



**Federal Board of Revenue**  
Revenue Division - Government of Pakistan

## **Corrigendum-02**

### **(Issuance of Addendum-2)**

### **Hiring of HR Firm for Provision of Experts and Payroll Services**

Issuance Date	22 <sup>nd</sup> April, 2025			
Reference No.	5(18)Secy(Admn)/2024			
Title	Hiring of HR Firm for Provision of Experts and Payroll Services			
Bid Submission Date	<b>Initial Date</b>	23 <sup>rd</sup> April, 2025	<b>Revised Date</b>	25 <sup>th</sup> April, 2025

This is with reference to the Federal Board of Revenue subject advertisement (Invitation to Bid) dated: 28<sup>th</sup> March, 2025 published in various leading newspapers and uploaded over Public Procurement Regularity Authority (PPRA), (<https://www.ppra.org.pk>) and Federal Board of Revenue (<https://www.fbr.gov.pk/tenders>) websites and E-PADS along with the corresponding Bidding Documents (Invitation to Bid).

Some amendments have been made in Invitation for Bid document which are appearing in Addendum No. 2 that is uploaded at the website of Public Procurement Regularity Authority (PPRA), (<https://www.ppra.org.pk>) and Federal Board of Revenue (<https://www.fbr.gov.pk/tenders>) and E-PADS.

All other terms and conditions of the subject advertisement (Invitation to Bid) and corresponding Request for Bids for the subject/title procurement activity remain unchanged until and unless expressly modified so in writing.

**Hasham Khalid Malik**

Secretary (Administration)

Room 506, Fifth Floor, Federal Board of Revenue (HQ), Islamabad

Email: [hasham.malik@fbr.gov.pk](mailto:hasham.malik@fbr.gov.pk)

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**Federal Board of Revenue**  
Revenue Division - Government of Pakistan

## Corrigendum-01

(Extension in Bid Submission Date)

### Hiring of HR Firm for Provision of Experts and Payroll Services

Issuance Date	15 <sup>th</sup> April, 2025			
Reference No.	5(18)Secy(Admn)/2024			
Title	Hiring of HR Firm for Provision of Experts and Payroll Services			
Bid Submission Date	Initial Date	23 <sup>rd</sup> April, 2025	Revised Date	25 <sup>th</sup> April, 2025

This is with reference to the Federal Board of Revenue subject advertisement (Invitation to Bid) dated: **28<sup>th</sup> March, 2025** published in various leading newspapers and uploaded over Public Procurement Regularity Authority (PPRA), (<https://www.ppra.org.pk>) and Federal Board of Revenue (<https://www.fbr.gov.pk/tenders>) websites and E-PADS along with the corresponding Bidding Documents (Invitation to Bid).

This is to inform that the due date for submission of bids has been extended. Now the bids can be delivered to the address below by or before **25<sup>th</sup> April, 2025 on or before 1100 hours** (Pakistan Standard Time).

Moreover, some amendments have been made in Invitation for Bid document which are appearing in Addendum No. 1 that is uploaded at the website of Public Procurement Regularity Authority (PPRA), (<https://www.ppra.org.pk>) and Federal Board of Revenue (<https://www.fbr.gov.pk/tenders>) and E-PADS.

All other terms and conditions of the subject advertisement (Invitation to Bid) and corresponding Request for Bids for the subject/title procurement activity remain unchanged until and unless expressly modified so in writing.

**Hasham Khalid Malik**

Secretary (Administration)

Room 506, Fifth Floor, Federal Board of Revenue (HQ), Islamabad

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## FEDERAL BOARD OF REVENUE



FEDERAL BOARD OF REVENUE

### Invitation to Bid

**“Hiring of HR Firm for Provision of Experts and Payroll Services”**

1. Sealed bids are invited from firms/entities, registered with PPRA on E-PADS as vendors and also registered with Income Tax and Sales Tax Departments, which must also be included in Active Tax Payer's List of FBR for provision of audit mentors and sectoral experts for the offices of Federal Board of Revenue (FBR) across the country. Summary of the experts to be provided by the HR Firm is as follows:

Position	Total Number of Experts Required
1. Audit Mentors	58
2. Sectoral Experts	115

2. Bidding documents are available on e-PADS and FBR/PPRA Websites i.e. <https://www.ppra.gov.pk> & <https://www.fbr.gov.pk/> and can be downloaded free of cost. Encrypted electronic bids duly completed and in conformity with Bidding Documents must be submitted online on e-Pak Acquisition and Disposal System (e-PADS) website till 11.00 AM dated 23.04.2025 and bid shall be opened on the same day & date i.e. at 11.30 a.m. in the presence of available representatives of the firms. Bidding shall be carried out by **Single Stage Two Envelope Procedure**. All the bidders acquiring bidding documents online will intimate the department at the email address at the end of the advertisement.
3. Only firms registered with PPRA on E-PADS as vendors are eligible to participate in the bidding process and downloaded the bidding documents. Interested eligible bidders may request for further information/clarification by email at [hasham.malik@fbr.gov.pk](mailto:hasham.malik@fbr.gov.pk) during official Business Days and timing at the address given below, within Seven (07) days before the proposal submission deadline.
4. 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.
5. Hard copy of sealed bids prepared in accordance with instructions contained in the bidding documents must be delivered to the address below on or before 11:00 AM dated **23 April, 2025**. Submission of bids through email is not permitted. Late Bids will be rejected. Bids will be opened the same day at 11:30 am. This advertisement is also available on the PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).
6. A Pre-bid Meeting will take place on **8 April 2025 at 11:00 AM** at Conference Hall, FBR HQ, Constitution Avenue, G-5/2, Islamabad. The bidders who wish to join the meeting virtually can join by using the following link <https://vlc.fbr.gov.pk/meeting/> (**Meeting ID: 317317, Passcode: 0147, Time: Apr 8, 2025 11:00 AM Islamabad**)
7. Sealed bids (as prescribed in Bid Data Sheet of the Bidding Document) in accordance with the provisions of Public Procurement Rules, 2004 and terms and conditions defined in the bidding document, supported by bid security **PKR. 1,000,000 (One million Only)**, in the shape of pay order/demand draft/ call deposit/banker's cheque in the name of **Secretary (Administration), FBR (HQ), Islamabad** should reach Room 506, Fifth Floor, Federal Board of Revenue (FBR) HQ, Islamabad on/or before 1100 hours by **23 April 2025**.

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## **FEDERAL BOARD OF REVENUE**

8. In case opening date(s) is declared as a Public Holiday by the Government, the next working date shall be deemed to be the date for submission and opening of tender(s) at the same time and place. FBR may reject all bids at any time prior to the acceptance of a bid by invoking rule 33 of Public Procurement Rule (PPR), 2004.

**Hasham Khalid Malik**  
Secretary (Administration)  
Room 506, Fifth Floor,  
Federal Board of Revenue (HQ) Islamabad  
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Phone No: 051-9203679

**FBR**