

**THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION
(HEADOFFICE) 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, Head Office, Lahore invites Sealed Tenders / Bids from "A" category the Chartered Accountant Firms appearing in the SECP/SBP website under Punjab Procurement Rules (PPRA), 2014 as Amended upto date for the audit of the Accounts of the PESSI Head Office Lahore including 17-Hospitals and 20-Directorates in Punjab for the years from 2014-15 to 2018-19.

Envelope No.1 should be marked as technical proposal containing complete tender along-with detailed profile, constitution of company, details of registration with Competent Authority and testimonials in proof of eligibility, other documents as mentioned in the tender documents, Bid Security and CNIC of the owner or authorized representative of the Firm.

Envelope No.2 should be marked as financial proposal Containing the financial Bid only.

Tender Forms/Documents can be obtained on written request from the date of publication from Finance Wing, PESSI, Head Office, 3-A, Gulberg-V, Lahore, on payment of Rs.1,000/- (Nonrefundable) during office hours or can be downloaded from www.ppra.punjab.gov.pk. The interested Chartered Accountant firms may submit their bids/proposal along with Rs.2,25,000/- as bid security in the form of pay order/bank draft in favour of commissioner PESSI, Lahore.

The proposals should reach in the Head Office of Punjab Employees Social Security Institution up to 11:00: A.M, on 21-09-2020 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 rule 35 of PPRA Rules 2014.

**MUHAMMAD YUNAS MALIK (DIRECTOR (FINANCE)
FOR COMMISSIONER PESSI, 042-99263109**

IPL-7045

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

Tender No.	No.SS.F&A(24)/01/
Tender cost	Rs.1,000/- (Nonrefundable)
Description	Hiring of Chartered Accountant Firm for Audit of PESSI Accounts from 2014-15 to 2018-19
Last Date & Time of receipt	21-09-2020 AT 11:00: A.M.
Date & Time of Opening	21-09-2020 AT 11:30: A.M.
Venue	PESSI, Head Office, Lahore.
Period of Contract	Completion of Audit within 180 days
Mode of Payment	On completion of job.
Bid Security	5% of Bid of Tentative amount of Rs.4,500,000/-

INVITATION TO BID

The PESSI intend to hire the services of a Chartered Accountant Firm of “A” Category, already dealing in business of Auditing and conforming to the minimum eligibility criteria/ terms and conditions, mentioned herein after tender documents. The Chartered Accountant Firm includes in list of panel of Auditors maintained by the S.B.P under Section 35(1) of Banking Companies Ordinance, 1962 according to BPRD circular letter No.20 dated November 05, 2018 as updated to date.

THE BIDDING DOCUMENTS.

- a) Company Detail and Profile showing experience in similar field.
- b) Start of Business Date.
- c) Any other document(s) to show financial strength of Company.
- d) At least 50 Client Testimonials.
- e) Profile of Staff Deployed including their qualification & experience.
- f) Copy of registration with ICAP/SECP.
- g) Copy of certificate with regard to satisfactory QCR Rating of ICAP / SECP.
- h) Copy of list of approved auditors pursuant to S. 48 (1) of the insurance ordinance, 2000, having category “A”.
- i) Copy of NTN and STN certificate Active Tax Payer.

TERMS & CONDITIONS:

1. Firm having at least 15 years experience of providing such kind of services as mentioned under the heading TOR in the tender documents.
2. The firm should be registered with ICAP / SECP and having Active National Tax Number.
3. Having documented evidence with regard to satisfactory services provided to at-least 10 clients duly supporting by certificate from the clients concerned.
4. Firm must be included in the list of practicing firms having ICAP’s satisfactory QCR Rating Firms must also be included in Category ‘A’ notified by SECP under S.48 (1) of the Insurance Ordinance, 2000.

