

**(F&A SECTION)**

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF TAX CONSULTANT FIRM**

Trade Development Authority of Pakistan (TDAP) is a Federal Government entity working under the administrative control of Ministry of Commerce. TDAP undertakes various export promotional activities such as participation in int'l exhibitions, sending/ receiving business delegations, management/ operations of Karachi Expo Centre etc. TDAP invites bids from Chartered Accountant Firms based in Karachi which are appearing at category "A" on the panel of auditors maintained by the State Bank of Pakistan under section 35(i) of Banking Companies Ordinance, 1962 for providing advisory and ancillary services on sales tax & income tax matters.

2. Interested firms may submit their bids in sealed envelopes to be dropped in the box placed at TDAP Room No.555, 5<sup>th</sup> Floor Block-A, Finance & trade Centre, Shara-e-Faisal, Karachi, on the date and time as mentioned in the Invitation for Bid.

**TERMS OF REFERENCE**

3. **SCOPE OF SERVICES:**

The Tax Consultant firm is expected to advice as and when required by the organization in writing and verbally (in emergent situation) on the issues pertaining to the following main areas of advice:

- 3.1 Advisory
- 3.2 Compliance
- 3.3 Audit Handling
- 3.4 Reporting

**3.1 ADVISORY:**

3.1.1 To advise TDAP comprehensively on tax withholding obligations including but not limited to Income and Sales Tax Matters.

3.1.2 To advise on day to day changes in tax laws of interest to TDAP including but not limited to Sales and Income Tax laws and the course of implementation on such changes by TDAP.

3.1.3 To provide assistance to TDAP in handling tax audits of sales tax & FED by the FBR authorities and Provincial Revenue Boards.

3.1.4 To advise on tax efficient salary structure in accordance with the provisions of the Income Tax Ordinance, 2001.

### **3.2 COMPLIANCE:**

3.2.1 To prepare the Authority's balance sheet, statement of income and expenditures account, statement of sources and annual reports.

3.2.2 To File tax (Sales and Income) returns of the TDAP.

3.2.3 To prepare, review and file annual returns of Income of the TDAP

3.2.4 To prepare and file the monthly withholding tax and annual withholding tax statements as the case may be as well as Sales Tax on services returns as the case may be.

3.2.5 To provide assistance in preparing information & calculate amounts with regard to quarterly advance tax payments

3.2.6 To advise on computing the amount of monthly tax deductible/to be withheld on the estimated annual salary of all employees.

3.2.7 File refund claims and representation before appropriate authorities for expeditious release of such refund.

### **3.3 AUDIT HANDLING:**

3.3.1 To prepare suitable replies to the letters/show cause notices issued by the tax authorities from time to time including in relation to returns and proceedings under section 122 for amendment of assessment and attending hearing & submit replies for tax audit under section 177 of the income tax ordinance 2001 as well as any notices/proceedings under Sales Tax on Services Laws.

3.3.2 To represent TDAP in case of monitoring of withholding tax by the FBR/SRB/PRA/BRA/KPRA etc.

3.3.3 To provide assistance to TDAP at the time of audit of sales tax & FED by the FBR authorities and Sales Tax on services where applicable.

### **3.4 REPORTING:**

3.4.1 Apprise management on tax matters through monthly reports

3.4.2 Be available for meetings at notice of twenty four hours.

- 3.4.3 Attend meetings as and when invited by the PAO, Secretary TDAP, Director General (MS) and Director Finance TDAP.

**4. REQUIRED DOCUMENTS:**

- 4.1 Profile of the firm on company letter head including details of;
- i. Name of firm
  - ii. Status of firm (company/firm/sole proprietor/partnership)
  - iii. Registered address
  - iv. Telephone numbers
  - v. Facsimile number
  - vi. Email IDs
  - vii. Year of establishment
- 4.2 Copy of certificate of incorporation/registration where applicable
- 4.3 Copy of valid NTN Certificate
- 4.4 Copy of valid sales tax registration certificate
- 4.5 Copy of certificate stating that the firm falls under category “A” as per State Bank of Pakistan rating
- 4.6 Letter of authority in favor of authorized person, who will represent the Applicant / bidder in all matters.
- 4.7 Firm / individual shall attach an affidavit on stamp paper to this effect that there was no previous litigation with TDAP and that the firm or individual have not been black listed by any Government department/ autonomous body/ TDAP, duly attested by Oath Commissioner.
- 4.8 Signed and stamped each page of this document, as unconditional acceptance of all terms & conditions.
- 4.9 All documents / papers must be attested by directors / partners / proprietor of the firm.

**5. BID VALIDITY PERIOD:**

Bid validity period shall be sixty days after the opening of bids

**6. METHOD OF SELECTION OF CONSULTANT:**

The method of selection of consultant shall be “Least Cost Method” as defined in sub-clause (c) of Clause-3 of the PP Regulations of Procurement of Consultancy Services Regulation, 2010.

**7. ISSUANCE OF AWARD OF CONTRACT:**

- 7.1 The TDAP shall issue the letter of award of contract to the successful bidder during the period of bid validity.
- 7.2 The successful bidder will be required to sign the contract within seven working days for a period of three years commencing from the date of award of contract which can be extended with mutual consent. **(Annex-A)**

**8. TYPE OF CONTRACT:**

This contract shall be Lump Sum contract.

**9. PROFESSIONAL LIABILITY OF CONSULTANT:**

- 9.1 The consultant selected and awarded a contract shall be liable for consequence of errors or omissions on its part. The extent of liability of the consultant should be incorporated in the contract and in no case should it be less than remunerations excluding the out of pocket expenses, nor should the liability exceed twice the remunerations.
- 9.2 The procuring agency may demand insurance on part of the consultant to cover its liability under sub-regulation (I) and necessary costs shall be borne by the consultant which shall be reimbursed by the procuring agency as out of pocket expenses by the consultant.
- 9.3 The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct and unsatisfactory performance by the consultant in performing the consulting services.

**10. SUBMISSION OF BIDS/FORM OF TENDER:**

- 10.1 The bidders shall use the prescribed Form of Tender (Annex-B) to quote their offer.
- 10.2 The Bidders shall quote their offer as lump sum package inclusive of all taxes for all works specified in clause 3.1 to 3.4 of Scope of Work.

**11. PAYMENT FOR THE SERVICES:**

- 11.1 The tax advisor/ firm shall submit an invoice inclusive of all taxes after the close of every month.
- 11.2 TDAP shall process the payment within 15 days of receipt of invoice subject to satisfactory performance.
- 11.3 The payment shall be made on monthly basis.

**12. PERIOD OF CONTRACT:**

12.1 Initially the retainer ship period will be for three years which can be extended for a further period of one year on same terms and conditions subject to satisfactory performance of the Consultant and can be terminated by either party after giving one months notice.

12.2 If the Tax Consultant fails to perform the Contract, the TDAP shall be entitled at its option to cancel the contract and recover any damages at its discretion. The TDAP shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

**13. ARBITRATION/DISPUTE RESOLUTION:**

In case of any dispute or difference arising between the parties (Bidder and Owner) out of Contract which cannot be amicably settled, shall be finally settled under the provision of the Arbitration Act 1940 and rules made there under as amended from time to time. The venue of Arbitration shall be at TDAP Headquarter, Karachi.

## Technical and Financial Evaluation

### Initial Screening:

The following documents/ certificates are the pre-requisite and may be used for Initial screening. The Audit Firm will go in the next stage if it fulfills all the requirement of initial screening which are as under:

- The Firm should at least have "A" ranking as per State Bank of Pakistan.
- Copy of registration of Firm.
- Declaration on stamp paper that the Firm is not black listed from any Government or Private institution.
- Satisfactory QCR Rating of ICAP
- Taxpayer Registration Certificate (Income Tax & GST)
- Partnership Registration Certificate

### Technical Evaluation:

The Firm cleared from initial screening will be evaluated as per following criteria:-

- i) Number of Partners of the Firm within Pakistan
- ii) Number of ICAP qualified Chartered Accountants employed by the Firm in Pakistan
- iii) Number of qualified Chartered Accountants and their details those are to be deputed for this assignment at TDAP.
- iv) List of clients in the Public and Private sectors during the last five (5) years.
- v) Years of existence in Pakistan
- vi) Details of Int'l Affiliations (if any).
- vii) Presence of the Firm at different locations in Pakistan.

Minimum score for competing in the next stage is 70%. The Financial Proposal of only that Accounting Firm will be opened which will secure 70% or more in the Technical Evaluation.

1	Number of partners in Pakistan	Total Marks	No. of Partners	Marks
		20	02	10
			02-05	15
			06 & above	20
2	Number of ICAP Qualified Chartered Accountants Employed by Firm in Pakistan	Total marks	Range of qualified chartered accountants employed	Marks
		20	10	10
			11-20	15
			21 & above	20
3	Number of qualified Chartered Accountants and their details those are to be deputed for this assignment at TDAP	Total Marks	No. of Chartered Accountants	Marks
		15	01	05
			02	10
			03 & above	15
4	List of clients in the Public and Private sectors during the last five (5) years	Total Marks	List of Clients	Marks
		15	10	5
			11-25	10
			26 & above	15
5	Year of existence in Pakistan	Total Marks	No. of Years	Marks
		10	10	5
			10-20	8
			20 & above	10
6	Details of Int'l Affiliations (if any)	Total Marks	No. of offices	Marks
		10	05	3
			05-10	6
			11 & above	10
7	Presence of the Firm at different locations in Pakistan	Total Marks	No. of offices	Marks
		10	4	6
			5 & above	10
	<b>Grand Total:-</b>	<b>100</b>		

**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**

**BID FORM FOR TAX CONSULTANT FIRM**

Reference your advertisement which appeared in the daily \_\_\_\_\_  
dated \_\_\_\_\_, we offer the following rates for Tax Consultation:

<b>FUNCTIONS</b>	<b>Rate of monthly retainer ship fee without sales taxes (in Rupees)</b>	<b>Provincial Sales Tax (in Rupees)</b>	<b>Gross Amount inclusive of Provincial Sales Tax (in Rupees)</b>
All functions as mentioned by TDAP in tender documents.			

2. We have thoroughly read the Expression of Interest and all Terms and Conditions of the tender and accepted un-conditionally and we also confirm that we shall abide by all the terms and conditions of the tender un-conditionally.

Signature: .....  
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Name: .....  
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CNIC No. ....  
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Designation .....  
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Firm: .....  
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NTN No. ....  
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Date: .....  
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Stamp: .....  
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