



PORT QASIM AUTHORITY
Bin Qasim, Karachi

PORT QASIM AUTHORITY BIN QASIM, KARACHI-75020

NOTICE INVITING TENDER FOR HIRING OF CHARTERD ACCOUNTANCY FIRM FOR ACCOUNTING & BOOKKEEPING SERVICES

1. Port Qasim Authority (PQA) invites sealed tenders from reputed Chartered Accountant (CA) firms having experience in outsourcing staff for accounting & bookkeeping services, **at PQA for three years** (extendable upto two years) on same terms & conditions subject to satisfactory performance.
2. The CA firms should be registered with the Institute of Chartered Accountants of Pakistan (I.C.A.P.) and should have a satisfactory QCR rating from I.C.A.P. The firm must also be registered with Income Tax and Sales Tax Departments under F.B.R. and also with the Sindh Revenue Board (S.R.B) and must be on Active Taxpayers List of the Federal Board of Revenue.
3. Bidding documents containing detailed terms and conditions of tender are available for the interested bidders on PQA/ PPRAs websites, www.pqa.gov.pk and www.ppra.org.pk.
4. The bids, prepared in accordance with the instructions in the bidding documents, must be submitted to Director General (Finance) on or before 24/04/2014 by **1230** hours. The bids received after due date and time will not be accepted. Technical proposal shall only be opened on the same day at 1300 hours in the presence of representatives of the firms, who may wish to attend.
5. Financial proposals of technically qualified bidders shall be opened on date, time and venue to be intimated later. The financial proposals of technically non-qualified bidders shall be returned unopened.
6. Port Qasim Authority reserves the right to accept or reject any or all bids as per PPRAs 2004 and amended. no claim whatsoever shall be entertained in this regard. Authority's decision shall be final and binding on all the bidders.


(Shahnawaz Mangrio)
Secretary (PQA)

Website: www.pqa.gov.pk
Email: secretary@pqa.gov.pk



**PORT QASIM AUTHORITY
FINANCE DIVISION**

**TENDER FOR HIRING CHARTERED
ACCOUNTANT (CA) FIRM TO PROVIDE
ACCOUNTING AND BOOKKEEPING
SERVICES TO PORT QASIM
AUTHORITY (PQA)**



**PORT QASIM AUTHORITY
FINANCE DIVISION**

Tender No. _____

**TENDER FOR HIRING A CHARTERED ACCOUNTANT (CA) FIRM TO PROVIDE
ACCOUNTING AND BOOKKEEPING SERVICES TO PORT QASIM AUTHORITY (PQA)**

Contents:

- (1) Notice Inviting Tender (NIT)
- (2) Instruction to Bidders & Terms and Conditions
- (3) Scope of Work
- (4) Standard Conditions of Contract
- (5) Evaluation & Selection Criteria
- (6) Payment Method
- (7) Special Note
- (8) Bid Form
- (9) Financial Offer
- (10) Form of Contract
- (11) Composition and Particulars of the Tendering Firm

The completed set of these tender documents, duly filled in and priced, must be delivered at the office of the Director General (Finance), Port Qasim Authority before **1230** hours on the date mentioned in advertisement in a sealed cover super scribed tender for ***as above***.

Submitting Firm Name

M/s. _____

Address: _____

Contact Details: _____

Note: *Each page must be signed and stamped by the firm.*

PORT QASIM AUTHORITY FINANCE DIVISION

INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS OF THE TENDER

1. Port Qasim Authority (PQA) is interested in hiring a qualified and experienced Chartered Accountant (CA) firm to provide accounting and bookkeeping services that can provide high-quality and cost-effective services under clause 36 (b) of PPRA rules (i.e., single stage two envelope).
2. The CA Firm should have the minimum mandatory eligibility and qualification requirements as given in evaluation criteria. The work performance requirement of PQA shall be in accordance with International Financial Reporting Standards (IFRS).
3. A prospective bidder requiring any clarification regarding tender documents may inquire from PQA through telecom from the office of Director (Accounts), at Tel. No. 021-99272109.
4. The firm shall furnish name, address & profile of the firm along with telephone numbers, proof of registration of the firm with ICAP and year of inception.
5. Any other relevant documents and technical information etc. which the bidder may consider relevant to make the bid convincing and/or which PQA may subsequently require for scrutiny of bid, may please be provided.
6. PQA reserves the right to accept or reject any or all proposals as per PPR-2004 and amended, no claim whatsoever in this respect shall be entertained.

