



**GOVERNMENT OF PAKISTAN**

**INLAND REVENUE SERVICE ACADEMY,**  
**FEDERAL BOARD OF REVENUE,**  
**MINISTRY OF FINANCE**

**STANDARD BIDDING DOCUMENTS (SBDs)**

**(Single Stage One Envelope Procedure) (Competitive Bidding)**

**TENDER FOR PROVISION OF ACCOMMODATION SERVICES FOR TRAINEE**  
**OFFICERS OF “INLAND REVENUE SERVICE ACADEMY, LAHORE”.**

**INLAND REVENUE SERVICE ACADEMY,**  
**Sutluj Block, Allama Iqbal Town, Lahore**

**April, 2026**

## **PREFACE**

Public Procurement is carried out in Pakistan in accordance with the provisions laid down in Public Procurement Regulatory Framework consisted of Public Procurement Ordinance- 2002; Public Procurement Rules-2004 and allied Regulations, Regulatory Guides and Guidelines.

This document has been prepared in line with standard bidding documents for Hiring of Building for **Inland Revenue Service Academy, Lahore** (Single Stage One Envelope procedure) available at PPRA website. The clauses of this document may be applied where applicable/case to case basis for hiring of building for **Inland Revenue Service Academy, Lahore**.

National Standard Bidding/Procurement Documents are developed for standardizing the procurement procedures and practices in the procuring agencies of the Federation of Pakistan and has the status of the Regulations in terms of section 27 of the PPRA Ordinance read with Rule-23(4) of Public Procurement Rules.

The document consists of general as well as specific provisions to be applicable for the hiring. The specific provisions supplement to the general provisions and may be amended or opted by the procuring agencies in the manner and to the extent prescribed in the respective sections.

This document is a live document, and may be updated on quarterly basis considering the regulatory experience feedback based on monitoring the procurement practices and valuable suggestions of the stakeholders (i.e. procuring agencies, vendors and general public).

**STANDARD BIDDING DOCUMENTS FOR PROVISION OF ACCOMMODATION**  
**SERVICES FOR TRAINEE OFFICERS OF**  
**“INLAND REVENUE SERVICE ACADEMY, LAHORE”**

**BIDDING PROCEDURE & REQUIREMENTS**

<b>Section No</b>	<b>Description</b>	<b>Page No.</b>
<b>I</b>	<b>Invitation to Bids</b>	<b>4</b>
<b>II</b>	<b>Instructions to Bidders (ITB)</b> This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. <i>This Section contains provisions that are to be used without modifications.</i>	<b>5</b>
<b>III</b>	<b>Technical Specifications</b> This Section includes the details of specifications for the services	<b>20</b>
<b>IV</b>	<b>Bidder Information</b>	<b>21</b>
<b>V</b>	<b>Invitation of Bid – Terms and Conditions</b>	<b>22</b>
<b>VI</b>	<b>Financial Proposal</b>	<b>25</b>

## SECTION I: INVITATION TO BIDS

### **INVITATION TO BIDS FOR PROVISION OF ACCOMMODATION SERVICES FOR TRAINEE OFFICERS OF “INLAND REVENUE SERVICE ACADEMY, LAHORE”**

