

**TENDER DOCUMENTS**

**TENDER NOTICE NO. SRDB/03/2020-21 FOR HIRING OF CHARTERED ACCOUNTANT  
FIRM**

**BRIEF ON SRDB AND ITS FUNDS / EXPENDITURE**

Sugarcane Research & Development Board, Punjab (SRDB) was constituted on the Chief Minister's executive order no. 106-122 /SC-2/P&EC/2014 dated 15-01-2014.

1. SRDB Main Source of fund is 10% of the Sugarcane CESS amount.
2. All Expenditures i-e Research / developmental operating charges, salaries of SRDB's employees, Communications, Utilities, Operation & Maintenance, investment in assets/civil works related to activities are covered from CESS Receipt.

**TERM OF REFERENCE (TOR)**

**Overall Objective:**

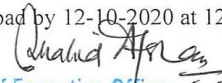
The objective of this Bid is to hire services of reputable audit firm as internal auditor SRDB. Financial rate must include all taxes duties levies travelling accommodation etc. of auditors and all other expenditure, that can be incurred during the duty at SRDB, no claim/expense other than quoted price will be entertained. Queries of the bidders for seeking any clarification may be sent by 1-10-2020, after that no query will be entertained. SRDB will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery of bid. Place of duty is at SRDB office AARI Jhang Road Faisalabad. Bidders are also required to state in their proposals, the name title, contact no (land line, Mobile), fax no and email address of bidder authorized representative through whom all communications shall be directed until the process has been completed or terminated.

**Criteria of Evaluation:**

"Quality Cost Based Selection Method" under "Single Stage Two Envelops Method" of selection of consultant under Punjab Procurement Regulatory Authority (PPRA), will be used. Evaluation Criteria for Technical Evaluation is enclosed. Scores will be allocated based on evidence available in the proposal only. Financial Proposals of only technically qualified audit firms will be opened. The Audit assignment will be awarded to the firm with lowest rates which will be quoted in bid.

**Opening of Bids:**

Sealed tender documents, prepared in accordance with the instructions in the tender documents must reach at office of, Chief Executive Officer, Sugarcane Research & Development Board Punjab, AARI, Jhang Road, Faisalabad by 12-10-2020 at 1200Noon. Tenders will be opened on the same day


  
Chief Executive Officer  
SRDB, Faisalabad

on 2pm in the presence of representatives of the participating firms any how Financial Proposals of only Technically qualifying firms will be opened.

**Role and Objectives of Auditors**

The function of auditing firm is internal audit (Pre-Audit) of SRDB along with all tax matters (Income Tax, GST and Punjab Sales Tax.)

Payment by SRDB will be made on completion of every month after deducting all taxes. No advance payment will be allowed.

  
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### 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:

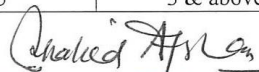
1. The firm must be "A" ranking as per State Bank of Pakistan.
2. Declaration on stamp paper regarding non-black listing / delisting
3. Satisfactory QCR Rating of ICAP
4. Taxpayer Registration Certificate (Income Tax/Sales Tax)
5. Partnership Registration Certificate

#### Technical Evaluation:

1. The Firm cleared from initial screening will be evaluated as per following criteria:
2. Number of Partners in the firm within Pakistan
3. Current internal Auditor Clients
4. Internal Audit Clients in public Sector
5. Years of existence in Pakistan
6. Membership with Global Audit Firms
7. Number of Offices within Pakistan

Minimum score for competing in the next stage is 65 %. The Financial Proposal of only that Audit Firm will be opened which secured 65 % or more in the Technical Evaluation.

1	Number of partners	Total Marks	Range of Partners	Marks
			2-4	15
	At least 02	20	5 & above	20
2	Current Internal Audit Clients	Total Marks	No. of Clients	Marks
			5	15
	At least 05	20	6 & above	20
3	Internal Audit Clients in Public Sector	Total Marks	No. of Clients	Marks
			5	15
	At least 05	20	6 & above	20
4	Year of existence in Pakistan	Total Marks	No. of Years	Marks
			10	10
	At least 10	15	11 & above	15
5	Membership with global audit firms having no. of offices worldwide	Total Marks	No. of offices	Marks
			1	6
	At least 1	10	2 & above	10
6	No. of offices in Pakistan	Total Marks	No. of offices	Marks
			2	10
	At least 2	15	3 & above	15

  
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