



PMDC
PAKISTAN MINERAL DEVELOPMENT CORP.

Head Office

Plot No: 13, Sector H/9, Islamabad 44000,
Pakistan.
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Say No to Corruption

Invitation of E-BID

Pakistan Mineral Development Corporation is an autonomous corporation under the administrative control of Ministry of Energy (Petroleum Division), Government of Pakistan invites electronic bids on Single Stage – Two Envelope Method (QCBS) from the interested Parties/SBP approved audit firms having valid registration with Federal Board of Revenue (FBR)/Respective Revenue Boards for income tax & sales tax and who are on active taxpayer list (Income & Sales Tax) of the Federal Board of Revenue (FBR)/Respective Revenue Boards for **“Development of Financial Management Manual (FMM) for PMDC Head Office and All Project Site(s).**

E-Bidding documents containing detailed terms and conditions, method of procurement, bid security, opening of bid, etc. are available electronically and can be downloaded from EPADS-PPRA Website: <https://eprocure.gov.pk> free of cost.

The electronic bids, prepared in accordance with the instructions in the bidding document along with bid money amounting to **Rs.200,000/-** in the shape of demand draft/pay order in the name of Pakistan Mineral Development Corporation on account of bidder must be submitted by using EPAD on or before **14.05.2026 at 11:00 AM**. Tenders will be opened on EPAD on the same date at **11:30 AM** in the presence of participants who may desire to attend the tender opening.

Note:-

1. Original Bid Security Instrument Must be submitted to undersigned, before the online submission deadline of the bid; otherwise, respective bid will not be opened.
2. In case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Office, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.

(SAJID HUSSAIN)
AVP (PROCUREMENT)
PHONE NO.051-9265128
E-mail: dgm-pro@pmdc.gov.pk





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PAKISTAN MINERAL DEVELOPMENT CORP.

**PAKISTAN MINERAL DEVELOPMENT CORPORATION
HEAD OFFICE, 13-H/9, ISLAMABAD**

Price List/Financial Proposal

S. No.	Description	Qty	Total Amount (PKR) inclusive of all taxes
1	Development of Financial Management Manual for PMDC (covering head office and all project sites) as per Annexure – A	Job	
Grand Total Amount (PKR) inclusive of all taxes			

All quoted prices shall be inclusive of all applicable taxes, duties, and associated costs, including but not limited to boarding, lodging, meals, local travel, and any other incidental expenses.

All expenses shall be the sole responsibility of the contractor during the execution of work at PMDC Head Office, Islamabad.

PMDC shall only provide transportation to and from the PMDC project site(s), strictly in cases where site visits are required.

No reimbursement or claim on account of actual expenses of any nature shall be entertained under any circumstances. All costs must be fully accounted for in the submitted financial proposal.



EVALUATION CRITERIA

The bidding procedure will be **Single Stage – Two Envelope Method** & the evaluation/selection will be done on Quality & Cost Based Selection (QCBS). The evaluation criteria is as under :-

TECHNICAL EVALUATION CRITERIA

Technical and Financial Evaluation

(A) Basic requirements

1. The firm must be on the panel of auditors maintained by State Bank of Pakistan in Category A.
2. The firm must be on the SECP panel of auditors (eligible to conduct all SECP regulated entities)
3. Declaration that the firm is compliant of IFAC Guidelines and Code of Ethics as applicable in Pakistan.
4. The firm must be registered with FBR and must provide tax registration certificates;
5. The firm must submit an affidavit that there are no material proceedings against the firm in SECP, ICAP, AOB, any law enforcement agency or any court of law etc. Details of such proceedings, if any, must be provided along with the bid.

