



## TENDER DOCUMENTS

(2019)

**TENDER FOR HIRING OF EXTERNAL AUDITOR**

**(FOR THE FINANCIAL YEAR 2018-19)**

**GOMAL UNIVERISTY, D.I.KHAN**



**GOMAL UNIVERSITY, D.I.KHAN**  
**OFFICE OF THE PROCUREMENT OFFICER**  
Phone No. 0966-750458

**1. OBJECTIVE OF THE ASSIGNMENT**

As per directive of the Chancellor, Gomal University / Governor Khyber Pakhtunkhwa / Higher Education Department Peshawar vied their letter No. SO(III)5(1)18/GS/10/296-01-6 dated 01-02-2019 and No.SOB/ME/5-5/DAC(Univ)/VOL-(X)(2018-19) dated 08-02-2019. Gomal University, D.I.Khan intends to appoint a reputed firm of Chartered Accounts well versed in the auditing profession for conducting performance audit (Financial) of the university and prepare financial statements of the accounts for the financial year 2018-2019 as required under Khyber Pakhtunkhwa Universities Act, 2012 (Ammendment-2016). The selected firm shall be required to conduct the performance audit in accordance with the international standards on auditing as applicable in Pakistan.

**2. DEADLINE FOR SUBMISSION OF BIDS**

All bids must reach to the Procurement Office, Gomal University or before **Monday, 20<sup>th</sup> May, 2019 up to 12:00 pm**. The bids will be opened at 12:30 pm on the same day in the Senate Hall of Administration Block of the university in presence of the bidders or their authorized representatives, who wish to be present. Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

**3. LATE BIDS**

Any bid received by the Employer after the deadline for submission of bids will be returned unopened to such Bidder. Delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the Bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person or by messenger.

**4. CURRENCY OF BID**

The price should be quoted in Pakistani rupees.

## **5. FINANCIAL AUDIT**

- The firm shall conduct/ carry out financial audit of all payments (including Recurring, all Projects funds, Departmental Development Fund (DDF), will conduct the audit of General Provident Fund, Pension, Staff Welfare Fund, Group Insurance, Budget heads of revenue & expenditures and all other financial matters etc of Gomal University.
- To check that expenditures have been approved at the correct level of delegated authority.
- To check that annual budget has been prepared to reflect the feasible annual operational plans of the university.
- To check the existence and implementation of adequate segregation of duties in the maintenance and review of accounts and the performance of reconciliations.
- To check the funds disbursed by the Government are used in accordance with sanction advice, with due attention to economy and efficiency, and only for the purposes for which the funds were provided.
- Physical verification of inventories and assets and review of procurement as per KPPRA Rules.

## **6. UNIVERSITY RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The University reserves the right to accept or reject any or all tenders fully or partially as per provision available under Rule-47 of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 and invoke Rule-48 of the said Rules for re-bidding. The University reserve the right to cancel all the bids where quoted price exceeds estimated cost/ or market value as per provision available under Rule-47.

## **7. MODE OF PAYMENT**

The payment will be made to the bidder as per following breakup;

Mobilization advance upon signing of Agreement	20%
Payment upon submission of draft reports	30%
Payment upon submission of final reports	30%
Payment upon final presentation on the reports	20%
<b>Total</b>	<b>100%</b>

## **8. AWARD OF CONTRACT**

The Employer will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated

Bid Price, provided that such Bidder has been determined to be Eligible, Qualified and Technically Responsive.

## **9. SIGNING OF CONTRACT AGREEMENT**

The successful Bidder will have to sign a legal agreement with Gomal University, D.I.Khan (Employer) within seven (07) days from the date of issuance of award letter. All the services shall be in accordance with the agreement signed between the parties i.e Gomal University, D.I.Khan and the selected firm.

## **10. TAXES AND DUTIES**

All prices must be quoted in Pak Rupees and should include all taxes applicable, such as GST, Income Tax, Professional tax, etc. if not specifically mentioned in the quotation, it will be presumed that the prices include all the taxes.

## **11. CONFIDENTIALITY**

The audit firm, 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 Gomal University, D.I.Khan.

## **12. BIDS PROPOSAL**

The bid should comprise a single package containing two separate envelopes. Each envelope should contain separately the financial proposal and technical proposal. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold letters. Initially the technical proposal will be opened whereas the financial proposal will be retained in the custody without being opened.

The committee will evaluate the technical proposals. The Technical Proposal not confirming to the requirements of the university will be rejected, the financial proposal of bids found technically non-responsive will be returned un-opened to the respective bidders. Financial proposals of the technically responsive / qualified bidder(s) will be opened publicly at the time, date and venue which will be communicated well in time to the respective bidders.

The stated evaluation criteria will be binding upon the bidders and will have no liability, on the University.

### **12.1 TECHNICAL PROPOSAL EVALUATION CRITERIA FOR HIRING OF AUDIT FIRMS (CHARTERED ACCOUNTS)**

Evaluation criteria of technical proposals for hiring of Audit Firms are as under;

<b>S.No.</b>	<b>Particulars of the Firm</b>	<b>Total Marks (100)</b>	<b>Criteria for Marking</b>
1	Membership / Affiliation with International	10	Membership: 10 Marks Affiliation : 5 Marks
2	No. of Partners of the Firm	20	20 and above: 20 Marks 11 to 19: 15 Marks 5 to 10: 10 Marks
3	Total Regular Professional Staff of the Firm	25	300 & above: 25 Marks 100 to 299: 15 Marks 10 to 23: 10 Marks
4	No. of Chartered Accounts employed in firm	20	25 & above: 25 Marks 20 to 24: 15 Marks 10 to 23: 10 Marks
5	No. of Audits conducted by the Firm of similar nature Public Funds	25	10 & above: 25 Marks 5 to 9: 10 Marks

The Firms fulfilling the technical criteria with at least 75% marks shall be selected for opening of their Financial Bids. 80% weightage assigned for technical evaluation, while remaining 20% weightage are allocated for Financial Bids.

## **12.2 FINANCAIL BIDS**

The bidder(s) are required to fill the financial proposal as per following pattern and keep it in the sealed envelope of financial proposal;

<b>S.No.</b>	<b>Description</b>	<b>Amount in PKRs (Inclusive all charges &amp; taxes)</b>
1	Audit/Professional Fee	
2	Out of Pocket Fee	
<b>Total amount inclusive all charges &amp; taxes etc</b>		

**Authorized Signature:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Company Seal:** \_\_\_\_\_

13.

(To be provided by the bidder)

### **Affidavit**

**As owner of M/S \_\_\_\_\_ I/We accept the terms and conditions as laid down in tender documents and in advertisement notice.**

I/We shall also observe all the rules/regulations framed by Government of the Khyber Pakhtunkhwa regarding providing Provision of Consultancy Services and Bid by all such rules.

I/We shall provide audit/consultancy service required by the appointing agency (Gomal University, D.I.Khan).

**SIGNATURE WITH STAMP OF THE FIRM**

14.

### **Declaration:**

Kindly provide the declaration as per format provided below at the end of proposal.

I, \_\_\_\_\_ hereby declare that:

All the information provided in the technical proposal is correct in all manners and respects.

And I am duly authorized by the Governing body / Board/ Management to submit this proposal

on behalf of \_\_\_\_\_.

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

**15. Bidders Profile**

<b>Company Name:</b>
<b>Address of Office:</b>
<b>Mobile#</b>
<b>Telephone No: (Office)</b>
<b>NTN No:</b>
<b>KPRA Registration No:</b>
<b>Years of Experience:</b>
<b>No. of Clients</b>

**Authorized Signature:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Company Seal:** \_\_\_\_\_

**Clarification if any, may be obtained from:**

(Muhammad Iqbal Awan)  
Procurement Officer,  
Gomal University, D.I.Khan  
0966-750758