

EVACUEE TRUST PROPERTY BOARD GOVERNMENT OF PAKISTAN

Ph: 042-99211038
Fax: 042-99211033
No. LS/

3142



9-Court Street,
Lahore.
Dated: 20/11/2023

CIRCULAR

Consequent upon this office letters Nos. 735 & 736 dated 17.03.2023 regarding the enhancement of retainership fee for the Legal Advisor/Additional Legal Advisor and the revision of legal fees for counsels, the Ministry of Religious Affairs & Interfaith Harmony, Islamabad, through its letter F.No. 6(1)/98-P-I dated 1st November 2023, has conveyed the approval accorded by the Ministry of Law & Justice Division, Islamabad, vide its O.M No. 5/5/2015-5-L.A (Vol.II) dated 15.06.2023 (**Copies enclosed**). The above-approved revised fee and schedule for implementation **w.e.f 01.11.2023** are reproduced as follows: -

(A) **ENHANCEMENT OF RETAINERSHIP FEE LEGAL ADVISOR / ADDITIONAL LEGAL ADVISOR.**

Sr. No	Post	Existing Fee	Proposed Fee
i	Legal Advisor	Rs.30,000/-	Rs.80,000/-
ii	Additional Legal Advisor	Rs.25,000/-	Rs.60,000/-

(B) **REVISED FEE FOR PANEL LAWYERS.**

Sr. No	Name of Court	Existing Fee Per Case	Proposed/Enhanced Fee Per Case
i	Supreme Court of Pakistan ASC (Leave to appeal stage) ASC (Appeal Stage) AOR (Leave to appeal stage) AOR (Appeal Stage)	50,000/- 50,000/- 9,000/- 9,000/-	80,000/- 80,000/- 15,000/- 15,000/-
ii	High Court , Intra Court Appeal & Federal Service Tribunal etc.	30,000/-	50,000/-
iii	Civil Court , District / Session Court, Labour Court, Chairman Court, Federal Secretary Court & Board of Revenue etc.	20,000/-	30,000/-
iv	Misc. Expenses Civil Court	1,500/-	2,000/-
v	Misc. Expenses High Court & Supreme Court of Pakistan	2,250/- 10% of the fee	3,000/-
vi	Clerkage	10% of the fee	10% of the fee
vii	Fee in cases dismissed or due to non-prosecution of counsels appearing against ETPB.	½ fee paid to the counsels	½ fee to be paid.
viii	Cases where defense closed for ETPB, due to non-prosecution and negligence of the Panel Advocates.	No. fee	No fee
ix	Fee other than fee of the AORs in cases not decided on merit, or withdrawn by the Plaintiff/ Petitioner, at preliminary stage.	-	50% of the fee

Conti....

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9-Court Street,
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(2)

DELEGATION OF FINANCIAL POWERS OF ETPB IN LEGAL CASES			
Sr.No	Name of Officers	Existing Financial Power 2020 circulated vide No.8861 dated 22.12.2020	Revised Financial Power
i	Chairman	Full Powers (Within Rules) 50,000/-	Full Powers (Within Rules) 80,000/-
ii	Secretary	50,000/-	50,000/-
iii	Additional Secretary (Admin)	30,000/-	50,000/- (For respective zone)
iv	Administrator	30,000/- (For respective zone)	50,000/- (For respective zone)

D.A/as Above:

(MUHAMMAD SHAHID BASHIR)
Director (Legal)

No. & Date Even.

A copy is forwarded for information & necessary action to the:-

1. Staff Officer to Chairman, ETP Board, Lahore
2. All Head of Branches, ETP Board, Lahore.
3. All Administrators, ETP in Pakistan.
4. All Deputy/Assistant Administrator, ETP in Pakistan.

EVACUEE TRUST PROPERTY BOARD

GOVERNMENT OF PAKISTAN

REQUEST FOR PROPOSAL

“Hiring of Tax Consultant”

(Submission Date for Sealed Bids: 18th June, 2026 (11:00 AM))

Chief Controller of Accounts

09-Court Street, Lahore, Pakistan.

Phone: 042-99211039

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1. Background

Evacuee Trust Property Board (ETPB) is a Corporate Body, functioning under the Evacuee Trust Properties (Management and Disposal) Act, XIII of 1975. It manages ETPs under the supervision/control of Federal Government. Evacuee Trust Property means ETPs attached to charitable, religious or educational trusts/institutions left by Hindu/Sikh Trustees. ETPB properties are distinguished from Muslim Trust Properties which is provincial subject. It provides facilities to Hindu/Sikh Yatrees from all over the World.