5. Bids will be selected in accordance with Clause 38 (2) (a) the Punjab Procurement Rules (PPRA)-2014, as under:-
 - (b) Single stage – two envelope procedure.–
 - (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
 - (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
 - (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
 - (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
 - (ix) The bid found to be the lowest evaluated bid shall be accepted.”
6. All bids received shall be opened and evaluated in the manner prescribed herein the tender documents.
7. Contract offer will remain valid for **60** days from the date of opening the tender.
8. In case the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the contract will be liable to be terminated.
9. Only those tenderers who meet all the guidelines and terms & conditions in all respects should submit their tender, alongwith the relevant documents.
10. The firm must have valid current practicing certificate for the practice of accountancy & auditing issued by the ICAP / SECP or any other authorized bodies.
11. The Tender received up to 21-09-2020 AT 11:00: A.M. will be opened in the presence of tenderer representatives / bidders on the same day at 11:30: A.M.
12. Procurement shall be governed under Punjab Procurement Rules 2014 (amended). The tender can be cancelled as per rule 35 of PPRA Rules 2014.

TERMS OF REFERENCE (TOR)

The successful bidder shall be required to conduct Audit the accounts of PESSI Head Office, Lahore and its 20-Directorates and 17-hospitals for the years 2014-15 TO 2018-2019 established throughout the Province of Punjab. The following main tasks will be required to be carried out:

1. The annual audited statements of the accounts of PESSI are required to be prepared in conformity with the Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) as made applicable in Pakistan by a reputed firm of Chartered Accountants.
 2. The primary objective to audit of the Financial Statement of the Institution.
 3. The accounts of the PESSI are maintained on accrual basis of accounting as per GAAP & IFRS.
 4. Audit for Financial year 2014-15 TO 2018-2019
 5. To check that proper accounts are maintained as required under the law:-
 - i. Cash Book.
 - ii. Bank Book.
 - iii. Fixed Asset Register showing Purchase, Disposal and Closing Balance
 - iv. Bank Reconciliation Statements.
 - v. General Ledgers.
 - vi. Subsidiary Ledgers.
 - vii. Advances Ledgers.
 6. The Audit shall be carried out in accordance with the International Standards of Auditing (ISA) and shall include such test and control as the Auditor considers necessary under the circumstances. The financial audit of the Institution shall be undertaken to cover all areas of activities to ensure that:-
 - i. Transactions are properly authorized.
 - ii. Transactions have been recorded under the proper object of expenditure/receipts.
 - iii. Funds have been utilized for the purpose for which they were made available.
 - iv. Transaction is duly supported by the relevant documents.
- The Auditors shall also consider the adequacy of controls necessary to secure propriety, economy, efficiency and effectiveness in all areas.
7. The audit firm shall compile and deliver audited financial report in time.
 8. The audit firm shall give its opinion on the Financial Statement of the Organization alongwith funds with regard to the maintenance of accounting record in accordance with the generally accepted accounting principles (GAAP)and International Financial Reporting Standards (IFRS) as made applicable in Pakistan. The Annual Audit Report of the Organization Accounts should include an opinion commenting on accuracy and propriety of expenditures incurred together with the internal controls involved.
 9. In addition to the Financial Statement together with the audit opinion thereon, the auditor shall prepare a "Management Letter" to be provided along with Audit Report which shall cover the shortcomings, weaknesses and allied observation that come across during the course of audit assignment, keeping positive approach for improvement of the systems and procedures, including the following:-
 - a. Give Comments and observation on the accounting records, systems and procedures that were examined during the course of audit.
 - b. Identify specific deficiencies and areas of weaknesses in systems and control and make recommendations for their improvement.
 - c. Communicate matters that have come to attention during audit which might have a significant impact on the implementations of the Institution.
 10. Verify the Investments.

11. Submit the annual accounts to Government together with his report thereon, which shall state that he has examined the accounts and certified the investments, and that the accounts are in accordance with the books and records of the Institution and are, to the best of his knowledge and belief, correct, or, if the circumstances should in his opinion so require, that they are, to the best of his knowledge and belief correct subject to such qualifications and observations as are included in his report.

