PMDC
PAKISTAN MINERAL DEVELOPMENT CORP.

Head Office
Plot No: 13, Sector H/9, Islamabad 44000,
Pakistan.
Tel: 9265128
E-mail: dgm-pro@pmdc.gov.pk
www.pmdc.gov.pk

Say No to Corruption

Price List/Financial Proposal

S. No.	Description	Qty	Total Amount (PKR) inclusive of all taxes
1	Hiring of Tax Consulting Firm PMDC Head Office, Islamabad. (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.

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.

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TERMS OF REFERENCE & DELIVERABLES:

The Scope of Services shall consist of but not limited to the following:

1. Routine matters

i. Advising the company on long term tax planning to optimize the tax burden while remaining within the boundaries of applicable tax laws.
ii. Provide monthly litigation and tax compliance status reports.
iii. Assist PMDC in ERP Oracle NetSuite tax workflow implementation and monitoring.
iv. Advice on withholding agent responsibilities under the **Income Tax Ordinance 2001, Sales Tax Act, 1990** and **Provincial Sales Tax on Services Act(s)**.
v. To respond day-to-day queries regarding tax issues during normal course of business (includes verbal, written & email options).
vi. Advice on employee's salary taxation matters.
vii. Assist PMDC in preparation of tax SOPs and compliance procedures linked with ERP workflow.
viii. Assistance in implementation of tax controls in ERP system.
ix. Real-time monitoring of withholding tax and sales tax claims.
x. Assistance in integration with FBR Digital Invoicing system.
xi. Development of tax compliance checks at PO, invoice and payment stages.
xii. Assistance in vendor compliance monitoring and tax reconciliations.

2. Annual Income Tax Return of Company

i Preparation of computation of total income and tax liability based on the draft accounts & relevant data provided at the time of preparation/finalization of the annual accounts.

ii Preparation of deferred tax computation based on the draft accounts provided at the time of preparation/finalization of annual accounts.

iii Preparation of computation of total income & tax liability and annual return of total income based on the final audited accounts and relevant data provided and filling with the tax department.

iv Preparation of revised return of total income based on the accounts & relevant data provided and filing with the Tax Department, if so required.

v Preparation of application seeking extension in time for submission of the annual tax retum and filing with the Tax Department, if so required.

vi Reconciliation of ERP records with FBR IRIS data and tax returns.

3. Litigation & Representation

i. Preparation of replies to notices, audits and show cause notices issued by tax authorities.

ii. Representation before FBR, Provincial Revenue Authorities and appellate forums.

iii. Filing and arguing appeals before Commissioner Appeals, Appellate Tribunal and High Courts.

iv. Assistance in tax refunds, exemption certificates and lower withholding certificates.

v. Regular update of pending litigation matters and hearing status.

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4. Tax Training

i. Conduct in-house training courses on Income Tax, Sales Tax and withholding tax matters.

ii. Provide updates on amendments introduced through Finance Acts and SROs.

iii. Train PMDC staff on ERP based tax compliance and digital invoicing requirements.

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Table-1-Technical Criteria

PMDC Tender No. Technical Evaluation criteria Total Marks=100			
A	B / C	D	E
Sr.	Criteria for Weightage	Total Marks (100)	Obtained Marks
1	**Experience of the Consultants relevant to the assignment: (35 Marks)**		
1.1	**Firm (chartered / management accountant)** 5 marks for each partner. Maximum 15 marks	15	
1.2	**Firm should have a handsome (large-scale, financially strong organization) Corporate Clientele.** Two marks each client have annual revenue of PKR 1 billion. Evidence of contract with client to be attached for each reference.	10	
1.3	**Relevant experience in Energy Sector** 2 marks each if client is from Energy sector (Mining, Power, Oil & Gas). Maximum 8 marks	08	
1.4	At least one of the Engagement team's senior members from Partners or Directors level should have at least 5 years' experience of working in Energy sector.	02	

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2	**Key professional staff qualifications and competence for the assignment: (35 Marks)**			
	Professional	**Qualification, Experience & Adequacy for the assignment**	Marks	
2.1	Engagement Partner	Fellow Chartered Accountant/Fellow Management Accountant/ASC	10	
		Experience in professional practice. 1 Mark for each year(maximum 5 marks)	5	
		At least five years as partner of firm handling tax matters or Tax Practice.	5	
2.2	Review Partner	Associate Chartered Accountant/ Associate Management Accountant/AHC	5	
		Experience in professional practice. 1 Mark for each year(maximum 5 marks)	5	
2.3	Team Lead	Associate Chartered Accountant/Associate Management Accountant	5	

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3	Training Approach & Methodology: (10 Marks)		
3.1	Training approach and methodology. A detailed plan to be shared for training of PMDC team	10	
4	Financial Capability (20 Marks)		
4.1	Firm's annual turnover (10 to 20 million) (01 mark / million above 10 million) (Maximum up 20 Marks) Firms with less than PKR 10 M revenue will have zero marks	20	
	Total Marks	**100**	

A bidder having secured at least 65% in aggregate in Technical will be considered for opening of the Financia Bid.

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(Annexure-A)

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FINANCIAL PROPOSAL

The prices should be inclusive of all taxes and in Pak Rupees (PKR) only.

S. No	Description	Amount in PKR	Estimated Nos. of events per year	Total Amount in PKR
1	Routine matters on monthly Retainership Basis **Amount to be quoted on per event basis**		12	
2	E-filing of company's Annual income tax Return		1	
3	Handling show cause/ withholding audit/ statutory notices and appearance before Federal and Provincial tax authorities as and when required **Amount to be quoted on a per case basis**		4	
4	Filing of appeal, arguing/defending appeal before Commissioner (Appeals)/ADRC **Amount to be quoted on a per case basis**		2	
5	Filing of appeal, arguing/defending appeal before Appellate Tribunals/ADRC **Amount to be quoted on a per case basis**		1	
6	Filing of appeal, arguing/defending appeal before High Court **Amount to be quoted on a per case basis**		1	
7	Claim & obtain Income/Sales Tax Refund **Amount to be quoted on a per case basis**		2	

8	Claim & obtain Income tax Exemption certificate of PMDC **Amount to be quoted on a per case basis**		1	
9	Expert Advice/Legal Opinion on tax matters/issues **Amount to be quoted on a per case basis**		24	
10	Tax training for PMDC team. One time event		1	
	Grand Total			

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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 x 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= 80x80%=64 FS=100x5M÷8M=62.5x 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.

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3.0 GENERAL TERMS AND CONDITION

1. The selection method will Electronic Bid must be submitted on EPAD on or before **10.08.2026** 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. 50,000/-** 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 **29.07.2026** at PMDC HO, Islamabad at 11:00 AM. Please contact Manager Taxation (Mr. Muhammad Ateeq, Contact No. 0333-5196580) for participation.
4. Successful bidder will be required to deposit security money @ 5% of the estimated 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 @ 5% 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/prevailing 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. 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 **TORs.**
10. No interim payment will be applicable.
11. The quantity/work scope can be increased 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 and security/stay its staff if required.
16. 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.
17. If the firm fails to fulfill the contractual obligations of the contract, then the Security deposit will be forfeited.
18. All taxes will be applicable/deducted as per prevailing Government rules.

19. Firm should provide Company Profile/ Introduction of Organization (including name of Chief Executive, Partners, Key Professionals, etc.).

20. Firm should be of sound financial health and shall provide Bank statement covering last 12 months (from the date of submission of bid).

21. The successful bidder 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. The bidder 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.

27. 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.

28. 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.

29. I agree to the above terms and conditions and give my acceptance.

30. Checklist of documents to be attached.

Signature of tenderer: ________________________

Name of tenderer:____________________________

(Sajid Hussain)
AVP (Procurement)

Check List

Sr. No.	Description	Yes	No
1	Original Bid money amounting to Rs.50,000/- 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.		

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Tenderer/Bidder Signature