

TENDER DOCUMENT

EXTERNAL AUDITORS APPOINTMENT FOR THE YEAR 2018- 2019 & 2019-2020

Karachi Infrastructure Development Company Limited (KIDCL) is an unlisted Public Limited Company, wholly owned by the Government of Pakistan, working under the administrative control of Ministry of Communications, having its registered office in Karachi. The Company has been assigned to execute the PSDP Project "Green Line Bus Rapid Transit System" & any other projects in Karachi.

2. This Tender Document is for the appointment of External Auditors for the audit of accounts of Karachi Infrastructure Development Company Limited (KIDCL) for the period July 2018 to June 2019 and July-2019 to June-2020 for 2 years. As per our estimates and approved budget for the subject procurement, the services to be procured are well under the financial limit of Rs. 1 million.

3. KIDCL intends to invite application from "A" Category Audit Firms for appointment as External Auditors for the Financial Year 2018-2019 and 2019-2020. As per Scope of Work, Interested Audit Firms are requested to submit complete information as per following details:

1. Copy of registration of firm
2. List of existing clients in the Public and Private sectors
3. Number of partners along with qualification and experience
4. Number of qualified accountants employed
5. A copy of the Quality Control Review (QCR) rating of the firm by the ICAP
6. Details of International Affiliation (if any)
7. Audit Fee & out of pocket expense for the year to be charged in case of appointment as per scope of work
8. Presence of the Firm at different locations in Pakistan
9. Audit Firms are invited to participate in the tender along with relevant documents and complete firm profile.

4. This Tender Document is to be issued by the Karachi Infrastructure Development Company Limited (KIDCL) upon payment of Rs. 1,000/- in the form of PO / DD in the name of "Karachi Infrastructure Development Company Limited, Ministry of Communications".

5. Sealed Quotations clearly marked as "Appointment of External Auditors for the Year 2018 – 2019 and 2019-2020" should reach this office latest by January 30th, 2019, 11:00 a.m. and will be opened in presence of firms' authorized representatives, on the same day at 12:00 noon.

6. KIDCL reserves the right to accept or reject any or all offers / quotations in accordance with the relevant clause of PPRA. Advertisement is also available on PPRA website www.ppra.org.pk as well as on Client's websites www.greenline.gov.pk & www.kidcl.com.pk.

SCOPE OF WORK

7. Karachi Infrastructure Development Company Limited requires the services of "A" Category Audit Firms (under Circular No.5/2014 of SECP) in respect of the following services as per the provisions of Companies Act, 2017 and relevant rules including Public Sector Companies (Corporate Governance) Rules, 2013:
8. For the year 2018 – 2019 and 2019--2020, following services are envisaged:
- a. Annual Audit of KIDCL and issue an Auditor's Opinion on it to Shareholders.
 - b. Review on Company's Compliance with the requirements of Code of Corporate Governance and issue Certificate of Corporate Governance to Shareholders.
 - c. Review of Procurement as per PPRA Rules 2004.
 - d. Payments made to the appointed contractors, consultants, and other agencies in respect of PSDP Project, Green Line BRTS and other projects.
 - e. Any other audit / review required under Companies Act, 2017, and Corporate Governance Rules/Code and issue certificate on it (If any).
 - f. All firms should state lump sum fee for the year as mentioned above, in their proposal. Any other out of pocket expenses should also be mentioned separately.

Taxes and Duties

9. All prices must be quoted in Pak Rupees and should include any Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the quotation, it will be presumed that the prices include all the taxes. Any subsequent change in tax regime would be adjusted accordingly.

Confidentiality

10. The CA Firms, their partners and personnel shall maintain an appropriate standard of confidentiality and shall not disclose any proprietary or confidential information relating to the audit of the KIDCL.

Eligibility Criteria

11. KIDCL invites firms of Chartered Accountants for the external audit who will meet the following criteria:
- a) The firm should be registered with ICAP and have satisfactory QCR rating.
 - b) The name of the firm should be borne on the Panel A of auditors as maintained by of the State Bank of Pakistan.
 - c) The firm should have minimum number of 10 Partners at the time of application and having their offices in minimum 4 cities of Pakistan.
 - d) Applicant firms should have at least 20 years' experience in undertaking such assignments.
 - e) The firm should be a member firm of Global Top Ten Accounting Network.
 - f) The firm should have an experience of conducting external audit of Public Sector Entities.

12. The competing firms shall attach relevant documents or equivalence certificate to validate their eligibility vis-à-vis a-f above.

13. The Board of Director of KIDCL may extend the service of External Auditors for further duration (after 2019-20) on satisfactory performance.

For more information about KIDCL, please visit www.greenline.gov.pk

Instructions for Bidders

13. Bidders must read the instructions carefully and comply accordingly. Bidders are required to submit proposal in a sealed envelope. The proposal document submitted must be properly indexed, paginated and structured. The bidders shall submit their firm's profile, clientele, and references along with the bid.

i. **Language**

The bids along with any accompanying literature shall be prepared in English language only.

ii. **Communication**

Enquiries regarding this Tender Document shall be submitted in writing (email, post mail), to:

Ms. Uzma Piracha

Manager (Admin) / Company Secretary

Tel: 021-35155101

Email: info@greenline.gov.pk and mgr.admin@greenline.gov.pk

iii. **Submission of Bids**

- a) Complete proposal should be submitted latest by 1100 hrs on last date mentioned in the advertisement at the address given above. Bids will be opened on the same day at 1200 hours.
- b) Any clarification can be obtained from the Manager Admin or his nominee on any working day before close of the bid submission date. Any queries may be sent via email or by courier well before submission time.
- b) This is single stage procurement procedure (PPRA rules) under least-cost / least evaluated method under Public Procurement Rules 2004;
- d) The erasing and/or alterations, if any, in the bid shall be authenticated by the authorized representative of the bidder by his/her full signature.
- e) Ambiguous and incorrect answers and/or incorrect filling of Bid Documents will render the bid liable to rejection.
- f) Bids through cable, telegraph, telex, fax, or e-mail shall not be considered.
- g) The bids shall not rely on any interpretation or correction given by any

person except the written addenda and/or corrigenda to documents issued by the KIDCL.

iv. **Bid Bond (Earnest Money)**

- a) The bidders shall enclose a "Bid Bond" in the shape of pay order equivalent to 2% (two percent) of the total bid value. The Bid Bond shall be in favour of "Karachi Infrastructure Development Company Limited (KIDCL)". The bond so furnished shall remain valid for a period of 90 days beyond the period of validity of the bid or till it is revalidated / extended for a period mutually agreed upon by the bidder and Karachi Infrastructure Development Company Limited (KIDCL), Ministry of Communications.
- b) As soon as an award is made, the provisions in the following paragraphs **c and d** hereafter, shall operate.
- c) The bid bond in case of unsuccessful bidders will be returned as soon as possible, after rejection.
- d) In case the bidder after acceptance of bid fails / refuses to perform, the Bid Bond will be forfeited and encashed.

v. **Comments and suggestions against this Tender Document**

Bidders are requested to thoroughly read this document and give their comments if the required objectives could be achieved with this proposal. If any bidder elects to suggest changes to the proposal, complete information of the changes including all data relating to technical specifications in all categories shall be given along with the detailed methodology of carrying out the work. In such case the bidder must give proof of confirmation (POC) of being best in the light of the requirement stated in this document. This should be done at least one week before the submission of the bid.

vi. **Prices**

The prices quoted must be in Pakistani Rupees. The total cost shall include all the charges of the service extendable at mutually agreed location (Karachi), and inclusive of all taxes, levies, etc.

vii. **Validity of Bids**

Until the contract is executed finally, the successful bidder shall be bound by the terms and conditions of this Document.

viii. **Acceptance of the Terms**

The submission of the bids against this TENDER DOCUMENT by the bidder means that the bidder has read and **accepted the terms and conditions**

given in this document, completely; and it has thoroughly examined the specification and particulars in the TENDER DOCUMENT. Further, the bidder is deemed to be fully aware of the nature of the **services** and the purpose for which they are required and shall be bound to accept the contract if placed with it on the basis of the prices, quality, and support as stated in this TENDER DOCUMENT.

ix. **Rights of Karachi Infrastructure Development Company Limited**

- a. KIDCL may reject the bid if found incomplete / non-compliant;
- b. KIDCL reserves the right to cancel a bid prior to acceptance of bid;
- c. KIDCL reserves the right to cancel the offer of the bidder, whose bid may be evaluated to be the financially lowest, if it is revealed at later stage to KIDCL that the bidder does not have the capacity to execute the service or the amount quoted is so less that the delivery of the service is not feasible to carry out the Contract in accordance with the terms and conditions of this TENDER DOCUMENT or the bidder is blacklisted.

x. **Mode of Delivery and Address**

Sealed Bids shall be delivered by hand or courier so as to reach the address given above, by the last date and time indicated for submission. Bids received by fax or email shall not be read. Sealed Envelopes must be written on top, **“DO NOT OPEN, EXCEPT BEFORE THE PURCHASE COMMITTEE ON 30th January, 2019)**

**MANAGER ADMINISTRATION / COMPANY SECRETARY
KARACHI INFRASTRUCTURE DEVELOPMENT CO. LTD.
6TH FLOOR, EXTENSION BLOCK,
BAHRIA COMPLEX – IV, GIZRI, KARACHI**