

INVITATION FOR BIDS

For hiring of Tax consultant for Independent System and Market Operator of Pakistan (ISMO) Guarantee Limited initially for the period of one year, extendable based on performance and need.

Independent System and Market Operator of Pakistan (ISMO) Guarantee Limited intends to invite bids from ICAP registered Chartered Accountant firms who have been attaining latest satisfactory QCR rating as determined by ICAP.

The Document containing Terms of Reference (TORs) for extending Taxation Services, Evaluation Criteria and list of documents to be attached with the bids is available for the registered bidders on **e-Pak Acquisition & Disposal System (e-PADS)** (<https://eprocure.gov.pk>), PPRA website www.ppra.org.pk and ISMO website www.ismo.gov.pk. Interested eligible bidders are requested to submit their bids on e-PADS.

The bidding shall be conducted in line with “**Single Stage-Single Envelope**” procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential bidders.

The bids prepared in accordance with the instructions mentioned in the respective document must be submitted through e-PADS only **by or before 10:30 am of January 27, 2025**. The bids will be opened at **11:00 am on the same day** in ISMO Building, Pitras Bukhari Road, H-8/1, Islamabad in the presence of representatives of the bidders who wish to attend bid opening session.

Independent System and Market Operator of Pakistan (ISMO) Guarantee Limited reserves the right to reject all the proposals under Rule No. 33 of PPRA Rules 2004.

EXECUTIVE DIRECTOR (FINANCE)

Independent System and Market Operator of Pakistan (ISMO) Guarantee Limited
ISMO Building, Pitras Bukhari Road, H-8/1,
Islamabad.
051-8311557

**INDEPENDENT SYSTEM AND MARKET OPERATOR OF PAKISTAN (ISMO)
GUARANTEE LIMITED**

SUBJECT: TORs FOR SELECTION OF CHARTERED ACCOUNTANT FIRM.

TERMS OF REFERENCE (TORs):

INTRODUCTION:

The Independent System and Market Operator (ISMO) (herein after referred to as “the Company”) is the result of the institutional reform process in Pakistan’s power sector and has a legacy spanning over decades. Our journey began in the 1960s, when the Load Despatch Center was established under WAPDA in Kot Lakhpat, Lahore to manage power system operations. In 1985, the center was moved to Islamabad and later renamed as the National Power Control Center (NPCC) in 1991.

In 1998, the National Transmission and Despatch Company (NTDC) was carved out of WAPDA, taking responsibility for the high-voltage transmission network, including 220 kV and 500 kV grid stations. NPCC continued to operate under NTDC as the national control hub for real-time grid management, supported by two Regional Control Centers.

Meanwhile, the push for a competitive electricity market gathered pace. In 2002, NTDC was granted a transmission license with a mandate to develop the Competitive Trading Bilateral Contract Market (CTBCM). This led to the legal formation of the Central Power Purchasing Agency (CPPA-G) as a separate department within NTDC in 2009, initially tasked with handling market-related functions under a single-buyer model.

By 2015, CPPA-G was operationalized as an independent entity, mandated by the Economic Coordination Committee to design and implement the CTBCM. Over the following years, key milestones were achieved, including market consultations, legal and regulatory approvals, and the development of market codes and structures.

In 2022, CPPA-G was granted the formal Market Operator license by NEPRA, and a six-month market dry run began. This set the stage for a larger institutional reform — the creation of ISMO. As a newly established public sector organization, ISMO now integrates three key functions under one platform: system operations, market operations and power sector planning.

Today, ISMO stands as a symbol of modernization and sustainability. Built on the technical legacy of NPCC and the market expertise of CPPA-G, it is designed to lead Pakistan into a transparent, reliable and sustainable energy future.

SCOPE OF WORK:

The Tax Consultancy Firm shall provide the below mentioned services on the retainership basis;

- **Income Tax:**

- a) Assisting in preparation of income tax computations and income tax returns, based on the Company’s financial statements and other information provided by client. This would include review of accounts, advising the Company on the contentious issues and any possible remedial course of action available for the Company. Filing of Income Tax Return.

