

**Hiring of
Tax
Consultant**

Single Stage : – Two Envelope Procedure

RFP Identification No PITC/G-224(35)092019/Tax Consultant

(Version: 1.0)



**Issued by
Power Information Technology Company (PITC)
405-WAPDA House, Lahore**

ABRIDGMENT

1. Recipient	DG (ISDS)
3. Venue	PITC Conference Room, Aiwan-e-Iqbal Lahore
4. Closing Date & Time of Technical & Financial Bids	Date 16-Oct-2019 at 11:00 am
5. Technical Bids and Financial Bids shall be opened	Date 16-Oct-2019 at 11:30 am
7. Bid Money	Rs. 15,000 only
8. Type of Tender	Single Stage Two Envelope
9. Cost of Tender Document	Rs.2,000/=

ITEMS REQUIRED

1. Provision of Taxation Services

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Letter of Invitation

Subject: REQUEST FOR PROPOSALS (RFP): Taxation Services

1. The Client, PITC intends to hire tax consultant. In this connection, the services of competent tax consultant for the satisfactory provision of taxation services are required.
2. The Client(s) accordingly invites Proposals for **Tax Consultancy Services**.
Detail of which is provided in this document.
3. Bidders are invited to submit a comprehensive Technical Proposal in triplicate (One original + Two copies in separate sealed envelope and one original copy of the financial proposal in a separate envelop. The proposal should be submitted in English Language.
4. In the event you desire any explanation to RFP documentation, you may contact the office of the undersigned not later than 07 days before last submission date of the proposals.
5. Client reserves the rights to accept or reject any or all the proposals prior to the acceptance of proposal and without incurring any liability to the applicants or any obligation there under and the Clients decision shall be final and binding and shall not be challenged.

Director General (ISDS)

PITC

1. INTRODUCTION TO PITC

PITC is a public sector corporate entity, primarily provisioning ICT services to DISCO's (Distribution Companies) all over Pakistan.

2. PERIOD OF CONTRACT

PITC wishes to hire the services initially for a period of 2 (two) years extendable to another 1 (One) year dependent upon satisfactory services.

3. SCOPE OF WORK

The Company wants to hire services of a reputable Chartered Accountancy Firm for Tax Consultancy services. The Tax Consultant shall be hired for the period of one (1) year (extendable) on contract basis. The scope of services is defined below:

The tax advisor shall perform following assignments during the period of engagement and starting from the date of signing of engagement letter, in accordance with relevant tax laws.

1. Assisting the management on computation and timely payment of advance tax liability, if any, required, to be discharged under section 147 of the Income Tax Ordinance, 2001 ('Ordinance');
2. Preparation of applications for exemption certificates under various sections of the Income Tax Ordinance, 2001, Federal and Provincial Sales Tax Laws (if required) and representing the case before tax authorities to obtain such exemption certificates and its periodical renewal;
3. Filing and obtaining of certificates of exemption under section 152 or section 153 of the Ordinance and advising management regarding provisions of said section;
4. Responding to various notices and inquiries of routine nature from tax authorities;
5. Representing the Company before tax authorities in the event of initiation of audit together with consequential amendment and/or rectification proceedings in respect of a return of total income prepared and filled by you on Company behalf;
6. Filing of monthly and annual statements of withholding taxes required to be filled under section 165 of the Ordinance;
7. Representing the Company before tax authorities in respect of any proceedings initiated under section 161 and 177 of the Ordinance requiring demonstration of due compliance with various withholding provisions of Ordinance;
8. Review of Monthly and Annual withholding Tax Statements and Sales Tax Returns or such other periodical returns as applicable from time to time and e-filing the same before the federal and provincial tax authorities before due date;
9. Calculations of Withholding Taxes on employee's salaries and rent etc. and advising the Company on various withholding tax provisions of the federal and provincial tax laws;
10. Registration under Federal and Provincial Sales Tax Laws, calculation of input or output tax(along with adjustment), maintaining relevant tax records and filing under aforementioned including review of tax computations and ensuring their accuracy;
11. Provide oral/written advice on various provisions of and amendments in provincial and federal taxation laws on the basis of queries raised by management;
12. Provide updates and educate on the changes in provincial and federal taxation laws;
13. Compliance with notices received from tax authorities, including preparation and presentation of replies to these notices, and to pursue existing matters pending with Tax authorities;
14. Assisting in obtaining any clarification, if required, from the tax authorities on various direct and indirect tax issues;