1. Inland Revenue Service Academy is a premier training institution under Federal Board of Revenue, Ministry of Finance, Government of Pakistan entrusted to train officers and staff of Inland Revenue Wing of FBR.
2. Bids are required from the owners/ authorized representatives of suitable buildings for the **Inland Revenue Service Academy, Lahore (IRSA)** to accommodate approximately 60 trainee officers.
3. Building should consist of more than 60 rooms having following facilities:
  - Rooms for single occupancy:
    - Queen size bed with best mattress Blanket and pillow; Bed sheet and pillow cover should be changed daily.
    - Wardrobe with at least six hangers;
    - Refrigerator;
    - Air-conditioning; (AC inverter or if simple AC then electric Heaters in winters)
    - Wash room with basin, commode with Muslim shower, wall shower with hot and cold water availability, towel, soap, bath chapple
  - Building owner should provide
    - Room service 24/7
    - Breakfast (as per IRSA approved menu, provided with Financial Bid by the owner)
    - Dinner (as per IRSA approved menu, provided with Financial Bid by the owner)
    - Dedicated Parking for IRS Academy’s officers
4. Interested bidders shall submit the” FINANCIAL BID” online through EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) on or before the required time and date. Tender documents containing detail terms & conditions, methodology, submission and opening dates of tender and other instructions is available at above mentioned website. Technical and financial bids consist of the following documents:
  - i. Attested copy of ownership documents of the building.
  - ii. Special Power of Attorney in case of more than one owner.
  - iii. Approved Map of the Building.
  - iv. Attested copy of CNIC of the owner/owners of the building.
  - v. Contact No. of the owner.
  - vi. Service Charges (to be mentioned in Financial Bid only)
  - vii. Affidavit to the effect that offered building/property is free of all Government financial liabilities and is not a part of any litigation what so ever.
  - viii. The owner shall be responsible to pay all types of applicable govt. Taxes. However, Income Tax & Sales Tax on rent amount will be deducted at source as per FBR/Govt. of Pakistan rules/notification.
  - ix. Filled in Bid Securing Declaration
  - x. The Bidder should submit Bid Security Rs. 500,000 (Rupees Five Lacs) in the form of a bank draft or pay order alongwith Financial proposal
5. Tender documents complete in all respects should be submitted on PPRA E-PAD ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) on or before **28-04-2026** at **11:00** hrs. Mere submission of hard copy of bid will not be entertained. The bids shall be opened on the same day at 11:30 hrs. IRSA reserves the right to accept or reject any or all bids or proposals as per PPRA rules.
6. This advertisement is also available on the website of PPRA [www.ppra.org.pk](http://www.ppra.org.pk)

**Mr. Muhammad Asif,**  
Drawing & Disbursing Officer  
Inland Revenue Service Academy  
Sutluj Block, Allama Iqbal Town, Lahore.  
Contact: 042-99260360

## **SECTION II: INSTRUCTION TO BIDDERS (ITBs)**

### **INTRODUCTION**

<b>1. Scope of Bid</b>	1.1	The Inland Revenue Service Academy, Lahore, as indicated in the <b>Bid Data Sheet</b> (BDS) invites Bids for the provision of Services (Hiring of Building for Rent) as specified in the BDS and <b>Section-III-Technical Specifications &amp; Schedule of Requirements</b> . The successful Building Owner will be expected to provide the building for residential purpose as stated in the <b>BDS</b> .
<b>2. Source of Funds</b>	2.1	Source of funds is referred in Clause-2 of Invitation for Bids.
<b>3. Eligible Bidders</b>	3.1	A Bidder may be neutral person, company or firm or public or semi-public agency of Pakistan, or any combination of with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.
	3.2	The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Inland Revenue Service Academy, Lahore.
	3.3	Verified copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.
	3.4	Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Inland Revenue Service Academy, Lahore and in line with any instructions issued by the Authority.
	3.5	The invitation for Bids is open to all prospective suppliers, manufacturers or authorized agents/dealers subject to any provisions of incorporation or licensing by their respective national incorporating agency or statutory body established for that particular trader business.
	3.6	A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they: a) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Inland Revenue Service Academy, Lahore to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids. b) Have controlling shareholders in common; or c) Receive or have received any director in direct subsidy from any of them; or d) Have the same legal representative for purposes of this Bid ; or e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Inland Revenue Service Academy, Lahore regarding this Bidding process; or f). Submit more than one Bid in this Bidding process.
	3.7	A Bidder may be ineligible if– a) He is declared bankrupt or, in the case of company or firm, in solvent;

		<ul style="list-style-type: none"> <li>b) Payments in favor of the Bidder issues pending in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;</li> <li>c) Legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</li> <li>d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;</li> <li>e) The Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices or performance failure or due to breach of bid securing declaration.</li> <li>f) The firm, supplier and contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them</li> </ul>
	3.8	Bidders shall provide to the Inland Revenue Service Academy, Lahore evidence of their eligibility, and proof of compliance with the necessary legal requirements to carry out the contract effectively.
	3.9	Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the Inland Revenue Service Academy, Lahore shall reasonably request.
	3.10	Bidders shall submit proposals relating to the nature, conditions and modalities of sub- contracting wherever the sub-contracting of any elements of the contract amounting to the more than ten (10) percent of the Bid price is envisaged.
<b>4. One Bid per Bidder</b>	4.1	A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
	4.2	No bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
	4.3	A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
<b>5. Cost of Bidding</b>	5.1	The Bidder shall be at all costs associated with the preparation and submission of its Bid, and the Inland Revenue Service Academy, Lahore shall in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