- b) In case income tax affairs are selected for total audit/assessment, then:
 - Review of information provided by the company and Compliance/representation for Income Tax Audit proceedings.
 - Review of information provided by the Company and Compliance/representation of notices under the Income Tax Ordinance, 2001
 - Obtaining assessment orders from the concerned tax authorities.
- c) In case income tax affairs are selected for withholding tax audit, then:
 - Advice & Review of information provided by the Company and responding to the notices issued under the Income Tax Ordinance, 2001 by the tax authorities;
 - Obtaining assessment orders from the concerned tax authorities.
- d) Preparation and filing of Appeals and representation before the appellate authorities including Commissioner (Appeals), Income Tax Appellate Tribunal, Alternate Dispute Resolution Committee or any other appellate or administrative forum and obtaining appellate orders.
- e) Assisting lawyer in preparing appeals/writs and representing before High Court/Supreme Court, if required.
- f) Assisting in preparation and filing of income tax refund application, verification process in respect of tax refund and obtaining the refund orders/voucher etc.
- g) Review and submission of income tax withholding statements as required under the law.
- h) Applying for and obtaining various exemption certificates, as and when required.
- i) Revision of Annual Income Tax Return under the Ordinance, if required.

- **Federal and Provincial Sales Tax**

The detail of services with respect to the matters of Federal and Provincial Sales

Tax:

- a) Assisting in preparing of Sales Tax Returns under the law.
- b) Filing of Sales Tax Returns.
- c) Filing of withholding sales tax returns under the laws.
- d) Facilitating, advising and replying to the queries of Sales Tax /Federal Excise Department related to notice/show cause etc.
- e) Obtaining orders from the concerned tax authorities.
- f) Filing application of Condonation of time barred invoices.
- g) Follow-up of condonation application and filing of Revised Sales Tax Returns/ Withholding Statements.
- h) Filing of application for refund to the relevant authorities.
- i) Punching of data for the purpose of Refund.
- j) Responding to the notices issued, time-to-time, by the Sales Tax/Federal Excise and provincial authorities and complete follow-up the case.
- k) Filing application of Condonation for late filing of refund claims.

- l) Follow up of Refund Process.
 - m) Obtaining refund payment order.
 - n) Preparation and submission of appeals before the Commissioner Inland Revenue Appeals [CIR (A)], Appellate Tribunal Inland Revenue [ATIR] and Alternative Dispute Resolution Committee ADRC or any other appellate or administrative forum and obtaining appellate orders, and accordingly representing the Company before the said forums.
 - o) Obtaining subsequently appellate orders.
 - p) Assisting lawyer in preparing appeals/writs and representing before High Court/Supreme Court, if required.
- **Income Tax and Sales Tax Advisory Services**
 - a) To provide income tax advisory services to the Company as and when required.
 - b) To provide sales tax (Federal and Provincial) advisory services to the Company as and when required.

NOTE:

1. The interested firms are requested to carefully examine these Terms of Reference (TORs) and the work involved in the assignment. They may make any additional inquiries necessary to become fully informed of the conditions that may affect performance of the services under this TORs. Please note that the Terms of Reference remain indicative, and the successful firm is expected to carry out the assignment in accordance with international best practices.
2. There must not be any conflict of interest i.e. Tax Firm must not be providing Tax assistance to any other person/entity in conflict with the Company so as to cause any sort of conflict of interest.
3. Contract period will be for one year, extendable upon satisfactory performance of services with annual increment of 10%.
4. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended from time to time.
5. Successful Tax Consultancy Firm will sign a service contract and will provide the agreed services within the stipulated agreed time. If the bidder completely fails to provide the services or does not respond to the queries raised by the Company within one week and didn't comply with the reminders, the case of Tax Consultancy Firm may be put to relevant authorities to declare him as "Black Listed".
6. The Tax Consultancy Firm must respond efficiently for providing Tax consultancy timely.
7. The Company reserves the right to give multiple consultancy assignments at a time during contract period.
8. In case of any dispute regarding services; the decision of the Company shall be final & binding.

THE PROPOSAL:

1. **CONDITIONS FOR SUBMISSION OF PROPOSAL:**
 - i. The bid must be signed in ink by an individual authorized to legally bind the firm submitting it.
 - ii. Bids should be comprehensive yet simple and economical, thereby providing straightforward, concise description of the bidder's ability to meet the requirements of the Bid Invitation.
 - iii. The Bidder must be an independent service provider and not an agent of such a service provider.

- iv. The Executive Director (Finance) shall not receive any bid later than the specified time and date. Bidders may be reached through courier, postal mail or delivered by hand, but in either case duly stamped receipt issued by the specified date must be obtained.
- v. Bids submitted after the specified time shall not be entertained.
- vi. The Company reserves the right to request additional information from any or all bidders after bid submission under PPRA rule 32.
- vii. The hard copy of the bid must bear original signatures of an official authorized to legally bind the bidder to its provisions. Additionally, the signatures of the authorized official should also appear on the firm letterhead.
- viii. Responses must be provided in the sequence contained in the TORs read in conjunction with this paper.
- ix. Alterations or erasers are discouraged, but if required, must be initiated in ink adjacent thereto by the person signing the Proposal.