2. Invitation to Bids

ETPB invites sealed bids/proposals for the hiring of Tax Consultancy Services for handling Income Tax, Sales Tax, Punjab Sales Tax, FED, Excise and Custom Duty matters from reputed companies / firms / individuals on monthly Retainer- ship Basis. Tangible speciality in Anti Money Laundering and Countering the financing of terrorism including Risk Assessment would be treated as an additional qualification of the firm/company and would be given weightage in Technical evaluation.

Technically and financially qualified Tax Consultants will be offered a contract of one (01) year which will be extended annually with mutual consent based on the performance. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (Tax Consultant and ETPB). Contract can be extended up to maximum of 2 times.

3. Instructions to Tax Consultants

ETPB will follow Public Procurement Regulatory Authority (PPRA) Rules for the entire bidding process. The selection of Tax Consultant will be based on "Quality and Cost Based Selection Method". ETPB will adopt single stage two envelopes bidding procedure to call for proposals.

The bid shall be a single package consisting of two separate envelopes, containing separately the technical and financial proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained un-opened in the custody of ETPB. ETPB shall evaluate the technical proposal in the manner prescribed in the **Section-13** given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation, no

amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, ETPB shall open the financial proposals of the technically accepted bidders, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The technical and financial proposal will be evaluated on the basis of ETPB evaluation criteria as provided in section "Technical Proposal" and "Financial Proposal" of the document.

The scope of activities sets the basis of technical approach to be adopted by the potential Tax Consultant. The Tax Consultant who will obtain highest marks in combined evaluation will be offered contract in accordance with terms of reference.

4. Conditions for Eligibility

The successful Tax Consultant, fulfilling the following criteria, will be considered as eligible Tax Consultant for the bidding process of Tax Consultancy services;

- a) Bidder must have a valid practice license from ICAP/ Tax Bar Associations or Similar Bodies in Pakistan.
- b) Bidder must be registered with FBR for income tax and sales tax (if applicable). Certificate of registration shall be provided.
- c) The bidder must be on Active Taxpayer List (ATL) of FBR for income tax and sales tax (if applicable).
- d) Bidder with minimum 15 years of registration / establishment as a tax consultant company/firm shall be eligible to participate.
- e) The key personnel of bidder should have at least 5 year of experience in handling tax matters of Public Sector Bodies/Autonomous Entities/Non-Profit Entities/other Government Entities in Pakistan.
- f) The bidder should have office in Lahore.
 - g) A certificate /affidavit indicating that the consultant is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body anywhere in Pakistan.

Kindly fill the following necessary annexures required for the above qualification criteria and also sign the Declaration Form at the end of document. Attach supporting documentary evidences as mentioned in each annexure and submit with technical proposal, please:-

Annex-A:	Organization Information
Annex-B:	Eligibility Response Checklist
Annex-C:	Relevant Experience of the Organisation
Annex-D:	Key Management Consultant

5. Scope of Job

The Tax Consultant shall provide:

- a) Tax Advisory Services on matters relating to procurement of goods and services as per PPRA Rules & other guidelines issued by Federal/Provincial Governments.
- b) Advisory services regarding applicability of Income Tax Ordinance 2001, Sales Tax Act & Provincial Sales Taxes, FED, Excise including Supervisory Framework of DNFBs sector etc.
- c) Timely feedback & opinions on the changes in rates and other provisions of applicable tax laws and supervisory frame work in Pakistan.
- d) Preparation of pre-requisites mandatory for filing of tax returns and other mandatory documents.
- e) Filing of tax returns or advice on filing of periodical (monthly, quarterly and annual) tax returns or statements as required under Tax Laws.
- f) Services for obtaining approval/tax exemption certificates.
 - g) To reply and attend on ETPB's behalf, various notices which are usually raised by the tax authorities, Tribunals and other courts of Law.
 - h) To file appeals and represent before the tax appellate authorities and other courts of Law.
 - i) Any other service associated with tax and ancillary matters by any means.

6. Terms of Reference

- a) There must not be any conflict of interest i.e. Tax Consultant must not be providing Tax assistance to any other person/entity in conflict with 'ETPB' so as to cause any sort of conflict of interest.
- b) Contract will be for a period of one (01) year which may be extended for further term/terms by mutual agreement of both parties. Contract can be extended up to maximum of 2xtimes subjectto satisfactory performance of the tax consultant each year.

