

**Government of Pakistan**  
**Ministry of Religious Affairs and Interfaith Harmony**

**BIDDING DOCUMENT**

**Background:-**

In pursuance of directions of the Honourable Supreme Court of Pakistan, the Ministry of Religious Affairs and Interfaith Harmony has constituted a Committee to develop separate criteria for scrutiny/assessment of profiles of existing and newly enrolled companies strictly in light of the guidelines provided by the Honourable Court in Dossani case dated 27.08.2013.

The Committee in its meeting held on 22.08.2017 recommended for hiring of an audit firm to scrutinize profiles of existing and newly enrolled HGOs for purpose of allocation of Hajj Quota for Hajj-2018. Therefore, the Ministry intends to invite bids for selection of prospective firm. The Terms of Reference (TORs) is annexed.

**1. Instructions to bidders**

The bidder is required to submit its profile with following minimum details:

Firm's Name \_\_\_\_\_  
Partner Incharge \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

- i) Brief History of the Firm,
- ii) Office location(s) of the Firm,
- iii) Name(s) and brief resume of Partners,
- iv) Name(s) and brief resume of fulltime qualified Chartered Accountants (other than partner(s)),
- v) Name of Partner Incharge and Team Members with their qualifications dedicated to the assignment, if selected,
- vi) Consultancy/Audit Assignment(s) of Federal/Provincial Government(s) Institutions and Multilateral Donor Agencies completed in last three years and/or currently working on,
  - Quality Control Review "QCR" Certificate issued by the institute of Chartered Accountants of Pakistan ("ICAP") (copy of latest QCR must be enclosed), if any,
  - Firm's Category of State Bank of Pakistan("SBP") Panel of Auditors, if listed,
  - Details of Court Cases filed by and against the firm (including amongst the partners),
  - Details of Investigation(s) pending against firm and /or partner(s) in ICAP and /or SECP,
  - Statement to be filed by the Partner Incharge confirming true and fair disclosure of all the information contained in the TCP, and
  - Any other details firm would like to provide.

## 2. Financial Proposal.

The bidder is required to submit Financial Proposal i.e, consultancy fee in Pak Rupees for scrutiny of profiles per company including all taxes and out of pocket expenses etc.

## 3. Bid evaluation Criteria.

The bids will be evaluated on basis of maximum aggregate marks scored on following criteria:

- Technical Proposal 70 Marks, and
- Financial Proposal 30 Marks

Technical Capacity Evaluation (out of total 70 Marks) will be calculated as per following criteria:

i. Firm's Standing in SBP and ICAP QCR:

1. SBP "A" Category 30 Marks
2. SBP "B" Category 20 Marks
3. SBP "C" Category 10 Marks
4. Valid QCR 05 Marks

ii. Number of Partners:

1. More than 10 10 Marks
2. Between 8 to 9 08 Marks
3. Between 6 to 7 06 Marks
4. Between 2 to 5 04 Marks
5. Sole Proprietorship 01 Marks

iii. Number of Full Time Qualified CAs (other than Partners):

1. More than 10 10 Marks
2. Between 8 to 9 08 Marks
3. Between 6 to 7 06 Marks
4. Between 2 to 5 04 Marks
5. Less than 2 01 Marks

iv. Number of additional offices (in major cities of Pakistan):

1. Three or More 10 Marks
2. Two 05 Marks
3. One 01 Marks

v. Audit and /or Consultancy Assignments of Government Institutions and Multilateral Donor Agencies accomplished in last Three Years:

1. More than 10 10 Marks
2. Between 8 to 9 08 Marks
3. Between 6 to 7 06 Marks
4. Between 3 to 5 03 Marks
5. Less than 3 00 Marks

Financial bids will be evaluated as per following methods:

- Lowest will secure 30 Marks
- Rest of the Financial Bids will be evaluated on the proportionate basis e.g. the lowest bidder has quoted “X” amount per company and second lowest bids “Y” amount per company, therefore second lowest bidders will get marks in the following manner:  
“30 Marks times X divided by Y”

### **General Conditions of bid**

#### **4. Bid Validity**

The bids will be valid for three months from the date of submission. However, under exceptional circumstances and for reason to be recorded in writing if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than period equal to the period of the original bid validity.

#### **5. Opening of bids.**

All bids shall be opened in the presence of bidders or their authorized representatives, who may care to attend, on date and time specified in the tender notice. The bids received after the closing time shall not be entertained.

#### **6. Bid Security**

Each bidder is required to furnish bid security of 5% of the bid price. The bid security of unsuccessful bidders will be released immediately whereas the bid security of successful bidder will be replaced with performance guarantee as deemed appropriate.

#### **7. Rejection of bids.**

The Ministry of Religious Affairs and Interfaith Harmony may reject all bids or proposals anytime prior to acceptance of any bid or proposal. However, the Ministry shall upon request communicate to any firm who submitted a bid or proposal, the grounds of its rejection for all bids or proposals, but is not required to justify those grounds.

#### **8. Announcement of Evaluation Report.**

The Ministry of Religious Affairs and Interfaith Harmony shall announce the results of evaluation in the form of a report giving justification for acceptance or rejection of bids within a fortnight after opening of bids.

## Special Conditions of bid

9. **Award of contract.**

The successful evaluated bidder will be awarded contract within three days after announcement of bids evaluation report on format as prescribed by this Ministry and subject to provision of performance guarantee.

10. **Performance Guarantee.**

The successful evaluated bidder as the case may be, will be required to submit performance guarantee at a rate of 10% of its bid which shall be released after successful completion of the task assigned as per contract.

11. **Contract period.**

The bidder who has been awarded contract shall be bound to complete the task as per terms and conditions of the contract. Consequent upon completion of the task, the audit firm shall be required to submit final report in binding form as well as soft copy of the report within period stipulated in the contract. In case of failure, the performance guarantee will be forfeited after giving notice of three days of non compliance of the contract.

12. **Mobilization Advance.**

No mobilization advance will be paid to the audit firm for commencing the task assigned to the firm.

13. **Payment Schedule.**

The payment schedule shall be on the basis of performance of consulting firm as per mutually agreed terms and conditions to be specified in the contract.

## **Terms of Reference (TOR)**

- 1) Verification of returns/documents of the company as per record of SECP.
- 2) Profile screening of Chief Executives and Directors of the company to evaluate their suitability as HGO (through interviews, evaluation of their qualification, working experience, social status etc.).
- 3) Screening of profile of shareholders of the company (to ensure that the shareholders as per record are the actual owner of the company - through interviews and financial standings)
- 4) Critical evaluation of financial statements/audited reports of company and evaluation of net worth of the shareholders and managements (such as evaluation of their tax returns, bank statements, credit worthiness etc)
- 5) Evaluation of infrastructure of the company such as office space, manpower and IT facilities etc.
- 6) Management dispute among shareholders and directors if any.(as per record of SECP and MORA if any)
- 7) Complaints of Hujjaj against existing HGO (as per record of MORA if any).
- 8) Detail of litigations and court cases pending against the company/management.
- 9) Past performance of Hajj or Umrah and Ziarat operations.
- 10) Company or its Director(s) has not been convicted/involved in any criminal/civil/administrative offence, particularly an offence relating to dishonesty, fraud/forgery in financial investment/business crime/misconduct or other criminal acts or been involved in any acts of misfeasance.
- 11) Company has not been declared defaulter under Income Tax Ordinance 2001 as amended from time to time or by any bank or financial institutions in connection with payment of taxes or loans in the capacity of:
  - a. Individual as director/chief executive or
  - b. Company as whole
- 12) Any other item for inclusion in consultation and with the approval of the Committee.