SPECIAL INSTRUCTIONS:

1. Tenders should be addressed to the Commissioner, Punjab Employees Social Security Institution, Lahore.
2. Bidders must quote their offers on the prescribed invitation Tender Form. Cash Receipts (in original or photocopy) in token of having purchased the tender must be accompanied with the Tender Documents.
3. Affidavit on Rs.100/- stamp paper to the effect that the firm is not blacklisted and has no dispute with any Government Organization shall be furnished.
4. Bidder should specifically indicate their Active National Tax Number.
5. All the pages of Tender documents and in case having any Erasing/ cutting/ crossing or over writing etc., therein, must be properly signed by the signing person of the tenderor by the authorized signatory, who have been given power of attorney on company letter head (be enclosed with tender documents, if any), alongwith attested copy of his CNIC.
6. Offer shall not be considered if:
 - i. Received after the time and date fixed for its receipt.
 - ii. The tender is unsigned.
 - iii. The offer is ambiguous.
 - iv. The offer is conditional.
 - v. The offer is from a firm/company, which is blacklisted, suspended or removed from the approved list.
 - vi. The offer is received by telegram.
7. No incomplete, supplementary or revised offer shall be accepted after opening of the tender.
8. Canvassing in any form by the Tendered will lead to summary rejection of his tender.
9. Tenders shall be submitted under the "Single Stage Two Envelopes System" duly sealed as under:-

The envelope No.1 should contain the complete Technical Bid/ tender documents, as per list mentioned under the heading "The Bidding Documents", along with details of constitution of company and all testimonials in proof of eligibility, earnest money, other documents (if any) and should be super scribed as "Tender Document" for Chartered Accountant for audit services to the PESSI.

The envelope No. 2 will contain only the price bid.(Price Bid Performa is attached at **(Annex-A)**).

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 for providing Audit Services – in two separate duly sealed envelopes clearly marked so".

Technical and Price Bids will be evaluated in accordance with evaluation criteria attached at **(Annex-B)**.
10. The bidder must quote his price only as per the bid price Performa of the tender document and put it in Envelope 2. The rate(s) quoted by the tendered should be inclusive of all kind of taxes. The tendered must quote the rate in figure as well as in words.
11. Mentioned Name/ Designation and CNIC of the authorized representative of the Firm, as under:-

Name _____ Designation _____ CNIC _____

CERTIFICATE

1. Tender Enquiry form / document duly filled in and signed is furnished alongwith the following certificate:-

- i. We hereby confirm to have read carefully all the terms & conditions of your tender enquiry No.SS.F&A(24)/01/ due for opening on 21-09-2020 AT 11:30: A.M for provision of services Chartered Accountants. In addition to the conditions we also agree to abide by all the special instructions mentioned in tender document. We also hereby categorically confirm that the firm is fully capable to provide services of External Auditor (Chartered Accountant) as laid down in the terms of references.

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: _____

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

No.SS.F&A(24)/01/

Dated Lahore the,

2020

To

M/S _____

DIRECTOR FINANCE

PRICE BID – ENVELOPE-2

NAME OF CONTRACT:

Contract for provision of Services of Chartered Accountant Firm for the Audit of accounts of PESSI, Head Office, Lahore, including its field offices/ hospitals for the years 2014-15 TO 2018-2019.

SR.NO.	DETAIL OF SERVICES	RATE (IN DIGIT / WORDS)
1.		
2.		
3.		
4.		

Note: The offer should be up to thousand.

Signature of the Bidder with seal

Address

EVALUATION CRITERIA

SR.#	DESCRIPTION	MINIMUM CRITERIA
1.	Experience in providing Audit Services(to be established through corroborative evidence from independent sources)	15 years
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
3.	Category according to SECP's list of approved auditors pursuant to S.48 (1) of the Insurance Ordinance, 2000. The Chartered Accountant Firm includes in the list of panel of Auditors maintained by the S.B.P under Section 35(1) of Banking Companies Ordinance, 1962 according to BPRD circular letter No.20 dated November 05, 2018 as updated to date.	"A"
4.	Experience of audit of Government Departments/ Autonomous Bodies	05-Govt.Departments/ Autonomous bodies
5.	Strength of Professional Staff	05C.A.s
6.	Total Clientele pertaining to Government / Semi-Government / Autonomous Department or publically listed companies from private sector.	10
7.	Copy of Income Tax Return	05years.
8.	Copy of Company's Financial Statement	05 years
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

Note: Attach all relevant documents.