



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

## **TENDER DOCUMENTS**

**TENDER NOTICE NO. 02 / 2026-27 DATED: 07 .09.2026**

**OUTSOURCING SERVICES OF JANITORIAL STAFF, ELECTRICIAN  
AND PLUMBER FOR CORPORATE TAX OFFICE (CTO), LAHORE.**

**(NON-CONSULTANCY SERVICES)**

**BID SUBMISSION DATE**      on or before **29.09.2026** at 11.00 am



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

No. Bud/CTO/CCIR/26-27/ **867**

Dated: **07 SEP 2026**

**SUBJECT: TENDER NOTICE NO. 02 / 2026-27 DATED: 07 .09.2026  
OUTSOURCING SERVICES OF JANITORIAL STAFF, ELECTRICIAN AND  
PLUMBER 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. | 02 / 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 Outsourcing Services of Janitorial Staff, Electrician and Plumber 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.
- 4) **DELIVERY SCHEDULE:**  
The outsourcing staff (Janitors & Others) mentioned in Schedule of Requirement Annexure "B" is required within 2 weeks (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 delivery within the given time frame.
- 5) **PENALTY:**  
In case of failure to comply with delivery schedule of 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 outsourcing staff (Janitors & Others) are not supplied 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 Labour & Human Resource Department) and all applicable duties, taxes & all kinds of charges in Pak Rupees (imposed by the FBR/PRA/any other government organization) while preparing financial bid.
- 7) Quoted Rates must be inclusive of all applicable government duties & taxes (Federal & Provincial) in Pak Rupees.
- 8) Rates must be quoted including all kinds of charges like travelling & transportation of the outsourced staff (Janitors & Others)
- 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 purchase/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: -

| S.No. | Description | Quantity | Estimated Price<br>(PK Rupees) | Bid Security<br>(PK Rupees) |
|-------|-------------|----------|--------------------------------|-----------------------------|
| 1     | Sweeper     | 15       | 18,700,000/-                   | 748,000/-                   |
| 2     | Frash       | 10       |                                |                             |
| 3     | Electrician | 2        |                                |                             |
| 4     | Plumber     | 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 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 bill / supply order will be released subject to:

- 13.1 Payment will be made on submission of bill in accordance with the terms & conditions mentioned in this tender document.
- 13.2 The earnest money will be released to the bidder after 30 days of the 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 **29-09-2026 at 11:00 AM.**

**15) OPENING OF BIDS:**

- 15.1 The Purchaser will open the bids on the same day at **11:30 AM in Conference Room, Corporate Tax Office, Lahore** through **EPADS** in the presence of bidders / representatives who choose to attend at the below mentioned address.
- 15.2 Address: Office of the Chief Commissioner Inland Revenue, Corporate Tax Office, Lahore 1<sup>st</sup> Floor, Tax House, Syed Mauj Darya Road, Lahore.

**16) WARRANTY (Mandatory Requirements)**

- 16.1 The Bidder/Supplier shall provide company's minimum experience of 07-years.
- 16.2 The Bidder/Supplier shall provide financial capability documentary evidence:-
- i. Bank Statement last three years.
  - ii. Annual turnover Rs.30 million per annum.
  - iii. Professional tax certificate.
  - iv. 10 Work orders along with Performance certificates obtained from the departments, authorities, companies etc. where the Bidder/Supplier provide the janitorial and other staff during the last 03 years.
  - v. The bidder/company shall provide the documentary evidence showing the availability of Rs.10 million in the bidder/company bank account at the time bidding.
- 16.3 The Bidder/Supplier shall warrant/responsible that all staff have quantity, quality wise and according to the required specification.
- 16.4 The Bidder/Supplier 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.
- 16.5 The Bidder must provide the Diploma/certificate in respect of Electrician & Plumber along with experience certificate minimum 05-years.
- 16.6 **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
- 17.5 A call deposit as per 11.1 as Earnest Money in favour of 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**

| <b>PARTICULARS</b>                                                                                   | <b>DESCRIPTION</b> | <b>ATTACHMENTS (Page Nos. or Annexure Nos.)</b> |
|------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------|
| 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<br>Telephone, Fax & Mobile No.                                                |                    |                                                 |



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ANNEX-B

**SCHEDULE OF REQUIREMENT & FINANCIAL PROPOSAL**

**OUTSOURCING SERVICES OF JANITORIAL STAFF, ELECTRICIAN AND PLUMBER  
FOR CORPORATE TAX OFFICE (CTO), LAHORE.  
(NON-CONSULTANCY SERVICES)**

| S.#         | Description | Quantity | Rate<br>inclusive of all taxes<br>(Per Person / Per<br>Month) | Per Month<br>Total Amount<br>inclusive of all<br>taxes | Total Amount<br>(Per Annum) |
|-------------|-------------|----------|---------------------------------------------------------------|--------------------------------------------------------|-----------------------------|
| 1           | Sweeper     | 15       |                                                               |                                                        |                             |
| 2           | Frash       | 10       |                                                               |                                                        |                             |
| 3           | Electrician | 2        |                                                               |                                                        |                             |
| 4           | Plumber     | 1        |                                                               |                                                        |                             |
| GRAND TOTAL |             |          |                                                               |                                                        |                             |

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

Authorized Signature with Stamp

Name: \_\_\_\_\_

Land Line Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_