2. PROPOSAL COSTS:

The Company is not liable for any costs or expenses incurred by any bidder in the preparation of the bid, attendance of any conference or meeting related to the bid. The successful Bidder shall be entitled to receive payment under the terms and for the services performed pursuant to the Contract, when concluded.

3. DISCLOSURE - OWNERSHIP OF PROPOSAL CONTENT AND CONFIDENTIALITY:

- i. Technical and price information provided in bid will be kept confidential and will not be disclosed, revealed, or discussed with competitors or a third party unless required to do so by law.
- ii. The bid of the selected bidder and the TORs will become the basis for any contract entered and will become subject to the Company's provisions on public access to records and information.
- iii. Bidders must agree not to make any other distribution of their bids beyond that made to this Company.

4. DEBARMENT:

- i. The bidder shall certify that it is not at present debarred, suspended, proposed to be debarred or suspended, declared, or proposed to be declared ineligible or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency.
- ii. In case of debarment, bidder cannot certify as above, they should attach a written explanation with the bid for consideration of the Company.

5. LIST OF DOCUMENTS:

The list of documents required is mentioned in Annexure A to Annexure E.

6. Technical Proposal evaluation criteria

The technical proposal of eligible organizations' will be evaluated using the scoring guide attached as annexure – E. Score will be awarded on the basis of following details;

Technical proposal should contain following and any additional information and the **copies of all required documents** should be attached in technical proposal for evaluation.

Sr. No.	Category (on the basis of all offices across Pakistan)	Marks
1	Human Resource Strength of Firm	35
2	General Experience of the Tax Consultancy Firm	20
3	Specific Experience of the Tax Consultancy Firm	15
4	Financial Capability	10
	Total:	80

Note: *Technical qualification status shall be decided on the basis of Pass/Fail basis. The Tax Consultant must score at least 60% score in each category.*

7- Financial Proposal

Please refer to the annexure titled “Financial Proposal”, attached as annexure – G and **20 marks** are set against it.

8- Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum 60 percent marks will be opened. A combined evaluation of the technical and financial proposals will be carried out by weighting and adding the quality and the cost scores. The weight for quality is eighty percent with twenty percent given to cost and the firm obtaining the highest combined score will be invited for negotiations.

9-Type of Contract

The type of contract will be based on retainership basis that includes but not limited to the scope of job and terms of references. The contract will be awarded initially for one year which will be extendable upon the satisfactory performance.

10. REVIEW AND EVALUATION OF PROPOSAL:

- i. The bid shall be evaluated by an Evaluation Committee who shall give its recommendations for selection of one of them that best responds to the TORs and meets needs of the Company.
- ii. The Company is under no obligation to award the contract to the bidder submitting the lowest bids, yet due consideration shall be given to the bids quoted.
- iii. Recommendations of the Evaluation Committee as to selection of bid shall be final.
- iv. The Company may award the contract with or without further discussion.

11- THE CONTRACT:

Assignment, Transfer of Contract:

The Contract to be awarded in response to this invitation shall not be assigned, transferred, conveyed or otherwise disposed off by the bidder in any manner, except through written consent of the Company.

Award of Contract:

The decision to award the contract will be made based on the Bidder's overall ability to perform and respond to the TORs requirements to prove a high level of competence.

Disqualification:

If any bidder is found guilty of providing wrong information, the Company has a right to disqualify the Bidder.

Ownership of Record:

The Company shall retain ownership of all interim and final strategic plan documents, surveys, analysis, and related reports either produced or developed in conjunction with the contract. The bidder shall be prohibited from copying or distributing any of these documents or other reports developed in association with the Company without written permission from the Company.

12-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 Firm to submit this Proposal on behalf of

Name	
Designation	
Signature	
Date and Place	

A- Cover Letter for the Submission of Technical Proposal and Financial Proposal

Re: Technical Proposal and Financial Proposal in respect of Tax Consultancy Firm

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Company shall upon request communicate to any Tax consulting firm, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned **"BID (TECHNICAL & FINANCIAL PROPOSALS) FOR HIRING OF TAX CONSULTANCY FIRM"**

Annexures

Annex – A “Company Information”

Form A: Firm Profile		
S #	Required Information	Response
1.	Legal name of the Firm	
2.	Year of Registration / Establishment of the Firm	
3.	National Tax Number	
4.	Core business areas of the Firm	

Annex – B “Eligibility Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration
1.	Mention National Tax Number (NTN) in the name of Organization and provide a copy of registration.	Copies Attached (Yes / No)
2.	Firms having Reputable standing with minimum 15 Years of experience of handling of tax related issues with atleast 5 years of handling of tax matters of Federal Government / Provincial Government / Semi Government specially Power (Energy) Sector or reputable private groups.	Copies Attached (Yes / No)
3.	Attached firm profile representing its registered offices in Lahore or attached declaration of office addresses at signed firm letter head.	Copies Attached (Yes / No)
4.	A certificate/affidavit indicating that the firm is not blacklisted by any Government/Autonomous Body.	Copies Attached (Yes / No)
5.	Copy of registration with Lahore Tax Bar Association.	Copies Attached (Yes / No)
6.	Copy of registration with the ICAP.	Copies Attached (Yes / No)

Annex - C “Relevant Experience”

Form ‘B’: Relevant Experience (In Power Sector)		
Sr. #	Required Information	Response (Please provide exact information with case title, location/s and duration)
1	Company name	

2	Consultancy duration in months along with nature of services provided	
3	Location(s) (City)	

Annex - D “Key Management Staff Information”

Form ‘C’: Key Management Staff Information (Sheet 1)

Sr. #	Required Information	Response
1	Name	
2	Position	
3	Firm Name	
4	Age	
5	Years of association with the firm	
6	Core professional area of work	
7	Assigned tasks in this firm	
8	Please name similar assignments undertaken by the individual	
9	Specific role of the Individual in this activity	

Please provide information on Additional experience in Tax Cases

10	Position	Employer	Duration	
			To	From

11	Educational Qualifications			
	Degree / Diploma / Certificate	Year	Institution	Speciality

Annex – E “Technical Evaluation Criteria (Pakistan Level)”

1. Human Resource Strength of Firm

Sr. No.	Description	Category Points	Grand Total Points	Documents Required
1	Qualification		35	
1.1	Number of Tax Partners and Directors (Qualified CA)	No. = Marks 6 and more=15 3 to 5=10 2 or less=5		Copies of evidence
1.2	Number of Partners and Directors (Qualified CA)	No. = Marks 15 and more=10 11 to 14=8 6 to 10=6 5 or less=4		
1.3	Number of Tax Partners, Directors and Managers to be engaged to ISMO	1 mark for each member of engagement team (max 10 marks)		
Sub Total			35	

1. General Experience				
Sr. No.	Description	Category Points	Grand Total Points	Documents Required
2	General Experience		20	
2.1	Should have at least 15 year experience as a corporate Tax consultant dealing with power sector.	Years = marks 30 and more=15 20 to 29=10 15 to 19=5		Documentary evidence (copy of certificate / letter) required
2.2	Experience of dealing the tax matter(s) of NTDC/CPPA-G.	5		
Sub Total			20	
3. Specific Experience				
Sr. No.	Description	Category Points	Grand Total Points	Documents Required
3	Specific Experience		15	
3.1	Advising/representing Power Sector entities on tax matters	No. of entities= marks 11 and more= 15		Documentary evidence (copy of certificate / engagement letter) required

		6 to 10= 10 At least 5= 6		
		Sub Total	15	

4. Financial Capability				
Sr. No.	Description	Category Points	Grand Total Points	Documents Required
4	Financial Capability		10	
4.1 (a)	Firm's annual turnover greater than Rs. 1,000m	10		Provide last year tax returns of the firm or audit financial report of last year.
4.1 (b)	Firm's annual turnover greater than Rs.500m but less than Rs.1,000 million	8		
4.1 (c)	Firm's annual turnover greater less than 500m	4		
Sub Total			10	
Grand Total			80	

Annex – F “Document checklist before submission”

Sr. No	Required Documents	Checkbox
1.	Registration Authority/s and provide a copy of proof of registration to prove Tax identity of your firm. Tax Consultancy Firm should have at least two (5) year experience as a corporate Tax consultant preferably dealing with government / semi government / autonomous bodies.	
2.	Attach profiles of professional team of Tax consultants of at least 5 years relevant experience* each);	
3.	National Tax Number (NTN) in the name of Firm and provide a copy of registration.	
4.	Attached firm profile representing its Registered offices in Lahore or attached declaration of office addresses at signed firm letter head.	

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures

Annex – G “Financial Proposal”

Sr. No.	Services on retainership Basis	Professional fee in PKR (exclusive of all indirect taxes)
1.	Professional Fee	

Note: Out of pocket related to services like appeals, attending hearing etc shall be paid on actual basis on submission of the supporting documents.