## **B. BIDDING DOCUMENTS**

6. Contents of Bidding Documents	6.1	<p>The goods/items required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addenda issued in accordance with ITB8. 2 include:</p> <p><b>Section I-</b> Invitation to Bids</p> <p><b>Section III-</b> Instructions to Bidders (ITBs)</p> <p><b>Section III-</b> Bid Data Sheet (BDS)</p> <p><b>Section IV-</b> Technical Specifications, Schedule of Requirements</p> <p><b>Section V-</b> Forms – Bid</p> <p><b>Section VI-</b> General Conditions of Contract (GCC)</p> <p><b>Section VII-</b> Special Conditions of Contract (SCC)</p> <p><b>Section VIII-</b> Contract Forms</p>
	6.2	The number of copies to be completed and returned with the Bid is specified in the <b>BDS</b> .
	6.3	The Inland Revenue Service Academy, Lahore is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Inland Revenue Service Academy, Lahore or the signed PDF version downloaded from the website of the Procuring Agency PPRA. However, Inland Revenue Service Academy, Lahore shall place the PDF version to facilitate the bidder for filling the forms.
	6.4	The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will bear the Bidder's risk and may result in the rejection of its Bid.
7. Clarification of Bidding Documents	7.1	A prospective Bidder requiring any clarification of the Bidding Documents may notify the Inland Revenue Service Academy, Lahore in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the <b>BDS</b> .
	7.2	The Inland Revenue Service Academy, Lahore will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in <b>ITB22.1</b> . However, this clause shall not apply in case of alternate methods of Procurement.
	7.3	Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading the Bidding Documents from the website of Procuring Agency, the response of all such queries will also be available on the same link available at the website.
	7.4	Should the Inland Revenue Service Academy, Lahore deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under <b>ITB 8</b> .
	7.5	If indicated <b>in the BDS</b> , the Bidder's designated representative is invited at the Bidder's cost to attend pre-Bid meeting at the place, date and time mentioned <b>in the BDS</b> . During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
	7.6	Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as

		a result of the pre-Bid meeting shall be made by the Inland Revenue Service Academy, Lahore exclusively through the use of an Addendum pursuant to ITB8. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
<b>8. Amendment of Bidding Documents</b>	8.1	Before the deadline for submission of Bids, the Inland Revenue Service Academy, Lahore, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
	8.2	<p>Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to <b>ITB6.1</b> and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from the Inland Revenue Service Academy, Lahore.</p> <p>The Inland Revenue Service Academy, Lahore shall promptly publish the Addendum at the Procuring Agency’s web page identified in the BDS:</p> <p>Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.</p>
	8.3	<p>To give prospective Bidders reasonable time in which to take an addendum/ corrigendum in to account in preparing their Bids, the Inland Revenue Service Academy, Lahore may at its discretion, extend the deadline for the submission of Bids:</p> <p>Provided that the Inland Revenue Service Academy, Lahore shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.</p>

## C. PREPARATION OF BIDS

9. Language of Bid	9.1	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Inland Revenue Service Academy, Lahore shall be written in the English language unless specified in the Bid Data Sheet (BDS). Supporting documents and printed literature furnished by the Bidder in other language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the Bidder, the translation shall govern.
10. Documents and Sample(s) Constituting the Bid	10.1	The Bid prepared by the Bidder shall constitute the following components:- a) Form of Bid and Bid Prices completed in accordance with ITB13 and 14; b) Documentary evidence established in accordance with ITB12 that the Bidder is eligible and/or qualified for the subject bidding process; c) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and d) Any other document required in the BDS
11. Documents Establishing of Goods and Related Services and Conformity to Bidding Documents	11.1	Pursuant to ITB10, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
	11.2	The documentary evidence of conformity of the related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of a detailed description of the essential technical specifications and characteristics of the building;
12. Documents Establishing Eligibility and Qualification of the Bidder	12.1	Pursuant to ITB10, the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its Bid is accepted.
	12.2	The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of Inland Revenue Service Academy, Lahore that: <ul style="list-style-type: none"> <li>• The Bidder has the technical capability necessary to perform the Contract, meets the qualification criteria specified in BDS.</li> <li>• That the Bidder meets the qualification criteria listed in the Bid Data Sheet.</li> </ul>
13. Form of Bid	13.1	The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
14. Bid Prices	14.1	The Bid Prices and discounts quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause14 or exclusively mentioned hereafter in the bidding documents.
	14.4	The Bid price to be quoted in the Form of Bid in accordance with ITB 14. 1 shall be the total price of the Bid, excluding any discounts offered.
15. Bid Currencies	15.1	Prices shall be quoted in Pakistani Rupees.
16. Bid Validity Period	16.1	Bids shall remain valid for a period of one year, BDS after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Inland Revenue Service Academy, Lahore as non-responsive. The period of Bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.
	16.2	Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Inland Revenue Service Academy, Lahore may request the Bidders' consent to an extension of the period of validity of their Bids only once, for the period

