

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

TENDER NOTICE NO. 01 FOR PRE-QUALIFICATION OF FIRMS/SOLE PROPRIETORS/DEALERS FOR CLOSE FRAMEWORK AGREEMENT

Federal Board of Revenue (HQ), Islamabad invites sealed bids from the firms/sole proprietors/Dealers who have their own state-of-the art Shops for supply of different types of consumable stationery items, toners, papers writing items etc. repair/maintenance of machinery, Air-conditioners, photocopiers, copy printer and different types of furniture items etc. for current financial year 2026-27. Bidders should be registered with PPRA as vendors and also registered with Income Tax and Sales Tax Departments, and must be included in Active Tax Payer's List of FBR.

2. Bidding documents i.e. Criteria for Pre-qualification/evaluation of Firms/ along with terms and conditions are available on authority i.e. PPRA/FBR's website and can be downloaded free of cost Encrypted electronic and Hard copy of original documents can also be obtained from the office of undersigned Room No.530 before closing of office hours on working days and bids duly completed and in conformity with Bidding Documents shall be submitted till 10.30. AM dated 24.08.2026. Bidding should be carried out by Single Stage One Envelops Procedure.

3. All bids must be accompanied by a Bid Security in an acceptable form in the amount of PKR 300,000/-

4. All the sealed bids for pre-qualifications of firms sole proprietors/Dealers will be opened in the FBR(HQ) in the presence of available representatives of the participating firms' sole proprietors/Dealers on 24th August, 2026 at 11:00 AM in Conference room of FBR (HQ) Islamabad.

5. Procuring agency i.e. Federal Board of Revenue has the right to accept or reject any or all bids prior to acceptance in accordance with Rule 33 of Public Procurement Rules, 2004.

6. The interested firms/Companies/Firms/vendors may contact to Second Secretary (Store/Transport) FBR(HQ) in case of any query at Phone No..9218248 in working days.

(Farrukh Amir Sial)
Secretary (Administration)

TERMS AND CONDITIONS

- a) The firms will be shortlisted as per PPRA Rules, 2004.
- b) Successful firms shall be responsible to supply the all-consumable items mentioned in the list appended herewith and to provide the services for repairs/maintenance of Air-conditioners, Photocopiers, Copy printers, and different types of Furniture's items after approval of their quotation.
- c) Firms shall respond on receipt of work order within three days in order to meet the emergent requirement in some case and will be bound to provide the misc. items.
- d) Firms shall preferably make it convenient/possible to supply the consumable items and their services for different types of repairs/maintenance of machinery & equipment and different types of furniture items at their own arrangement
- e) Firms shall be bound to replace the faulty parts of photocopiers, copy printers and different types of Air-conditioners etc. with genuine parts having sufficient warranty period. In case the spare part replace are found to be sub-standard /second hand ones, the firms shall be struck off from panel, notwithstanding any other action under law.
- f) In case of arising of same fault within the warranty period. The firm shall replace faulty part without any charges.
- g) Firms shall be bound to return the faulty parts to FBR (HQ).
- h) Pre-qualification of firms will be processed in light of clause 15 to 19 of PPRA Rules, 2004.
- i) Only pre-qualified firms/companies /vendors will be eligible to participate in the bidding process with FBR during the financial year 2026-27.
- j) Sealed bids for pre-qualification shall reach FBR (HQ) by hand (during office hours) or by courier at the address of Secretary (Admin), FBR (HFQ), Constitution Avenue, Opposite Supreme Court of Pakistan, Islamabad within the stipulated time, otherwise, the same will not be accepted.
- k) Payment(s) will be made through AGPR, Islamabad vide Cheques or firm's account through IBAN account No. given by the vendors at the time of submission of bid.
- l) FBR (HQs), Islamabad reserves the rights to adopt or reject wholly or partially any proposal received or to cancel the pre-qualification process altogether at any stage in the ambit of the PPRA Rules.
- m) The interested firms/companies/workshops must attach security deposit of Rs.300,000/- in the shape of pay order/demand draft in favor of DDO, FBR (HQ), Islamabad.

I/We have read and agree with the above-mentioned terms and conditions.

Authorized Signature:

Name & Designation:

Company's Stamp/Seal:

**CRITERIA FOR PRE-QUALIFICATION/EVALUATION OF FIRMS/
COMPANIES/VENDORS**

- a) Firms should have their own state-of-the-art office shop in Islamabad/Rawalpindi for supply of consumable items mentioned in the list attached herewith and repairs/maintenance of Photocopiers, Copy Printers, Air-conditioners etc. and different types of furniture's items.
- b) Firms must have General Sales Tax Registration, National Tax Number and is on active taxpayer list (ATL) on FBR and also registered with PPRA as vendor. The firm should have bank account/IBAN number and vendor number assigned by AGPR.
- c) For prequalification, firms having experience, capability and resources may apply along-with the following information and documents: -
- i) Name of the firm along-with postal address, Phone, email id & Fax numbers
 - ii) Every firm/Companies, workshop for repairs of Photocopiers, Air-conditioners must have at least (02) two –years' relevant experience at its credit.
 - iii) Similar nature of works in hand along-with names, and addresses of clients
 - iv) Proof of pre-qualified for similar nature of works with Govt., Semi Govt. /Private Firm.
 - v) Affidavit for not blacklisted /involved in arbitration/litigation with any client during last 5 years,
 - vi) The Firm must have adequate facilities and technical capabilities to carry out the repair/Maintenance, of latest model of Canon & Konica and other Brand Photocopiers, Copy Printers, Air-conditioners etc. and others related office equipment
 - vii) The Firm must have capabilities of timely supply of consumable Stationery items, in case of toner/cartridges, Bidder should be an authorized Distributors/Agents of the Original manufacturer and are bound to provide original manufacturer's warranty and specification for toner cartridges like genuine & compatible toner of different brand/models or equivalent to HP/Brother & other Brand computer printers and photocopiers Canon and Konica etc.
 - viii) The interested firms/Parties/vendors must have sound financial position and may provide bank statement as proof.
 - ix) The Firm applying for pre-qualification shall submit rates/quotations on demand, as per list of consumable items and necessary repairs & maintenance of different types of photocopiers, Air-conditioners and different types of furniture items etc. for current financial year 2026-27.
 - x) Power of Attorney/Authority Letter to submit Bid in case Bidder himself is not there
 - xi) Proof of Registration of Firm/Business/Entity
 - xii) Pay Orders/CDR Rs.300,000/- In accordance with the requirement of bid

(Farrukh Amir Sial)
Secretary (Administration)