



PAKISTAN  
INSTITUTE OF  
FASHION AND  
DESIGN  
L A H O R E - P A K I S T A N

## TENDER DOCUMENTS

HIRING OF CHARTERED ACCOUNTANT FIRM FOR THE  
PHYSICAL VERIFICATION, VALUATION, CODING &  
TAGGING OF THE FIXED ASSETS OF PIFD

PAKISTAN  
INSTITUTE OF  
FASHION AND  
DESIGN

**TENDER FEE:** Rs. 1,000/-

**TENDER No: PFID/TENDER/2023-24/037**

Procurement Office, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore

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**TENDER NOTICE**

Pakistan Institute of Fashion & Design (PIFD) Lahore, solicits sealed written proposals in accordance with the Public Procurement Rules-2004 36 (b) based upon single stage two envelope bidding procedure from the reputed Chartered Accountant firms to provide services for the physical verification, valuation, coding, and tagging of the Institute's fixed assets. The Operative Rule/Regulations for the instant procurement shall be PPRA Rules 2004 amended up to date. Interested bidders must submit their proposals as per PPRA rules and regulations for the tender

**Hiring of Chartered Accountant Firm for the Physical Verification, Valuation, Coding & Tagging of the Fixed Assets of PIFD**

**(PIFD/TENDER/2024-25/037)**

- Bids must be submitted in two separate envelopes, clearly labeled as "Technical Proposal" and "Financial Proposal."
- Tender documents can be purchased by submitting a written request for Rs. 1,000 (non-refundable) from the Treasurer's Office at the address below, during office hours (9:00 AM to 4:00 PM), excluding Saturdays and Sundays.
- Bidders are required to submit their bids online through the EPADS (e-Pak Acquisition & Disposal System) at <https://eprocure.gov.pk>. Additionally, a hard copy prepared according to the instructions in the bidding documents must be submitted to the address below by **January 06<sup>th</sup>, 2025, at 11:00 AM**. Late submissions will be rejected.
- Bids will be opened on the same day at 11:30 AM. Initially, only the technical proposals will be opened; the financial proposals of technically qualified firms will be opened in a second stage.
- Late submissions will not be considered.
- In the event of a holiday, the tender proceedings will be conducted on the next working day.
- Companies that are blacklisted or involved in litigation with PIFD will not be considered.
- This advertisement is available on the PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and the PIFD website [www.pifd.edu.pk](http://www.pifd.edu.pk).
- PIFD reserves the right to reject any or all bids under PPRA rules.

**SECRETARY TO TENDER COMMITTEE  
PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)  
51 J/III BLOCK, JOHAR TOWN, LAHORE  
Tel: +92 42 99232951 - 57**

## **INVITATION TO THE BID**

Pakistan Institute of Fashion and Design (PIFD) is a federally chartered Public Sector degree awarding institute. The Ministry of Federal Education & Professional Training is the administrative Ministry of PIFD, Lahore. Pakistan Institute of Fashion and Design (PIFD), Lahore invites sealed Bids from reputed Chartered Accountant firms for the **"Hiring of Chartered Accountant Firm for the Physical Verification, Valuation, Coding & Tagging of the Fixed Assets of PIFD"** Bidding Procedure in terms of rule no. 36 (b) of the Public Procurement Rules 2004 (PPRA Rules 2004):.

Tender Documents will be available after the publishing of this Notice (Rule No. 23(1) of PPRA 2004). Interested bidders may obtain Tender/Bid Documents containing detailed terms & conditions, procedure for submission of Bid, and evaluation criteria PIFD during office hours (Monday to Friday from 9:00 A.M to 4:00 P.M) on the submission of written request & payment of Tender Documents Fee Rs. 1,000/-. (non-refundable).

## **SECTION I - INSTRUCTION TO BIDDERS (ITB)**

### **GENERAL CONDITION**

#### **1 INSTRUCTION FOR SUBMITTING THE BIDS:**

- 1.1 In connection with the "Invitation to the Bid", the Procuring Agency, as defined in Section-III (Bid Data Sheet abbreviated as BDS), issues this set of Tender Documents (TD) to prospective Bidders (also hereinafter referred as Bidders), interested in submitting Bids to determine the capacity and capability of the Bidder(s) for Services incidental thereto as specified in Section IV (Scope of Work).
- 1.2 Procurement shall be made under Public Procurement Rules (PPRA) 2004.
- 1.3 It will be clearly understood that the Terms & Conditions mentioned in this document are intended to be strictly enforced.
- 1.4 Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.5 Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.
- 1.6 The validity period of the bids shall be 90 days.
- 1.7 As per Rule No. 36(b), the Single Stage Two Envelopes procedure shall be followed.
- 1.8 The Bidders are required to submit their bids in hard copy and also online on EPADS (e-Pak Acquisition & Disposal System) **<https://eprocure.gov.pk>** without failure otherwise the bid shall be rejected.
- 1.9 Last date for submission as mentioned in Bid Data Sheet. In case of a holiday on the date of opening the Bid, the Bid will be opened on the next working day.

## **CONTENTS OF THE TENDER DOCUMENTS**

### **2 SECTIONS OF TENDER DOCUMENTS**

2.1 This set of Tender Documents consists of sections indicated below, which should be read in conjunction with any Addendum issued in accordance with ITB 3.

- **SECTION I - INSTRUCTIONS TO BIDDER (ITB)**
- **SECTION II - QUALIFICATION CRITERIA AND REQUIREMENTS**
- **SECTION III - BID DATA SHEET (BDS)**
- **SECTION IV - SCOPE OF WORK AND TERMS & CONDITIONS**
- **SECTION V - APPLICATION FORMS**

2.2 The Bidders is expected to examine all instructions, forms, and terms in the Tender Documents and to furnish with its Bid all information or documentation as is required by the Tender Documents.

### **3 AMENDMENT OF TENDER DOCUMENTS**

3.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Tender Documents by issuing an Addendum.

3.2 Any Addendum issued shall be part of the Tender Document and shall be communicated in print media and PPRA website. The Procuring Agency shall promptly publish the Addendum on the PPRA's web page and in the newspaper as identified in the Bid Data Sheet:

3.3 Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Bids and submit the revised Bids prior to the original or extended Bid submission deadline.

3.4 To give Bidders reasonable time to take an Addendum into account in preparing their Bids, the Procuring Agency may at its discretion, extend the deadline for the submission of Bids in accordance with ITB 7. Provided that the Procuring Agency shall extend the deadline for submission of Bids if such an addendum is issued within the last three (03) days of the Bids submission deadline.

## **PREPARATION OF BIDS**

### **4 COST OF PREPARATION OF BID**

4.1 The Bidder shall bear all costs associated with the preparation and submission of its Bids. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

4.2 The Bids as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency,

shall be written in the language specified in the Bid Data Sheet.

- 4.3** Supporting documents and printed literature that are part of the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

## **5 BID PREPARATION AND SUBMISSION**

- 5.1** The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be filled in, stamped, and signed by the Tenderer or his Authorized Representative. In the case of copies, photocopies may be attested.

- 5.2** The Bids/Tenders should be submitted in two parts (A) Technical Proposal and (B) Financial Proposal. The Technical Proposal and Financial Proposal shall be submitted in separate envelopes.

### **A. TECHNICAL PROPOSAL**

- The Technical Proposal will enable the Tender Committee to evaluate whether the bidder is technically capable of executing the order and whether the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- The Technical Bid Form (Annexure-F) as given in the Tender Document shall be filled, signed, and stamped on all pages. The Tender Committee will not be responsible for the bidders' errors in the bids.
- **DETAIL OF DOCUMENTS TO BE FURNISHED WITH TECHNICAL PROPOSAL [ENVELOPE A]:**
  - i) The Bidder must provide the following mandatory documents:-**
    - Bid Security of the amount mentioned under the heading "BID SECURITY" in the form of CDR.
    - Bid Submission Form (**Annex 'A'**) on Firm's Letterhead.
    - Price Reasonability Certificate (**Annex "B"**) on Firm's Letterhead.
    - Affidavit (**Annex 'C'**) on the Stamp Paper.
    - Declaration Form (**Annex 'D'**) on Firm's Letterhead.
    - Technical Bid Form (**Annex 'F'**) on Firm's Letterhead.
    - Certificate of non-Litigation with PIFD or any other organization.
    - Copy of relevant practicing license.
    - Income Tax Registration Certificate.

