

UNIVERSITY OF BALOCHISTAN, QUETTA.

Sariab Road Quetta, Balochistan

TENDER DOCUMENTS

FOR

External Audit, Implementation of Double Entry System & Automation of Accounts.



Tender Document Fee: 5,000/-

Daft No:- _____

Bank Name:- _____

Tenderer's Signature & Stamp

INVITATION TO TENDER

University of Balochistan, Quetta invites proposals for **External Audit, Implementation of Double Entry System and Automation of Accounts** for University of Balochistan, Quetta the interested companies / firms/ which are fulfilled all the following terms and conditions.

The Tenderer must:

1. Be a registered body duly recognizable under the law of Pakistan.
2. Have sufficient financial, technical and human resources to complete the project within prescribed time limit on the finalization of contract.
5. Enclose Earnest Money (EM) amounting to **2%** of the total cost of Tender which should be in the form of CDR/DD from the Bank.
6. Submit its Tender at **(Treasurer Office Admin Block up to 10.06.2021 till 11.00 am, and will be opened at 11:30 am).**
8. Company Profile.
9. The submission of tender by the firm means that he has read this notice and condition of the contract and made himself aware of the work.
10. Firm is liable to submit **0.25%** stamp duty of total cost (if) in case of awarding the contract.
11. The form of the price schedule is to be filled in very carefully, and should be type and alteration /correction must be initial.
12. The tenderer is required to offer competitive prices with all prices must be including relevant taxes and duties.
13. The Bidder shall furnish as part of its technical bid, documents establishing the tenderer eligibility to bid and its qualifications to perform the contract if awarded.
14. The bid shall comprise a single package containing two separate envelopes each envelop shall contain separately the financially and technically proposal.
15. **a) Initial only the envelop marked technically proposal shell be opened.**
b) The envelop marked a financial proposal shell be retaining in custody of university.
16. The technical proposal should clearly mention the following: -
The firm affiliated with any of big 04 International Audit Firms will be preferred.
17. The number of qualified staff (FCA, FCMA, ACCA) should clearly be mentioned in technical proposal along with their CV's.
18. List of office wise Audit staff along with their qualifications.
19. Number of offices in Province through which audit will be carried out.
20. Experience of Govt./Semi Govt. Organization Audits (List must be attached).
21. Audited Financial Statements of the firm for the last three years.
22. Declaration on stamp paper that the firm or its partners have never been black listed/de-listed by any Government office, Authorities, State Bank of Pakistan or other Regulatory Authorities, courts in the present name of the firm or before merger/change of name.
23. After evaluating in technically proposal the financial proposal of the bids shall be opened publically.
24. University of Balochistan, Quetta have right to accept or reject the tender at any stage of process as PPRA rule.33

ELIGIBILITY CRITERIA: -

The following documents/ certificates are the pre-requisite and shall be used for initial screening.

Eligibility on the basis of corporate information:

- Profile of the Firm.
- The firm must be “A” ranked as per State Bank of Pakistan.
- The firm must have affiliation with one of the well-reputed international audit firms.
- Declaration on stamp paper that the firm has never been blacklisted by any Government department/authority/agency/company.
- Satisfactory most recent QCR Rating of ICAP.
- Taxpayer registration certificate (Income Tax and Sales Tax (if applicable)).
- Partnership registration certificate (ICAP and Registrar of Firms).
- Annual financial statements of the firm for the last three financial years.
- Affidavit from the firm, to the effect, that all the documents, statements and information provided with the proposal are complete, true and correct in all aspects.
- The number of qualified staff (FCA, FCMA, ACCA) should clearly be mentioned in technical proposal along with their CV’s.

Eligibility on other basis: (Technical Evaluation)

The firms cleared from initial screening will be technically evaluated as per following criteria.

- Number of partners in Pakistan (Minimum 15 partners).
- Number of ICAP qualified Chartered Accountants in Pakistan (Minimum 40 ICAP members).
- Number of audit staff in Pakistan registered with ICAP (Minimum 200 staff).
- Experience of audit of Public Sector Companies (Only experience of limited companies registered with SECP shall be accepted)
- Number of offices in Pakistan (Minimum 04).
- Scoring of each above noted eligibility criteria shall be made as per scoring criteria defined
- Minimum score for qualifying in technical evaluation is **(60) from out of 80**. The financial proposal of only that Audit Firm shall be opened which shall secure (60) or more in technical evaluation. Only among technically qualified bidders the lowest quoted audit fee in financial proposal will be considered as a successful bidder for award of contract.

Technical Evaluation Scoring Criteria

Number of Partners	Total Marks	Range of Partners	Marks
Minimum 15 Partners (List of partners attached)	10	15	5
		15 & above	10
Number of ICAP qualified chartered accountants other than Partners	Total Marks	Range of Qualified Chartered Accountants	Marks
Minimum 40 Qualified Chartered Accountants (List attached)	10	40	5
		40 & above	10
Number of Audit Staff	Total Marks	Range of Staff	Marks
Minimum 200 Audit Staff (List attached)	10	200	5
		200 & above	10

Public Sector Companies ,Government/ Semi Government Institutes, Audit Experience	Total Marks		Marks	
	20		20	15
		20 & above	20	
Experience with Educational Institutes	Total Marks		Marks	
	20		05	10
			05 & above	20
No of Offices In Pakistan (Minimum 04 Offices)	10	No Offices	Marks	
		04	5	
		4 and above	10	
List if Institutes where firm developed the ERP System.				

The Tender documents along with antecedent specifications of the above mention can be obtained from (**Office of Cash Section Admin Block room no:-36,**) Tender Documents are also available on University Website:www.uob.edu.pk during office hours on payment of **Rs.5,000/- (non-refundable)** in shape of Bank Draft in favor of **University Of Balochistan, Quetta.** The Tender evaluation criterion is included in the Tender document.

Incomplete Tenders, defective Tenders, Tenders not conforming to the Tender documents shall be liable to rejection. Tenders received after due time and date shall be summarily rejected. Procurement Committee (Tender Inviting Authority) reserves unconditional right to cancel the process at any stage and reject any or all the Tenders without assigning any reason thereof and without being liable for any claim / compensation of any nature whatsoever. In case of any dispute the decision of the Competent Authority shall be final and shall not be challenged.

Tenderer's Signature & Stamp

Scope of Audit

1. Routine Financial scrutiny and o v e r v i e w including extracting and endorsing the Trial Balance up to finalization of accounts including Bank Reconciliation etc.
2. Analytical review of systems and procedures of all important activities/area, conduct audit of the nature of management audit to assess the effectiveness and efficiency in each such area.
3. Conduct of audit of systems and procedure to assess its effectiveness in the manner of efficiency-cum-performance audit.
5. Physical verification of fixed assets once in a year, including scrutiny and reconciliation of fixed assets register with financial records, including the assessment of obsolete and unserviceable assets to remove from the financial records.
6. Physical verification of inventory.
7. Review of various activities of the Institute to conduct propriety audit.
8. Review of internal control systems and recommendations for additional checks and balances wherever required.
9. Verification of the reconciliation of fees and other revenues with accounts records.
10. Audit of all vouchers till its relevant booking in the accounts
11. Assistance in replying statutory audit memos and in getting the observation dropped.
13. Issuance of certificate as per the requirement of the Institute during the contract term.
14. Preparation of depreciation schedules at the end of each financial year.
15. Verification of Financial statements of accounts of the year and suggestions thereon.

Tenderer Information: -

Name: _____
(Under Registered)

Shop Address: _____

Other Offices: _____

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

3).Fax Numbers:_____ **4).MobileNumber.**_____

Web Site: _____

Email Account:- _____

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

Tenderer's Signature & Stamp

S.NO	Items Description	Per Unit Cost	Total Amount
01	<p>External Audit 2020-2021 Cost per year (It may be last 3 years or 10 year)</p>		
02	<p>Implementation of Double Entry System</p>		
03	<p>Automation of Accounts The Chartered Accountant firm will propose, purchase, or develop and/or customize preferably web-based Enterprises Resource Planning solution for UoB Finance Department and integrate the relevant components/portions of existing data (if required) into the software solution. Subsequently will implement the financial ERP solution in UoB with complete license & rights and technical support to UoB for at least two consecutive years. Finance Department of UoB have the following Sections and same is anticipated to be part of the Financial ERP Solution:</p>		
A	<p>Finance Sections as Under</p> <p>1.Accounts Officer (Accounts Section) Deal with Payroll of Teaching & Non-Teaching of UOB</p> <p>2.Accounts Officer (General Provident Fund Section) Deals with GPFUND.</p> <p>3.Accounts Officer (Pension Section) Deals with pensioners.</p> <p>4.Accounts Officer (Pay fixation Section) Deals with fixation of Pay and Allowances.</p> <p>5.Accounts Officer (Book Keeping Section) Deals with All fee collection of University. Challan entry on daily basis, reconciliation with banks, student ledgers department wise.</p> <p>6.Accounts officer (Budget) Deals with perpetration of Annual Budget according to prescribe Performa from Higher</p>		

	<p>Education Commission, monthly , quarterly and Annual Utilization report,</p> <p>7.Cash Section Deals with preparation of Cheques, Cash Books of All Accounts, month receipts on Cash and Cheque basis.</p> <p>8.MIS Section Deals with preparation of Computerized ledgers & payrolls</p> <p>Director Material Management Steps involved in a procurement Process</p> <ol style="list-style-type: none"> 1. Needs Recognition 2. Initially process of purchase requisition with complete review with previous issued Articles. 3. Demands forwarded by delegated Authority for process. 4. Deals with day to day purchases as per need of indentor who requested to acquire any article/ items. Normally quotations can be taken from open market through quotations. (like petty purchases). 5. With preparation of Budget under the availability of funds. As per Budgetary Head. With approval of competent Authority. 6. Few cases which contain upper financial limits be process through tenders. 7. Preparation of work order 8. Receiving process and proper entered in stock registers. 9. Having no any keeping stock in a Bulk ,the process is based on as received as delivered. 10. Deals with Main stock registers in procurement office which contains the detail of issuing items to the Academic, Administration, and all Examination Branches. (on the other hand the Academic, Administration, and Examination as well prepare their stock records. 11. Inventory control and check system. 12. (Procurement, Stock Inventory, Assets management etc) 		
C	<p>Audit (Internal and External Audit)</p>		

Audit Fee

The fee for all above required services must be provided as per inclusive of all costs, out of pocket expenses and taxes applicable in Pakistan.

Note:- No TA/DA and accommodation will be provided by The University of Balochistan, Quetta during course of Audit and other services etc.

Tenderer's Signature & Stamp