using their own transport.

5. **PENALTY:**

For failure to comply with the delivery schedule of Contract (s), penalty will be imposed on defaulting Contractor which will be charged at the time of sanction details of delivery schedule is as under:

- 5.1. 1% of the cost of entire Contract or of such items/job as remains un-supplied/un-completed for every day up to maximum of 5% for 10 days exceeding the job completion/delivery period.
 - 5.2. If the material is not supplied even after payment of penalty for 10 consecutive days FBR reserves the right to cancel the contract and to get complete the required job/items from elsewhere at risk and cost of the defaulting contractor.
6. The authorized representative of the bidder may quote prices on below-mentioned Annexure "A" duly filled in, stamped and signed. The bidders can also use their company letter heads for quoting rates.

7. Price must be quoted including all government taxes and charges like handling, loading, transportation and unloading, installation, workmanship etc. of material at the final destination.
8. Quoted price shall be valid upto **30.06.2026** from the opening date of the bids. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.

9. **EARNEST MONEY:**

- 9.1 The Bidder shall furnish as part of his bid, a Bank Draft/Pay Order equivalent to Rs.250,000 as Earnest Money crossed in favor of "Federal Board of Revenue." Bank Guarantee as earnest money shall not be entertained. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
- 9.2 Part earnest money or crossed Cheque / bank guarantee, as earnest money is not acceptable.
- 9.3 In case of cancellation of contract as default of the Contractor the earnest money shall be forfeited in favor of FBR.

10. **PAYMENT:**

Payment will be made after the complete delivery/repair **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26.**, However, submission of performance security in the shape of Bank Guarantee/pay order being 5% of the total bill value/ Work Order / Purchase Order Value shall be a pre-requisite for the release of 100% payment.

11. **SEALING AND MARKING OF BIDS.**

- 11.1 The bids shall be submitted in sealed envelopes marked as under:

Secretary (Admn), FBR (HQ)

Room # 518, FBR House, Islamabad

- 11.2 The envelopes shall also bear the word "CONFIDENTIAL" and following identifications: -

BID NO.01/25-26

For supply of Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26.

- 11.3 If the envelope is not marked, as instructed above, FBR will assume no responsibility for the misplacement or premature opening of the bid.
12. **DEADLINE FOR SUBMISSION OF BIDS:**
- All bids must be delivered in the Office of Secretary (Admn) on or before the prescribed deadline of **11:00 hours on 22nd August, 2025.**
13. **LATE PROPOSALS:**
- Any bid received by FBR after the prescribed deadline will be returned unopened to the Bidder.
14. **OPENING OF BIDS:** The Purchaser will open the bids in the presence of bidder's representatives who choose to attend at 11:30 hours on 22.08.2025 at the above-mentioned address.
15. **WARRANTY**
- 15.1 The Supplier shall warrant that all Equipment's supplied against the Purchase Order (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied items under the conditions prevailing at final destination.
16. All bids should include:
- 16.1 Company's profile, list of clients with their telephone number and address;
- 16.2 Copies of Income Tax and Sales Tax registration certificates;
- 16.3 A call deposit being Rs.250,000/- as Earnest Money crossed in favor of "Federal Board of Revenue.
- 16.4 Affidavit (on legal paper) to the effect that the firm has never been black- listed by any agency of government/semi government/autonomous body or business concern.
17. FBR reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder about the grounds for FBR's action.
18. All items will be inspected before delivery.
19. No enquiry after submission of the quotation will be entertained.
20. All items required, sample/Specification are available in room No.518, FBR(HQ), Constitution Avenue, Islamabad which can be seen during the office hours.

(Farrukh Amir Sial)
Secretary (Admn)
Room # 518, FBR House
Constitution Avenue, Islamabad
 Tel # 051-9215104-Ext.300

**SPECIFICATION OF PURCHASE/REPAIR/MAINTENANCE OF OFFICE
BUILDING/MACHINERY & EQUIPMENT & MISCELLANEOUS ITEMS FOR
CURRENT FINANCIAL YEAR 2025-26.**