- c) All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
 - d) Successful Tax Consultant will sign a service contract and will provide the agreed services within the stipulated period. If the Consultant partly or completely fails to provide the services a week after prescribed period of consultancy service delivery and didn't comply with the reminders, his contract shall be cancelled the case of Tax Consultant shall be put to relevant authorities to declare him as "Black Listed".
 - e) Payment of consultancy services will be made on the satisfactory completion of consultancy services.
 - f) ETPB will correspond with the Tax Consultant, when necessary, regarding tax services that has been overlooked, mentioning the mutually agreed timelines for the completion of consultancy service.
 - g) The Tax Consultant must respond efficiently and timely for providing Tax consultancy.
- h) The Tax Consultant shall visit ETPB Headquarter twice a week.
- i) ETPB reserves the right to give multiple consultancy assignments at a time during contract period.
 - j) In case of any dispute regarding services which can be amicably settled; the decision of the ETPB shall be final & binding.

7. Guidelines

- a) Only those applicants fulfilling the eligibility criteria may apply. The financial proposal of technically qualified Tax Consultants will be opened for further evaluation.
- b) All documents and information received by ETPB from applicants will be treated in strictest confidence.
- c) Documents submitted to ETPB will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) Documents shall be submitted in separate sealed envelopes marked as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"** as hard copy in a sealed envelope for 'Hiring of Tax Consultant'. The envelope containing hard copies of technical proposal and financial proposal shall be submitted to the address given below on or before closing date.

- f) Each page of the Technical and Financial Proposal shall be signed and stamped.
 - g) The closing date for issuance of RFP Documents is 18th June, 2026. The Submission date and time for technical proposal and financial proposal will be 19th June, 2026 at 11:00 AM and will be publically opened on same day at 11:30 AM in the ETPB-Headquarter Lahore, in the presence of the interested Tax Consultants or their representatives who may wish to attend.
- h) Technical and financial proposals received thereafter will not be entertained.
 - i) ETPB reserves the right to request submission of additional information from applicants in order to clarify/ further understand aspects of technical proposal, if required.
- j) ETPB reserves the right to verify any information provided by the applicants.
 - k) Questions about this technical proposal can be asked only in writing: a letter or an e-mail and must be asked by or before 19th June, 2026 (11:30 AM). For any other related information please contact the undersigned.

Postal Address

Chief Controller of Accounts

Evacuee Trust Property Board,

Government of Pakistan

9-Court Street, Lahore

Phone: 042-99211039

8. Bid Security

- i. Bid Security in form of CDR or Pay Order only in favor of Secretary, ETP Board @ 2% of the consultancy charges for the whole year amount should be attached with Financial Proposal. A copy of bid security with camouflaged figure value shall also be enclosed with the technical proposal.
- ii. Financial Bid not accompanied with bid security shall be rejected.
- iii. Bid security of selected consultant shall be retained and released at the end of the contract period while bid security shall be returned to un-successful consultant on award of contract to successful consultant.

9. Bid Validity Period

Bid validity period shall be One Hundred Twenty (120) days after the opening of bids.

10. Issuance of Award of Contract

- i. ETPB shall issue the letter of award of contract to the successful bidder during the period of bid validity.
- ii. The successful bidder will be required to sign the Consultancy Services Contract within ten (10) working days for a period of one (01) year commencing from the date of award of contract which can be extended with mutual consent. Contract can be extended up to maximum of 2xtimes.

11. Payment for the Services

- i. The Tax Consultant shall submit an invoice of consultancy Services, inclusive of all taxes after the close of every month.
- ii. ETPB shall process the payment within next Thirty (30) days of receipt of invoice subject to satisfactory performance.
- iii. The payment shall be made on monthly basis.

12. Arbitration/Dispute Resolution

In case of any dispute or difference arising between the parties (Bidder and Employer) out of Contract which cannot be amicably settled, shall be finally settled under the provision of the Arbitration Act 1940 and rules made there-under as amended from time to time. The venue of Arbitration shall be at Lahore.