15. Preparation of Annual Income Tax Returns along with computation of income tax in line with the provisions of Income Tax Ordinance, 2001 and e-filing the same before the tax authorities before due date.;
16. Ensure timely availability of engagement partner for guidance/opinion on the basis of Company's requirements and whenever there is any material change in the applicable taxation laws;
17. Any other tax advices/matters required from time to time during the period of contract.

Type of Open Competitive Bidding

As per PPRA Rule 37(a), Single Stage - Two Envelope Bidding Procedure shall be followed.

- (i) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- (iii) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
- (iv) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) The lowest evaluated bidder shall be awarded the contract.

In accordance with these rules, interested companies (hereinafter referred to as "Bidders") applying for bids should submit two separate bids/envelopes for Financial Proposal and Technical Proposal.

4. ELIGIBILITY CRITERIA

- a. This Invitation for Bids is open to professional tax consultants.
- b. The bidder should have experience of providing tax consultancy services to at least one public sector company.
- c. The Bidder should not have been blacklisted by any Govt. Dept. /Autonomous body in doing business with them. (Please submit self-declaration).

Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

5. CONFIDENTIALITY

This RFP is a confidential document and is not to be reproduced, transmitted or made available by the recipient to any other entity without written permission of PITC.

6. DISCLAIMER

This RFP is not an agreement and is not an offer by PITC. This RFP does not claim to contain all the information each bidder may require. Each bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. PITC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in the RFP is selective and is subject to update, expansion, revision and amendment. PITC does not undertake to provide any Bidder with access to any additional information or to update the information in the RFP or to correct any inaccuracies therein, which may become apparent. The PITC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. The PITC reserves the right of discretion to change, modify, add or alter any or all of the provisions of this RFP and/or the bidding process, without as signing any reasons whatsoever.

7. PROPOSAL

The Bidder is expected to examine all instructions, forms, terms & conditions and technical specifications stated in the RFP. The Proposal not substantially responsive to the RFP may result in rejection without any reference to the Bidder. The Proposal should be devoid of ambiguity and should not contain any statement resulting in hidden cost, any misleading statement and any incomplete information. The proposal shall strictly adhere to the specifications mentioned herein. Suppression of any material information that may adversely affect the interest of the PITC will invalidate the Proposal. If such matter is found out after empanelment, it can cause delisting of vendor and PITC initiating legal and other remedies for any type of loss suffered or cause to suffer by PITC.

8. AMENDMENT OF RFP

At any time prior to opening of bids, PITC may at its discretion modify the RFP and such amendment will be conveyed through mail/fax to all prospective Bidders who have received the RFP and such amendments shall be construed as part and parcel of the original RFP. In order to provide reasonable time to Bidder to take the amendments into account for submission of

Proposal, the PITC may, at its discretion, extend the last date of submission of Proposal mentioned elsewhere in this RFP.