**FORM OF BID
AND
APPENDICES TO BID**

ITEMS DESCRIPTIONS

S.#.	Description of Items.	Unit Price	Approx: Quantity to be purchased during the Financial Year 2025-26	Rate without taxes (Rs.)	Rates with taxes (Rs.)
1	Pipe IIEL (2")	Per/ft.	500 Feet		
2	Pipe IIEL (1-1/2")	Per/ft.	500 Feet		
3	Pipe IIEL (1")	Per/ft.	500 Feet		
4	Pipe IIEL (3/4")	Per/ft.	500 Feet		
5	Pipe IIEL (1/2")	Per/ft.	500 Feet		
6	Gate Valve:-	--			
	(i). Gate Valve (1").	One piece	100 Nos		
	(ii). Gate Valve (1-1/2")	One piece	100 Nos		
	(iii). Gate Valve (2")	One piece	100 Nos		
7	Ball Valve:-	--			
	(i). Ball Valve (1"). (Anwar)	One piece	100 Nos		
	(ii). Ball Valve (1/2")	One piece	100 Nos		
	(iii) Ball Valve (2"). (Anwar)	One piece	100 Nos		
8	Siphon (IFO/ICL) or equivalent	One piece	200 Nos		
9	Commode Seat Cover	One piece	100 Nos		
10	Connection Pipe:-	--			
	(i). (1-1/2")	One piece	100 Nos		
	(ii). (2").	One piece	100 Nos		
11	G.I. Fitting:-	--			
	(i) Union (2")	One piece	100 Nos		
	(a) Union (1-1/2").	One piece	100 Nos		
	(b) Union (1")	One piece	100 Nos		
	(c) Union (1/2")	One piece	100 Nos		
	(d) Union (3/4")	One piece	100 Nos		
	(ii). Elbow (2")	One piece	100 Nos		
	(a) Elbow (1")	One piece	100 Nos		
	(b) Elbow (1-1/2")	One piece	100 Nos		
	(c) Elbow (1/2")	One piece	100 Nos		
	(d) Elbow (3/4)	One piece	100 Nos		
	(iii). Socket (Sanitary use) (2").	One piece	100 Nos		
	Socket (sanitary use) (1-1/2")	One piece	100 Nos		
	Socket (sanitary use) (1")	One piece			
	Socket (sanitary use) (3/4")	One piece	100 Nos		
	(iv). Tee (2").	One piece	100 Nos		

	Tee (1-1/2")	One piece	100 Nos		
	Tee (1/2")	One piece	100 Nos		
	Tee (3/4")	One piece	100 Nos		
	(v). Barrel Nipple (2")	One piece	100 Nos		
	Barrel Nipple (1-1/2")	One piece	100 Nos		
	Barrel Nipple (1")	One piece	100 Nos		
	Barrel Nipple (1/2")	One piece	100 Nos		
	Barrel Nipple (3/4")	One piece	100 Nos		
12	i. Double Bib Cock (Faisal & Co.)	One piece	100 Nos		
	ii. Tee Cock (Faisal & Co.)	One Piece	100 Nos		
	iii. Single Bib Cock (Faisal & Co.)	One Piece	100 Nos		
13	Basin Mixer Lever (Faisal & Co.)	One piece	100 Nos		
14	Sink Mixer Lever (Faisal & Co.)	One piece	100 Nos		
15	Jali 6x6	One piece	100 Nos		
16	Waste Pipe	One piece	100 Nos		
17	Muslim Shower (Master)	One piece	200 Nos		
18	<u>Door Item</u>	--			
	i. Door Lock	One piece	100 Nos		
	ii. Door Closer	One piece	50 Nos		
19	Hockey Pipe	One piece	200 Nos		
20	<u>ICI or equivalent Paint:-</u>	--			
	(i). Emulsion (Bucket)	One piece	100 Nos		
	(ii). Emulsion (Gallon)	One piece	100 Nos		
	(iii). Enamel (Gallon)	One piece	100 Nos		
	(iv) Weather shield (Bucket)	One piece	100 Nos		
	(v). Weather shield (Gallon)	One piece	100 Nos		
	(vi). Pantalite (Bucket)	One piece	100 Nos		
	(vii) Pantalite (Gallon)	One piece	100 Nos		
21	ICI or equivalent wooden door lacquer polishing	per sq. ft			
22	(i) Cement	per bag	100 Nos		
	(ii) Sand	per filled pick-up	25 Nos		
	(iii) Bricks	One piece			
	(iv) Clay (best quality)	per trolley	50 Nos		
23	Crush of different size	per trolley	20 Nos		
24	Wooden Flooring with Accessories	per sq. ft	15,000		

