

UNIVERSITY OF BALOCHISTAN, QUETTA
Sariab Road Quetta, Balochistan

TENDER DOCUMENTS
FOR
REQUIRED SERVICES FROM CHARTERED
ACCOUNTANTS FIRMS



Tender Document Fee: 5,000/-

Pay order/Draft No:- _____

Bank Name:- _____

Tenderer's Signature & Stamp

Tenderer Information: -

Name: _____
(Under Registered)

Shop Address: _____

Other Offices: _____

Office Phone Numbers 1). _____ **. 2)** _____

3). Fax Numbers: _____ **4). Mobile Number.** _____

Web Site: _____

Email Account: - _____

Owner /Presenter/Partner- Name who will present on tender opening date and time

Tenderer's Signature & Stamp

TERMS & CONDITION

1. One set of "Technical Proposal" and one set of "Financial Proposal" separately sealed, signed & stamped, must be delivered. The Technical Bids will be opened on the same day at (as per time given advertisement published in newspaper) in the presence of the representatives of the bidders who may wish to attend whereas Financial Bids will be retained unopened. Date of opening of financial proposal of technically qualified bidders will be announced later. Financial proposals of technically unsuccessful bidders will be returned un-opened on the financial proposal opening day.

2. General Provisions:

The firm will provide the following documents along with proposal:

- Firm complete Profile showing experience in similar field;
- Copy of Income Tax and Sales Tax Registration Certificate of firm;
- Copy of list of approved Auditors having Category "A" as per State Bank of Pakistan;
- Copy of valid registration with ICAP;
- Copy of valid certificate with regard to satisfactory QCR Rating of ICAP;
- Evidence of number of partners working in the Chartered Accountant Firm (Names, Qualification, Address etc., of Partners);
- Evidence of number of qualified Chartered Accountants hired by the firm (Names, Qualification, and Provide list);
- Complete profile of Staff Deployed including their Qualification & Experience for the University assignment;
- Evidence of conflict of Interest;
- Evidence the Firm must have international affiliation with a firm of international standing and repute;
- List of clients served in education sector with nature of assignment, date of assignment; and
- List of clients served in Government & Semi Government with nature of assignment and date of assignment;
- The Bank Draft/ Pay Order of Rs. 5,000/- (non-refundable) being the Tender Fee in favor of "University of Balochistan, Quetta" should be attached with the Technical Proposal;
- Affidavit on Rs. 100/- stamp paper to the effect that the firm is not blacklisted and has no dispute with any Government Organization;
- Affidavit on Rs. 100/- stamp paper that all the information/documents submitted with the proposal are correct and if any information/documents found incorrect the University reserve the right to disqualify and blacklist the firm;
- All the pages of bidding documents and in case having any erasing/cutting/crossing or over writing etc., therein, must be properly signed by the signing person of the bidder by the authorized signatory, who have been given power of attorney on firm letter head (be enclosed with bidding documents, if any), along with attested copy of his CNIC.

3. Bids will be selected in accordance with the clause (b) of Para 36 of Public Procurement Rules 2004, as a Single Stage – Two Envelope procedure. The bidding process will be as under:
- a) The bid shall comprise a single package containing two separate envelopes. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters;
 - b) The envelope No.1 should contain the complete Technical Bid and Bank Draft/Pay Order of Rs.5,000/- being the Tender Fee in favor of the University
 - c) The bidder must fill Technical Performa and necessary information/document must be attached with Technical Performa in proper sequence as per Annexure-A.
 - d) The envelope No. 2 will contain only the financial bid;
 - e) Both the above-mentioned envelopes should be put in one large envelope, super scribed “This envelope contains two duly sealed envelopes containing Tender Document and the Price Bid in two separate duly sealed envelopes clearly marked so”.
 - f) The bidder must quote his price as per format Annexure-B. The rate(s) quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words. Out of pocket expenses for the assignment shall be quoted separately.
 - g) In the first stage, only the envelope marked “TECHNICAL PROPOSAL” shall be opened and the envelope marked as “FINANCIAL PROPOSAL” shall be retained without being opened.
 - h) The technical proposals of all the bidders shall be evaluated. The proposals which meet all the technical eligibility criteria laid down in this document shall be accepted for the second stage;
 - i) During technical evaluation no amendments in the technical proposal shall be permitted;
 - j) The financial proposals of selected bidders shall be opened publicly on working day. The financial proposals of the rejected bidders shall be returned un-opened.
 - k) Both the proposals will be evaluated according to the evaluation criteria and the bidder scoring highest points shall be declared as successful;
 - l) The University will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the bid / proposal to be submitted in terms of this document;
 - m) Offer shall not be considered if received after the time and date fixed for its receipt;
 - n) A bidder (including its Personnel and Sub-Contractor) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another client.
4. Opening of Bids
- Bids shall be submit at 11:00 am and will be opened on the same day at 11:30 am, on dated 23-8-2021,(Monday). in the office of the Treasurer Admin Block Room No.13, University of Balochistan,Queta as mentioned in the presence of the Bidder (s) for which they shall ensure their presence without further invitation, as per provision of Rule-28 of Public Procurement Rules, 2004.
 - No Bidder or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during Bid opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

5. Bid Validity

- The bid validity period shall be 90 days from the last date for submission of the bid.

6. Rejection / Acceptance of the Bid

a) The University of Balochistan, quetta may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The University shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds. The client shall incur no liability, solely, by virtue of its invoking sub-rule (2) of Rule-33 of Public Procurement Rules, 2004 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per sub-rule 3 of Rule 33 of Public Procurement Rules, 2004).

b) The Bid shall be rejected if it is:

- i. Substantially non-responsive in a manner prescribed in this tender document;
- ii. Submitted in other than prescribed forms, annexes, schedules, documents / by other than specified mode;
- iii. Incomplete, partial, conditional, alternative, late;
- iv. Subjected to interlineations / cuttings / corrections / erasures / overwriting;
- v. The Bidder refuses to accept the corrected total tender price;
- vi. The Bidder has conflict of interest with the Client;
- vii. The Bidder tries to influence the Bid evaluation / Contract award;
- viii. The Bidder engages in corrupt or fraudulent practices in competing for the Contract
- ix. Award;
- x. The Bidder fails to meet all the requirements of Bid Eligibility / Qualification Criteria;
- xi. The Bidder fails to meet the evaluation criteria requirements;
- xii. The Bidder has been blacklisted by any public or private sector organization;
- xiii. The Bidder has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
- xiv. The Bidder has mentioned any financial implication(s) in the proposal that is in contradiction to this document and Government rules and regulations;
- xv. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid;
- xvi. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document;
- xvii. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
- xviii. If the rates quoted by the Bidder are not workable or are on higher side.

7. Qualification of the Bidders

Bidder should be enlisted in Category-A of the Auditors issued by State Bank of Pakistan and should have satisfactory QCR rating by ICAP.

8. Evaluation Criteria

- The University will use “Quality and Cost Based Selection Method” under “Single Stage Two Envelope Procedure” of selection of Bidders under Public Procurement Rules 2004. Criteria for Technical and Financial Evaluation are enclosed. Scores will be allocated based on evidence available in the proposal only.
- The bid shall be awarded on Quality and Cost based Selection (QCBS) taking into account the quality of the proposal and cost of the Services. Technical Bids will carry 70 % weightage and Financials bids will carry 30% weightage under QCBS selection process.
- Final Evaluation Proposal would be ranked according to their Final Score arrived at by combining Technical and Financial Score as follows:
 - ❖ Weightage for the Technical Proposals is 70%
$$\text{Firm's Score} = (\text{Bid in consideration}/\text{Bid with maximum marks}) * 70$$
 - ❖ Weightage for the Financial Proposal is 30%
$$\text{Firm's Score} = (\text{Minimum Bid Value}/\text{Bid in Consideration}) * 30$$
 - ❖ Final Score = Technical Score + Financial Score
- The firm achieving the highest Final Score will be declared the successful bidder and will be invited for the contract finalization.

Technical and Financial Evaluation

I. Initial Screening

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

- i. The Bidder firm must be “A” ranking as per State Bank of Pakistan.
- ii. The Bidder firm must have affiliation with one of the global audit firms.
- iii. Declaration on stamp paper regarding non-black listing / delisting.
- iv. Declaration on stamp paper regarding provision of correct information/documents.
- v. Satisfactory QCR Rating of ICAP.
- vi. Taxpayer Registration Certificate (Income Tax / Sales Tax).
- vii. Bank Draft/Pay Order of Rs. 5,000/- (non-refundable) being the Tender Fee in favor of the University of Balochistan, Quetta

II. Technical Evaluation

The Bidder Firms will be evaluated as per following criteria. Minimum score for competing in the next stage is 70. The Financial Proposal of only that Bidder will be opened which secured 70 or more in the Technical Evaluation. (Technical evaluation Performa attached at Annexure-A)

a) Audit Firm's Profile

(Annexure A)

S.no.	Particulars	Total Marks	Range	Marks
1.	No. of Partners at least 15.	15	15-20	5
			20-30	10
			30 & above	15
2.	No. of Qualified Chartered Accountants (CAs) Employed by Firm excluding Partners at least 20	15	20-40	5
			41-60	10
			61 & above	15
3.	No. of Audit Staff/Trainees at least 250	10	250 – 500	5
			500 & above	10
4.	Experience with at least 10 large scaled Govt. / Semi Govt. Organizations in last 5 years.	10	10 – 20	5
			21 & above	10
.5.	Experience with at least 5 large education sector Organizations in last 5 years.	10	5 – 10	5
			11 & above	10
	Total Marks	60		

b) Engagement Team Profile

(CVs to be submitted as per format provided in Annexure-C)

6.	Team structure and profile of team to be deployed at the University assignment	20	Maximum marks 20
	Total Marks	20	

c) Approach & Methodology

7.	Technical approach, methodology and key deliverables for the assignment	15	Maximum Marks 15
8.	Work Plan/Completion of Assignment	5	Maximum Marks 5
	Total Marks	20	

III. Financial Evaluation

The financial proposal of only technically responsive Bidder firm who will obtain minimum 70 marks will be opened.

The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the University accordingly. The technically eligible / Successful Bidder(s) / Tenderer (s) or their authorized representatives shall be allowed to take part in the Financial Proposal (s) opening.

The top ranked service provider will be short listed for financial bid opening, if the cost is not within the approved limit set by the management. The University may negotiate with the highest ranked applicant regarding methodology, work plan, staffing, contract price and special conditions of the contract. In case of failure of negotiations, the University may invite the next ranked bidder as per Public Procurement Rules 2004.

SCOPE OF WORK

The University of Balochistan Quetta wishes to engage a consulting firm for the following services:

- 1) 100% physical verification and tagging of fixed assets at all locations, including identification and recording of those items which are found on floor but are not available in the fixed asset register. Determination of the cost and written down value of each item of fixed assets. Preparation of fixed asset register based on the results of the physical verification and determination of cost and written down value of items of fixed assets.
- 2) Preparing gaps assessment report in existing policies and procedures relevant to the finance function and applicable laws/regulations.
- 3) Developing To-be policies and procedures manual relevant to the finance function incorporating changes required with reference to control shortcomings or process re-alignments in existing procedures to address gaps identified after discussion with the University management.
- 4) Designing of chart of accounts under the double entry accounting system, preparation of general ledger, trail balance and financial statements of the University for the year ended June 30, 2021; and
- 5) Conducting training of the staff of the Finance section of University with respect to the double entry accounting system and the policies and procedures manual relevant to the Finance function.
- 6) Automation of Accounts.

Tenderer's Signature & Stamp