9. INSTRUCTIONS TO THE BIDDER

- i. The bidders are required to submit technical and financial bids in separate sealed envelopes, clearly marking "Technical" and "Financial", two copies of each (marked as Original and Copy). Soft copies of bids will also be required. Firms will be short listed on the basis of scrutiny of the technical bids. Financial bids of the short listed firms will be opened in the presence of bidders or their authorized representatives.
- ii. Date of opening of the financial bids will be informed well in time to technically qualified firms.
- iii. The bidders shall furnish a bid money of Rs. 15,000 (0.015 Million) as a part of their tenders in form of Bank Draft or Bank Guarantee in favor of CEO (PITC), WAPDA House, Lahore, to be enclosed in the envelop of **Technical Bid**.
- iv. Successful bidder shall deposit 10% of contract price performance security in shape of bank draft or bank guarantee issued by any scheduled bank, in favor of indenter. The same shall be released after expiry of agreement.
- v. Competent authority reserves the right to accept or reject any offer or a part thereof or increase/decrease services to any extent without assigning any reason. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if: -
 - a) The tender is unsigned (all pages should be signed).
 - b) It is received after the time and date fixed for its receipt.
 - c) Offer is ambiguous or conditional.
 - d) The offer is from a firm who is blacklisted by PEPCO, PITC, NTDC, WAPDA or any other government organization, or is in litigation with any government organization or is defaulter in any previous order and/or contract.
 - e) The offer is unsolicited.
 - f) The bid is not accompanied with bid money.
- vi. The tenders prepared by the bidders should comprise of the following documents:-
 - a) Covering letter.
 - b) Receipt of tender document cost.
 - c) Bid Money.
 - d) All certificates as per clause 11.

10. TERMS AND CONDITIONS

- i. The quoted price must be firm, final, inclusive of all taxes and other charges, etc. and should be in Pak Rupees.
- ii. Quoted fee must be retainer ship fee on monthly basis.
- iii. The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- iv. Price will remain valid for at least 90 days from the date of opening of quotation.

11. EVALUATION CRITERIA

Prequalification will be based on all the criteria given in succeeding paragraphs regarding the Applicant's Profile, Experience Record, Personnel Capabilities and office locations as demonstrated by the Applicant's responses to this document. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the assignment.

Sr. No.	Category	Weightage/Marks
1.	Experience/Firm Profile	50
2.	Experience of Dedicated Person / team for this assignment	30
3.	Experience of Government/public sector, national and international assignments of tax consultancy	20
	TOTAL	100

11.1 Firm Profile

Sr. No.	Description	Points Allocated	Maximum Points
1.	Existence of office in Lahore	Mandatory	
2.	Firm's Profile and its history, experience and clients list.		10
3.	Number of Partners	More than 1: 20 1: 10	20
4.	Litigation History (Any decision pending in any court or went against the firm or any of its offices)	No: 20 Yes: 10	20
	Total		50

11.2 Experience of Dedicated Person / team for this assignment

Sr. No.	Description	Points Allocated	Maximum Points
1.	Lead Partner Should have experience of at least 4 years of providing tax consultancy services.	4 years: 20 2 years: 10	20
3.	Team Placement and Methodology for team deployment		10
	Total		30

11.3 Experience of Government, national, international audits including joint ventures

Sr. No.	Description	Maximum Points
1.	Firm's experience of providing tax consultancy services to Government entities or public sector companies or companies registered under section 42 of the Companies Ordinance, 1984	10
2.	Firm's experience of providing tax consultancy services to the entities in Services sector.	10
	Total	20

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs. In order to qualify, the **applicant must obtain overall 70% marks**. Final decision will be based on financial evaluation of technically qualified bidder

12. MANDATORY TERMS & CONDITIONS

- i. Partially compliant or incomplete bids will not be entertained
- ii. PITC reserves the right to accept or reject any or all bids without giving any specific reason.
- iii. All prices should be quoted in PKR (Pakistani Rupees) including all applicable taxes & services required to provide the said system.

13. TERMS OF PAYMENT

Payment of the equipment supplied will be made directly by consignees within ninety days, from the date of receipt of invoice, on production of following documents:

- i. Invoice in triplicate having NTN
- ii. Services Satisfaction Report by consignee (PITC)..
- iii. Sales Tax Invoice (if not exempted) or attach exemption certificate.
- iv. Non-payment certificate.
- v. Relevant sales tax return along with annexures
- vi. Affidavit to the effect that service tax has been paid to PRA
- vii. CPR of relevant return
- viii. Sales tax non-payment certificate
- ix. Performance Security Receipt Certificate (otherwise performance security will be deducted from the submitted invoice).