SCOPE OF WORK

The scope of work for the accounting services for the period from July 1, 2021 to onward includes, but is not limited to, the following:

- a) To provide accounting, bookkeeping and record maintenance services as per the prevailing procedures and rules of PQA and the applicable accounting standards (IFRS).
- b) The timely and accurate recording of accounting transactions of payments, receipts, services provided, purchases, miscellaneous expenses, inventory accounting and preparation of other records as desired by the PQA through accounting and other softwares used by PQA. The firm should have working knowledge of the basic entry and report generation processes of the oracle based accounting software.
- c) To prepare the financial statements of PQA, including the balance sheet, profit and loss account, cash flow statement and notes to the accounts etc, on a quarterly, half yearly and yearly basis, in accordance with the International Financial Reporting Standards (IFRSs), policies of the Authority, and the guidelines of the Institute of Chartered Accountants of Pakistan (ICAP).
- d) To incorporate any changes or adjustments required for the preparation of the financial statements as per the IFRSs and ICAP guidelines.
- e) To analyze receivables and payables and their reconciliation with relevant records and preparation of ageing reports.
- f) To generate & post receipts and payments of all transactions of PQA on a daily basis. Preparation of bank reconciliation statements on monthly basis for all the bank accounts of PQA and its associated funds.
- g) To scrutinize all ledger accounts and ensure their accuracy and completeness.
- h) To pass regular journal entries, make month-end provisions, close the accounts and prepare the monthly, quarterly, half yearly and annual financial statements.

PORT QASIM AUTHORITY FINANCE DIVISION

- i) To collect and organize the documents and data from different departments of the Authority.
- j) To coordinate with internal and external auditors, preparation of records/statements/data for audit and address audit queries/ observations.
- k) To maintain all books of accounts on a double-entry system on an accrual basis.
- l) To record and reconcile the data and accounting transactions related to the PQA's various funds, namely the pension fund, the general provident fund, the foundation fund, Gulshan-e-Benazir Township Scheme (GBTS) and the PQA employees' welfare fund.
- m) To ensure that the dry and wet charges are calculated correctly and invoiced promptly.
- n) To ensure the accuracy/ completeness and retention of the Authority's Fixed Asset records and to assign identification tags to newly acquired assets or untagged assets.
- o) To ensure the accuracy of the inventory records in the Authority's manual records & software(s) and to reconcile the data with the Authority's main accounting software on a monthly basis.
- p) To check the computation of utility bills issued by the Authority and record the utility revenue in the accounting software and maintain party-wise records of receivables; to prepare summaries for the management as requested.
- q) To rectify all receivable and payable balances of the Authority (if required).
- r) To map and link the balances of the old software with the new one and to assist in the integration of accounting software of different departments.
- s) To record the rentals of investment properties, peripheral development charges (PDCs) and other related transactions in the ledgers on a daily basis, and to reconcile and maintain the balances for each allottee.
- t) To perform any other work assigned by the concerned Directors of PQA.

STAFF REQUIREMENT:

For the execution of the aforementioned scope of work, the Authority requires the following staff from the CA firm on a full-time basis, as listed below with the minimum qualification and experience:

S. No.	Designation	Overall Experience	Qualification	No. of Staff
1	Manager Assurance & Advisory	a) A minimum of 10 years of overall accounting and audit experience, including at-least 5 years of post-articles (ICAP) experience in a CA firm. b) Led external audit / bookkeeping team of a port and shipping organization for at-least 7 financial years.	ACA / CA Affiliate (ICAP)	1
2	Assistant Manager – Accounting & Advisory	a) Articles completed from a CA firm. b) Led external audit / bookkeeping team of a port and shipping organization for at-least 3 financial years.	CFAP (ICAP) / CAF (ICAP) / MBA(Finance)	1
3	Supervisor Accounting & Advisory	a) 3 years of experience in audit or accounting in a reputable organization. b) Performed external audit / bookkeeping of a port and shipping organization for at-least 2 financial years.	CAF (ICAP) / MBA (Finance) / B.Com	4
4	Senior Audit Associate	a) At-least 2 years of articles in a CA Firm.	CAF (ICAP) / B.Com	8

PORT QASIM AUTHORITY FINANCE DIVISION

		b) Performed external audit / bookkeeping services of a port and shipping organization for at-least 1 year.		
6	Audit Associate	Minimum experience of 2 years in accounting and finance or audit.	CAF (ICAP) / B.Com	14

Note:

