GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
CORPORATE TAX OFFICE, LAHORE
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE

TENDERDOCUMENTS

TENDER NOTICE NO. 05 / 2026-27 DATED:25.11.2026.

SERVICES RENDERED FOR CORPORATE TAX OFFICE (CTO), LAHORE.

(NON-CONSULTANCY SERVICES)

BID SUBMISSION DATE on or before **10.12.2026** at 11.00am

GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
CORPORATE TAX OFFICE, LAHORE
TAX HOUSE, SYED MAUJ DARYA ROAD, LAHORE

No.Bud/CTO/CCIR/Tender 05(26-27)/ 1609 **Dated:** 25 NOV 2026

SUBJECT: **TENDER NOTICE NO. 05 / 2026-27 DATED:25.11.2026.**
SERVICES RENDERED FOR CORPORATE TAX OFFICE (CTO), LAHORE.
(NON-CONSULTANCY SERVICES)

Organization Name	Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.
Address	Tax House, Syed Mauj Darya Road, Lahore.
FBR-FTN	9011301-2
Tele No.	99211717
Fax No.	99211816
Tender document No.	05 / 2026-27

Description & Instructions:
The Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore (Federal Board of Revenue) (hereinafter called CCIR) / Purchaser invites tender only through EPADS for the Services Rendered for Corporate Tax Office (CTO), Lahore as per detail given in Schedule of Requirement (Annex-B):-

1) If you have doubt as to the meaning of any portion of the specifications, obtaining the sample or other terms and conditions you may seek clarification from Mr. Shah Samad, Drawing & Disbursing Officer, 042-99210317, 0300-9418597.

2) The CCIR/ Purchaser, Corporate Tax Office, Lahore reserves the right to reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected bidder or bidder or any obligation to inform the affected bidder or of the grounds for CCIR's action.

3) Income / Withholding Taxes will be deducted in accordance with the law. The Sales Tax shall also be deducted in accordance with the law (if applicable).

4) **DELIVERY SCHEDULE:**
The detail of services rendered mentioned in Schedule of Requirement Annexure "B" is required within 03-days (in Lahore at the premises) after award of the contract (s) to be issued against this tender inquiry. So, the successful bidder may be in a position to complete deployment within the given time frame.

5) **PENALTY**:
In case of failure to comply with delivery schedule of Work/Supply Order (s) to be issued against this tender document, penalty will be imposed on defaulting Supplier as under:

5.1 1% of the cost of entire supply order of such supply order(s) remains un-supplied / un-completed for every day up to maximum of 5% for 10 days exceeding the supply period.

5.2 If the staff are not supplied/deployed even after payment of penalty for 10 consecutive days the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore reserves the right to cancel the supply order and to purchase required items elsewhere at the risk and cost of the defaulting Supplier.

6) The bidder must adhere to the minimum wage rate (notified by the Federal / Provincial Government's relevant Department) and all applicable duties, taxes, management cost & all kinds

of charges in Pak Rupees (imposed by the FBR/PRA and any other government organization) while preparing financial bid.

7) Quoted Rates must be inclusive of all applicable government duties & taxes (imposed by the Federal & Provincial) in Pak Rupees.

8) Rates must be quoted including all kinds of charges like management cost, travelling & transportation of the staff.

9) Bidding Form Annexure "A" must also be duly filled in, stamped and signed by authorized representative of the bidder.

10) Quoted rates shall be valid up to one year from the date of commencement. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration. The work/supply order will be issued as per available budget during the financial year 2026-27.

