



**REQUEST FOR PROPOSAL (RFP)
FOR
APPOINTMENT OF EXTERNAL AUDITORS

FOR THE FINANCIAL YEARS
2021-22, 2022-23 & 2023-24**

**SINDH INFRASTRUCTURE DEVELOPMENT COMPANY
LIMITED - (SIDCL)**

**MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES
GOVERNMENT OF PAKISTAN**

6th Floor, Extension Block,
Bahria Complex-IV, Gizri,
Karachi

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GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVES
SINDH INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (SIDCL)

NOTICE INVITING TENDER

External Auditors' Appointment for the Financial Years 2021-22, 2022-23 & 2023-24

Sindh Infrastructure Development Company Limited (SIDCL) is a Public Sector Company, wholly owned by the Government of Pakistan, working under the administrative control of Ministry of Planning, Development & Special Initiatives, having its registered office in Karachi. SIDCL intends to appoint external auditors for the financial years 2021-22 to be extended for Financial Year 2022-23 and 2023-24, subject to approval of AGM. Chartered Accountants firms meeting following criteria are invited to submit proposals:

1. Firm should be classified in rating category "A" assigned by State Bank of Pakistan;
2. Tender documents may be obtained from registered office of SIDCL upon payments of Rs. 1,000/- in the form of PO/DD in the name of Sindh Infrastructure Development Company Limited.
3. Soft Copy of the Tender documents may be downloaded from SIDCL's website. The bidder shall then submit it hard copy along with the pay order of Rs 1,000/- in favour of the employer
4. All prices must be quoted in Pak Rupees and should include any Taxes applicable, such as SST, 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.
5. Sealed Quotations clearly marked as "**Appointment of External Auditors for the Financial Years 2021-22, 2022-23 & 2023-24**" and will be opened in presence of firms' authorized representatives.
6. Single Stage Two Envelope Procurement Procedure:
Date of Issuance: 22nd November, 2021 (Monday)
Pre-Bid Meeting: 29th November, 2021 (Monday) @ 3:00 pm
Date of Submission: 10th December, 2021 (Friday) @ 11:00 am
Date & Time of Opening: 10th December, 2021 (Friday) @ 11:30 am
7. SIDCL reserves the rights to reject or accept tender(s) under PPRA Rules, 2004.
8. Advertisement is also available on PPRA website www.ppra.org.pk as well as on SIDCL's websites www.sidcl.com.pk
9. Place of issuance, submission, enquiries and opening will be at:

Bahria Complex IV, 6th Floor, Extension Block Gizri, Karachi.
Tel: (92-21)35155101, Fax: (92-21) 35155102
Website: www.sidcl.com.pk Email: info@sidcl.com.pk

INVITATION TO BID

Sindh Infrastructure Development Company Limited (SIDCL) is a Public Sector Company, wholly owned by the Government of Pakistan, working under the administrative control of Ministry of Planning, Development & Special Initiatives, 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 the province of Sindh.

SIDCL hereby invites proposals under a “**single stage – two envelopes**” bidding process from reputed audit firms as Statutory Auditor to conduct “**Statutory Audit of Financial Statements**” of the Company for financial years **2021-22, 2022-23 and 2023-24** along with the review report on the “**Statement of Compliance**” under the Public Sector Companies (Corporate Governance) Rules, 2013 for the same years.

The Request for Proposal (RFP) document is available for interested bidders which can be purchased immediately after the publication of this notice on cash payment of Rs. 1,000/- (non-refundable fee) from the Registered Office of SIDCL, 6th Floor, Extension Block, Bahria Complex–IV, Gizri, Karachi. The RFP document can also be downloaded from the SIDCL website at www.sidcl.com.pk.

The Participants should deposit Bid Security / Earnest Money @ 2% of Bid with Financial Proposal in favour of “Sindh Infrastructure Development Company Limited (SIDCL)”.

The Proposals, including both financial and technical bids, along with all relevant documents must be delivered to the undersigned in signed and sealed envelope on or before 10th December, 2021 (Friday) @ 11:00 am. The technical bids will be opened on the same day 10th December, 2021 (Friday) @ 11:30 am. in the presence of the representatives of the firms who may wish to attend whereas financial bids will be retained unopened. Only technically compliant proposals will qualify for opening of financial bids and financial proposals of technically unsuccessful bidders will be returned unopened.

The successful Bidder shall be engaged via “**Quality and Cost Based Selection**” as provided for under the Public Procurement Rules, 2004.

SIDCL reserves the right to accept or reject any or all the bids as per PPRA rules. This advertisement is also available on PPRA website (www.ppra.org.pk).

1. INSTRUCTION TO APPLICANTS

1.1 Bidder's Understanding of the RFP

In responding to this RFP, all Bidders accept the responsibility to fully understand the RFP in its entirety, and in detail, including making any inquiries to SIDCL as necessary to gain such understanding. SIDCL reserves the right to disqualify any firm which demonstrates less than such undertaking. Further, SIDCL reserves the right to determine, at its sole discretion, whether the firm has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost or liability whatsoever to SIDCL.

1.2 Good Faith Statement

All information provided by SIDCL in this RFP is in good faith. Individual items are subject to change at any time and SIDCL makes no certification that any item is without error. SIDCL is not liable for any use of the information contained in this RFP document or any claims arising there from.

1.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication. Bidders wishing to amend an already submitted proposal must submit the amendment in writing before the designated closing date / time, provided they are properly identified by the Bidder's name, RFP number and due date.

Firms' inquiries, questions and requests for clarification related to this RFP are to be directed in writing to:

Mr. Khadim Husain Mirani

Company Secretary

Tel: 021-35155101

Email: info@sidcl.com.pk

1.4 Submission of Bids

- a) All proposal should be addressed to the "*Manager Contract, SIDCL, 6th Floor, Extension Block, Bahria Complex-IV, Gizri, Karachi*" and must be delivered in signed and sealed envelopes within date and time mentioned in advertisement of this RFP. Any proposal that is received after this time and date shall not be considered.
- b) Proposal submitted through telegraph, telex, fax or email shall not be considered.
- c) Proposal must be complete, in order and contain documentary evidence against each requirement.
- d) All proposals shall contain certification / authority letter / letter of authorization that the person signing the proposal is entitled to represent the bidder and empowered to submit the proposal.

- e) The Proposal shall comprise a single package containing two (2) separate envelopes containing the technical and financial proposals separately. The envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters;
- f) The Bidder will also provide an undertaking to SIDCL regarding any conflict of interest.
- g) In the first stage, only the envelopes marked “**TECHNICAL PROPOSAL**” will be opened and the envelopes marked “**FINANCIAL PROPOSAL**” shall be retained without being opened. The technical proposal of all bidders shall be evaluated. The bidders that are successful in meeting all the technical qualification and eligibility criteria laid down in this document will proceed to the second stage of evaluation.
- h) The financial proposals of selected bidders shall be opened publicly on working day after announcement of the results of technical evaluation. The financial proposal of the unsuccessful bidders shall be returned unopened.
- i) Both the proposals will be evaluated according to the evaluation criteria given this RFP document and the bidder scoring highest point shall be declared as successful and a Letter of Acceptance shall be issued to the successful bidder after approval from Competent Authority.
- j) SIDCL will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Bid to be submitted in terms of this document.

1.5 Taxes and Duties

All prices must be quoted in Pak Rupees and should include all Federal and Provincial Taxes applicable, such as SST, 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.

1.6 Validity of Bids

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

2. SCOPE OF SERVICES / TERM OF REFERENCE (TORS)

SIDCL requires statutory audit of Financial Statements (along with Auditors’ Report and Management Letter, if required) under the applicable laws for the **financial years 2021-22, 2022-23 and 2023-24** along with review report of the Auditors on Statement of Compliance under the Public Sector Companies (Corporate Governance) Rules, 2013, for the same years.

Bidders must quote for the complete year’s Scope of Services and any bid covering partial Scope of Services shall be rejected.

3. ELIGIBILITY CRITERIA

All information provided by the bidders in their technical proposals must be accompanied by the relevant supporting documents.

3.1 Eligibility on the basis of corporate information

- a) Profile of the Firm.
- b) The firm must be “A” ranked as per State Bank of Pakistan.
- c) The firm should be a member firm of Global Top Ten (10) Accounting Network.
- d) The firm must have at-least ten (10) partners.
- e) The firm must have at-least twenty (20) years’ experience of conducting audits of Government Entities.
- f) Affidavit on stamp paper of Rs. 100/- that the firm has never been blacklisted by any Government department / authority / agency / company.
- g) Most recent QCR Rating of ICAP should be satisfactory.
- h) The firm should not have been under any disciplinary proceedings by Audit Oversight Board (AOB) or any other Regulatory Authority from July, 2018 till the signing of Contract. An Affidavit in this regard on the stamp paper of Rs. 100/- must be provided and enclosed with technical proposal.
- i) Taxpayer registration certificate (Income Tax and Sales Tax (if applicable)).
- j) Income Tax returns for last three (3) years
- k) Partnership registration certificate (ICAP and Registrar of Firms).
- l) Annual audited financial statements of the Firm for last five (5) financial years.
- m) 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.

4. EVALUATION CRITERIA

SIDCL will use a **“Quality & Cost Based Selection Method”** under a Single Stage Two Envelope Process” for selection under the Public Procurement Rules, 2004. The criteria for technical and financial evaluation are given herein below. Scores will solely be based on the evidence /documents available in the proposal. The contract will be awarded to the firm with the highest total score based on the following weight ratios:

- 70% for Technical Score
- 30% for Financial Score

4.1 Technical Evaluation

The bidders will be technically evaluated on the following criteria:

- a) Number of Partners in the firm within Pakistan
- b) Number of ICAP qualified Chartered Accountants employed by the firm in Pakistan
- c) Number of Audit Staff
- d) Number of Offices in Pakistan
- e) Experience of Government Organization Audits
- f) Experience of Audit in the construction and development sector
- g) Experience of audit firm
- h) Financial Strength

The evaluation criteria for technical evaluation are provided in the table below. The minimum score for competing in the next stage is 70%. The financial proposals of only those bidders will be opened who have secured 70% or more marks in technical evaluation.

Technical Evaluation Criteria				
Sr. No.		Total Marks		Marks
1.	Numbers of Partners	20	Range of Partners	
	10 marks for 10 Partners and additional partner, up to a maximum of 20. <i>(List of partners to be attached by the bidder)</i>		10	10
2.	Number of ICAP qualified Chartered Accountants employed by the firm in Pakistan	15	Range of Qualified CAs	
	7 marks for 20 qualified and 1 additional mark for each additional qualified person with a maximum up to 15 marks. <i>(List to be attached by the bidder)</i>		20	7
3.	Number of Audit Staff	10	Range of Staff	
	5 marks for 100 staff and 1 additional mark for additional 15 staff members, up to a maximum of 10 marks.		100	5
4.	Number of Offices in Pakistan	10	Number of Offices	
	At least 4 offices in Pakistan.		4	5
			5 and above	5

5.	Experience of Government Organization Audits		Number of Organization	
	Experience of audit of 20 Govt. organizations will earn 5 marks and each additional audit assignment will earn 2 marks, up to a maximum of 10 marks.	10	5 2 marks for each additional organization up to maximum 5 additional marks.	5 5
6.	Experience of Audit in the Construction and development sector		Number of organizations	
	Similar assignments.	10	Up to 2	2
			Up to 5	5
6 and above			10	
7.	Experience of audit firm		Years of Experience	
	4 marks for 10 years and 1 additional mark for each additional year, up to a maximum of 10 marks.	10	10 1 additional mark for each additional year, up to maximum 6 additional marks.	4 6
8.	Financial Strength		Revenue (Rs.)	
	Revenue	15	Up to 100 million Above 100 million	5 15
Grand Total		100		

4.2 Financial Evaluation

Financial proposals of only technically qualified bidders will be opened. The Bidder getting maximum marks on 70-30 weightage (70% for technical proposal and 30% for financial proposal) will be declared successful.

The formula for determining the financial score (FS) is as follows:

$$FS = 100 \times LP / F$$

(Where, FS is the Financial Score; LP is the Lowest Price and F is the Price of the Proposal under consideration)

The weight given to the Technical (T) and Financial Proposals (F) are:

$$T = 0.7 \text{ and } F = 0.3$$

4.3 Award of Contract

SIDCL shall award the contract to the Bidder with the highest total score based on the following weight ratios:

- 70% for Technical Score
- 30% for Financial Score

SIDCL shall enter into a lump sum contract with the successful Bidder after approval from the Competent Authority. The date of signing of Contract between successful bidder and SIDCL will be treated as commencement of services.

Notwithstanding the above, SIDCL reserves the right to annul the bidding process and reject all bids at any time prior to the award of the Contract as per Rule 33 of the Public Procurement Rules, 2004.

5. TERMS AND CONDITIONS

5.1 Time Frame

The Scope of Services with respect to each defined Financial Years be completed by within defined time as per Companies Act, 2017, which enable SIDCL to hold Annual General Meeting (AGM) before the stipulated time as per the Companies Act, 2017.

5.2 Extension of Time

Extension of time in submission of deliverables will be allowed without cost adder.

5.3 Invoicing and Payments

After acceptance of required Annual Reports as well as Statement of Compliance in the AGM, Auditors are required to submit related invoices within two weeks which will be paid by SIDCL within 30 days of receiving. Payment will be made through cross-cheque after deduction of all applicable taxes in Pakistan or otherwise the bidder shall have to produce certified copy of exemption certificate duly issued by the competent forum / tax authorities.

(Letter head paper of the Applicant including full postal address telephone no. and fax no.)

Annex A

TECHNICAL PROPOSAL SUBMISSION FORM

Date: _____

Chief Executive Officer,
Sindh Infrastructure Development Company Limited,
6th Floor, Extension Block,
Bahria Complex – IV, Gizri,
KARACHI

Subject: **Provision of Audit Services – Technical Proposal**

Dear Sir,

We, the undersigned, offer to provide Audit Services in accordance with your Request for Proposal (RFP) dated _____. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinformation contained in it may lead to our disqualification. Further, our proposal is binding upon us and subject to modifications resulting from contract negotiations.

We, undertake, if our proposal is accepted, to initiate the required services not later than the date indicated in RFP.

We understand you are not bound to accept any proposal that you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

(Letter head paper of the Applicant including full postal address telephone no. and fax no.)

Annex B

FINANCIAL PROPOSAL SUBMISSION FORM

Date: _____

Chief Executive Officer,
Sindh Infrastructure Development Company Limited,
6th Floor, Extension Block,
Bahria Complex – IV, Gizri,
KARACHI

Subject: **Provision of Audit Services – Financial Proposal**

Dear Sir,

We, the undersigned, offer to provide Audit Services in accordance with scope of work as mentioned in your Request for Proposal (RFP) dated _____. We have read and understood the terms of your RFP and hereby submit our Financial Proposal for the full Scope of Services contained in the RFP.

All prices quoted in this Financial Proposal are in Pak Rupees.

Particulars	Financial Years			
	2021-22	2022-23	2023-24	Total
Annual Audit of Financial Statements				
Review of Statement of Compliance with CCG Rules, 2013				
Total				

(In words): _____

Note: The above figures are inclusive of all out of pocket expenses and applicable local, provincial and federal taxes.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address: