

TENDER NOTICE

The Inland Revenue Services Academy Lahore requires the Procurement/Services from reputed firms which are registered with Federal Board of Revenue for Income Tax / Sales Tax, and with Punjab Revenue Authority and should have ATL status, for immediate supply/Services/work of the following items as under:-

S.No	SERVICES
1	Provision of Janitorial Services

Terms & Conditions:

1. The terms & conditions and other specifications of each item will be available on the "TENDER DOCUMENT," which may be obtained/downloaded from PPRA Official Website.
2. The bidder shall furnish earnest money in the shape of a Pay Order, equivalent to 2% of the estimated value of their total bid value.
3. The quoted rates should inclusive of all types of Federal / Provincial government Departments/Organizations Taxes/Cess/Contributions/Fee).
4. Interested firms/bidders are directed to quote their rates via online e-procurement portal EPADS (file uploading method), as original bids must be submitted in hard copy to the office of the undersigned by the bidders. Electronic bidding documents should be submitted using the E-Pak Acquisition and Disposal System (EPADS) on or before 25.05.2026.
5. All the bids received within the prescribed time limit at 11.00 AM will be opened by authorized officers of the IRSA Lahore in the presence of Bidder's representatives who choose to attend at **11:30 A.M** on **25.05.2026**, in the Committee Room situated at Ground Floor of Inland Revenue Services Academy Satluj Block Allama Iqbal Town Lahore.
6. Manual bids would not be accepted in any case.
7. Bid security should be submitted using (EPADS) and physically delivered to this office.
8. All government taxes will be deducted as per laws/rules.
9. The bidder should enclose a copy of each of NTN Certificates, Sales Tax Registration Certificate, Punjab Revenue Authority Certificate, and CNIC of the proprietor.
10. Incomplete tenders will not be accepted in any case.
11. The Procurement Committee, Inland Revenue Services Academy Lahore reserves the right to cancel any or all bids either in whole or in part as per PPRA Rule.
12. The payment will be made on fulfilling all codal formalities and clearance of bills from AGPR (Sub-Office), Lahore.

(MUHAMMAD ASIF)
Member
Procurement Committee

NO.DGTR(IRSA)(Tender-9) 2025-2026/

Dated: _____

TENDER DOCUMENT

SUBJECT: TENDER NOTICE NO. 09 FOR “PROVISION OF JANITORIAL SERVICES” TO THE INLAND REVENUE ACADEMY LAHORE.

1. Inland Revenue Academy Lahore invites sealed bids for the supply of Janitorial Services 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 Janitorial Services as per requirement of the IRS Academy.
4. The Bidder shall furnish, as part of the bid, a Bank Draft/ Pay Order equivalent to 2% 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 25-05-2026**. 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 any cess/contribution/feed 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:-25-05-2026**.
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 in respect of all the Janitorial staff must be provided before signing of Agreement. A Physique/smartness test of the personnel will also be conducted by the procuring authority.
18. If in past any work orders/Contracts with Federal Government Departments executed for provision of Janitorial Services, copies must be attached.
19. The companies/agencies will also provide janitorial equipment and uniform to janitorial staff, which would be checked physically before assigning the Agreement.

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 Certificate, Punjab Revenue Authority Certificate, and C.N.I.C. of the proprietor.
- c) A bank draft/call deposit/pay order equivalent to 2% 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

FINANCIAL BID

Firm Name & Address _____

Phone No. _____ Representative's CNIC No. _____

NTN No. (mandatory) _____

S.#	Detail	Rate Per Person/Per Month (Inclusive of all types of Federal / Provincial government Departments/Organizations' Taxes/Cess/Contributions/Fee)
1	Provision of Janitor to be posted at Office of the Inland Revenue Service Academy, Lahore	

SIGNATURE OF FIRM REPRESENTATIVE

Dated: _____

Stamp of the Firm