11) **BID SECURITY:**

11.1 The Bidder shall furnish as part of his bid, a call deposit / Pay Order (Refundable bid security) as per detailed below: -

LOT No.	Description	Quantity	Per Month Estimated Cost (PK Rupees)	Per Annum Estimated Cost (PK Rupees)	3% Bid Security on per annum basis (PK Rupees)
1	Security Guard	26	1,690,000	20,280,000	608,400
2	Naib Qasid	10	1,105,000	13,260,000	397,800
	Mali	5			
	Lift Operator	2			
3	Attendant	2	420,000	5,040,000	151,200
	Ayaa	3			
	Khidmatgar	1			

11.2 The bid security is furnished of whole tender in Pak Rupees in the shape of Pay Order / Demand Draft in favor of the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.

11.3 The Bid Security (in the shape of Pay Order/ Demand Draft) must be submitted in hard to the office before the bid opening in sealed envelope.

11.4 Any bid not accompanied by Earnest Money shall be rejected without any right of appeal. In case of cancellation of Purchase Order as default of the Supplier the earnest money shall be forfeited in favour of "Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore".

11.5 Unsuccessful bidder's Bid Security shall be returned after announcement of the successful bidders.

12) **WARNING:**

There will be no compromise on legal formalities, quantity, quality, identification, health and required specifications. So, mention clearly the required specifications of the outsourced staff.

13) **PAYMENT:**

100% payment of the total value of the monthly bill / supply order will be released subject to:

13.1 Payment will be made on submission of bill on monthly basis in accordance with the terms & conditions mentioned in this tender document.

13.2 The earnest money will be released to the bidder after successful completion of contract / supplies and best satisfaction by this office.

14) **DEADLINE FOR SUBMISSION OF BIDS:**
The electronic bids must be submitted by using EPADS on or before **10.12.2026 at 11:00 AM**.

15) **OPENING OF BIDS:**

15.1 The Purchaser will open the bids on the same day at **11:30AM in Conference Room, Corporate Tax Office, Lahore** through **EPADS** in the presence of bidders / representatives who choose to attend at the below address.

15.2 Address: Office of the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore 1st Floor, Tax House, Syed Mauj Darya Road, Lahore.

16) **Mandatory Requirements for LOT No.01 (Security Guards)**

16.1.1 The Bidder shall provide minimum experience of more than 20 years as per record of FBR registration and as per business registration authorities (SECP).
16.1.2 Bank Statement of last six months and showing the availability of Rs.15 million in the Bidder's bank account at the time of bidding.
16.1.3 Bidder's Annual last turnover minimum should be around 130 million as per Last Return.
16.1.4 Professional tax certificate.
16.1.5 Bidders provide at least 50 work orders.
16.1.6 Bidder will provide best performance certificates as services provider.
16.1.7 Bidder must be certified ISO 9001-2015.
16.1.8 Bidder must have office at Lahore.
16.1.9 Bidder must provide last three Years Tax Returns.
16.1.10 Bidder will provide minimum two years FBR audit report.
16.1.11 Bidder will provide last paid slip of social security with at least 100 employees
16.1.12 Bidder will provide EOBI paid challan of last month of their employees' at least 50.
16.1.13 Bidder must have current deputed staff as security personnel at least 600.
16.1.14 Bidder Must have valid PTA license.
16.1.15 Bidder must have year 2026 APSA license.
16.1.16 Bidder must have at least 100 weapons license.
16.1.17 Bidder shall warrant/responsible for providing the complete data of the outsourced staff i.e. Copy of CNIC, Domicile, Cell Nos., Home address, Medical Fitness Certificate etc.

Mandatory Requirements for LOT No.02 (Naib Qasid, Mali & Lift Operators)

16.2.1 The Bidder shall provide minimum experience more than 10-years as per record of FBR registration and as per business registration authorities.
16.2.2 Bank Statement of last six months and showing the availability of Rs.10 million in the Bidder's bank account at the time of bidding.
16.2.3 Bidder's firm Annual last turnover should be more than Rs 50 million as per last tax return.
16.2.4 Bidder must provide Professional tax certificate and paid chalan slip.
16.2.5 Bidders provide minimum 10 currently running work orders.
16.2.6 Bidder will provide at least 5 best performance certificates as services provider.
16.2.7 Bidder must be ISO 9001-2015 certified.
16.2.8 Bidder must have office at Lahore.
16.2.9 Bidder must provide last three Years Tax Returns.
16.2.10 Bidder must provide Work orders regarding HR services provision.
16.2.11 Bidder must provide Registration certificates of EOBI & PESSI.
16.2.12 Bidder must provide last three years audit reports.
16.2.13 Bidder shall warrant/responsible for providing the complete data of the outsourced staff i.e. Copy of CNIC, Domicile, Cell Nos., Home address, Medical Fitness Certificate etc.

Mandatory Requirements for LOT No.03 (Misc. Staff for Day Care)

16.3.1 Vendors should have sound experience in similar work in Private or public sector (Documentary evidence in the shape of Purchase Order/Contract) (minimum 10-year experience from the date of authorization)
16.3.2 Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency,

Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

16.3.3 Expedience of working with at least 5 Departments/ Organizations.

16.3.4 Relevant experience (10 projects)

16.3.5 Must be registered with Tax Authorities (FBR) and must attach copies of Income Tax Returns for the last ten (10) consecutive years as proof of financial soundness and active tax filer status.

16.3.6 Company profile containing detail of name, address, phone numbers, email etc. of the company /firm /service provider, workforce, experience, financial health and other necessary information that the company / firm / service provider may like to add.

16.3.7 The bidder must be a registered legal entity with the Securities & Exchange Commission of Pakistan (SECP) or the Registrar of Firms (having valid Form-C / Form-D).

16.3.8 Has not been blacklisted by any of Provincial or Federal Government Department Agency Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.

16.3.9 Valid NTN and PST (PRA) registration certificates along with proof of Active Taxpayer (ATL) status and Income Tax Returns for the last 10 years.

16.3.10 Bidder shall warrant/responsible for providing the complete data of the outsourced staff i.e. Copy of CNIC, Domicile, Cell Nos. Home address, Medical Fitness Certificate etc.

16.4 The Bidder must provide the Diploma/certificate in respect of the outsourced staff along with experience certificate (where applicable).

16.5 DEMONSTRATION.

The Procurement/Evaluation Committee will assess the performance based on technique and manpower capability, bidder whose demonstration is found unsatisfactory by the committee will be disqualified.

17) **Following documents must be submitted along with the bids: -**

17.1 Company's profile, list of clients with their telephone numbers.

17.2 Copies of Income Tax and Sales Tax Registration Certificates.

17.3 Copy of Vendor No. issued by the AGPR, Sub Office, Lahore.

17.4 Copy of cheque leaf showing IBAN/Bank Account maintenance certificate.

17.5 A call deposit as per 11.1 as Earnest Money in favour of the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore.

17.6 Companies/agencies will produce capability, relevant/valid experience certificate.

17.7 An affidavit on stamp paper of Rs.100/- to the effect that the supplier/company/firm has not been blacklisted by any of the Government Department nor in litigation.

17.8 Signature & Stamp of the Bidder on every Page of the Bid is required to be affixed.

(MUHAMMAD SAJID AHMAD)
Additional Commissioner (Hqrs.)
Corporate Tax Office, Lahore.
Ph: 99211717, Fax: 99211816

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ANNEX-A

PARTICULARS	DESCRIPTION	ATTACHMENTS (Page Nos. or Annexure Nos.)
Name of the Firm		
Address(Telephone, Fax & E-mail)		
Year of Establishment (Attached any documentary evidence or furnish a statement on Oath)		
Whether Pay Order as Earnest Money equal to 4% of the total value of bid is enclosed in proposal)		
Bankers related to the similar assignments		
Experience related to the similar assignments		
Annual Turnover Supported by Sales or Income Tax Return		
Enlistment Certificate (Copy of Certificate enlisted with Govt. / Semi Govt. or Organization if any)		
Assignments in Hand (Current)		
Clientele attached as separate Annexure (if necessary)		
Affidavit (that the firm has not been blacklisted by private, Govt. Semi Govt./Autonomous body)		
Managerial / Technical Capability (Manpower attach if necessary)		
Name of Contact Person Telephone, Fax & Mobile No.		