(B) **Technical Evaluation:** The firm cleared from initial screening will be evaluated as per following criteria:

1. Number of Partners
2. Number of qualified Accountants employed by the firm
3. Experience of similar assignments in SOEs.
4. Ranking in State Bank of Pakistan's Panel of Auditors
5. Location of Office

1. Number of Partners	Total Marks	Number of Partners	Marks
No. of Partners in the firm within Pakistan (Provide detail as per Annex-1 to this tender)	30	3 marks per partner	Maximum 30 Marks
2. Number of Qualified Assistants	Total Marks	Number of Staff	Marks
No. of Qualified Assistants employed, other than partners in the firm within the Pakistan (Provide details as per Annex-II to this tender)	25	2.5 Marks per Qualified Assistant	Maximum 25 Marks
3. Similar Assignments	Total Marks	No. of Organizations	Marks
Experience of similar assignments in SOEs of Pakistan. (proportional marks will be given as per completed assignments). Provide details as per Annex-III	30	4 Marks per Assignment. Maximum 5 assignments will be considered.	Maximum Marks 20
		(5 Additional marks per assignment if related to Mining/Energy/Petroleum of Pakistan). Maximum two assignments	Maximum Marks 10
4. Offices	Total Marks	Range of Partners	Marks
Office in Karachi Islamabad Lahore	15	Office in Islamabad/Rawalpindi	5
		Office in Karachi	5
		Office in Lahore	5
Total Marks Obtained out of 100			



Note: Technical Qualification status shall be decided based on overall score obtained by the applicant(s). The applicant must secure at least **65 Marks** to proceed with the opening of financial proposal. Percentage weightage of **technical proposals will be 80 % and financial proposal will be 20%.**

FINAL EVALUATION CRITERIA

Technically qualified/successful Bidders(s) shall be called for opening of the Financial Proposal(s). The technically Eligible/Successful Bidders(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening if they desire.

The formula for determining the financial scores is as follows:

Formula: $FS = 100 \times FM / F$

Where FS is the Financial Score; FM is the Lowest Price and F is the Price of the Proposal under consideration.

The weights given to the Technical (T) and Financial Proposals (F) are:

T = 0.80 and F = 0.20

For example: $T = 80 \times 80\% = 64$
 $FS = 100 \times 5M \div 8M = 62.5 \times 20\% = 12.50$
Total Score: $T + FS = 64 + 12.50 = 76.50$

Applicant(s) with the highest total score will be considered further for Contract.

3.0 GENERAL TERMS AND CONDITION

1. The selection method will Electronic Bid must be submitted on EPAD on or before **14.05.2026 at 11:00 AM** which will be opened on the same day at **11:30 AM** in the presence of tenderers or their representatives who desire to participate.
2. Bid Money amounting to **Rs.200,000/-** in the form of pay order/demand draft made in the name of Pakistan Mineral Development Corporation on account of bidder from any scheduled bank shall accompany the bid/tender. Tender with less or without bid money (in the form of pay order/demand draft) or pay order/demand draft without the name of bidder shall not be considered.
3. Pre bid meeting will be held on May 06, 2026 at PMDC HO, Islamabad at 3 PM. Please contact Sr. Manager Finance (Mr. Faisal 0300-9894725) for participation.
4. Successful tender will be required to deposit security money @ 10% of the total value and bid money already deposited will be converted into security deposit while balance amount shall have to be deposited to maintain the Security deposit @ 10% of the total value which will be refunded after successful completion of DLP.
5. The rates should be quoted in PKR and should be inclusive of all applicable/prevaling taxes. Any increase in taxes at any stage shall not be considered.
6. The rates, prices and amounts shall be entered in the Schedule of Prices/BOQ. Any item against which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates and prices for other items in the Schedule of Prices.



7. Interpretation of the PMDC regarding the tendered rates in case of any discrepancy regarding unit rates and total amount shall be final.
8. Escalation of cost at any circumstances will not be permitted.
9. The bidder will be responsible to carry out the works as per detailed mentioned in **BOQ/TORs (Annex – A)** and the payment to the firm shall be made on actual work done.
10. No interim payment will be applicable.
11. The quantity/work scope can be increased (upto 15% of the total contracted quantities/amount) or decreased during the period of the contract at the sole discretion of PMDC without any prior notice to firm.
12. No extra item shall be allowed to be executed without written orders from the department/official.
13. Conditional bid will be rejected.
14. No extra/allied payment etc. shall be claimed by the firm.
15. The Firm shall be responsible for making complete arrangements for the execution of job as well as transportation/storage/security of the material etc. and the security/stay its staff/workers.
16. The firm shall use all safety equipment/PPEs for the execution of the work as per respective standards and any damage to firm's staff shall be sole responsibility of the firm.
17. Any damages to PMDC assets, HR of whatsoever nature shall be completely borne by the firm.
18. The firm shall execute works in a manner that daily operations/works of PMDC may not be affected.
19. Bids should remain valid for a period of 90 days from the date of opening of tenders. In case no specific date of validity is mentioned in the offer, it will be presumed to be valid for a period of 90 days from the date of opening of tender.
20. If the firm fails to fulfill the contractual obligations of the contract, then the Security deposit will be forfeited.
21. All taxes will be applicable/deducted as per prevailing Government rules.
22. Firm should provide Company Profile/ Introduction of Organization (including name of Chief Executive, Partners, Key Professionals, etc.).
23. Firm should be of sound financial health and shall provide Bank statement covering last 12 months (from the date of submission of bid).
24. Completion time period will be 03 months. In case of delay, LD Charges rate 0.10% of total contract value will be applied per day up to 10 % of Total Contract Value.
25. The successful tender will have to execute a contract within the specified time; Payment will be made after satisfactorily completion work as per specifications and on submission of the bill in duplicate along with satisfactory completion certificate/report whereas security deposit will be refunded after expiry of DLP/warranty period.
26. The authorized representative of the bidder/bidding firm will only be allowed to sit in the tender opening on presentation of authority letter from the bidder/bidding firm issued in favor of representative to participate in the specific tender.



27. Affidavit on legal stamp paper that the applicant firm has never been blacklisted by government/autonomous/private bodies and if applicable, details of any litigation insinuated by the firm or against it and present status of any pending litigation.
28. Affidavit that Bidder/firm or any its subsidiary firms or of its directors/owners or any their relatives (parents, children, brother, sister) should not be under litigation with PMDC in any local or foreign court of law.
29. In case of any dispute regarding this purchase order/assignment, the same will be resolved between the relevant parties through negotiations. If negotiations fail, then matter will be referred to the Arbitrator. The MD, PMDC will act as sole Arbitrator as per Arbitration Act, 1940. Decision/award of Arbitrator will be final and binding on the both parties.
30. The tenderer/supplier shall appoint a representative at the project and furnish his postal address and contact number to PMDC. Any notice to be served on or document to be signed by the firm shall be either delivered personally or through the representative and in case it is not possible it shall be treated to have delivered if it has been mailed by registered post on the Postal Address of the representative.
31. PMDC Reserved the right to accept or reject the tender of the tenderer at any time without assigning reasons and cannot be challenged in any court of law.
32. The tenderer/supplier will be blacklisted who is found to the tender process by making coercive practices, collusive practices, corrupt practices, fraudulent practices & obstructive practices.
33. I agree to the above terms and conditions and give my acceptance.
34. Checklist of documents to be attached.

Signature of tenderer: _____

Name of tenderer: _____



(Sajid Hussain)
AVP (Procurement)
Phone No.051-9265128

Annex – A

SCOPE OF WORK FOR FINANCIAL MANAGEMENT MANUAL (FMM)

The scope of work (SOW) for preparing a Financial Management Manual (FMM) involves designing a comprehensive, written document that defines a company's financial policies, procedures, and internal controls. The ultimate goal is to ensure standardized, accurate, and transparent financial operations.

Here is a detailed scope of work breakdown for the preparation of a Financial Management Manual:

1. Planning and Diagnostic Phase

- **Initial Review:** Analyze existing financial practices, SOPs, organizational structure, Existing Financial and Administrative Powers and current workflows.
- **Gap Analysis:** Identify gaps between existing practices and best practices, regulatory requirements and IFRS/accounting standards.
- **Interviews:** Conduct discussions with senior management and finance staff to understand delegation of authority and key financial bottlenecks.
- **Define Objectives:** Establish the manual's purpose (e.g., strengthening internal controls, audit preparation, or compliance).