25	Steel Planter Pot i. 12 Inch ii. 14 Inch iii. 16 Inch	One piece	100 Nos		
26	Aluminum Partitioning	per sq. ft.			
27	False Ceiling	One piece	700 Nos		
28	Tile	----			
	(i). Tile 24x24	per meter	1,000 M		
	(ii). Tile 10x16	per meter	1,000 M		
29	Fixation of Tile (Labour Charges)	Per Sq. ft			
30	PVC Wall Paneling	Per Sq. ft	3000 Sq ft		
31	Purchase of Flags along with tower stand steel good quality	Each	30 Nos		
32	supply/repair of Curtains/Blinds	Sq. ft	200 Nos		
33	Repair/Maintenance/Annual Services of Lifts	05 Nos			
34	Complete Uniforms/Protective Clothing along with stitching (seasonal)	Per/Person	100 Roll		
35	Telephone Copper Wire (05-Pair)	Per/roll	150 Roll		
36	Telephone Copper Wire (02-Pair)	Per/roll	150 Roll		
37	Networking cable Cat 6 pure copper	Per/roll	150 Roll		
38	Parameter Flood lights (200/400 watt) type ultra-Bright SMD	Per/Piece	96 Piece		
39	Supply of Telephone Accessories i.e. (CLI imported, Adopter Imported Receiver Cord, Line Cord-05 Pair, Line Cord 06 Pair, RJ11 Connector/05Pair, RJ11 Connector/06-Pair, RJ11 Connector/Receiver Cord.	Per/Piece	500 each		
40	Hand Dryer Machine	Per/Piece	50 Nos		
41	Coaxial cable	Per/roll	70 Nos		
42	Wooden Base metal shield/Crystal shield/Award	Per/Piece	500 Nos		
43	Repair of digital intercom telephone sets	Per/Piece	50 Nos		
44	Repair of Steno Telephone Sets	Per/Piece	200 Nos		
45	Repair of Ordinary Telephone sets	Per/Piece	200 Nos		

46	Repair of Fax Machines	Per/Piece	90 Nos		
47	Repair of Turn Style Machines	Per/Piece	6 Nos		
48	Repair of hydraulic road blocker	Per/Piece	1 Nos		
49	Repair of Automatic Road barrier	Per/Piece	1 Nos		
50	Supply of Meals/Hi Tea along with Mineral Water during Foreign Delegation Visit	Per Person	5000 Nos		
51	i. Supply of Sound System/Mic System installation at conference room ii. Repair of Sound System/Mic System installed at conference room		4 Nos		
52	Supply of Telephone Wire (10-Pair)	Per/Roll	50 Roll		
53	Supply of POE Switches	Per Piece	36 Nos		
54	Repair/Maintenance of Telephone Exchange		03 Nos		
55	Supply of Joy Pad for CCTV Cameras/Flood Lights		36 Nos		
56	Supply of steel Pole for CCTV Cameras/Flood Lights		24 Nos		
57	Supply & Installation of Automatic/Manual Road Barrier		04 Nos		
58	Supply of Iron Road Blocker & Rubber cones		36 Nos 60 Nos		
59	Pest/rodent/Flying Insects Control Services 7 Treatment				
60	Floor Polishing	Per Sq Feet	300		
61	i. Supply of Carpets & Rugs ii. Cleaning of Carpets		36 Nos		
62	<u>Security Equipment</u>				
	(i). Security Cameras with accessories		100 Nos		
	a). 2mp ip (bullet/dome) b). 4mp ip (bullet/dome) c). PTZ 2m ip d). Analog 2mp ip (bullet/dome) e). Analog 4mp ip (bullet/dome)				

Form of Bid

Date: _____

Bid Reference No. _____
 (Name of Contract)

To: _____

Sir,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: _____;
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the Delivery and Completion Schedule, the following Goods _____
 _____;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is: _____
 _____;
- (d) The discounts offered and the methodology for their application are: _____

- (e) Our Bid shall be valid for a period of _____ days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our Bid is accepted, we commit to obtain a Performance Security in the amount of _____% (_____) percent of the Contract Price for the due performance of the Contract;
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries;

- (h) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;

- (i) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Purchaser; or by any other Government Department.
- (j) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
(If none has been paid or is to be paid, indicate "none.")			

- (k) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (m) We agree to permit the Purchaser or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Bank.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Date _____

<p>Witness - I:</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Address: _____</p> <p>CNIC: _____</p>	<p>Witness- II:</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Address: _____</p> <p>CNIC: _____</p>
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NAME OF ELIGIBLE COUNTRIES

All countries of the World with whom Islamic Republic of Pakistan has commercial relations.