- PRA Registration Certificate.
- Income Tax Return of Last three Years.
- Document showing the status as Active Tax Payer (Income Tax and PRA)
- Cash receipt (original or photocopy) for the purchase of the Tender Documents.
- Business Registration Category Certificate i-e Sole proprietor (Copy of CNIC), Partnership, Pvt. Limited, Public Limited, etc.
- Tender Document duly signed and stamped on each page by the Bidder.

#### **B. FINANCIAL PROPOSAL**

- The Financial Proposal of the bidder shall include the price break up of taxes/duties in the prescribed format (**Annexure- 'E'**). All taxes/duties as applicable shall be the responsibility of the bidders.
- The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of the Contract including during the period of extension of time if any.
- The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- The Financial Bid is liable for rejection if the Financial Proposal contains a conditional offer.
- **Details To Be Furnished With Financial Proposal [Envelope B]**
  - Financial Proposal/Price Schedule form duly filled, signed, and stamped by the Bidder (**Annex 'E'**).

#### **C. SEALING THE BID**

The Proposal [**Envelop A and Envelop B**] shall be placed in an envelope and sealed appropriately. The cover shall be marked as "PROPOSAL FOR - TENDER REFERENCE, the "FROM" address and the "TO" address shall be written on the sealed envelope without fail otherwise the Proposal is liable for rejection

#### **D. BID SUBMISSION ADDRESS**

The Bid should be addressed and submitted to the Secretary, Tender Committee, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore, during office hours on working days. Bids submitted after the due date and time or unsealed or incomplete or submitted by fax or email will be summarily rejected

### **6 BID SECURITY/EARNEST MONEY**

- 6.1** Bidder will submit Bid Security/Earnest Money **Rs.18,000/-** drawn in the name of "**Pakistan Institute of Fashion and Design**". The Bid Security will be in the form of CDR.

- 6.2 Cheque or cross-cheque shall not be accepted at all.
- 6.3 The bid not accompanied by Bid Security/Earnest Money shall be rejected without any right of appeal.
- 6.4 The Bid Security may be forfeited if a Bidder:-
- 6.5 Refuses to accept the Letter of Acceptance of the Bid; or
- 6.6 Fails to furnish Performance Security.
- 6.7 In case the offer is withdrawn, amended, or revised by the bidder during the validity period of the offer, the earnest money is liable to be forfeited.

## **7 DEADLINE FOR SUBMISSION OF BIDS**

- 7.1 Bidders may either submit their Bids by hand. Bids shall be received by the Procuring Agency at the address and no later than the deadline indicated in the Bid Data Sheet.
- 7.2 If required in accordance with the provisions of ITB 3.4, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 7.3 The deadline will be extended in the same manner as that of the original Invitation for Bids (or the advertisement).

## **8 LATE BIDS**

- 8.1 The Procuring Agency reserves the right to accept Bids received after the time for submission of Bids, however subject to the condition that the same is received within the date specified as the last date for submission of Bids but before the time for opening of the Bids.

## **9 REJECTION OF THE BID**

- 9.1 The Purchaser shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), under PPRA Rules 2004 without any change in unit prices or other terms and conditions, The Tender Committee may reject all tender(s), cancel/ annul the Tendering process at any time before award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final
- 9.2 **No offer shall be considered if:**
  - a) Received after the time and date fixed for its receipt.
  - b) The tender is un-signed.
  - c) The offer is ambiguous or the offer is conditional.
  - d) The offer is from the firms that are blacklisted/suspended by any Government Department.
  - e) The offer is received by email.
  - f) Offer is received with shorter validity than required in the tender.
  - g) The offer is for items that do not conform to the specifications.

- h) The firm is not registered with the Inland Revenue Department or Punjab Revenue Authority.
- i) A cash receipt (original or photocopy) for the purchase of the Tender is not attached to the offer.
- j) Bidder failed to submit the bid online on EPADS
- k) The bidder is not an active taxpayer (Income Tax, Sales Tax / PRA)

## **10 OPENING OF BIDS**

- 10.1 The Procuring Agency shall open all Bids at the date, time, and place specified in the Bid Data Sheet. Late Bids shall be treated in accordance with ITB 8.1.
- 10.2 The Procuring Agency shall prepare a record of the opening of Bids to include, as a minimum, the name of the Bidders.

## **PROCEDURES FOR EVALUATION OF BIDS**

### **11 CLARIFICATION OF BIDS**

- 11.1 To assist in the evaluation of Bids, the Procuring Agency may ask any Bidder for a clarification (including missing documents) of its Bid, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Bidder shall be in writing.
- 11.2 If any Bid does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Bid shall be evaluated based on the information and documents available at the time of evaluation of the Bid.

### **12 RESPONSIVENESS OF BIDS**

- 12.1 The Procuring Agency may reject any Bid that is not responsive to the requirements of the Tender Documents. In case the information furnished by the Bidder is incomplete or otherwise requires clarification as per ITB 11, and the Bidder fails to provide satisfactory clarification and/or missing information within the prescribed time, it may result in disqualification of the Bidder.

### **13 PROCURING AGENCY'S RIGHT TO ACCEPT OR REJECT BIDS**

- 13.1 The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.

## **SECTION-II - QUALIFICATION CRITERIA AND REQUIREMENTS**

### **14 ELIGIBILITY/QUALIFICATION/EVALUATION CRITERIA**

#### **14.1 TECHNICAL EVALUATION**

The Bidder(s) should meet the Eligibility/Qualification Criteria (Annex 'G') to participate in the Bid process and must enclose documentary proof, along with Technical Bid, for fulfilling the Criteria:-

#### **14.2 FINANCIAL EVALUATION**

**I.** Technically qualified/successful bidder(s)/Tenderer(s) shall be called for the opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the PIFD accordingly. The technically Eligible/Successful Bidder(s)/ Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

**II.** Financial Proposal evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties, taxes, expenses, etc. In case of any exemption of duties and taxes made by the Government in favour of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

### **15 ANNOUNCEMENT OF EVALUATION REPORT**

**15.1** The Procuring Agency shall publish the Final Evaluation Report at least 15 days before the award of the Contract.

### **16 LETTER OF INTENT**

**16.1** After acceptance of the Bids by the Tender Committee, a Letter of Acceptance (LOI) will be issued only to the successful Bidder.

### **17 PAYMENT OF PERFORMANCE GUARANTEE (PG)**

**17.1** The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 05% of the value of the contract price. The PG should be paid by way of a Call Deposit Receipt (CDR), Demand Draft, or Bank Guarantee drawn in favor of "Pakistan Institute of Fashion and Design Lahore" as an unconditional Guarantee.

**17.2** The Bid Security will be forfeited if the successful Bidder withdraws the Bid during the period of Bid validity specified in the Tender/Bid Documents or if the Bidder(s) fails to sign the contract.

### **18 AWARD OF CONTRACT**

**18.1** The Tender/Contract will be awarded to the Bidder who meets the Technical Qualification requirements and achieves the highest score according to the criteria specified in Annex 'G'.

## **19 SIGNING THE CONTRACT**

- 19.1 The Concerned Authority will sign a Contract with the successful bidder who has submitted the Performance Guarantee.
- 19.2 The Procuring Agency may ask the successful bidder to provide the stamp paper for issuance of the work order or signing of the contract agreement.

## **20 PAYMENT**

- 20.1 Payment shall be released through the Treasurer Office of PIFD, Lahore, within 21 days of receipt of the invoice provided that:
- i. Invoice is complete, accurate, and to the entire satisfaction of Treasurer Department PIFD.
  - ii. Completion Report furnished by the Treasurer Department.
- 20.2 No advance payment shall be released.
- 20.3 All payments shall be made through crossed cheques in local currency

## **21 TAXES**

- 21.1 Rates quoted should be inclusive of all applicable taxes.
- 21.2 PIFD will deduct taxes at source, as per prevailing rules/regulations of the Government.
- 21.3 In case supplies/services or part thereof are exempt from levy of tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

## **22 BID VALIDITY**

Offer will remain valid for 90 days from the date of opening of tender. In case of acceptance of the offer within the validity period, the bidder is bound to supply/serve at the quoted rates and on the terms of the tender, failing which bid money will be forfeited.

## **23 RELEASE OF PERFORMANCE GUARANTEE (PG)**

- 23.1 The Performance Guarantee (PG) will be released/refunded to the Successful Bidder(s) after completion of delivery of Goods / Services. However, where the warranted items are provided the PG will be released/refunded on the completion of the warranty period.

## **24 DISPUTE RESOLUTION**

- 24.1 In case of any dispute arising between the Bidder and PIFD, the same shall be referred to the sole arbitrator, the Vice Chancellor of PIFD, who shall give the award within 15 days of proceedings. Reference to arbitration shall be a condition precedent for any other action under the law. A specimen of the affidavit is enclosed as Annexure 'C'

## **25 CONSTITUTION OF GRIEVANCE REDRESSAL**

- 25.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation

Committee. The committee will have one subject specialist depending on the nature of the procurement.

- 25.2 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender / Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid / proposal submission deadline.
- 25.3 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender/Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid/proposal submission deadline.
- 25.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 25.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 25.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 25.7 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

## **26 FRAUD AND CORRUPTION:**

- 26.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/ Contractors under Government financed contracts; observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 26.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records, and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Contract performance (in the case of award of a Contract), and to have them audited by auditors appointed by the Procuring Agency.
- 26.3 Any communications between the Bidders and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide a record of the content of the communication.
- 26.4 Procuring Agency will reject a bid or proposal if it is established that the Bidders or the Bidder or Prosper was

engaged in corrupt and fraudulent practices in competing for the contract.

- 26.5** Procuring Agency will also declare the Bidders as blacklisted in accordance with Public Procurement Rule (PPRA) 19 and predefined standard mechanism.



## SECTION III- BID DATA SHEET (BDS)

1. GENERAL	
1.1	<p><b>TENDER NUMBER:</b> PIFD/TENDER/2023-2024/037</p> <p><b>THE PROCURING AGENCY:</b> Pakistan Institute of Fashion and Design (PIFD) 51-J-III, Johar Town Lahore</p> <p><b>THE LIST OF CONTRACT FOR SERVICES:</b> Hiring of Chartered Accountant Firm for The Evaluation of Fixed Assets of PIFD</p>
2. CONTENTS OF THE TENDER DOCUMENT	
2.1	<p><b>FOR CLARIFICATION PURPOSES CONTACT THE PERSON</b> Attention: Mr. Umar Saleem, Secretary Tender Committee Pakistan Institute of Fashion and Design 51-J-III, Johar Town Lahore</p>
2.2	<p><b>WEB PAGES:</b></p> <p><b>Procuring Agency:</b> <a href="http://www.pifd.edu.pk">www.pifd.edu.pk</a> <b>Authority:</b> <a href="http://www.ppra.org.pk">www.ppra.org.pk</a>, <b>EPADS:</b> <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a></p>
2.3	<p><b>PRE-BID MEETING:</b> Not Required</p>
2.4	<p><b>LANGUAGE OF BID:</b> English</p>
3. SUBMISSION OF BIDS	
3.1	<p><b>THE DEADLINE FOR BID SUBMISSION:</b> Date: January 06<sup>th</sup>, 2025 Time: 11:00 am,</p> <p><b>THE PROCURING AGENCY'S ADDRESS:</b> Procurement Department, Pakistan Institute of Fashion and Design 51-J-III, Johar Town, Lahore</p> <p><b>ELECTRONIC SUBMISSION:</b></p> <ul style="list-style-type: none"><li>• Bidders shall not have the option of submitting their Bids electronically through E-mail /Fax</li><li>• The Bidders are required to submit their bids online on EPADS (e-Pak Acquisition &amp; Disposal System) <a href="https://eprocure.gov.pk">https://eprocure.gov.pk</a> without failure otherwise bid will be rejected.</li></ul>
3.2	<p><b>THE OPENING OF THE TECHNICAL BIDS</b> Date: Same day at 11:30 am</p>
4.	<p><b>BID SECURITY / EARNEST MONEY:</b> Rs.18,000 in the form of CDR</p>
5.	<p><b>PERFORMANCE SECURITY</b> 05% of the Total Tender amount in the form of CDR</p>

## **SECTION IV –SCOPE OF SERVICES AND TERMS & CONDITIONS**

### **SCOPE OF SERVICES**

The assignment involves the following key activities:

#### **1. PHYSICAL VERIFICATION:**

**1.1** Complete verification of all fixed assets by December 31<sup>st</sup>, 2024.

#### **2. ASSET IDENTIFICATION AND TAGGING:**

**2.1** Identify and tag all fixed assets using specially coded labels.

#### **3. DEPARTMENTAL ALLOCATION:**

**3.1** Allocate fixed assets to respective departments, assigning specific departmental codes.

**3.2** Generate department wise reports of the assets.

#### **4. DISPOSAL ASSESSMENT:**

**4.1** Identify and provide details of assets requiring immediate disposal.

#### **5. DELIVERABLES**

**5.1** Upon successful completion of the assignment, the firm is required to submit an updated Fixed Asset Register, which must include the following details:

**5.1.1** Identification number for each asset.

**5.1.2** Unique asset tracking number marked with a tag.

**5.1.3** Detailed description of each asset.

**5.1.4** Department and location of the assets.

**5.1.5** Year of acquisition.

**5.1.6** Original cost of the assets.

**5.1.7** Accumulated depreciation.

**5.1.8** Depreciation method and applicable depreciation rate.

### **TERMS OF REFERENCE**

#### **1. COST FOR DELIVERY OF SERVICES**

The Auditing Firm shall be responsible for all expenses related to the delivery of services, including accommodation, meals (such as working lunches and dinners), and entertainment for their team(s). Under no circumstances will the Procuring Agency be held accountable or liable for these costs.

#### **2. DELIVERY PERIOD**

Service delivery period will be 04 months starting from the date of signing of the contract agreement.

**SECTION V - APPLICATION FORMS AND ANNEXURES**

**Annexure 'A'**

(On the letterhead of the firm)

**Bid Submission Form**

Date:-----/-----/2025

**Secretary Tender Committee**

Procurement Office,  
Pakistan Institute of Fashion and Design,  
51-J/III, Johar Town, Lahore

**SUBJECT: HIRING OF CHARTERED ACCOUNTANT FIRM FOR THE PHYSICAL VERIFICATION, VALUATION, CODING & TAGGING OF THE FIXED ASSETS OF PIFD**

We, the undersigned, submitting our Bid for the referenced Invitation to Bid and declare that:

- a. **No reservations:** We have examined and have no reservations about the Tender Document, including Addendum(s) No(s), issued in accordance with Instructions to Bidders.
- b. **No conflict of interest:** We have no conflict of interest
- c. **Eligibility:** We meet the eligibility requirements, and we have not been suspended by the PIFD based on the execution of a Bid/Proposal.
- d. **Not bound to accept:** We understand that you may cancel the Bidding process at any time without incurring any liability to the Bidders.
- e. **True and correct:** All information, statements, and descriptions contained in the Bid are in all respects true, correct, and complete to the best of our knowledge and belief.

<b>Name of Authorised Person</b>	
<b>Designation</b>	
<b>Signature &amp; Stamp</b>	
<b>Date</b>	-----/-----/2025

**PRICE REASONABILITY CERTIFICATE**

1. We hereby confirm to have read carefully all the terms and conditions of your tender enquiry. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the services offered by us are exactly according to the particulars and specifications laid down in your tender inquiry in all respects.
3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender inquiry, it shall not be entertained.
4. We hereby confirm to adhere to the delivery period required in the tender inquiry which would be the essence of the contract and which will be strictly adhered to by us.
5. We certify that the prices quoted against this tender are reasonable and not more than the prices charged from any other Agencies in the country and in case of any discrepancy, we hereby undertake to refund the price charged in excess.

<b>Name of Authorised Person</b>	
<b>Designation</b>	
<b>Signature &amp; Stamp</b>	
<b>Date</b>	-----/-----/2025

**AFFIDAVIT**

<b>FROM:</b>	
<b>TO:</b>	
	<b>Pakistan Institute of Fashion and Design, Lahore (PIFD)</b>
	<b>51 J-III, Johar Town</b>
	<b>Lahore</b>

1. We, M/S \_\_\_\_\_ having our office at \_\_\_\_\_ hereby undertake that if any conflict/dispute regarding execution of work arises with PAKISTAN INSTITUTE OF FASHION AND DESIGN, we shall not resort to any court of law. The dispute/difference, if any, shall be settled as per relevant clauses of the tender documents issued by PIFD.
2. We, M/S \_\_\_\_\_ have never been blacklisted by any organization in Pakistan.