		not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under ITB17 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension, and in compliance with ITB17 in all respects.
	<b>16.3</b>	If the award is delayed by a period exceeding Sixty (60) days beyond the expiry of the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation shall be based on the already quoted Bid Price without taking in to consideration on the above correction.
<b>17. Bid Security or Bid Securing Declaration</b>	<b>17.1</b>	The Bidder should submit Bid Security Rs. 500,000 (Rupees Five Lacs) in the form of a bank draft or pay order alongwith Financial proposal
<b>18. Alternative Bids by Bidders</b>	<b>18.1</b>	Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the BDS. If so allowed, ITB 18.2 shall prevail.
<b>19. Withdrawal, Substitution and Modification of Bids</b>	<b>19.1</b>	Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding substitution or modification must accompany the respective written notice.
	<b>19.2</b>	Bids requested to be withdrawn in accordance with ITB shall be returned unopened to the Bidders
<b>20. Format and signing of Bid</b>	<b>20.1</b>	The Bidder shall prepare an original and the number of copies of the Bid as indicated in the BDS, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail: Provided that except in Single Stage One Envelope Procedure, the Bid shall include only the copies of technical proposal.
	<b>20.2</b>	The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.
	<b>20.3</b>	Any interlineations, erasures, or over writing shall be valid only if they are signed by the person or persons signing the Bid.

## **D. SUBMISSION OF E-BIDS**

<b>21. Sealing and Making of Bids</b>	<b>21.1</b>	Technical of financial bids will only be accepted and entertained if it is uploaded on EPADs. No bid will be accepted if submitted through any other means.
<b>22. Deadline for submission of Bids</b>	<b>22.1</b>	Bids shall be received by the Procuring Agency not later than the date and time specified in the BDS.
	<b>22.2</b>	The Inland Revenue Service Academy, Lahore may, in exceptional circumstances and at its discretion, extend the dead line for the submission of Bids by amending the Bidding Documents in accordance with ITB8, in which case all rights and obligations of the Inland Revenue Service Academy, Lahore and Bidders previously subject to the deadline will thereafter be subject to the new deadline
<b>23. Late Bids Evaluation</b>	<b>23.1</b>	The Inland Revenue Service Academy, Lahore shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with ITB22
	<b>23.2</b>	Any Bid received by the Inland Revenue Service Academy, Lahore after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
<b>24. Withdrawal of Bids</b>	<b>24.1</b>	A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid is received by the Inland Revenue Service Academy, Lahore prior to the deadline for submission of Bids.
	<b>24.2</b>	Revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred in ITB21.

## E. OPENING AND EVALUATION OF BIDS

25. Opening of Bids	25.1	The Inland Revenue Service Academy, Lahore will open all Bids, in public, in the presence of Bidders' or the representatives. Who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the <b>BDS</b> . The Bidders' representatives present shall sign a register as proof of their attendance.
	25.6	In case of Single Stage Two Envelope Procedure, the Inland Revenue Service Academy, Lahore will open/download the Technical Proposals in public at the address, date and time specified in the <b>BDS</b> in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened until the specified time of their opening.
	25.7	The envelopes holding the Proposals shall be opened at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) any other details as the Inland Revenue Service Academy, Lahore may consider appropriate.
	25.8	Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information readout from the submitted documents. Failure to send a representative or to point out any un- read information by the sent Bidder's representative shall indemnify the Inland Revenue Service Academy, Lahore against any claim or failure to readout the correct information contained in the Bidder's Bid.
	25.9	No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to <b>ITB23</b> .
	25.10	The Inland Revenue Service Academy, Lahore shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable, including any discounts and alternative offers and the presence or absence of a Bid Security.
	25.11	The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the attendance sheet shall be distributed to all the Bidders.
	25.12	A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request
	25.13	In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of technical proposal the Inland Revenue Service Academy, Lahore shall at a time within the bid validity period, publically open the financial proposal so the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders subject to redress of the grievances.
26. Confidentially	26.1	Information relating to the examination, clarification evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
	26.2	Any effort by a Bidder to influence the Inland Revenue Service Academy, Lahore processing of Bids or award decisions may result in the rejection of its Bid.
	27.3	Notwithstanding <b>ITB26.2</b> from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Inland Revenue Service Academy, Lahore on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

27. Clarification of Bids	27.1	To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the Inland Revenue Service Academy, Lahore may ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Inland Revenue Service Academy, Lahore shall not be considered.
	27.2	The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the Bid shall be sought, offered, or permitted, only the correction of arithmetic errors discovered by the Inland Revenue Service Academy, Lahore in the evaluation of Bids should be sought in accordance with <b>ITB 30</b> .
	27.3	The alteration or modification in the bid which in any affect the following parameters will be considered as a change in the substance of a bid: a) Evaluation & qualification criteria; b) Required scope of work or specifications; c) All securities requirements; d) Tax requirements; e) Terms and conditions of bidding documents. f) Change in the ranking of the bidder
	27.4	From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.
28. Preliminary Examination of Bids	28.1	Prior to the detailed evaluation of Bids, the Inland Revenue Service Academy, Lahore will determine whether each Bid: a) meets the eligibility criteria defined in <b>ITB 3</b> and <b>ITB3</b> ; b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; c) has been properly signed; d) is accompanied by the required securities; and e) is substantially responsive to the requirements of the Bidding Documents.
		The Inland Revenue Service Academy, Lahore’s determination of a Bid's responsiveness will be based on the contents of the Bid itself
	28.2	A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that:- a) affects in any substantial way the scope, quality, or performance of the Services; b) limits in any substantial way, inconsistent with the Bidding Documents, the Inland Revenue Service Academy, Lahore’s rights or the Bidders obligations under the Contract; or c) Inland Revenue Service Academy, Lahore would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
	28.3	The Inland Revenue Service Academy, Lahore will confirm that the documents and information specified under <b>ITB10</b> , <b>11</b> and <b>12</b> have been provided in the Bid. If any of these documents of information is missing, or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected.
	28.4	The Inland Revenue Service Academy, Lahore may waive off any minor informality, non conformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. <b>Explanation:</b> A minor informality, A non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect

		<p>in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to the bidders. The defector variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. The Inland Revenue Service Academy, Lahore either shall give the bidder an opportunity to cure any deficiency resulting from a minor in formality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Inland Revenue Service Academy, Lahore. Examples of minor in formalities or irregularities include failure of a bidder to :-</p> <ol style="list-style-type: none"> <li>(a) Submit the number of copies of signed bids required by the invitation;</li> <li>(b) Furnish required information concerning the number of its employees;</li> <li>(c) The firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by type written, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.</li> </ol>
	28.5	<p>In case of Single Stage Two Envelop Bidding Procedure, Provided that a Technical Bid is substantially responsive, the Inland Revenue Service Academy, Lahore may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such non conformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the Bidder to comply with the request may result in the rejection of its Bids</p>
	28.6	<p>In case of Single Stage Two Envelop Bidding Procedure, Provided that a Technical Bid is substantially responsive, the Inland Revenue Service Academy, Lahore shall rectify quantifiable non material non conformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non conforming item or component.</p>
	28.7	<p>If a Bid is not substantially responsive, it will be rejected by the Inland Revenue Service Academy, Lahore and may not subsequently be evaluated for complete technical responsiveness</p>
29. Examination of Terms and Conditions; Technical Evaluation	29.1	<p>The Inland Revenue Service Academy, Lahore shall examine the Bid to confirm that all terms and conditions specified in the General Condition Contract (GCC) and the Special Conditions of Contract (SCC) have been accepted by the Bidder without any material deviation or reservation</p>
	29.2	<p>The Inland Revenue Service Academy, Lahore shall evaluate the technical aspects of the Bid submitted in accordance with <b>ITB21</b>, to confirm that all requirements specified in <b>Section IV–Schedule of Requirements, Technical Specifications</b> of the Bidding Documents have been met without material deviation or reservation</p>
	29.3	<p>If after the examination of the terms and conditions and the technical evaluation, the Inland Revenue Service Academy, Lahore determines that the Bid is not substantially responsive in accordance with <b>ITB28</b>, it shall reject the Bid.</p>
30. Correction of Errors	30.1	<p>Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:-</p> <ol style="list-style-type: none"> <li>a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Inland Revenue Service Academy, Lahore there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of</li> </ol>

		<p>sub-totals, the sub totals shall prevail and the total shall be corrected; and</p> <p>c) Where there is a discrepancy between the amounts in figures and in words, the amounting words will govern.</p> <p>d) Where there is discrepancy between grand total of prices schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors</p>
	30.2	The amount stated in the Bid will, be adjusted by the Procuring Agency 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 amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with <b>ITB 17.9.</b>
<b>31. Evaluation of Bids</b>	31.1	The Inland Revenue Service Academy, Lahore shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to <b>ITB 28.</b>
	31.2	In case of Single Stage Two Envelop Bidding Procedure, in evaluating the Technical Proposal of each Bid, the Procuring Agency shall use the criteria and methodologies listed in the BDS and in terms of Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.
<b>33. Determination of Most Advantageous Bid</b>	33.1	In case where the Inland Revenue Service Academy, Lahore adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price—from amongst those which are eligible, compliant and substantially responsive shall be the Most Advantageous Bid.
	33.2	<p>The Inland Revenue Service Academy, Lahore may adopt the Quality &amp; Cost Based Selection Technique due to the following reason:</p> <p>i. Where the Inland Revenue Service Academy, Lahore in addition to the mandatory requirements and mandatory technical specifications, requires parameters <b>specified in Evaluation Criteria</b> to be evaluated while determining the suitability of the building.</p> <p>In such cases, the Inland Revenue Service Academy, Lahore may allocate certain weightage to these factors as a par to Evaluation Criteria, and may determine the ranking of the bidder on the basis of combined evaluation in accordance with provisions of Rule 2(1) (h) of PPR- 2004.</p>

## F. AWARD OF CONTRACT

35. Criteria of Award	35.1	Subject to ITB34 and 36, the Inland Revenue Service Academy, Lahore will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be: a) Eligible in accordance with the provisions of ITB3; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any
36. Negotiations	36.1	Negotiations may be under taken with the Most Advantageous Bid relating to the following are as: a) A minor alteration to the technical details of the statement of requirements; b) A minor amendment to the special conditions of Contract; c) finalizing payment arrangements; d) delivery arrangements; e) the methodology for provision of related services; or f) clarifying details that were not apparent or could not be finalized at the time of Bidding
	36.2	Where negotiation fails to result in to an agreement, the Inland Revenue Service Academy, Lahore may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the Inland Revenue Service Academy, Lahore shall not reopen earlier negotiations.
37. Procuring Agency's Right to reject All Bids	37.1	Not with standing <b>ITB35</b> , the Inland Revenue Service Academy, Lahore reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without there by incurring any liability to the affected Bidder/Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.
	37.2	Notice of the rejection of all Bids shall be given promptly to all Bidders.
	37.3	The Inland Revenue Service Academy, Lahore shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.
39. Notification of Award	39.1	Prior to the award of contract, the Inland Revenue Service Academy, Lahore shall issue a <b>Final Evaluation Report giving justification for acceptance or rejection of the bids.</b>
	39.2	Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the Inland Revenue Service Academy, Lahore prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the Inland Revenue Service Academy, Lahore will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	39.3	The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with <b>ITB41</b> and signing of the contract in accordance with <b>ITB40.2</b> .
40. Signing of Contract	40.1	<b>Promptly after notification of award, Inland Revenue Service Academy, Lahore shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.</b>
	40.2	Immediately after the redressal of grievance by the Grievance Redressal Committee (GRC), and <b>after fulfillment of all conditions precedent</b> of the Contract Form, the successful Bidder and the Inland Revenue Service Academy, Lahore shall sign the contract.
41. Performance Guarantee	41	The Bidder shall furnish to the Employer within fourteen (14) days after the receipt of Letter of Acceptance a Performance Guarantee of 10% of Total Bid Amount
42. Advance Payment	42.1	No Advance payment would be paid
43. Arbitrator	43.1	The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the SCC.
44. Corrupt & Fraudulent Practices	44.1	Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest and standards of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

## **F. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM**

<b>45. Constitution of Grievance Redressal</b>	45.1	Inland Revenue Service Academy, Lahore had constituted a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint.
<b>46. GRC Procedure</b>	46.1	Any party can file its written complaint against the Eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
	46.2	Any Bidder feeling aggrieved by any act of the Inland Revenue Service Academy, Lahore after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.
	46.3	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings
	46.4	In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
	46.5	The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.
	46.6	Any bidder or the Inland Revenue Service Academy, Lahore not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
	46.7	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
	46.8	The committee shall call the record from the concerned Inland Revenue Service Academy, Lahore or the GRC as the case may be, and the same shall be provided within prescribed time.
	46.9	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
	46.10	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

## G. MECHANISM OF BLACKLISTING

47. Mechanism of Blacklisting	47.1	<p>The Inland Revenue Service Academy, Lahore shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in the irrespective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;</li> <li>ii. Fail stopper form his contractual obligations; and</li> <li>iii. Fails to a bid by the bids securing declaration;</li> </ul>
	47.2	<p>The show cause notice shall contain:</p> <ul style="list-style-type: none"> <li>(a) precise allegation, against the bidder or contractor;</li> <li>(b) the maximum period for which the Inland Revenue Service Academy, Lahore proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and</li> <li>(c) the statement, if needed, about the intention of the Inland Revenue Service Academy, Lahore to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</li> </ul>
	47.3	<p>The Inland Revenue Service Academy, Lahore shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice.</p>
	47.4	<p>In case, the bidder or contractor fails to submit written reply within their requisite time, the Inland Revenue Service Academy, Lahore may issue notice for personal hearing to the bidder or contractor/authorize representative of the bidder or contractor and the Inland Revenue Service Academy, Lahore shall decide the matter on the basis of available record and personal hearing, if availed.</p>
	47.5	<p>In case the bidder or contractor submits written reply of the show cause notice, the Inland Revenue Service Academy, Lahore may decided of file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p>
	47.6	<p>The Inland Revenue Service Academy, Lahore shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Inland Revenue Service Academy, Lahore for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p>
	47.7	<p>The Inland Revenue Service Academy, Lahore shall decide the matter with in fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p>
	47.8	<p>The Inland Revenue Service Academy, Lahore shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer are presentation against the order before the Authority.</p>
	47.9	<p>Such blacklisting or barring action shall be communicated by the Inland Revenue Service Academy, Lahore to the Authority and respective bidder or bidder sin the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in black listing and debarment mechanism has been adhered to by the Inland Revenue Service Academy, Lahore.</p>
	47.10	<p>The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such black listing or barring action after depositing the prescribed fee and in accordance with“ Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p>

	47.11	The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the Inland Revenue Service Academy, Lahore. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
	47.12	The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

## Section III- Technical Specifications

ANNEX A

### Building Information Form

1.	Location of Building (name of locality) (On main road/Distance from the area(s) mentioned above)	
2.	Approach to the Building (Accessibility/ Crowdedness)	
3.	Condition of the Building (date of construction, Renovation, flooring, ceiling, ventilation,)	
4.	Parking Space in the premises (Number of vehicles that could be parked)	
5.	Availability of Utility Services (Gas, electricity, water)	
6.	Security-wise suitability (boundary wall with razor wire, CCTV Cameras, Access to security agencies)	
7.	Power Backup System Fully/partially covered	
8.	Number of floors above the ground floor	
9	Number of rooms in the building (Size of each room at least <u>12x14</u> sqft)	
10	Number of kitchen(s) with necessary fixtures	
11	Dinning Hall seating capacity	
12.	Room Service availability (part time /full time (24/7)	
13	Covered Area of the Building	
14	Open area of the building	
15	Total area of the building	



**Government of Pakistan**

**INLAND REVENUE SERVICE ACADEMY, LAHORE**

**Section IV: BIDDERS INFORMATION / (BDS)**

Note: (1) Firm / Individual must fill in all the details as required in the form  
(2) Use capital letters.

**NAME (S) OF OWNER (S) / AUTHORIZED ATTORNEY:**

---

**CNIC NO:**

---

**ADDRESS:**

---

**TELEPHONE & FAX NO:**

---

**E-MAIL:**

---

**NTN (IF AVAILABLE)**

---

**AUTHORIZED SIGNATURE / STAMP**

**(Owner or the person authorized to sign on his / her behalf)**

## **INVITATION TO BIDS:**

Online proposals are invited for Provision of Accommodation Services for Trainee Officer of Inland Revenue Service Academy, Lahore. The building shall preferably be near Lahore University of Management Sciences, DHA Lahore and reputed healthy and hygienically approved. The bidding shall be conducted in line with the **Single Stage One Envelope** procedure of the PPRA rule 2004 (Through open tender) and any regulation, regulatory guides, procurement guidelines or instructions issued by the authority (from time to time), and is open to all potential bidders. The bids shall be submitted online on the relevant bidding form i.e for "FINANCIAL PROPOSAL". All proposals shall be submitted on PPRA E-PAD ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) by **28-04-2026** till 11:00 A.M. Date and time of opening of tender is as under:

- i. Date of opening of tender: **28-04-2026**
- ii. Time of opening of tender: **11:30 A.M**
- iii. Venue: **Inland Revenue Service Academy, Sutluj Block, Allama Iqbal Town, Lahore**

### **1. OPENING OF BIDS:**

"FINANCIAL PROPOSAL" shall be opened as per announced date and time. Any bid/proposal which is found non-responsive or does not conform to the specified requirements, shall be rejected.