13. Technical Proposal Evaluation Criteria

This tender document is governed by the procedure approved by ETPB management. The technical proposal of eligible Tax Consultants will be evaluated using the scoring guide attached as **Annexure-D**. 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	Marks
1	Qualification of the Tax Consultant (Qualification, Affiliations/Recognitions)	30
2	Experience (General) of the Tax Consultants	20
3	Experience (Specific) of the Tax Consultants	20
4	Financial Capability of Tax Consultant having annual turn over exceeding Rs. 50 Million in last 03 years	10
5	Success rate on tax cases before tax authorities during last 03 years	10
6	Reported judgements in relevant Journals for at least 10 judgements	10
Total		100

Note: Technical qualification status shall be decided on the basis of Pass/Fail basis. The Tax Consultant must attain at least 60% score with min. of 50% score in each category.

14. Financial Proposal

Please refer to the annexure titled "Financial Proposal", attached as **Annexure-E**.

15. Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum sixty percent (60%) 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 seventy percent (70%) with thirty percent (30%) given to cost and the firm obtaining the highest combined score will be awarded with contract.

16. Type of Contract

The type of contract will be based on "Retainer-ship Basis" that includes but not limited to the scope of job and terms of references and any out of pocket expenses, where required. Please refer to the Appendix titled "Draft Contract", attached as Appendix - A

17. 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 authorised by the Governing body/Board/Management to submit this proposal on behalf of "[type the name of organization]"

Name	
Designation	
Signature	
Date & Place	

18. Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with all required information and documentary evidences may be submitted before 19thJune,2026(11:00 AM).Technical proposals will be publically opened on the same day 11:30 AM in the presence of Tax Consultants or their representatives who wish to attend it.

a. Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Consultant Letterhead]

[Date]

To,

Chief Controller of Accounts,

Evacuee Trust Property Board,

9-Court Street,Lahore.

Re: **Technical Proposal and Financial Proposal in respect of Insert title of assignment**

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 proposal 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 without assigning any reason as per PPRA Rules. The bids should be submitted in sealed envelope clearly mentioned "**BID (TECHNICAL & FINANCIAL PROPOSALS) FOR HIRING OF TAX CONSULTANT.**"

ANNEXURES

Annexure- A "Information of Organization"

Sr. No.	Required Information	Response
1	Name of Organization	
2	Year of Registration/Establishment of Organization	
3	National Tax Number	
4	Core Business Areas of Organization	
5	Status of Firm (company/firm/sole proprietor/partnership)	
6	Name and designation of Head of Organisation"	
7	Mobile:	
	Phone:	
	Email:	
	Fax:	
	Address:	
	Web Address (If any):	
8	Name and Designation of Contact Person	
	Mobile:	
	Phone:	
	Email:	
	Fax:	

Annexure-B“Eligibility Response Check List”

Sr. No.	Necessary Eligibility Criteria	Response/Elaboration	
1	Certificate of Incorporation,Article & Memorandum of Association, List of Partnersand Directors	Copies Attached	
		Copies not Attached	<input type="checkbox"/>
2	Certificate of Incorporation with ICAP/ICMA/Bar Councils/Associations	Copies Attached	<input type="checkbox"/>
		Copies not Attached	<input type="checkbox"/>
3	Mention National Tax Number in the name of Organisation and provide a copy of Registration Certificate	Copies Attached	<input type="checkbox"/>
		Copies not Attached	<input type="checkbox"/>
4	Income Tax Returns for last 03 Years	Copies Attached	<input type="checkbox"/>
		Copies not Attached	<input type="checkbox"/>
5	Duly audited Financial Statements for last 03 Financial Years	Copies Attached	
		Copies not Attached	<input type="checkbox"/>
6	Tax Staff (who are members of ICAP/Tax Bar Association or similar bodies)	Copies Attached	<input type="checkbox"/>
		Copies not Attached	
7	Attach Profile of professional team dealing in Tax consultancies	Copies Attached	<input type="checkbox"/>
		Copies not Attached	
8	Reputable standing with minimum 05 years of experience in handling of tax related issues	Copies Attached	<input type="checkbox"/>
		Copies not Attached	<input type="checkbox"/>
9	Litigation history related to tax matters (Decisions went in favor of tax consultant)	Copies Attached	<input type="checkbox"/>
		Copies not Attached	<input type="checkbox"/>
10	A certificate/affidavit indicating that the consultant is not blacklisted by any of Provincial or Federal Government Department,Agency, Organization or Autonomous body anywhere in Pakistan	Copies Attached	<input type="checkbox"/>
		Copies not Attached	<input type="checkbox"/>

Annexure-C“Relevant Experience”**Sheet-I**

Sr. No.	Required Information	Response (Please provide documentary evidence)
1	Name of Govt. Organisation to whom consultancy services were provided during last 15 years	
2	Consultancy time period	
3	Location in Pakistan	

Sheet-II

Sr. No.	Required Information	Response (Please provide documentary evidence)
1	Name of Govt. Organisation to whom consultancy services were provided	
2	Consultancy time period	
3	Location in Pakistan	

Sheet-III

Sr. No.	Required Information	Response (Please provide documentary evidence)
1	Name of Govt. Organisation to whom consultancy services were provided	
2	Consultancy time period	
3	Location in Pakistan	

Note: Please attach additional sheets as per requirement.