[The Bidders and the Machinery & Equipment items (Goods) from all eligible countries are accepted in case of International Competitive Bidding for which Domestic Preference shall be applicable as per policy of the government. However only national Bidders and domestic office Furniture / Machinery & Equipment's items (Goods) are accepted in case of National Competitive Bidding for which Domestic Preference shall not be applicable.]

FOREIGN CURRENCY REQUIREMENTS

1. The Bidder may indicate here in below his requirements of foreign currency (if any), with reference to various Goods.
2. Foreign Currency Requirement as percentage of the Bid Price excluding Provisional Sums _____%.
3. **Table of Exchange Rates**

Unit of Currency	Equivalent in Pak. Rupees
Australian Dollar	-----
Euro	-----
Japanese Yen	-----
U.K. Pound	-----
U.S. Dollars	-----
-----	-----
-----	-----

METHOD OF ASSURING QUALITY OF MACHINERY & EQUIPMENT GOODS

[The Bidder is required to submit a narrative outlining the method of assuring quality of Machinery & Equipment Goods. The narrative should indicate in detail and include but not be limited to:

1. Organization Chart indicating head office and field office personnel involved in quality assurance.
2. Mobilization in Pakistan, the type of facilities including personnel accommodation, office accommodation, provision for maintenance and for storage, communications, security and other services to be used.
3. The procedures for transportation of Goods to delivery site.

LIST OF QUALITY CONTROL/LABORATORY EQUIPMENTS

[The Bidder will provide on Sheet 2 of this Appendix a list of all items, under separate heading for items owned, to be purchased or to be arranged on lease by him to carry out the quality control tests. The information shall include make, type, capacity, and anticipated period of utilization for all equipment which shall be in sufficient detail to demonstrate fully that the equipment will meet all requirements of the Specifications.]

LIST OF QUALITY CONTROL/LABORATORY EQUIPMENTS

Owned Purchased or Leased	Description of Unit (Make, Model, Year)	Purpose of Utilization	Condition	Present Location or Source	Date of Availability	Period of Utilization
1	2	3	4	5	6	7
a. Owned						
b. To be Purchased						
c. To be arranged on Lease						

Appendix-E to Bid**LIST OF MANUFACTURERS / SUBCONTRACTORS**

I/We intend to supply Goods from the following manufactures or engage the following subcontractors for supply of Goods. In my/our opinion, the manufacturers/ subcontractors named hereunder are reliable and competent to supply of Goods for which each is listed.

Enclosed are documentation outlining experience of manufacturers/subcontractors, the curriculum vitae and experience of their key personnel who will be assigned to the Contract, Goods to be supplied or transportation to be done, size, location and type of contracts performed in the past.

Description of Goods (Give Details)	Manufacturers/Subcontractors (With Complete Address)
1	2

Note:

In case, the Bidder is itself either manufacturer or transporter or both, the above table should be filled and requisite documentation be submitted accordingly.

ORGANIZATION CHART
FOR THE
SUPERVISORY STAFF AND LABOUR

[The Bidder shall provide organization charts for: (a) procurement of Goods from its source, (b) transportation of Goods from source (Ware House) to delivery point, and (c) the staff to deal with the contractual and other related matters with the Purchaser]

**(INTEGRITY PACT)
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____

Contract Value: *[To be filled in at the time of signing of Contract]*

Contract Title: _____

..... [Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto. _____ [Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ [Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, _____ [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback given by _____ [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer/Purchaser:

Name of Seller/Supplier:

Signature:

Signature:

[Seal]

[Seal]

SCHEDULES TO BID

N.B: Bidders must quote the above Grand Total or Sub-Total in case of bidding for single lot in the Form of Bid

Manufacturer's Authorization

Date: _____

Bid Reference No.: _____

Invitation for Bid No.: _____

To: _____

WHEREAS _____ who are official manufacturers of _____ having factories at _____ do hereby authorize _____ to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us _____ and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm in reply to this Invitation for Bids

Name _____

In the capacity of: _____

Signed _____

Duly authorized to sign the Authorization for and on behalf of _____

Date _____

Schedule-D

Delivery and Completion Schedule

The delivery period shall start after issuance of Indent/Supply order.

Item No.	Description of Goods	Delivery Schedule (Duration)	Location	Required Arrival Date of Goods
As per Schedule-A		As per Indent / Supply Order	FBR House, G-5, Islamabad	As per Indent/ Supply Order

Schedule E**Inspection and Tests to be carried out**

[Purchaser shall list down the Inspection and Tests to be carried out under GCC Clause 26 and PCC Sub-Clause 26.2]

Inspections	Stage
Bid Evaluation Committee can inspect any item, as they deem appropriate	Evaluation Stage
Purchaser/Representative can ask for inspection of item prior to its delivery	Pre-Supply
Any authorized officer of FBR can inspect the item , even after supply to ensure that item conforms to the specifications	Post Supply

STANDARD FORMS

PERFORMANCE SECURITY CONTRACT AGREEMENT

FORM OF PERFORMANCE SECURITY

(Bank Guarantee)

Guarantee No. _____

Executed on _____

Expiry date _____

[Letter by the Guarantor to the Purchaser]

Name of Guarantor (Bank) with address: _____
(Scheduled Bank in Pakistan)

Name of Principal (Supplier/Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Purchaser) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Purchaser, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Purchaser's above said Letter of Acceptance for _____ (Name of Contract) for the _____

NOW THEREFORE, if the Principal (Supplier/Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Purchaser, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 28, Warranty, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Purchaser without delay upon the Purchaser's first written demand without cavil or arguments and without requiring the Purchaser to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Purchaser's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Purchaser's designated Bank & Account Number.

Provided also that the Purchaser shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Purchaser forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

	Guarantor (Bank)
Witness:	
1. _____	Signature _____
_____	Name _____
Corporate Secretary (Seal)	Title _____
2. _____	
_____	_____
Name, Title & Address	Corporate Guarantor (Seal)

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT made on the _____ day of _____, 20____, between _____ of _____ (hereinafter "the Purchaser"), of the one part, and _____ of _____ (hereinafter called "the Supplier"), of the other part:

WHEREAS the Purchaser invited bids for certain Goods viz., _____ and has accepted a Bid by the Supplier for the supply of those Goods in the sum of _____ (hereinafter called "the Contract Price").

WHEREAS the Supplier fully understand that quantities to be supplied can vary during the year. It will be total description of the Purchaser to order no item, or order more items, depending upon its requirements and Supplier is bound to supply the items, as per approved specifications and Price

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Purchaser's Notification to the Supplier of Award of Contract (Letter of Acceptance);
 - (b) The Form of Bid and the Price Schedules submitted by the Supplier;
 - (c) The Particular Conditions of Contract; Part-II
 - (d) The General Conditions of Contract; Part-I
 - (e) The Schedule to Bid (other than Price Schedule);
 - (f) Appendices to Bid;
 - (g) Special Provisions/Stipulations
 - (h) Specifications;
 - (i) Drawings (If any)
 - (j) Any other letter or document Purchaser intends to make it a part of the Contract.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Supplier is legally bound to supply the items, as per approved samples, specifications, along-with Warranties and Guarantees, as per terms and conditions of the Contract Agreement and integral documents thereto.

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of _____ on the day, month and year indicated above.

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness

(Name, Title and Address)

(Name, Title and Address)

Particular Conditions of Contract

Particular Conditions of Contract

The following Particular Conditions of Contract (PCC) shall supplement the General Conditions of Contract (GCC). Whenever and wherever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC Sub Clause 1.1(i)

The Purchaser's country is Islamic Republic of Pakistan.

GCC Sub Clause 1.1(k)

The Purchaser is Federal Board of Revenue, *FBR House, Islamabad*

GCC Sub Clause 1.1 (q)

The Site is: *Second Secretary, Room No 518, FBR House, G-5, Islamabad, Pakistan.*

GCC Sub Clause 4.2 (b)

The version of Incoterms shall be that prevailing on the date of Invitation for Bids.

GCC Sub Clause 5.1

The language shall be: *English*

GCC Sub Clause 7.1 and 7.2

The procurement is based on National Competitive Bidding.

GCC Sub Clause 8.1

For **notices**, the Purchaser's address shall be:

Attention: *Second Secretary (S&M)*

Address: *Room No 518, FBR House, G-5,*

City: *Islamabad*

Country: *Pakistan*

Telephone: *051-9207540-Ext 300*

GCC Sub Clause 9.1

The governing law shall be the Law of Islamic Republic of Pakistan.

GCC Sub Clause 10.2

The formal mechanism for the resolution of disputes shall be as follows:

- a. The rights and obligations of the Parties under or pursuant to these Conditions shall be governed and construed according to the Law of Islamic Republic of Pakistan.
- b. The dispute shall be referred to arbitration and finally settled in Pakistan in accordance with the Pakistan Arbitration Act, 1940, and any amendment or substitution thereof. If the Parties cannot agree to the appointment of a sole arbitrator each Party shall appoint

an arbitrator and the arbitrators shall, before entering upon the reference, jointly appoint an umpire. The decision of the arbitrator(s) shall be final and shall not be challenged or assailed in any court on any ground whatsoever.

