

NO.DGTR(IRSA)(Tender) 2025-2026/

Dated: \_\_\_\_\_

**T E N D E R   D O C U M E N T**

**SUBJECT: TENDER NOTICE NO. 05 FOR “REQUIREMENT OF SECURITY GUARDS” TO THE INLAND REVENUE ACADEMY LAHORE.**

1. Inland Revenue Academy Lahore invites sealed bids for the supply of services of Security Guards (Retired Army Personals ) at Inland Revenue Services Academy Satluj Block Allama Iqbal Town Lahore, as per the following terms and conditions: -
2. In case of doubt as to the meaning of any portion of the specifications or Terms and Conditions, written clarification can be sought from Procurement Committee, Inland Revenue Services Academy Satluj Block Allama Iqbal Town Lahore. Phone No, 99260360, during office hours.
3. The bidder should provide security guards as per requirement of the IRS Academy.
4. The Bidder shall furnish, as part of the bid, a Bank Draft/ Pay Order equivalent to 3% of the total Bid value as Earnest Money made in favor of “Director General, Inland Revenue Service Academy, Lahore” Any bid which is not accompanied by Earnest Money will not be entertained.
5. The bid shall be accompanied by “Technical Advise” if any in separate envelope, marked as “**Technical Advise**”. Procurement shall be carried out under Single Stage – Single Envelope Procedure in accordance with PPRA Rules.
6. The bid is to be delivered in the Inland Revenue Services Academy Satluj Block Allama Iqbal Town Lahore, in a sealed envelope marked “**Confidential**” and shall also bear the following identification:  
If the envelope is not marked as instructed above, the Procurement/Services Committee will assume no responsibility for the misplacement or premature opening of the bid.
7. Bids are to be delivered in the Office of DDO, Inland Revenue Services Academy Satluj Block Allama Iqbal Town Lahore, on or before the prescribed **deadline of 11:00 A.M dated 26-03-2026**. Any bid received after the prescribed deadline will not be entertained and will be returned unopened to the bidder.
8. Unit price of each shall be quoted in the unit rate column of the attached duly filled in annexure should bear the stamp and signature of the Bidder or his authorized representative, no item will be left blank and rate must be quoted.
9. Duly filled-in bidding form stamped and signed by the Bidder or his authorized representative is also to be submitted along with the Bid.
10. Prices must be quoted in Pakistani currency and should be inclusive of all taxes such as Sales Tax, Income Tax & PRA, etc., and duties etc.
11. Delivery charges such as handling, loading, transportation, unloading, installation, etc., incurred on the delivery of the goods to the IRSA premises are to be borne by the bidder/supplier.
12. Quoted price shall be valid for a period of 1 Year from the Contract date.
13. Any quotation not conforming to the above sub-clauses will not be entertained, and the same will be rejected without any right of appeal.
14. All the bids received within the prescribed time limit will be opened by the Procurement/Services Committee in the conference room of the Inland Revenue Services Academy Satluj Block Allama Iqbal Town Lahore in the presence of Bidder’s representatives who choose to attend at **11:30 A.M on dated:-26-03-2026**.
15. After opening of bids the Procurement/Services Committee, IRSA Lahore will scrutinize the bids for technical evaluation and for ensuring that the bids are in order and fulfill all the conditions laid down in the Tender Document.

16. The Procurement/Services Committee reserves the right to reject any bid wholly or partly **as per rules.**
17. A valid health fitness certificate duly issued by the Government Hospital Lahore of all the Guards may be provided on contract. Physique/smartness of the guards will be examined through a physical test by the procuring authority before signing the contract.
18. Copies of work orders/Contract with Federal Government Departments. Preferably FBR of similar nature/projects
19. The companies/agencies will also provide weapons and uniform to security guards. Weapons and uniforms will be checked physically before assigning the contract order. Details may be given in technical bids.

The following documents must be submitted along with the bids.

- a) Company's profile. (all contacts/contracts)
- b) Copies of Income Tax, Sales Tax registration certificates, Punjab Revenue Authority Certificate, and C.N.I.C. of the proprietor.
- c) A bank draft/call deposit/pay order equivalent to 3% of the total bid Value as Earnest Money made in favor of "Inland Revenue Services Academy Satluj Block Allama Iqbal Town Lahore.
- d) Booklet/brochures of quoted items supplied, if any.
- e) An affidavit which shows that the company is not black listed in any department.
- f) A bidder must be an Active taxpayer of Income Tax and Sales Tax.

**(MUHAMMAD ASIF)**  
Member  
Procurement/Services Committee

C.NO.(393)/ / 2025-2026/

Dated:

**The Second Secretary,**  
(FATE-Web Matters),  
Revenue Division,  
Federal Board of Revenue,  
Islamabad.

**Subject: - REQUEST FOR UPLOADING OF TENDER NOTICE.**

Please refer to the above.

You are, requested to please arrange for uploading of the enclosed  
Tender Notice on the official website of Federal Board of Revenue on **09-03-**  
**2026.**

**(MUHAMMAD ASIF)**  
Member  
Procurement/Services Committee



GOVERNMENT OF PAKISTAN  
INLAND REVENUE SERVICE ACADEMY  
LAHORE



**TENDER FORM**  
**PROVISION OF SECURITY GUARDS/2025-26)**

Name	CNIC/Reg.No
Address	
NTN	GST #
Phone/Cell #	Vendor #

S #	NAME OF ITEMS		Rate per person Including GST
1	Security Guard (Militray Retired)	1	

- N** i) Over writing and noting of double rate is not permissible, Committee can  
**O** reject the tender in full or part. Therefor, only one rate may be noted against  
**T** each.  
**E** ii) Copy of valid registration certificate with Ministry of Interior for supply of  
Security Guards in Pakistan.

Dated \_\_\_\_\_

Signature