Annexure-D“Key Management Staff Information”**Sheet-I**

Sr.No.	Required Information			Response
1	Name			
2	Designation			
3	Date of appointment/engagement(Age)			
4	Years of Association with Organisation			
5	Core Professional area of work			
6	Assigned task in the Organisation			
7	Major Assignments undertaken by the individual			
8	Educational Qualifications			
	Degree/Diploma/Certificate	Year	Institution	Specialization

Note: Please attach additional sheets as per available staff organization.

Annexure - E "Technical Evaluation Criteria"

Qualification					
Sr. No.	Description	Marking Scale	Max Marks	Qualifying Marks	Documents Required
1	Years of Registration/ Existence (Min. 15 Years)	15 Years=7.50 (Additional 2.50 Marks for each Year Above 15)	15.00		Attach Documentary Evidence
2	No. Of Tax Partners & Staff (who are members of ICAP/Tax Bar Association or similar bodies)- Min.01Member	01 Member=7.50 (Additional 2.50 Marks for each member Above 01)	15.00		
3	Litigation history related to tax matters (Decisions went in favor of tax consultant)	2.50 Marks Per Decision	10.00		
Sub Total			40.00	20.00	

General Experience					
Sr. No.	Description	Marking Scale	Max. Marks	Qualifying Marks	Documents Required
1	Years of Experience of Tax Consultancy (Compulsory 01 Such Assignment Each Year in Preceding 05 Years)	05 Years=7.50 (Additional 2.50 Marks for each Yearly Assignment Beyond Preceding 05 Years)	15.00		Attach Documentary Evidence
2	Experience of Tax of Key Tax Personnel of the firm (Min.05 Years of Experience)	05 Years=2.50 (Additional 1.25 Marks for each Year Above 05)	5.00		CV alongwith Tax Practice Certificate
Sub Total			20.00	10.00	

Specific Experience					
Sr. No.	Description	Marking Scale	Max. Marks	Qualifying Marks	Documents Required
1	Advising/Representing Public Sector Bodies/ Autonomous Entities and Other Govt.Entities in Pakistan before tax authorities,Tribunals,etc. (Min.03 Clients)	03 Clients=7.50 (Additional 2.50 Marks for each Client Above 03)	15.00		Attach Documentary Evidence
2	Advising/Representing Public Sector bodies /Entities in Pakistan	05 Clients=5.00	10.00		

EVACUEE TRUST PROPERTY BOARD

	before High Courts, Supreme Courts, Federal Constitution Courts (Min. 05 Clients)	(Additional 2.50 Marks for each Client Above 05)			
Sub Total			25.00	12.50	

Financial Capability					
Sr. No.	Description	Marking Scale	Max. Marks	Qualifying Marks	Documents Required
1	Annual Income Tax Returns (Preceding 03 Years Return is Compulsory along with duly audited Financial Statements)	Last Year=7.50 (Additional 2.50 Marks for Return Beyond Preceding 01 Years)	15.00		Attach Annual Income Tax Returns
Sub Total			15.00	7.50	
Grand Total			100		

Note: Tax consultant not meeting any of the min. thresholds shall be disqualified.

Annexure-F" BID FORM FOR TAX CONSULTANT"**EVACUEE TRUST PROPERTY BOARD****BID FORM FOR TAX CONSULTANT**

Reference your advertisement which appeared in the daily dated _____, we offer the following rates for Tax Consultation:

Functions	Rate of monthly retainer-ship fee without sales taxes (in PKR)	Sales Tax (in PKR)	Gross Amount inclusive of Sales Tax (in PKR)
All functions as mentioned by ETPB in RFP documents.			

02. We have thoroughly read the Request for Proposal and all Terms and Conditions of the tender and accepted un-conditionally and we also confirm that we shall abide by all the terms and conditions of the tender un-conditionally.