GCC Sub Clause 11.1

The scope of Goods Supply is described in Schedule-A to Bid.

GCC Sub Clause 16.1

Payments shall be made with following terms:

Payment will be made by Employer after completion of delivery of the goods by the supplier, to the satisfaction of the employer.

All payments will be made after due inspection, quality check and acceptance of the delivered goods by Purchaser's Representative Second Secretary (S&M).

GCC Sub Clause 16.4

The currencies for payments shall be: *Pakistani Rupees (PKR)*

GCC Sub Clause 18.1

The bid security (as specified in the tender notice) of successful bidder will be retained by the purchaser as part of performance security and the bidder would provide the remaining amount before signing the contract , to make full amount of Performance Security , twice the amount of Bid Security , in addition to warranties and Guarantees.

GCC Sub Clause 18.3

The Supplier shall provide a Performance Security in the prescribed Form annexed to these Documents in the form of Bank Guarantee from any Scheduled Bank in Pakistan. The cost of complying with the requirements of this Sub-Clause shall be borne by the Supplier.

GCC Sub Clause 18.4

Discharge of Performance Security shall take place: 28 days after the satisfactory completion of original or extended period of contract and on expiry of Guarantee /Warranty period.

GCC Sub Clause 23.2

The packing, marking and documentation within and outside the packages shall be on instructions of the Purchaser

GCC Sub Clause 24.1

The insurance coverage shall be in accordance with the Bidding Documents

GCC Sub Clause 26.2

Tests and Inspections specified in Schedule F to Bid, shall be carried out as per Bidding Documents

GCC Sub Clause 27.1

The liquidated damage shall be applicable as per Bidding Documents

GCC Sub Clause 27.1

The maximum amount of liquidated damages shall be 3% of the Contract amount

GCC Sub Clause 28.3

The period of validity of the Warranty shall be one year/standard for all items.

GCC Sub Clause 28.5

The Supplier shall correct any defects covered by the Warranty within specified period.

GCC Sub Clause 30.1

The amount of aggregate liability shall be as per Bidding Documents

GCC Sub Clause 35

The Contract is liable to termination, if the contractor fails to supply the goods ordered, in quantity, mode and manner specified in the Bidding Documents.

SPECIAL PROVISIONS / STIPULATIONS

SPECIAL PROVISIONS / STIPULATIONS

1. During the contract period, contractors will be responsible to deliver the items on approved rates at their own transport to S&M section FBR(HQ), basement or any others place within the premises in the office timing. During the current financial year, contractor would have to supply/repair the items according to specification/brands of the items mentioned in the items list, in case of failure in connection with the supply/repair of genuine goods, the items will not be accepted on any cost/grounds etc.
 2. Every firm must have at least three (03) years' experience in his credit.
 3. In case of providing substandard materials or items during the current contract period by the firm, equal value of amount will be deducted from available securities or amount due to the contractor
 4. During fiscal year in case of non-supply of any awarded item of **Purchase/repair/maintenance of office building/machinery & equipment & miscellaneous items for current financial year 2025-26**, contract will be cancelled and deposited securities shall be forfeited and firm will also be blacklisted in terms of rule 19 of PPRA Rules 2004.
 5. Firm will be bound to supply the items during entire financial year i.e. 2025-2026 on approved rates or during the extended period without increasing rates on any grounds and representative of the Purchaser will be allowed to visit their workshops for inspection, if purchaser desired so.
 6. All firms will have to submit their rates in round figure against each item otherwise rate will be treated as cancelled and no change to be made in items specification given in the Bidding Documents.
 7. Every firm will have to certify that terms & conditions devised by FBR are acceptable to them in letter and spirit. Approved firm will have to supply the goods within stipulated period after issuance of work order, and in this connection no excuse will be accepted.
 8. All firms will have to give the acceptance certificate of terms & conditions separately on their letter head pads (Otherwise, the firms will not be allowed to participate in the bidding process)
 9. Bidders may note that this is "Fixed Price Contract" without Economic Adjustment.
- Bidder can Bid for one or multiple Lots
10. Bid shall be awarded on the basis of lowest evaluated price quoted in consideration of given specification and standard.