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ANNEX-B

SCHEDULE OF REQUIREMENT & FINANCIAL PROPOSAL

TENDER NOTICE FOR SERVICES RENDERED FOR CORPORATE TAX OFFICE, LAHORE. (NON-CONSULTANCY SERVICES)

LOT NO.01 (SECURITY GUARDS)

Description	Quantity	Rate inclusive of all taxes (Per Person/Per Month)	Per Month Total Amount inclusive of all taxes	Total Amount (Per Annum)
Security Guard	26			

LOT NO.02 (NAIB QASID, MALI & LIFT OPERATORS)

Description	Quantity	Rate inclusive of all taxes (Per Person/Per Month)	Per Month Total Amount inclusive of all taxes	Total Amount (Per Annum)
Naib Qasid	10			
Mali	5			
Lift Operator	2			

LOT NO.03 (MISC. STAFF FOR DAY CARE)

Description	Quantity	Rate inclusive of all taxes (Per Person/Per Month)	Per Month Total Amount inclusive of all taxes	Total Amount (Per Annum)
Attendant	2			
Ayaa	3			
Khidmatgar	1			

Dated: _____

Authorized Signature with Stamp

Name: _____

Land Line Number: _____

Mobile Number: _____

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ANNEXURE - C

TENDER NOTICE FOR SERVICES RENDERED FOR CORPORATE TAX OFFICE, LAHORE.
(Non-Consultancy Services)

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- Bidder's Annual last turnover minimum should be around 130 million as per Last Return.
- Professional tax certificate.
- Bidders provide at least 50 work orders.
- Bidder will provide best performance certificates as services provider.
- Bidder must be certified ISO 9001-2015.
- Bidder must have office at Lahore.
- Bidder must provide last three Years Tax Returns.
- Bidder will provide minimum two years FBR audit report.
- Bidder will provide last paid slip of social security at least 100 employees.
- Bidder will provide EOBI paid challan of last month of their employees' at least 50.
- Bidder must have current deputed staff as security personnel at least 600.
- Bidder Must have valid PTA license.
- Bidder must have year 2026 APSA license.
- Bidder must have at least 100 weapons licenses.
- Bidder shall warrant/responsible for providing the complete data of the outsourced staff i.e. Copy of CNIC, Domicile, Cell Nos., Home address, Medical Fitness Certificate etc.

Mandatory Requirements for LOT No.02 (Naib Qasid, Mali & Lift Operators)

- The Bidder shall provide minimum experience more than 10 years as per record of FBR registration and as per business registration authorities.
- Bank Statement of last six months and showing the availability of Rs.10 million in the Bidder's bank account at the time of bidding.
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- Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- Expedience of working with at least 5 Departments/ Organizations.
- Relevant experience (10 projects)
- Must be registered with Tax Authorities (FBR) and must attach copies of Income Tax Returns for the last ten (10) consecutive years as proof of financial soundness and active tax filer status.
- Company profile containing details of name, address, phone numbers, email etc. of the company /firm /service provider, workforce, experience, financial health and other necessary information that the company / firm / service provider may like to add.
- The bidder must be a registered legal entity with the Securities & Exchange Commission of Pakistan (SECP) or the Registrar of Firms (having valid Form-C / Form-D).
- Has not been blacklisted by any of Provincial or Federal Government Department Agency Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.
- Valid NTN and PST (PRA) registration certificates along with proof of Active Taxpayer (ATL) status and Income Tax Returns for the last 10 years.
- Bidder shall warrant/responsible for providing the complete data of the outsourced staff i.e. Copy of CNIC, Domicile, Cell Nos. Home address, Medical Fitness Certificate etc.