Signature:

Name:

CNIC No.:

Designation:

Firm:

NTN No.:

Date:

Stamp:

Appendix-A“Draft Contract”

This agreement is made at Lahore on the day of, 2026 (hereinafter called the "Agreement"), by and between:

The Evacuee Trust Property Board, with its Head Office at 9-Court Street, Lahore acting through its duly authorized representative, (hereinafter referred to as "ETPB" which expression shall, where the context admits, include its legal representative, successors-in-interest, executors and permitted assignors);

And

[Insert name of Tax consultant], [insert address], (hereinafter referred to as "Consultant" which expression shall, where the context admits, include its legal representative successors-in-interest, executors and permitted assignees).

WHEREAS the ETPB intends to engage the services of the Consultant upon the terms and conditions hereinafter set forth and the purposes stated in this Agreement;

AND WHEREAS the Consultant accepts such engagement upon the terms and conditions stated hereunder:

1. Duties of the Consultant

The Consultant shall perform the following duties:

- a) Tax Advisory Services on matters related to procurement of goods and services as per PPRA Rules & other guidelines issued by Federal/ Provincial Governments.
- b) Advisory services regarding applicability of Income Tax Ordinance 2001, Sales Tax Act & Provincial Sales Taxes, FED and Excise Duty.
- c) Timely feedback & opinions on the changes in rates and other provisions of applicable tax laws in Pakistan.
- d) Preparation of pre-requisites mandatory for filing of tax returns.
 - e) Filing of tax returns or advice on filing of periodical (monthly and annual) tax returns or statements as required under Tax Laws.
- f) Services for obtaining approval/tax exemption certificates.
 - g) To reply and attend on ETPB's behalf, various notices which are usually raised by the tax authorities.
 - h) To file appeals and represent before the tax appellate authorities.

i) Any other service associated with tax and ancillary matters by any means.

2. Commencement of Engagement

The Agreement shall be deemed to have entered into effect as on _____ 2026 ("**Commencement Date**") and the Consultant has already commenced the Services as on the Commencement Date.

3. Term of Engagement

The Consultant shall be engaged by the ETPB pursuant to the Agreement till such time as the Consultant shall have completed the Services, however, the period during which the Consultant shall be so engaged shall not, except as the parties may otherwise mutually agree, exceed one(01) year ("Term") from the Commencement Date and can be extended for another same term on expiry based on the performance. Extension of contract will be on same cost and same terms & conditions. Contract can be extended up to maximum of 2xtimes. Furthermore, either party may terminate the Agreement by serving the other party a one (01) month advance notice.

4. Payment

The ETPB shall pay the Consultant remuneration/ fee, in accordance with the Services, as provided in the *Term of Payment* attached herewith as **Schedule "A" ("Remuneration")**.

5. Taxation

- a) The Consultant shall be responsible for and pay such taxes, duties, fees and any other impositions as may be levied on its income under the Agreement in accordance with the laws of Pakistan: or
- b) The ETPB may withhold tax on the Remuneration in accordance with the Government of Pakistan Rules and deposit the same with the Tax DDepartment under intimation to the Consultant.

6. Applicable Law

The Agreement, its meaning and interpretation, shall be governed by the prevalent rules and regulations of the Government of Pakistan.

7. Effectiveness

The Agreement shall become effective upon execution by the ETPB and Consultant.

Schedule-A to Draft Contract “Term of Payment”

1. Fees

Retainer: Rs. _____, (Rupees _____) per month
pursuant to the Agreement shall be the professional tax consultancy fee of the Consultant.

2. Out of Pocket Expenses

Any out of pocket expenses relating to copying/ mailing and travel etc., shall be paid to the Consultant on actual basis. In this respect supporting documents (original) shall be provided by the Consultant to the ETPB along with invoice.

3. Invoices

Invoices for professional fees and out of pocket expenses shall be submitted on a monthly basis. The Remuneration and out of pocket expenses shall be paid within thirty (30) days of submission of invoice.

IN WITNESS WHERE OF the parties hereto have set their hands on this Agreement on date and year above mentioned in t he presence of wvitnesses.

For and behalf of the

For and on Behalf

Evacuee Trust Property Board

the Tax Consultant

Signature:

Signature:

CNIC #:

CNIC #:

Name: Name:

Title: Date:

Witness:

Witness:

Signature:

Signature:

Name:

Name:

CNIC #:

CNIC #:

Date:

Date: