

**Government of Pakistan
Ministry of Religious Affairs
and Interfaith Harmony**

BIDDING DOCUMENT

Background:-

In pursuance of orders of the Hon'ble Islamabad High Court, Islamabad dated 15.03.2018, the Ministry of Religious Affairs and Interfaith Harmony has invited applications for fresh enrollment as Hajj Group Organizers (HGOs). To scrutinize profiles of these companies as in the advertisement, the Ministry intends to hire an audit firm and invite bids for selection of prospective audit firm meeting eligibility criteria mentioned below. The Terms of Reference (TORs) is annexed.

Instructions to bidders

The bidder is required to submit its profile with following minimum details:

Firm's Name _____
Partner Incharge _____
Address: _____
E-Mail Address: _____ Contact No. _____

- i) Brief History of the Firm,
- ii) Office location(s) of the Firm,
- iii) Name(s) and ICAP Registration Numbers of Partners,
- iv) Name(s) and Registration Numbers of fulltime qualified Chartered Accountants Employed (other than partner(s)),
- v) Name of Partner Incharge and Team Members with their qualifications dedicated to the assignment, if selected,
- vi) The firm must have satisfactory QCR rating assigned to it by ICAP as per ICAP's list of February 2019,
- vii) The firm must be registered with Institute of Chartered Accountants of Pakistan and should be in the State Bank of Pakistan's Panel of Auditors,
- viii) Details of Court Cases filed by and against the firm (including against the partners), Relevant affidavit must be attached,
- ix) Details of Investigation(s) pending against firm and /or partner(s) in ICAP and /or SECP. Relevant affidavit must be attached,
- x) Statement to be filed by the Partner Incharge confirming true and fair disclosure of all the information contained in the TCP,
- xi) Satisfactory Certificate/Job completion certificate/Award letter or other correspondence from client evidencing experience of Government organization's audits or verification assignments conducted in last 12 years (Audit reports or experience certificates on

- client letter head to be attached List of staff members in Pakistan containing names and qualifications (including number of article registered students) and
- xii) Any other details firm would like to provide.

1. Financial Proposal.

The bidder is required to submit Financial Proposal i.e, consultancy fee in Pak Rupees for scrutiny of profiles per company including all taxes and out of pocket expenses etc.

2. Bid Evaluation Criteria.

The bids will be evaluated on the basis of maximum aggregate marks scored on following criteria:

Technical Proposal	70 Marks
Qualifying marks	35
Financial Proposal	30 Marks

a) Technical Capacity Evaluation (out of total 70 Marks) will be calculated as per following criteria:-

- i. Firm's Standing in SBP and ICAP QCR (Print Screen of relevant portion of updated list from SBP website showing name of firm to be attached):
Firm's Standing in SBP and ICAP QCR (Print Screen of relevant portion of updated list from SBP website showing name of firm to be attached):
SBP "A" Category 05 Marks
SBP "B" Category 04 Marks
- ii. Number of Partners (Print Screen of relevant portion of updated list from ICAP website showing names of partners to be attached):
 1. 8 or more 05 Marks
 2. More than 6 and less than 8 03 Marks
- iii. Number of Full Time Qualified CAs (other than Partners) (Print Screen of relevant portion of updated list from ICAP website showing names of Full Time Qualified CAs to be attached):
 1. **10 or more** **05 Marks**
 2. **5 to 9** **02 Marks**
- iv. Number of offices in Federal capital city or provincial capitals cities in Pakistan. (Print Screen of relevant portion of updated list from ICAP website showing number of offices to be attached):
 1. **3 or more cities** **05 Marks**
 2. **2 cities** **03 Marks**

- v. Experience of Government or semi Government organization's audits or verification assignments conducted in last 10 years (Audit reports or experience certificates on client letter head to be attached):

- | | | |
|----|------------------|-----------------|
| 1. | 5 or more | 20 Marks |
| 2. | 2 to 4 | 10 Marks |

- vi. Number of staff in Pakistan (List of staff along with their date of joining to be attached)

- | | | |
|----|---------------------------------|-----------------|
| 1. | More than 200 | 15 Marks |
| 2. | 175 to 199 staff members | 10 Marks |
| 3. | 150 to 174 staff members | 5 Marks |

- vii. Number of years of audit experience of firm in Pakistan (First registration with ICAP to be attached)

- | | | |
|----|---------------------------|-----------------|
| 1. | More than 10 years | 15 Marks |
| 2. | 2.5 to 10 years | 5 Marks |

b) Financial bids will be evaluated as per following methods:

- Lowest will secure 30 Marks
- Rest of the Financial Bids will be evaluated on the proportionate basis e.g. the lowest bidder has quoted "X" amount per company and second lowest bids "Y" amount per company, therefore second lowest bidders will get marks in the following manner:
"30 Marks times X divided by Y"

General Conditions of Bid

1. Bid Security

Each bidder is required to furnish bid security of 5% of the bid price. The bid security of unsuccessful bidders will be released immediately whereas the bid security of successful bidder will be replaced with performance guarantee as deemed appropriate.

2. Bid Validity

The bids will be valid for three months from the date of submission. However, under exceptional circumstances and for reason to be recorded in writing if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than period equal to the period of the original bid validity.

3. Opening of Bids.

All bids shall be opened in the presence of bidders or their authorized representatives, who may care to attend, on date and time specified in the tender notice. The bids received after the closing time shall not be entertained.

4. Rejection of Bids.

The Ministry of Religious Affairs and Interfaith Harmony may reject all bids or proposals any time prior to acceptance of any bid or proposal. However, the Ministry shall, upon request,

communicate to any firm who submitted a bid or proposal, the grounds of its rejection for all bids or proposals, but is not required to justify those grounds.

5. Announcement of Evaluation Report.

The Ministry of Religious Affairs and Interfaith Harmony shall announce the results of evaluation in the form of a report giving justification for acceptance or rejection of bids within a fortnight after opening of bids.

Special Conditions of Bid

6. Performance Guarantee.

The successful evaluated bidder as the case may be, will be required to submit performance guarantee at a rate of 10% of its bid which shall be released after successful completion of the task assigned as per contract. Performance guarantee shall be in the form of bank guarantee from any Scheduled Bank in Pakistan.

7. Award of contract.

The successful evaluated bidder will be awarded contract as soon as possible after announcement of bids evaluation report on format as prescribed by this Ministry. The bidder shall submit acceptance along with performance guarantee within three days of the offer letter of the Ministry. The successful bidder shall provide the time matrix of the activities according to the attached TOR.

8. Contract period.

The bidder who has been awarded contract shall be bound to complete the task within sixty (60) days (extendable with mutual consent) of signing of contract. Consequent upon completion of the task, the audit firm shall be required to submit final report in binding form as well as soft copy of the report within period stipulated in the contract. In case of failure, the performance guarantee shall be forfeited after giving notice of three days of non-compliance of the contract.

9. Penalty Clause.

In case the firm fails to complete task within the contractual period, the performance guarantee, will be forfeited beside other legal actions against the firm on its default.

10. Mobilization Advance.

No mobilization advance will be paid to the audit firm for commencing the task assigned to the firm.

11. Payment Schedule.

The payment schedule shall be on the basis of performance of consulting firm as per mutually agreed terms and conditions to be specified in the contract. No travelling or lodging expenses will be paid separately. Further, cost of any legal suit against firm will not be recoverable from Ministry of Religious Affairs and Interfaith Harmony or HGOs.

14. **Arbitration.**

The arbitration Committee comprising of JS (Hajj) as Chairman with DS(Admn) and Section Officer (HGO) as member shall resolve the disputes arising due to any circumstances. The decision of the arbitration committee shall be final.

Terms of Reference (TOR)

- 1) Scrutinize profiles of Hajj Group Organizers (HGOs). Its range may vary from 2,000 to 3,000 companies.
- 2) Verification of returns/documents of the company as per record of SECP, and highlighting any outdated submissions and marking accordingly.
- 3) Profile screening of Chief Executives and Directors of the company to evaluate their suitability as Hajj Group Organizer through:
 - a. Interviews
 - b. Evaluation of their qualification
 - c. Working experience
 - d. Tax returns reconciling with experience shown
 - e. Bank Statements showing reasonable transactions & work experience
 - f. Experience of Haj & Umrah him/her self
- 4) Screening of profile of shareholders of the company (to ensure that the shareholders as per SECP's record are the actual owner of the company - through interviews and financial standings)
- 5) Critical evaluation of financial statements/audited reports of company and estimating financial soundness, liquidity and **other key ratios which deemed relevant for the purpose of operating as HGOs. Further also evaluation of net worth of the shareholders and managements (such as evaluation of their tax returns, bank statements, credit worthiness etc)**
- 6) Evaluation of infrastructure of the company such as:
 - a. Proper Office space / area
 - b. Reasonable office location
 - c. Time duration in current office or previous office
 - d. Ownership documents or rent agreements
 - e. Reasonable furniture & fixtures
 - f. Reasonable manpower along with their relevant qualification & experience
 - g. Registration with municipality or any other relevant Authority
 - h. IT facilities showing reasonable computers, internet, telephone lines & other relevant infrastructure
- 7) Management dispute among shareholders and directors if any, (as per record of SECP and MORA if any) and details of any current litigations, liabilities of the company of any sort either relevant to Hajj Matters or otherwise. And evaluating possible implication for operating as HGO.
- 8) Complaints of Umrah pilgrims against the companies (if any) filed in last 10 years and verification of NOC from Department of tourist services.
- 9) Past performance Umrah operations and provide evidence of every year Umrah agreement with KSA agency in support of experience.

- 10) Company or its Director(s) has not been convicted/involved in any criminal/civil/administrative offence, particularly an offence relating to dishonesty, fraud/forgery in financial investment/business crime/misconduct or other criminal acts or been involved in any acts of misfeasance.
- 11) Company has not been declared defaulter or any demands from tax authorities in litigation under Income Tax Ordinance 2001 as amended from time to time or by any bank or financial institutions in connection with payment of taxes or loans in the capacity of:
 - a) Individual as director/chief executive or
 - b) Company as whole
- 12) Firm shall draw up its overall work plan for the execution of this assignment and submit the same to the Ministry of Religious Affairs and Interfaith Harmony within two weeks of signing the contract. The work plan will clearly specify
 - a. Prescribed Performa's and formats
 - b. Compliance checklists
 - c. Determination & Evaluation of Key performance indicators
 - d. Timelines for planned tasks
 - e. Reporting deliverable formats and their timing
- 13) Evaluation of companies as per detailed assessment criteria of HGOs that will be provided to firm after signing of contract.
- 14) Any other item for inclusion in consultation and with the approval of the Committee.
