



**THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION  
(HEAD OFFICE)  
3-A, GULBERG-V, LAHORE**

**HIRING OF SERVICES OF CHARTERED ACCOUNTANT FIRM FOR AUDIT  
OF PESSI HEAD OFFICE AND IT'S FILED OFFICES / HOSPITALS**

The Punjab Employees Social Security Institution (PESSI), Head Office, Lahore invites Sealed Tenders / Bids from the Chartered Accountant Firms for the audit of Accounts of PESSI, having its Head Office at Lahore and all Hospitals / CMSD / Directorates in Punjab for the Financial year from 2014-15 to 2020-21.

The Bidder must be registered with FBR for the purposes of Sales Tax and Income Tax and must be an Active Taxpayer (verifiable through ATL) on the date of bid submission as well as throughout the period of appointment in compliance of the Eligible Bidders (Tax Compliance)

Firm should be registered with ICAP along with valid license of practice and should have active membership.

Firm should have satisfactory QCR rating as per latest list issued by ICAP.


Firm should have Audit Oversight Board registration.

Tender Forms/Documents can be obtained on written request from the date of uploading of tender on website from Finance Wing, PESSI, Head Office, 3-A, Gulberg-V, Lahore, on payment of Rs.1,000/- (Nonrefundable) during office hours. The interested Chartered Accountant firms may submit their bids/proposal along with 5% of the estimated cost as bid security in the form of Bank Guarantee/ CDR in favour of commissioner PESSI, Lahore. Total Estimated Cost is Rs. 28,00,000/-.

The Performance Guarantee equal to the 7% of the bid amount will have to be deposited by the lowest bidder at the time of signing of contract.

The proposals should be submitted in the Head Office of Punjab Employees Social Security Institution up to 11:00: A.M, on 26-05-2022 which shall be opened on the same day at 11:30 A.M in presence of the bidders.

Procurement shall be governed under Punjab Procurement Rules 2014 as amended update. The tender can be cancelled as per Clause 35 of PPRA Rules 2014.

  
110522  
**(BABAR HUSSAIN NADEEM, FCMA)  
DIRECTOR (FINANCE)  
FOR COMMISSIONER PESSI  
042-99263109**

**PUNJAB EMPLOYEE'S SOCIAL SECURITY INSTITUTION**

**Bidding Document**

**“Appointment of External Auditors for FY 2014-15 to FY 2020-21  
for PESSI”**

**Head Office, 3-A, Gulberg-V, Jail Road, Lahore**

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## **1. INTRODUCTION**

The Punjab Employee's Social Security Institution (PESSI) is an Autonomous Body of Punjab Govt. established under Punjab Employee's Social Security Ordinance 1965 and working under the administrative control of Labour & HR Department, Government of Punjab having its Head Office at Lahore and Directorates/Sub-Offices/CMSD/Hospitals all over the Punjab.

The Institution is intended to appoint an External Auditor (Chartered Accountant) for audit of its Annual Accounts for the F. Y. 2014-15 to 2020-21 as required under the provisions of Ordinance *ibid*. For this purpose the Institution invites sealed bids from Chartered Accountant Firms, registered with Federal Board of Revenue (FBR) for Income Tax and Punjab Revenue Authority for Tax on Services, for appointment as External Auditors for Audit of PESSI's accounts as per scope of work detailed under terms of reference (TORs).

## **2. BIDDING PROCESS**

- a. A Chartered Accountant Firm will be selected after an open, competitive and transparent bidding process in accordance with Punjab Procurement Rules, 2014.
- b. A Single Stage, Two Envelopes procedure shall be opted as per Rule 38 (2)(a) of PPRA Rules, 2014.
- c. The bid shall comprise of a single package containing two separate proposals i.e Technical and Financial Proposal.
- d. The proposals shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. The Technical Proposal will be opened on the date and time mentioned in the tender document in the presence of representatives of Prospective Bidders (if any), and Financial Bids will be opened after completion of Technical Evaluation, for which date & time will be communicate separately.
- e. Bid Security equivalent to five percent (05%) of estimated cost in the shape of Bank Guarantee / CDR in the name of 'Commissioner, Punjab Social Security', shall be submitted with Technical Proposal.
- f. The prospective Bidder will be entitled to download or receive detailed bidding documents/information package from PESSI/PPRA websites and also from Institution's Head Office, Lahore respectively.
- g. No financial instrument for bid security or mode of payment for bidding documents shall be acceptable other than as specified in clause (e).

### **3. ELIGIBILITY & QULIFICATION CRITERIA**

Bidders must comply with the following clauses:

- a. The Bidder must be a Chartered Accountant Firm.
- b. Bidders shall submit copy of Form-C issued by Registrar of Firms.
- c. The Bidder must be registered with FBR for the purposes of Sales Tax and Income Tax and must be an Active Taxpayer (verifiable through ATL) on the date of bid submission as well as throughout the period of appointment in compliance of the Eligible Bidders (Tax Compliance)
- d. Firm should be registered with ICAP along with valid license of practice and should have active membership.
- e. Firm should have satisfactory QCR rating as per latest list issued by ICAP.
- f. Firm should have Audit Oversight Board registration.
- g. The Bidder shall provide an undertaking on stamp paper of Rs. 100 duly attested by the Oath Commissioner that the Bidder has not been blacklisted by any Government/Semi-Government institutions. (date of affidavit shall be between tender notice & last date of submission of bids).
- h. Chartered Accountant Firm should have an office in Lahore.
- i. PESSI shall not entertain incomplete or partial bids.
- j. Firms providing any other legal / consultancy service (s) to PESSI are not eligible to participate in this bidding process to avoid conflict of interest.

### **4. INSTRUCTIONS /GENERAL CONDITIONS**

- a. The bidder will be selected after an open, competitive and transparent bidding process in view of Clause 23 of PPRA Rules, 2014.
- b. Proposals shall be submitted in English language.
- c. All prices mentioned in the Financial Proposal shall be in Pak Rupees (PKR).
- d. Each page of the Technical and Financial Proposal shall be signed by an authorized representative of the Bidder. The representative's authorization shall be confirmed by letter of authorization on the official letter head of the firm duly signed by local partner accompanying the proposal.
- e. All clarifications will be communicated to the registered Bidders through e-mail and shall be uploaded on the PESSI website.
- f. PESSI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as per Rule 35 of the PPRA Rules, 2014.

5. **BID SECURITY & VALIDITY**

- a. A bid security in the form of Bank Guarantee / CDR, in the name of “Commissioner, Punjab Social Security”, equivalent to five percent (05%) of estimated cost must be attached with Technical Proposal otherwise proposal shall be returned and bid will be rejected.
- b. Bid security other than specified at clause 2(a) shall not be entertained and accepted. PESSI shall return such bids to respective bidders.
- c. Bid Security of technically dis-qualified & unsuccessful Bidder (s) will be released after ten (10) days of the signing of the contract with the successful Bidder.
- d. Bid Validity: The proposals shall remain valid for period of 120 days from the date of opening of Technical bids.
- e. Bid security of the Bidder shall be forfeited in case it is determined that the Bidder, directly or through an agent, participated or competed in this tender or secured the contract, by any means of corrupt, fraudulent, collusive or coercive practices.

6. **TECHNICAL PROPOSAL**

Technical Proposals shall be in compliance with the requirements laid down in this bidding document. The Technical Proposal shall be clearly marked with the following: - “TECHNICAL PROPOSAL” The technical proposal shall include;

- i) A covering letter/certificate (**Annex-A**) must be attached from the head of the Firm or an authorized representative of the applicant entailing the objectives and the executive summary.
- ii) Complete profile of the firm with relevant details of clients.
- iii) Qualification and experience of relevant human resource.
- iv) All the information/documentary evidences required for eligibility & qualification.
- v) Compliance against each clause and sub-clause of BIDDING DOCUMENT and TOR must be attached.

## 7. **FINANCIAL PROPOSAL**

The bidder shall submit Financial Proposals specified in the bidding document. Envelop shall be clearly marked with "FINANCIAL PROPOSAL"

The Financial Proposal shall include the following:

Audit Fee including Services Sale tax (Punjab), provided that;

- a) No separate Out of Pocket Expenses will show in the bid.
- b) The proposal must remain valid for a period of 120 days after the bid opening date.
- c) All chargeable Taxes (Federal as well as provincial) will be deducted at the time of the payment as per relevant government rules and regulations.
- d) All payments will be subject to the active taxpayer status of the appointed auditor at the time of release of payment. If appointed auditor's status is not active on ATL (Sales Tax); no payment shall be made till their status becomes active on ATL (Sales Tax) of FBR.
- e) The Successful bidder shall pay all such taxes, Stamp duty or other duties, fees and other impositions levied under the applicable law, the amount of which is deemed to have been included in the financial bid.
- f) Bidder shall mention the amount in Financial Proposal, which shall be inclusive of all applicable taxes, levies, duties and fees as per prevailing laws.
- g) Any increase or decrease in rate of sales tax (only) applicable at the time of payment, shall be further added or adjusted, as the case may be, in total contract price.