2. Development of Content

The manual should be divided into sections, typically covering:

- **Financial Framework & Governance:** Organizational structure, segregation of duties, delegation of financial & administrative powers/authority limits.
- **Accounting Policies & Procedures:**
 - Chart of accounts. Review and standardize the Chart of Accounts
 - Ensure proper classification and coding structure
 - Revenue/Income recognition.
 - Cash/Bank Management (reconciliations, signatories).
 - Accounts Payable/Expenditure (procurement approval, vendor payments).
 - Fixed Asset Management (acquisition, disposal, depreciation, capitalization).
 - Payroll processing.
 - Transaction recording and approvals
 - Month-end and year-end closing processes
 - Journal entries and adjustments
 - Reconciliations (bank, ledger, intercompany)
- **Budgeting & Financial Planning:** Procedures for annual budget preparation, approval, and monitoring.



- **Financial Reporting & Monitoring:** Formats, timelines for monthly/annual management reporting, and variance analysis.
- **Internal Control & Audit Framework:** Procedures for internal audits, statutory audits, and fraud risk management.
- **Taxation & Compliance:** Handling Income/Sales tax, and regulatory filings.

3. Review, Approval, and Finalization

- **Draft Review:** Present the draft manual to the finance team, senior management Board Finance Committee and Board.
- **Revisions:** Incorporate changes to align with the company's operational reality.
- **Formal Approval:** Ensure final sign-off by the Board

4. Implementation and Training

- **Communication:** Distribute the finalized manual to all relevant stakeholders.
- **Training Workshops:** Conduct training for finance and non-finance staff on new procedures, especially regarding approvals.
- **Integration:** Map the manual's procedures to the company's ERP.

5. Maintenance and Update Protocols

- **Review Cycle:** Establish a procedure for annual or periodic updates to the manual.
- **Version Control:** Define how changes are approved and documented.

Key Deliverables

1. Draft Financial Management Manual (for review).
2. Finalized Financial Management Manual (including policies, procedures, and chart of accounts).
3. Checklist of Financial Controls.
4. Documents for Delegation of Financial & Administrative Powers and Authority Matrix among the MD and Senior Management of the Company.
5. Training Material for staff.
6. FMM to cover the PMDC head office and all project sites.



Annexure-I

LIST OF PARTNERS (ONLY CHARTERED ACCOUNTANTS) IN THE FIRM WITHIN PAKISTAN

S No.	Name	ICAP membership No.	ACA/ FCA	Partners	Office

Authorized Signature:
Name and Title of Signatory:



Annexure-II
LIST OF QUALIFIED ACCOUNTANTS EMPLOYED (OTHER THAN PARTNERS)

Sr. No.	Name	Membership/Registration No.	ACA/FCA/ Member of CIMA/ICMA/ CCA	Designation	Office.

Authorized Signature:
Name and Title of Signatory:



Annexure-III Similar Assignments for SOEs

Sr. No.	Name of Organization	Year	Nature of assignment	Proof and Reference (Name and Telephone Number) *

***PMDC reserves the right to contact the reference for verification.**

**Authorized Signature:
Name and Title of Signatory:**



Check List

Sr. No.	Description	Yes	No
1	Original Bid money amounting to Rs.200,000/- of is being deposited D.D/Pay Order:-		
2	Copy of CNIC and Authority Letter.		
3	Copy of registration certificate with FBR/relevant authority department.		
4	Company profile		
5	Copies of relevant experience as per Technical Evaluation Criteria.		
6	Comprehensive proposal as per Technical Evaluation Criteria.		
7	Detail of CVs of Proposed Team		
8	Financial Soundness Proof (Bank Reference or Bank Statement, Audited Report / Accounts).		
9	Affidavit of litigation		
10	Affidavit regarding no dispute with PMDC.		
11	Affidavit of No Conflict of Interest.		



Tenderer/Bidder Signature