**Authorized Signature:-----**

<b>NAME OF FIRM</b>	
<b>STAMP:</b>	
<b>COMPLETE ADDRESS</b>	

**Dated:**        -----/-----/2025

## Declaration Form

**All terms & conditions have been carefully read & understood and are hereby unconditionally accepted. It is declared that:**

- 1) I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
- 2) All the information furnished by me/us herein is correct to the best of my knowledge and belief.
- 3) I/We have no objection if inquiries are made about the work listed by me/us in the accompanying annexure.
- 4) I/We agree that the decision of the Committee in selection will be final and binding to me/us.
- 5) I / We have read the instructions appended to the pro forma and I/We understand that if any false information is found at any stage, the Tender Committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with Pakistan Institute of Fashion and Design (PIFD), Lahore AND/OR blacklisting.

<b>TENDER NAME</b>	
<b>NAME OF FIRM</b>	
<b>YEAR OF ESTABLISHMENT</b>	
<b>NAME OF THE OWNER / AUTHORIZED AGENT</b>	
<b>OFFICE ADDRESS</b>	
<b>GST NUMBER</b>	
<b>NTN</b>	
<b>VALID TELEPHONE #</b>	
<b>VALID EMAIL</b>	
<b>SIGNATURE &amp; STAMP</b>	



**TENDER FORM / PRICE SCHEDULE****HIRING OF CHARTERED ACCOUNTANT FIRM FOR THE PHYSICAL  
VERIFICATION, VALUATION, CODING & TAGGING OF  
THE FIXED ASSETS OF PIFD**

<b>Name of Bidder / Tenderer</b>	
<b>Mailing Address</b>	
<b>Income Tax Registration #</b>	
<b>PRA Registration #</b>	

<b>Financial Bid/Proposal is a sum of Rupees</b>	
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<b>Total Amount in Words:</b>	
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This amount is inclusive of all the applicable taxes. Our Financial Bid/Proposal shall be binding upon us up to the expiration of the validity period of the Bid / Proposal.

**Earnest Money/Bid Security Information**

<b>Amount of Earnest Money:</b>	
<b>CDR # &amp; Date:</b>	
<b>Name of Issuing Bank:</b>	

**Authorized Signatures & Stamp**.....

## TECHNICAL BID FORM

1	Name of the Company:	
2	Legal Status of the Company:	<input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP/ASSOCIATION OF PERSON <input type="checkbox"/> PRIVATE / PUBLIC LIMITED COMPANY <input type="checkbox"/> PRIVATE PARTNERSHIP FIRM
3	Year of Registration:	
4	NTN Registration Number:	
5	PRA Registration Number:	
6	No. of Years of Experience:	
7	Postal Address of the Company :	
8	Office Telephone Number:	
9	Email of The Company:	
10	Name of Contact Person:	
11	Mobile No:	
12	Email of Contact Person:	

Authorized Sign &amp; Stamp.....

## EVALUATION OF PROPOSALS

**Technical Marks (A) = 75**

**Financial Marks (B) = 25**

**Total Marks (A + B) = 100**

- A. The technical Proposals will be evaluated first. Technical proposal has 75 marks and the threshold for qualifying technical evaluation is 55 marks. Bidders must achieve a score of 55 or more out of 75 on the technical criteria to become responsive and eligible for the next stage (financial competition).

<b>A - TECHNICAL PART</b>	<b>Maximum Marks</b>
<b>1. COMPANY PROFILE</b>	<b>10</b>
<b>2. YEAR OF REGISTRATION/EXPERIENCE AS CHARTERED ACCOUNTANT FIRM</b> From 08 year ~ 10 Year - <b>05 Marks</b> More than 10 Years ~ 15 Years - <b>07 Marks</b> More than 15 Years - <b>10 Marks</b>	<b>10</b>
<b>3. RANKING ON THE PANEL OF THE STATE BANK/ICAP</b> Category A - <b>10 Marks</b> Category B - <b>05 Marks</b> Category C - <b>No Marks</b>	<b>10</b>
<b>4. AVERAGE ANNUAL SALES TURNOUT/REVENUE (LAST THREE YEARS)</b> Rs. 01 Million to Rs.3 Million - <b>01 Marks</b> More than Rs. 3 Million ~ 5 Million - <b>03 Marks</b> More than Rs. 5 Million - <b>05 Marks</b>	<b>5</b>
<b>5. NUMBER OF PARTNERS</b>	<b>10</b>
<b>6. NUMBER OF QUALIFIED CHARTERED ACCOUNTANTS / FCA</b>	<b>10</b>
<b>7. INTERNATIONAL AFFILIATION (Within top 15 ranked worldwide)</b> Member Firm of Reputed International Firm Within Top 10 - 15 ranked worldwide - <b>03 Marks</b> Member Firm of Reputed International Firm Within Top 6 - 10 ranked worldwide - <b>07 Marks</b> Member Firm of Reputed International Firm Within Top 05 ranked worldwide - <b>10 Marks</b>	<b>10</b>
<b>8. RELEVANT EXPERIENCE WITH PUBLIC SECTOR UNIVERSITIES</b> Experience with Public Sector Universities / Institutes (Each Client shall earn 02 Point)	<b>10</b>

**B. FINANCIAL MARKS (25) :**

Financial proposals will be opened only for those firms/companies who secure at least 55 marks in technical evaluation. The lowest financial bid will obtain the highest score and other financial offers will be allocated points on pro-rata to the extent they exceed the lowest responsive financial offer. A criterion for the evaluation of a financial proposal is as under:

<b>Financial Ranking Criteria</b>	<b>Marks</b>
<b>COST FOR THE SERVICES, FOR PHYSICAL VERIFICATION, VALUATION, CODING &amp; TAGGING OF THE FIXED ASSETS OF PIFD</b>	<b>25</b>

**C. FORMULA TO CALCULATE THE FINANCIAL MARKS:**

$$\text{Financial Score} = 25 - [25 \times (\text{Firm's financial under evaluation} - \text{Lowest quoted rate}) / \text{Lowest quoted rate}]$$

The bidder with the lowest quote will be allotted full marks i.e, 25 against the financial quote, financial scores for other companies will be proportionately reduced with the respective increase in their bids.



## Key Management Staff Information

### Information of Members of Key Management Staff

S#	REQUIRED INFORMATION	RESPONSE	
1	Name		
2	Position		
3	Age		
4	Years of association with the firm		
5	Core professional area of work		
6	Assigned tasks in this firm		
8	Please name similar assignment undertaken by the individual		
9	Specific role of the individual in this activity		
10	Please provide information on additional experience in the field of Auditing:		
	Position	Employer	Duration From                      To
11	Educational Qualifications		
	Degree/Diploma/Certificate	Year	Institution                      Specialty

**COPY OF PPRA FEE DEPOSIT SLIP**  
For PPRA Use only

<b>HBL ISLAMIC BANKING</b> اسلامی بینک		<b>Deposit Slip</b> Customer Copy	
Branch:		Date:	D D M M Y Y Y Y 1 3 1 0 2 0 2 4
Account Title:	PPRA	IBAN:	PK H A B B 0 0 0 4 5 4 0 0 1 3 1 0 0 7 0 1
Currency:	<input checked="" type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	Account Type:	<input type="checkbox"/> Current <input type="checkbox"/> Savings
Credit Card No.			
<input type="checkbox"/> CASH			AMOUNT
BANK / BRANCH	HBL	CHEQUE/INSTRUMENT NO.	6004
			15000/-
		TOTAL AMOUNT	15000/-
Total Amount in Words:	Fifteen thousand only.		
Depositor's Name:	ERNESTI	Fund Transfer Customer Account	
Contact No.:	93214755023	Branch:	5Q39-IBB EXPO CENTER LAHO
Depositor's CNIC No.:	35202-8769643	From Account:	PK36HABB005039XXXXXX851
Depositor's Account No.:	22161700307303	To Account:	PK17HABB0004540013100701
		Amount:	*****15,000.00 PKR
		Charges:	*****.00 Date' 2024-12-13
		Teller:	UG66 Time 16.20.35.394000
Received By:	Depositor's Signature	(As per Terms & Conditions on reverse) (Not official unless valid)	
		25442761	

INSTITUTE OF  
FASHION AND  
DESIGN