### **2. FINANCIAL PROPOSALS:**

Financial proposals shall contain per room service charges for a single night. Financial proposals of the technically accepted bidders shall be opened publicly as per above schedule. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

The Financial Proposal shall have the following documents:

- i. Attested copy of ownership document of the building
- ii. Special Power of Attorney in case of more than one owner.
- iii. Approved Map of the building.
- iv. Attested copy of CNIC of the owner of the building.
- v. Contact No. of owner.
- vi. Rent Demand.
- vii. If owner is not available in the country or cannot personally deal with Inland Revenue Service Academy, Lahore due to any reason, then power of attorney on stamp paper of at least **Rs.1200/-**
- viii. Surety certificate to the effect that the property / building is not under any litigation / dispute.
- ix. Detail information of the building as per "**Annex-A**"

After checking of the Financial proposal by the committee, physical verification visits of the buildings shall be conducted by the committee to verify the feasibility of the building in the light of the information provided in the Financial proposal.

Buildings that do not meet the requirements of Inland Revenue Service Academy, Lahore, or do not conform to the information provided in the building information form (**Annex-A**), or other documents provided with the Financial proposal shall be rejected.

### **3. AWARD OF CONTRACT:**

The bid found to be the lowest evaluated bid, if it is technically responsive and the building meets the requirements of Inland Revenue Service Academy, Lahore, will be accepted.

#### **4. TERMS AND CONDITIONS:**

- i. The person /firm, who is the owner of the property or direct authorized person can conclude the deal.
- ii. The building must be located in limits of the Lahore City/Lahore Cantt. Preferably near to Lahore University of Management Sciences (LUMS) and well reputed healthy and hygenically approved.
- iii. Income tax and other government taxes (if applicable) shall be deemed to have been included in the quoted rate and shall be deducted at source as admissible under the government rules. If any tax is not applicable, then tax exemption certificate shall be provided by the building owner /authorized representative.
- iv. The successful bidder shall be responsible to hand over possession of the building in accordance with the terms and conditions of lease/rent agreement which shall be signed by the both parties. The lease agreement shall be for a period of one year extendable to another one year, which may be terminated after issuance of three (3) months prior notice in writing from lesser side & One month prior notice from Lessee side. However, the lessee cannot terminate the said lease agreement up to three years and will not issue notice of termination up to three years after signing of initial agreement. In case of non-continuation/non-extension of the lease agreement beyond three years, the lesser shall give a grace period of three months to the Lessee, if required by the later, for vacation of the premises on the terms and conditions and running rent as agreed in the agreement.
- v. Inland Revenue Service Academy, Lahore shall not be responsible if during the period of lease, any damage to the structure or installations in the leased premises is caused due to force majeure, which may include natural catastrophes and calamities, earthquakes, rain, flood, fire, war, act of violence and terrorism, etc. and Inland Revenue Service Academy, Lahore shall not pay the rent in that case (if applicable).
- vi. During the lease period, timely and prompt major and minor repairs and maintenance of the building e.g. whitewashing, leakages and seepages in roof/wall and underground pipes and installations, termite, major faults in electrical circuits, etc. shall be the responsibility of the Lessor and the Lessee shall not be liable for the same.

#### **TERMS OF PAYMENT:**

- i. Service Charges shall be paid as per usage through AGPR payment system in the bank account of the Lessor or his/ her authorized attorney.
- ii. Service Charges shall not be enhanced during the agreement period, in any case
- iii. Income tax as per government rules from time to time shall be deducted from the rent by Inland Revenue Service Academy, Lahore and the Lessor shall be responsible to pay all other taxes/ duties to concerned authority at his/ her own. Inland Revenue Service Academy, Lahore shall not be liable to pay any taxes and duties on behalf of the Lessor.

**Bid Securing Declaration**

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the Bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Corporate Seal (where appropriate).

**FINANCIAL PROPOSAL (Format)**

<b>Service Charges per Room per Night (Inclusive of all services , meals &amp; taxes mentioned at S.# 3 of Tender Notice) Amount (PKR)</b>	
<b>Amount in Words (PKR)</b>	

**AUTHORIZED SIGNATURE / STAMP**  
**(Owner or the person authorized to sign on his / her behalf)**