- a) The firm is required to quote the fee for the financial evaluation on the basis of each designation, based on the aforementioned 28 employees, in accordance with Annexure 'B' (Financial Offer).
- b) The PQA reserves the right to increase or decrease the number of staff required for the assignment, subject to the fee adjustment based on the quoted amount corresponding to the staff's designation and experience. However, the experience acquired by the staff during this assignment will not be considered in any subsequent evaluation related to the staff augmentation or reduction.
- c) Either PQA or the CA firm has the right to terminate the contract after its execution, provided that they give a written notice of three months to the other party.
- d) PQA will provide transportation, lunch/tea and computer equipment/stationary to the outsourced employees.
- e) If PQA is dissatisfied with the performance of any outsourced employee, it may request the CA firm to replace the employee. The CA firm shall provide a suitable replacement within 10 working days of receiving such a request.

CONFIDENTIALITY:

Strict confidentiality should be maintained with respect to all aspects of the assignment. Need to hold strict confidence regarding all information obtained during the course of the assignment and should not disclosed any information to others or use such information.

SUBMISSION OF TENDER:

- i. Bidders should examine carefully the terms and conditions of the tender, the standard conditions of contract, the special conditions of contract, the specifications and schedule.
- ii. The tender must be addressed to the Director General (Finance),PQA,placed in a cover duly sealed and superscripted with the words "Hiring a CA firm to provide accounting and bookkeeping services to the Port Qasim Authority (PQA) for a period of three (3) years".
- iii. The tender must either be sent by registered post or deposited in person in the Tender Box kept for this purpose in the office of the **Director General (Finance),PQA**, so as to reach him by **1230 hours** on the date of opening of tender mentioned in the NIT. The tender will be opened at **1300 hours** in presence of the Bidders or of their authorized representative, who care to be present. *Tender, if received after the stipulated time will not be considered.*

FURNISHING OF INFORMATION BY THE BIDDER:

PORT QASIM AUTHORITY FINANCE DIVISION

- a) Bidders must produce evidence, with their tender that they have requisite experience and are fully capable of carrying out work of this class and magnitude.
- b) Bidders are required to submit a certificate copy of the Partnership Deed of their concern in which the names & addresses of the partners and Directors of the Firm should be given and full particulars and composition of their firm should be furnished with the Tender (enclosed) without which tenders will not be considered.

SIGNATURE OF THE BIDDER AND FIRMS RUBBER STAMP:

All tenders submitted must be signed only by a partner or other person authorized to do so, on their behalf and should bear rubber stamp of the firm.

ACCEPTANCE OR REJECTION OF THE TENDER:

- a) Bidder will be required to conform strictly to all the terms and conditions stipulated in the tender. Tender will not be considered unless “The Tender” is signed and rubber stamped.
- b) No alteration or interpolation should usually be made by the Bidders in the tender conditions of this tender specifications or the schedule. The Bidder should clearly understand that in case any such alteration or interpolation then their tenders may at the discretion of the PQA be reject either in whole or in part without assigning any reasons.
- c) Port Qasim Authority (PQA) reserve the right to reject the lowest or any tender, without assigning any reason or to accept any tender in part or in whole, at their sole discretion in the interest of PQA and in sprit of PPRA Rules.

EXECUTION OF AGREEMENT:

The successful Bidders shall require entering into an agreement with the PQA within 14 days from the receipt of acceptance letter from PQA.

VALIDITY OF OFFER:

Offer must remain open for acceptance up toat least **180 days** from the date of opening of tender.

**SIGNATURE OF THE BIDDER
WITH RUBBER STAMP OF THE FIRM**



**PORT QASIM AUTHORITY
FINANCE DIVISION**

THE TENDER

**TENDER FOR HIRING CHARTERED
ACCOUNTANT (CA) FIRM TO PROVIDE
ACCOUNTING AND BOOKKEEPING
SERVICES TO PORT QASIM
AUTHORITY (PQA)**

**Director General (Finance),
Port Qasim Authority,
Karachi.**

1. I/We having made myself/ourselves fully acquainted with the requirement of the Port Qasim Authority, as detailed in the Tender Notice, instructions to Bidder/s, Tender form, standard and special conditions of contract, specification and the schedule, offer to comply to the rates mentioned by me/ us in the schedule at the shown by me/us therein.
2. I/We agree that this offer is irrevocable until **180 days** from the date of opening of Tender.
3. I/We further agree, in the event of this tender being accepted wholly or in part. To pay the cost the stamp on the relevant contract agreement form and undertake duly to execute the same.
4. I/We undertake to complete the assignment for which tender has been submitted by me/us as per the requirement quoted by me/us.
6. I/We agree that unless until a formal agreement is prepared and executed, this Tender together with your written acceptance thereof shall constitute a binding contract between us.

BIDDER

(Full Signature) _____

Signed by **Mr.** _____

For & on behalf of:

M/s. _____

PORT QASIM AUTHORITY FINANCE DIVISION

Standard Conditions of Contract

Definitions:	1.Throughout these conditions, the special Conditions & the Specifications here to annexed the terms:
	<p>(1). “PQA” means the Port Qasim Authority.</p> <p>(2). “Sub Contractor” means any person, firm or Company from whom the CA Firm(the contractor) may obtain specified services mentioned in tender.</p> <p>(3). “Contract” shall mean the agreement made between the PQAand the contractorto outsource staff who will provide accounting and bookkeeping services to the Port Qasim Authority (PQA)in order to execute the scope of work under the said agreement.</p> <p>(4). “Tender” shall mean the offer submitted by the contractorto outsource staff who will provide accounting and bookkeeping services to the PQA.</p>
Contract:	This contract is for hiring a CA firm (the contractor) to outsource staff who will provide accounting and bookkeeping services to the Port Qasim Authority (PQA) for a period of three (3) years.
Successful Bidder responsibility	The Successful Bidder is to be entirely and solely responsible for the execution of the contract in all respects in accordance with the terms and conditions of the contract.
Sub: Letting Contract	The Successful Bidder shall not let or assign this Contract or any part thereof without the written permission of PQA.In the event of the Successful Bidder’s sub-letting or assigning this Contract or any part thereof without such permission, the PQA shall be entitled to cancel the Contract and to obtain services elsewhere on the Successful Bidder’s account and risk and the Successful Bidder shall be liable for any loss or damage which the PQA may sustain in consequence of arising out of such services.
System of payment	Payment will be made by the PQA on a monthly basis by the 15th of each month following the month in which services are provided, unless the PQA and the Successful Bidder agree otherwise. The amount will depend on the number of staff that the Successful Bidder provides.
Bribes Commission etc.	Any bribe, commission, gift or advantage given promised or offered by or on behalf of the Successful Bidder or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the PQA or any person on its behalf in relation to the obtaining or to the execution of this or any other Successful Bidder with the PQA shall in addition to any criminal liability which he may incur subject the Successful Bidder to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation to the like extent as is provided in cases cancellation under clause 7 hereof; and the PQA shall be entitled to deduct to the amounts so payable from any moneys, otherwise due to the Successful Bidder under this or any other Contract. Any question or dispute as to the commission of any offence under this clause shall be settled by the PQA in such manner as it shall think fit and sufficient, and its decision shall be final conclusive.
Law Governing the Contract	This contract shall be governed by the laws of Pakistan Resort to court by either of the parties in respect of any dispute should be made only to an appropriate court within the limits of the Karachi Division.
Arbitration	<p>Any other dispute whatsoever nature, (including the interpretation of this or any other relevant document) arising under this contract (except as to any matters the decision of which is specially provided for by these conditions) shall be referred to a sole arbitrator to be appointed by thePort Qasim Authority, who shall have absolute discretion either to appoint an officer of the PQA or anyone else as the sole arbitrator. The decision of such sole arbitrator shall be final and conclusive and shall binding on both the parties to the contract and the provision of the Arbitration Act. 1940 and any statutory modification thereof and the rule framed there under shall be deemed to apply to and incorporated in this Contract.</p> <p>The Successful Bidder shall not stop the work during the pendency of the arbitration proceeding, but he shall continue to execute the work with full speed. However, the PQA shall have to power to ask the Successful Bidder in writing to stop the work, in full or in part if he considers this necessary.</p>

**SIGNATURE OF BIDDER
WITH RUBBER STAMP OF THE FIRM**

PORT QASIM AUTHORITY FINANCE DIVISION

EVALUATION & SELECTION CRITERIA

A. Mandatory Requirement

- (1) Bidder shall submit complete profile of the firm.
- (2) Bidder must be registered with Institute of Chartered Accountants of Pakistan (ICAP) and should be appearing in the latest Quality Control Review (QCR) list of ICAP.
- (3) Bidder must have copy of partnership deed (in case of partnership).
- (4) Bidder must have registration with FBR / SRB (copy to be provided).
- (5) Bidder shall be on the active taxpayer list of FBR.
- (6) Bidder shall furnish an undertaking on stamp paper for not being blacklisted by any government department / organization/public entity.
- (7) Bidder must have at-least 6 partners.
- (8) Bidder must have staff with the minimum qualification and experience as mentioned in "Scope of Work & Staff Requirement".
- (9) Enlisted as auditors on SBP panel list in Category A or Category B.
- (10) Bidder must have successfully provided at-least 5 years of audit / book keeping services to the organization in port and shipping industry.

B. Bid eligibility / Qualification criteria / Evaluation Criteria

The PQA shall use "Quality & Cost Based Selection Method" under "Single Stage Two Envelope Method" of selection of CA Firm under PPRA Rules. Scores shall be allocated based on evidence available in the proposal only. The assignment shall be awarded to the firm with the highest weighted aggregate score based on the following ratio:

- 70% for Technical Score
- 30% for Financial Score

C. Technical Evaluation Criteria (Weightage: 70)

The technical bids will be evaluated as per below tabulated criteria. The bids scoring minimum 80 marks out of 100 marks will qualify for consideration with Financial Scoring.

S. NO.	CRITERIA	TOTAL MARKS	MARKS ALLOCATION
1	Experience of external audit of an organization under the administrative control of Ministry of Maritime Affairs.	20	5-10 years = 20 3-4 years = 10 1-2 years = 5
2	Experience of book keeping and accounting assignment of an organization under the administrative control of Ministry of Maritime Affairs.	30	3-5 years = 30 1-2 years = 15
3	Partly Qualified staff / trainees	10	Above 100 = 10 Between 50-100 = 5
4	Accounting strategy presentation	30	
5	Affiliation with foreign CA firm.	10	
	Total (Technical Score)	100	

PORT QASIM AUTHORITY FINANCE DIVISION

D. Selection Criteria

- **Technical Evaluation (Weightage: 70)**

Total score for technical bid is 70 points. The technical bid will be allowed maximum marks as per following criteria:

$$\text{Technical Score} = 70 \times \frac{\text{Technical Marks obtained by bidder}}{\text{Technical Marks obtained by highest bidder}}$$

- **Financial Evaluation (Weightage: 30)**

Total score for financial bid is 30 points. Financial bid will be evaluated as per below formula:

$$\text{Financial Score} = 30 \times \frac{\text{Amount of Lowest Submitted Bid}}{\text{Amount quoted by bidder}}$$

- a. The financial proposal must be inclusive of all taxes applicable in Pakistan. It is clarified that breakup of bid must portray separately the amount of applicable Sindh Sales Tax (SST), otherwise, it will be considered that the bid is inclusive of SST. Also, no amount of withholding taxes shall be paid separately.
- b. The financial bid should be based on the number of staff, with the rates for each designation specified.
- c. Financial bids of technically unsuccessful / unqualified bidders will be returned unopened.
- d. As per rule 31 of PPRA Rules 2004, no change / modification in financial proposal is allowed once the same has been opened publicly.

**SIGNATURE OF BIDDER/BIDDER
WITH RUBBER STAMP OF THE FIRM**



PORT QASIM AUTHORITY FINANCE DIVISION

PAYMENT METHOD

(1) PQA undertakesto pay for the outsourced staff on a monthly basis by the 15th of each month following the month in which services are provided by the outsourced staff. The amount will depend on the number of staff provided by the bidder.Payment will be madein Pak Rupees through cheque.

(2) All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

(3) PQA will not be responsible for any erroneous calculation of tax rates.However, any change in rates or structure of applicable taxes after bid submission date shall be adjusted in the price and shall be borne by the Bidder.

SPECIAL NOTE

TERMINATION OF CONTRACT:

The PQA may terminate the Contract, in whole or in part, for its convenience, by giving 3 months' written notice to the Bidder. Likewise, the Bidder may also terminate the Contract by giving 3 months' written notice to the PQA.

FORCE MAJEURE CLAUSE:

Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire or explosion.

For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

**SIGNATURE OF BIDDER/BIDDER
WITH RUBBER STAMP OF THE FIRM**



**PORT QASIM AUTHORITY
FINANCE DIVISION**

Annexure "A"

BID FORM

To
Port Qasim Authority
Bin Qasim, Karachi-75020
Pakistan

Name of Assignment:

**TENDER FOR HIRING CHARTERED ACCOUNTANT (CA) FIRM TO PROVIDE
ACCOUNTING AND BOOKKEEPING SERVICES TO PORT QASIM AUTHORITY
(PQA)**

Dear Sir,

1. Having examined the Bid Documents and Specifications for the execution of the above-named assignment, we the undersigned offer to execute and complete such assignment as given in Description of Service and in conformity with conditions mentioned in tender.
2. We understand that all Annexures attached hereto form part of this Bid.
3. We undertake, if our Bid is accepted, to commence and complete the whole assignment comprised in the Contract within the time stated in the bid documents.
4. We agree to abide by this Tender for the period of 180 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Contract Agreement is prepared and issued, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of _____ 20

Signature _____ in the capacity of _____ duly authorized to sign tenders for and on behalf of _____ Address _____

Witness

_____ Address _____

Occupation _____



PORT QASIM AUTHORITY
FINANCE DIVISION

Annexure "B"

FINANCIAL OFFER

Financial year-wise staff outsourcing fee including out of pocket expenses shall be as follows:-

Serial No.	Description	Monthly Fees (Including Out of pocket expenses)	Yearly Fees (Including Out of pocket expenses)	Grand Total Fees (Including out of pocket expenses) for all years
	Manager - Assurance & Advisory	XXXXXXXX	XXXXXXXX	XXXXXXXX
	Assistant Manager – Accounting & Advisory	XXXXXXXX	XXXXXXXX	XXXXXXXX
	Supervisor – Accounting & Advisory	XXXXXXXX	XXXXXXXX	XXXXXXXX
	Senior Audit Associate	XXXXXXXX	XXXXXXXX	XXXXXXXX
	Audit Associate	XXXXXXXX	XXXXXXXX	XXXXXXXX
1	Total Fees	XXXXXXXX	XXXXXXXX	XXXXXXXX
2	Sales Tax on Services	XXXXXXXX	XXXXXXXX	XXXXXXXX
3	Gross Fees including Sales Tax	XXXXXXXX	XXXXXXXX	XXXXXXXX

Note:

It is clarified that breakup of bid must portray separately the amount of applicable Sindh Sales Tax (SST), otherwise, it will be considered that the bid is inclusive of SST. Also, no amount of withholding taxes shall be paid separately.

Taxes will be deducted as per the Tax Rules prevailing at the time of payment.

Dated: _____

Name of Firm & Seal



**PORT QASIM AUTHORITY
FINANCE DIVISION**

FORM OF CONTRACT

This Contract (hereinafter called the "Contract") is made the ____ day of the month of _____, 2024, BETWEEN the PORT QASIM AUTHORITY (PQA), Bin Qasim, Karachi, (hereinafter called the "Client" which expression shall include the successors-in-interest and assignees) of the one part AND M/s. _____ having its office at _____ (hereinafter called the "Bidder" which expression shall include the successors-in-interest and assignees) of the other part.

WHEREAS

(a) the Client has requested the CA Firm to outsource staff who will provide accounting and bookkeeping services to the Port Qasim Authority (PQA) for a period of three (3) years as mentioned in the Tender documents part of this Contract (hereinafter called the "Services"); and

(b) the CA Firm having represented to the Client that they have the required professional skills, personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract.

The Parties hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:-

- (1) The Scope of Work, Staff Requirement and Service Fee
- (2) Bidding documents submitted firm

2. The mutual rights and obligations of the Client and the CA firm shall be as set forth in the Contract, in particular:-

(a) the CA firm shall outsource its staff in accordance with the provisions of the Contract; and

(b) the Client shall make payments to the CA firm in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as on the day and year first above written.



PORT QASIM AUTHORITY
FINANCE DIVISION

COMPOSITION & PARTICULARS OF THE TENDERING FIRM

(To be furnished with the Tender failing which Tender may not be considered)

PARTICULARS		DETAILS
a)	Name of partners with their business / residential address & Phone No.	
b)	Partnership Deed & Certificate of registration (Certificate copies to be attached).	
b)	Period of validity or power of Attorney (Certificate copies of Special or General power of Attorney duly executed on stamp paper value & authority to be attached).	

In submitting the above particulars, we further bind ourselves for furnishing to Port Qasim Authority any further changes in our particulars and composition, addresses and Phones Nos. of our firm / Proprietor / Partners / Directors etc.

We clearly understand that failure to comply with the above, or for submitting incorrect or inaccurate information, will render our Tender invalid.

Signature & Seal of the Bidder

Signed by **Mr.** _____

For & on behalf of

M/s. _____

Dated: _____