



## EXPRESSION OF INTEREST

### **HIRING OF TAX CONSULTANCY SERVICES**

1. Pakistan Industrial Development Corporation Private Limited (PIDC), (the "Company"), a state-owned enterprise, invites proposals from reputable tax Consultancy Firms/ Individuals for income tax refunds of its retirement funds (PIDC Employees Gratuity, Benevolent & Provident Fund) and its two associated undertakings, M/s. National Industrial Parks Development & Management Co. and M/s PIDC Medical Centre (now merged into the Company).
2. RFP document including detailed TORs can be downloaded free of cost from EPADS (<https://eprocure.gov.pk>) / PPRA website ([www.ppra.gov.pk](http://www.ppra.gov.pk)) / PIDC website ([www.pidc.com.pk](http://www.pidc.com.pk)).
3. In order to clarify the bidder's queries for the captioned work, a pre-bid meeting will be held on **December 22<sup>nd</sup>, 2025 at 11 am** at below mentioned address.
4. Interested firms/ Individuals are requested to submit their proposals (Financial) electronically through PPRA EPADS on "**Single Stage Single Envelope**" procedure on or before, **December 29<sup>th</sup> 2025, till 11 am**. Proposals will be opened through PPRA EPADS on the same day at 11:30 am. Delayed / conditional / telegraphic proposals will not be entertained.
5. The proposals should be accompanied by a **Bid security** (refundable) amounting to **Rs. 50,000/-** in shape of pay order from any scheduled bank in Pakistan in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd. Scanned copy of Bid Security shall be submitted along with the proposal on EPADS; however, the original bid security shall be submitted to PIDC office on the address given below before the deadline of submission.

#### **MANAGER FINANCE**

**Pakistan Industrial Development Corporation (Pvt.) Ltd.**

2<sup>nd</sup> Floor PIDC House, Dr. Ziauddin Ahmed Road, Karachi-75530, Pakistan

Ph: 021-38266666

Web: [www.pidc.com.pk](http://www.pidc.com.pk) Email: [iqbal.mehdi@pidc.com.pk](mailto:iqbal.mehdi@pidc.com.pk)

# **REQUEST FOR PROPOSAL (RFP)**

## **HIRING OF CONSULTANCY SERVICES FOR INCOME TAX REFUNDS**

**December 2025**

# **REQUEST FOR PROPOSAL FOR HIRING OF CONSULTANCY SERVICES FOR INCOME TAX REFUNDS**

## **1. Background**

The Pakistan Industrial Development Corporation (PIDC) is seeking proposals from qualified and experienced tax consultancy firms for income tax refunds of Company's retirement funds (PIDC Employee Gratuity, Benevolent & Provident Fund) & its two associated undertakings M/s. National Industrial Parks Development & Management Co. and M/s PIDC Medical Centre (now merged into the Company). The objective of this consultancy is to pursue & obtain its pending income tax refunds.

## **2. Scope of Work (SOW)**

The selected consultant will be responsible for the following key tasks:

1. knowledge of income tax refund matters of the Company's retirement funds & its associated undertakings now merged into the Company.
2. Review of income tax records related to refunds;
3. To pursue income tax refund matters with the Federal Board of Revenue (FBR);
4. In case the matter is to be taken up with the Federal Tax Ombudsman (FTO), follow up both orally and in writing with the concerned FTO to direct FBR to issue refund orders;
5. To identify any shortcomings in the steps followed by the Company for refund procedures and rectify the same;
6. To study the court cases & case studies where necessary for presenting before FTO;
7. Assess the requirements of FTO related to data/records and communicate the same to PIDC team;
8. Submission of data/records to FTO with the cover letter and explain the same to the FTO officer;
9. To convince FTO that PIDC, its retirement funds and its associated undertakings are responsible tax payers who are fully compliant with all the tax laws & discharges their tax liabilities timely in full;
10. Assess the data/records available with PIDC and suggest improvement if any.
11. To obtain FTO refund orders directing FBR to process income tax refunds;
12. To obtain income tax refunds from FBR on the basis of FTO orders.

## **3. Duration**

The consultancy will continue until refund orders are obtained from FBR. Initial contract duration will be for 2 years to complete all deliverables. However, it is extendable for further one year as per need.

## **4. Reporting**

The consultant will report directly to the Chief Financial Officer (CFO) and will work in close coordination with the Finance Department and the senior management.

## 5. Deliverables

- The consultant shall submit two (02) color hard copies and soft copies of all reports/deliverables.
- The consultant is expected to provide the following deliverables from contract signing:

S. No.	Deliverables
1	<b>PIDC Employees Gratuity Fund</b>  FTO & FBR Refund orders Refund amount: PKR. 8,464,273 Tax year: 2024
2	<b>PIDC Employees Benevolent Fund</b>  FTO & FBR Refund orders Refund amount: PKR. 126,642 Tax year: 2024
3	<b>PIDC Employees Provident Fund</b>  FTO & FBR Refund orders Refund amount: PKR. 448,785 Tax year: 2024
4	<b>PIDC Medical Centre</b>  FTO & FBR Refund orders <ul style="list-style-type: none"><li>• Refund amount: PKR. 1,570,232</li><li>• Tax years: till 2022</li></ul>
5	<b>National Industrial Park Development &amp; Management Co.</b> <ul style="list-style-type: none"><li>• FTO &amp; FBR Refund orders</li><li>• Refund amount: PKR. 116,051,358</li><li>• Tax years: 2007 to 2017, 2019 &amp; 2020</li></ul>

## 6. Payment

- The payments will be made through cross-cheque to the consultant on the completion and submission of deliverables after deducting applicable government taxes. The Consultant shall submit the invoice only after the approval by the Company.
- Payments shall be made in the ratio of refund received to the total refund amount.

*(Notes: Proposal shall be submitted on each deliverable assignment separately and should be inclusive of out-of-pocket expenses, applicable taxes and contract stamp duty)*

## **7. Qualification / Eligibility Criteria:**

### **I. Eligibility Criteria**

- Submission of proposal through PPRA EPADS is mandatory.
- Firm / Individual must be registered with relevant tax authorities.
- Affidavit confirming that firm / individual has not been Blacklisted by any Government/ semi-Government organization.
- Successful completion of atleast one similar nature work of obtaining income tax refunds through FTO worth 20 million PKR in last 5 years.

#### **Notes:**

- *Provide completion certificate of the client clearly confirming that the consultant successfully obtained FTO orders, FBR refund orders and the amount of refund realized by the client.*
- *Only qualified eligible consultant meeting the above criteria will be considered.*
- *Contract will be awarded based on Most advantageous bid.*

## **8. Terms & Conditions**

- The process of e-Procurement will be carried out on **Single Stage Single Envelope** procedure as per PPRA rules.
- The proposal, properly prepared, must be submitted **ONLY through e-Pak Acquisition & Disposal System (EPADS)** at or before deadline mentioned in the Expression of Interest (EOI).
- The proposal should be accompanied by a **Bid security** (refundable) amounting to **Rs. 50,000/-** in shape of pay order from any scheduled bank in Pakistan in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd.
- Scanned copy of Bid Security shall be submitted along with the proposal on EPADS; however, the original bid security shall be submitted to PIDC office on the address given in EOI before the deadline of submission.
- Bid security of non-eligible bidders will be returned after announcement of results.
- Bid security of Most advantageous bidder will be returned after signing of contract agreement.
- Advance payment is not applicable.
- Application as JV partner is not applicable.
- Proposal shall remain valid till 90 days from the proposal submission, extendable as per PPRA rules.
- Venue, Date and Time of submission / opening are as stated in EOI.
- Procuring agency reserves the right to accept/reject any or all offers or part thereof as per PPRA rules.

## Financial Proposal Submission Form

Address, Date

To:

**Manager Finance**

Pakistan Industrial Development Corporation (Private) Limited,  
2nd Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi

Sir,

We, the undersigned, offer to provide the services for "Refund of income tax refunds of its retirement funds (PIDC Employees Gratuity, Benevolent & Provident Fund) and its two associated undertakings, M/s. National Industrial Parks Development & Management Co. and M/s PIDC Medical Centre now merged into the Company.

In accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal.

Our Proposal shall be binding upon us subject to modifications from contract negotiations, up to expiration of validity period (90 calendar days from submission).

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

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

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## Summary of Costs Form

S. No.	PARTICULARS	PAK RUPEES
1	<b>PIDC Employees Gratuity Fund</b>  Release of income tax refund from FBR  Tax year: 2024	
2	<b>PIDC Employees Benevolent Fund</b>  Release of income tax refund from FBR  Tax year: 2024	
3	<b>PIDC Employees Provident Fund</b>  Release of income tax refund from FBR  Tax year: 2024	
4	<b>PIDC Medical Centre</b>  Release of income tax refund from FBR  Tax years: till 2022	
5	<b>National Industrial Park Development &amp; Management Co. (NIPDMC)</b>  Release of income tax refund from FBR  Tax years: 2007 to 2017, 2019 & 2020	
	<b>TOTAL (in figure)</b>	
	<b>TOTAL (in words)</b>	

# **DRAFT CONTRACT AGREEMENT**

## **DRAFT AGREEMENT**

This Agreement (hereinafter referred to as “**Agreement**”) is made at \_\_\_\_\_ on  
\_\_\_\_\_  
**2025 (Effective Date)**

### **BY & BETWEEN**

**Pakistan Industrial Development Corporation (Pvt.) Ltd.**, a company registered under Section 32 of Companies Ordinance, 1984, with its office on the 2<sup>nd</sup> Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi (hereinafter referred to as “**the Company**” or “**the Client**”, which expression shall where the context admits include its administrators, authorized representatives, successors-in-interest and permitted assigns) of the One Part;

### **AND**

[Name of Tax Firm/Individual], [Legal Status], \_\_\_\_\_, having its place of business at \_\_\_\_\_ (hereinafter referred to as “**Tax Consultant**”, which expression shall where the context admits include its administrators, authorized representatives, Partners, Associates, successors-in-interest and permitted assigns) of the Second Part.

All Parties are hereinafter to be individually referred to as “**Party**” and collectively as the “**Parties**”.

**WHEREAS** the Company requires the services of an eligible Income Tax Consultant Firm/Individual for the Company’s income tax refunds of its retirement funds (PIDC Employees Gratuity, Benevolent & Provident Fund) and its two associated undertakings, M/s. National Industrial Parks Development & Management Co. and M/s PIDC Medical Centre (now merged into the Company). [Party Name] has offered to provide services for the income tax refund of the Company’s retirement funds (PIDC Employees Gratuity, Benevolent & Provident Fund) and its two associated undertakings, M/s. National Industrial Parks Development & Management Co. and M/s PIDC Medical Centre (now merged into the Company), on the terms said out herein below;

NOW, THEREFORE, the Parties have agreed on the following areas:

#### **1. TERM DURATION & RENEWAL**

- 1.1 The duration of this Agreement is till ....., 2027 starting from....., 2025.
- 1.2 This Agreement shall remain valid till ..... 2027 unless otherwise terminated by the Parties in accordance with Clause 5 of this Agreement.

## **2. OBLIGATIONS OF THE TAX CONSULTANT**

2.1 The tax consultant shall perform all duties/obligations, as mentioned in scope of work of the request of proposal (RFP).

## **3. PAYMENTS**

3.1 The Company has agreed to pay to the tax consultant for the services rendered by it pursuant to the Agreement at the rates mentioned in summary of cost and the method define in payment section of RFP, which shall be considered as an integral part of this Agreement.

3.2 The Company undertakes to pay the tax consultant the amount due on account of invoice(s) generated within 30 days of receipt of the invoice(s).

3.3 Payments shall be made in the name of the Tax Consultant Firm/Individual. The traveling and boarding & lodging expenses & all other expenditure, if any will be borne by the tax consultant. It is expressly agreed that the tax consultant shall not be entitled to any additional payments on account of this Agreement except as agreed under this Agreement.

3.4 Notwithstanding anything herein to the contrary, the tax consultant shall not be entitled to and the Company shall have the right to withhold payment due to the tax consultant where the Services, or any part thereof, are not completed or performed to the complete satisfaction and approval of the Company.

3.5 All payments made hereunder by the Company to the tax consultant shall be made subject to applicable tax deductions.

## **4. REPRESENTATIONS AND WARRANTIES**

4.1 The Parties represent and warrant to each other that each of the Parties has and will have full power and authority to enter into and perform this Agreement.

4.2 The tax consultant warrants that it is financially sound and duly licensed, with adequate staff and possesses the experience in the rendition of services required to be performed hereunder and shall, therefore, render the Services in a sound, professional and lawful manner as per the highest standard of professionalism and shall exercise, and act with, due care, judgment and skill reasonably expected in the performance of services of the like nature internationally.

## **5. TERMINATION**

Either Party may terminate this Agreement with or without cause by providing, not less than thirty (30) days prior written notice of termination to the other Party.

## **6. COMPLIANCE WITH LAW**

The validity of interpretation and construction of this Agreement and each part hereof shall be governed by the Laws of Pakistan. The tax consultant shall comply with all applicable laws of Pakistan.

## **7. CONFIDENTIALITY**

The Parties shall maintain confidentiality with regard to the terms and conditions of this Agreement and any information passed on to each other for the performance of their duties under the Agreement and shall not divulge or disclose them to any other person/party(ies)etc., who is not a party to this Agreement. Tax consultant shall take all reasonable precautions, which in any event shall not be less than those precautions used to protect its own Confidential Information, to keep the Confidential Information of the Company in the strictest confidence and to protect it from disclosure. In no event, shall the tax consultant's precautionary measures fall below the reasonable standard of care.

## **8. INDEMNIFICATION CLAUSE**

To the fullest extent permitted by law, the tax consultant shall indemnify, defend, and hold harmless the Company, its employees, officials, officers, and agents from loss or damage, including, but not limited to, legal fees, and other costs of defense by reason of actual or alleged violations of any Law, all injuries, deaths, damage to property, suits, claims, liens, lien rights, judgments, liabilities, costs and expenses, which may arise directly or indirectly from the services provided hereunder. This obligation shall survive the expiration and/or termination of this Agreement.

## **9. DISPUTE RESOLUTION & GOVERNING LAW**

Any dispute, controversy or claim arising out of or in connection with this Agreement shall be resolved by Parties through negotiations. If dispute(s) remain unresolved by negotiations, they shall be finally settled by arbitration to be held under the Arbitration Act, 1940. The number of arbitrators shall be three (03)

unless otherwise mutually agreed by the Parties. The venue of the arbitration shall be Islamabad, Pakistan. The award made by the arbitration process shall be final and binding on the Parties and may be enforced in any court of competent jurisdiction.

## **10. FORCE MAJEURE**

For the purposes of this Agreement, “Force Majeure” means an event that is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under this Agreement impossible or so impractical as to be considered impossible under the circumstances.

The failure of either Party to fulfill any of its obligations under this agreement shall not be considered to be a breach of or default under this agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement and has informed the other Party as soon as possible about the occurrence of such an event.

## **14. RELATIONSHIP OF THE PARTIES**

This Agreement shall not be interpreted or construed to create a relationship of master and servant or principal and agent, an association, joint venture, or partnership as between the Parties or to impose any partnership obligation or liability upon either Party. Neither Party shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent or representative of, or to otherwise bind the other Party.

## **15. GENERAL TERMS OF THE AGREEMENT**

- 15.1 **Successors:** This Agreement shall be binding upon and inure to the benefit of the Parties and its successors, permitted assigns and legal representatives.
- 15.2 **Amendments:** Any amendment to this Agreement shall only be binding if executed in writing by the Parties through their duly authorized representatives.
- 15.3 **Entire Agreement:** This Agreement constitutes the entire agreement and understanding of the Parties with respect to its object and supersedes and cancels any prior representation, commitment, undertaking or agreement between the Parties, whether

oral or written, with respect to or in connection with any of the matters or things to which such Agreement applies or refers.

**15.4 Waiver:** No waiver by either Party of any default or defaults by the other Party in the performance of any of the provisions of this Agreement:

- a. shall operate or be construed as a waiver of any other or further default whether of a like or different character; or
- b. shall be effective unless in writing duly executed by a duly authorized representative of such Party.

Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Agreement, nor time or other indulgence granted by one Party to the other, shall act as a waiver of such breach or acceptance of any variation or the relinquishment of any such right or any other right hereunder, which shall remain in full force and effect.

**15.5 Counterparts.** This Agreement may be executed in two or more counterparts each of which shall be considered one and the same Agreement and each of which shall be deemed an original.

IN WITNESS WHEREOF the Parties to this Agreement have set their respective hands on this Agreement on the day, month and year written above, in the presence of witnesses mentioned below.

**On behalf of the Company**

**On behalf of the Tax Consultant**

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Name:

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Name:

Title:

Title:

**Witnesses:**

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Name:

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Name:

Title:

Title:

CNIC:

CNIC:

*Note: This Agreement is a Draft Agreement subject to change in terms and conditions upon negotiation with the successful bidder during the award of the agreement.*