



Pakistan Institute of Development Economics

QUAID-I-AZAM UNIVERSITY CAMPUS P.O. BOX 1091, ISLAMABAD

TENDER NOTICE NO. GS/T/11/2023

TENDER DOCUMENT

PRE-QUALIFICATION

HIRING OF PROCEDURE REVIEW/AUDIT FIRM



Note: Procurement will be done by Pakistan Institute of Development Economics (PIDE), Islamabad in line with PPRA rules 2014



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PRE-QUALIFICATION OF AUDIT FIRMS

The scope of work/ TORs for audit of PSDP funded project RASTA awards/ sub-awards:

1. CRITERIA

The Institute intends to appoint Audit firm of Chartered Accountants (CA) for the Audit of Financial Statements of PIDE/ PIDE Funds

1. ICAP registered “Chartered Accountants” firms,
2. Preferably located at Islamabad/Rawalpindi
3. Enlisted under category “A” of the latest SBP approved list of “Chartered Accountants” firms
4. and have been attaining satisfactory QCR rating form ICAP during the last 5 years, to apply for extending their services and quote their rates.
5. The CA firm having experience of Audit in Research/Educational institute/Universities shall be preferred.

Interested firms are requested to submit their Technical and financial proposals on or before January 02, 2024 at 10:30 a.m. and will be opened the same day at 11:00 a.m. in the presence of firms. This advertisement is also available on PPRA website at www.ppra.org.pk.

2. TENDER FEE

Price of the Bidding Documents Rs. 2000/- (Rupees Two Thousand only) is required to submit along with a bidding document in the shape of Pay order/bank draft on account of Pakistan Institute of Development Economics, Islamabad.

3. BID SECURITY:

3.1 Bid security of Rs. 50,000/- will have to be attached along with Financial Proposal. It should be in the form of Pay Order/ Bank Draft/ CDR from scheduled bank in favor of DDO, PIDE.

3.2 Bid security of unsuccessful Firms shall be refunded on the finalization of the Tender whereas the bid security of successful Firm shall be refunded after successful Completion of contract period.

3.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended, or revised.
- b. The Firm fails to execute the contract strictly in accordance with terms and conditions of tender document.



4. PAYMENT TO THE CONTRACTORS:

Payment will be made through crossed Cheque to the firm against invoice after 100% completion of satisfactory services on monthly basis. no payment will be made as advance.

5. Awards/ sub-awards for research studies are planned in the RASTA project for the years 2021 to 2023. Each award/ sub-award amounts under Rs 5 million and funding is provided in installments for research studies. Each award/ sub-award final payment is subject to approved deliverable and audit for compliance of Federal Government accounting procedures for PSDP projects.

6. Grants are awarded under CGP various rounds advertisement and direct awards under Demand Driven Research (DDR) studies. Final payment of awardee/ sub-awardee is subject to final settlement of expenses in the procedure review/internal audit. Budget heads under award include Remuneration, Data collection, Contingency and Institutional overheads. The prescribed payment forms and accounting guidelines under RASTA are given to the awardees for the maintenance of the accounting records along with their bank statement of the project account.

7. The internal auditor will review the award budget vs expenses incurred for financial reporting. The expense settlement sheet and bank statement of each award shall be supported with RASTA payment Forms along with supporting evidence duly approved by the RASTA awardees. The internal audit firm will verify the expenses and provide the necessary assistance to the awardee where proper documentation support is required for maintaining the accounting records of the allowable expenses.

8. The internal auditor will provide verified report of allowed expenses to RASTA PMU for final payment and settlement of award expenses. More than 20 awards are waited for final procedure review and each award maintains 20-40 vouchers (approx.)

9. The management requests the annual audit of the RASTA project for the last 02 years. RASTA management has requested that services are required for procedure review/ internal audit of awards on assignment basis as outlined earlier along with annual audit of the project.



10. CANCELLATION/ PENALTY OF DELAY:

10.1 In case, firm fails to execute the contract in accordance with the terms & condition laid down in the tender document, bid security will be enashed and penalty @ double of per day cost will be impose.

10.2 The audit firm will be inspected by PIDE, Islamabad through authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex-A. the institute will not be responsible for any cost or expenses incurred by the firm in connection with the supply of services.

11. BID/ TENDER OPENING PROCEDURE:

As per PPRA rules single stage single envelope bidding procedure shall be adopted

11.1 Each bid shall comprise one single envelope containing, separately, a financial proposal and a technical proposal.

11.2 All bids received shall be opened and evaluated by purchasing committee of PIDE

11.3 Technical evaluation shall be carried out by the Institute according to the criteria mentioned in the bidding documents

11.4 The financial proposal will be the evaluated which essentially means arithmetical corrections/ adjustment and their comparative analysis.

11.5 The bidder who has submitted the lowest evaluated bid shall be awarded the contract.



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GENERAL PRO-FORMA FOR TENDER SUBMISSION (to be filled by Bidder/firm) Tender No. GS/T/11/2023	
Bid/ proposal submitted for	
Firm/ Company Name	
Address: (Head office)	
Address: Office(s) in Islamabad/ Rawalpindi	
Contact Number	
Email address	
Owner(s) Name	
NTN/GST Number	
PEC Registration Number (in case of Civil work)	
Work Experience in relevant field/ Category (in Years)	
Previous reputation/work completion certificates / evidence submitted	Yes / No
Tender document Fee Submitted	Yes / No (Rs. _____)
Earnest Money/Bid Security Submitted	Yes / No (Rs. _____) %age _____ (If required)
Submission of undertaking that, firm has not been blacklisted by any Organization/ establishment etc.	Yes / No
Last date for tender submission (January 02, 2024)	Submitted on: _____/_____/2024