## 8. **SUBMISSION, OPENING AND RECEIPT OF PROPOSALS**

- I) The original proposal (Technical and Financial Proposal) shall be prepared without any interlineations or overwriting.
- II) One hard copy of proposal shall be submitted.
- III) The proposals shall be marked separately as "Technical Proposal" and the "Financial Proposal" in bold and legible letters to avoid confusion.
- IV) Technical and Financial proposals must be delivered at the address given below on or before 11:00 Hrs. (PST), 20<sup>th</sup> May 2022.  
The Commissioner,  
Punjab Social Security Head Office,  
3-A, Gulberg-V, Jail Road,  
Lahore.

- V) Technical Bids shall be opened on the same day i.e. 1130 Hrs. (PST), 20<sup>th</sup> May 2022, in presence of all the applicants who choose to be present.
- VI) The evaluation of Technical Proposals will be carried out and the results of the evaluation will be communicated to all the applicants.
- VII) Financial Proposals of the technically qualified bidders will be opened at the given date & time separately.

9. **AWARD OF CONTRACT**

- A) The technically qualified bidder with the lowest bid, if not in conflict with any law, rules, regulations or policy of the Federal Government shall be awarded the contract, within the original or extended period of bid validity.
- B) A letter of Intent (LoI) will be issued to the technically qualified & financially lowest Bidder who shall submit Letter of Acceptance and 7% of the amount of Financial Bid as Performance Guarantee in shape of CDR within period provided in letter of Intent.
- C) After submission of the Letter of Acceptance it is expected that the contract will be signed within minimum possible time, failing which PESSI may proceed accordingly.
- D) The term of the contract shall be for 10 months.

10. **PAYMENT TERMS**

- a) 100% Payment shall be made on submission of Final Signed Reports to PESSI.
- b) Payment shall be processed on receipt of original commercial / GST invoice.
- c) the amount of Performance Guarantee will be refunded after three months of satisfactory completion of the work as per terms & condition of Tender/Contract.

11. **PENALITY**

- a) Firm will have to complete and audit assignment within 10 months for Annual Audit of all period of audit mentioned in the Tender/contract. The period will be counted from deputation of Audit team till initialed report date.
- b) In case of delay (excluding any delay on part of PESSI in providing the information/documents) in completing the assignment beyond stipulated



period, an LD at the rate of 1% per week. Penalty(s) shall be deducted from the invoice/payment submitted by the appointed auditor.

- c) Delay due to reasons beyond the control of bidder (Force Majeure) will not be considered as delay on the part of appointed auditor.

## **TERMS OF REFERENCE (TOR's)**

### **Scope of Work**

- 1- Audit of the annual financial statements of the PESSI separately for the seven years mentioned in the Tender Form & Contract agreement.
- 2- Audit of the annual financial statements of the PESSI and books of accounts of HO & all Directorates/Hospitals/CMSD/Sub Office located in the Punjab.
- 3- Any adjusting entries required to be made and modification of already prepared final accounts as per relevant Rules & Regulations (if any).
- 4- Any other matter in compliance of SECP Rules & Regulations.

**CERTIFICATE**

**Annex "A"**

Date:.....

To,

The Director (Finance),  
Punjab Social Security Head Office,  
3-A, Gulberg-V, Jail Road,  
Lahore.

Dear Sir,

1. I/we, the undersigned, being duly authorized to represent and act on behalf of ..... (hereinafter "the Applicant") have reviewed and fully understood all the clauses of BIDDING DOCUMENT provided by PESSI.
2. PESSI and its authorized representatives (Director, Finance) are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. PESSI and its authorized representatives (Director, Finance) may contact the following persons for further information, including General and Managerial Inquiries, Personnel Inquiries, Technical Inquiries, Financial Inquiries, if and when needed.

Signature: \_\_\_\_\_

Name & Address of Tender \_\_\_\_\_

\_\_\_\_\_  
Designation & ID Card No. \_\_\_\_\_

NTN \_\_\_\_\_ GST No. \_\_\_\_\_

Date: \_\_\_\_\_ Official Seal: \_\_\_\_\_

i) **WITNESS**

Signature: \_\_\_\_\_

Designation & ID Card No. \_\_\_\_\_

Full Address \_\_\_\_\_

I.D. Card No: \_\_\_\_\_ Date: \_\_\_\_\_

ii) **WITNESS**

Signature: \_\_\_\_\_

Designation & ID Card No. \_\_\_\_\_

Full Address \_\_\_\_\_

I.D. Card No: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCIAL BID – ENVELOPE-2**

**NAME OF CONTRACT:** \_\_\_\_\_

Contract for provision of Services of Chartered Accountant Firm for the Audit of accounts of PESSI, Head Office at Lahore and all Hospitals / CMSD / Directorates in Punjab for the Financial Years from 2014-15 To 2020-2021.

SR.NO.	DETAIL OF SERVICES	RATE (IN DIGIT / WORDS)
1.		
2.		

**Note:** The offer should be up to thousand.

Signature of the Bidder with seal

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EVALUATION CRITERIA

### PART-I:

#### KNOCK DOWN CRITERIA - (COMMERCIAL EVALUATION)

(All evaluation parameters defined below are mandatory for compliance)

Sr.No	Evaluation Parameters	Yes/No
1.	Active Tax Payer (NTN & GST)	
2.	5% of total estimated price of the quoted item in shape of preferably Bank Guarantee or CDR in favor of Commissioner PESSI.	
3.	The Bidder/ Manufacturer shall submit an affidavit on judicial stamp paper of Rs. 500/- submitting following clauses: I) that maintenance of equipment and replacement of defective parts under warranty shall be done, II) that their firm has not been blacklisted in Last three (03) years on any ground by any Government (Federal, Provincial), a local body or a public sector organization.	
4.	Original receipt for purchase of tender (F-6)	
5.	Complete Package/Tender (optional items must be quoted)	
6.	Bid Validity 120 Days	
7.	Delivery Period	
	<b>Remarks:</b>	(Eligible/ Not Eligible for further evaluations of PART-II)

### PART- II

## **KNOCK DOWN CRITERIA - (VENDOR EVALUATION)**

**(All evaluation parameters defined below are mandatory for compliance.)**

<b>Sr. No.</b>	<b>Evaluation Parameters</b>	<b>Yes/No</b>
<b>a.</b>	The Bidder must be a Chartered Accountant Firm.	
<b>b.</b>	Bidders shall submit copy of Form-C issued by Registrar of Firms.	
<b>c.</b>	The Bidder must be registered with FBR for the purposes of Sales Tax and Income Tax and must be an Active Taxpayer (verifiable through ATL) on the date of bid submission as well as throughout the period of appointment in compliance of the Eligible Bidders (Tax Compliance)	
<b>d.</b>	Firm should be registered with ICAP along with valid license of practice and should have active membership.	
<b>e.</b>	Firm should have satisfactory QCR rating as per latest list issued by ICAP.	
<b>f.</b>	Firm should have Audit Oversight Board registration.	
<b>g.</b>	The Bidder shall provide an undertaking on stamp paper of Rs. 100 duly attested by the Oath Commissioner that the Bidder has not been blacklisted by any Government/Semi-Government institutions. (date of affidavit shall be between tender notice & last date of submission of bids).	
<b>h.</b>	Chartered Accountant Firm should have an office in Lahore.	
<b>i.</b>	PESSI shall not entertain incomplete or partial bids.	
<b>j.</b>	Firms providing any other legal / consultancy service (s) to PESSI are not eligible to participate in this bidding process to avoid conflict of interest.	

**PART- III**

<b>SR.#</b>	<b>DESCRIPTION</b>	<b>Minimum Criteria</b>	<b>Maximum Marks</b>	<b>Allotment of Marks</b>
1.	Experience in providing Audit Services (to be established through corroborative evidence from independent sources)	15 years	15	Up to 15 years 15 Marks Below 15 years 01 mark for each year.
2.	Documentary evidence with regard to satisfactory services provided to clients registered with SECP or authorized bodies (as applicable) duly supported by certificate (s) from the clients concerned.	10 clients	10	Up to 10 clients 10 marks Below 10 Client 01 mark for each client.
3.	a) The firm is registered with the Audit Oversight Board as per requirement SECP.	5	5	Registered Firm 05 Marks Non-Registered Firm 0 Marks
	b) The Chartered Accountant Firm includes in list of QCR of ICAP.	5	5	Listed Firm 05 Marks Non-Listed Firm 0 Marks
4.	Experience of audit of Government Departments/ Autonomous Bodies	05 Departments/ Autonomous bodies	20	Up to 05 clients 20 marks Below 05 Clients 04 marks for each client.
5.	Strength of Professional Staff	05 C.A.s	10	Up to 05 C.A's 10 marks Below 05 C.A's 02 marks for each CA.
6.	Total Clientele pertaining to Government / Semi-Government / Autonomous Department or publically listed companies from private sector.	10	10	Up to 10 clients 10 marks Below 10 Client 01 mark for each client.
7.	Copy of Income Tax Return	05 years.	10	Up to 5 years 10 Marks Below 5 years 02 Marks for each year.
8.	Copy of Company's Financial Statement	05 years.	10	Up to 5 years 10 Marks Below 5 years 02 Marks for each year.
9.	Whether the applicant was black-listed in any Government / Semi-Government / Autonomous Department, either by Public Private Sector, if not, then submit an affidavit on Rs.100/- Stamp Paper duly attested by the Notary Public	Mandatory	05	For Not Black Listed 05 Marks
<b>TOTAL</b>			<b>100</b>	

Financial Proposals of only those bidders will be opened who meet the above laid criteria qualifying 70% marks. The others will be returned unopened. Evaluation will be carried out on a least cost basis.