

INVITATION OF BIDS FROM CHARTERED ACCOUNTANT FIRMS

Pakistan Standards and Quality Control Authority (PSQCA), an autonomous body working under the administrative control of the Ministry of Science & Technology, Government of Pakistan, intends to appoint a reputed Chartered Accountant/Audit Firm for preparation / certification of annual accounts of PSQCA Head Office, Regional Offices, Laboratories, and subordinate formations for the Financial Year 2024-25 & 2025-26.

Reputable and high-ranking Chartered Accountant/Audit Firms having strong professional standing in public sector organizations are invited to submit their Technical and Financial Proposals in accordance with the Terms of Reference (TORs).

Interested firms having valid QCR Rating/Certification from the Institute of Chartered Accountants of Pakistan (ICAP) may obtain the Tender Documents/TORs from the office of the undersigned during office hours (0900 to 1600 hours), Monday to Thursday, free of cost upon submission of a written request. The tender documents may also be downloaded from the official website of PSQCA i.e. www.psqca.com.pk

All bids must be accompanied by Bid Security equivalent to 03% of the total bid value and delivered to the address mentioned below latest by _____ at **1100 hours**. Bids will be opened at **1130 hours** on the same day in the presence of bidders or their authorized representatives who choose to attend.

Abdul Waheed Jalbani / Aftab Ahmed
Deputy Director (F) / Accounts officer
Pakistan Standards and Quality Control Authority (PSQCA)
Head Office, Karachi
0333-2947544

TABLE OF CONTENTS

1. Description of Work
 2. Scope of Work
 3. Submission of Proposals
 4. Financial Proposal
 5. Deliverables
 6. Time Frame for Completion of Audit
 7. Technical Evaluation
 8. Bid Evaluation Criteria
 9. Currency
 10. Taxes
 11. Acceptance of Proposals
 12. Dispute Resolution
 13. Termination of Contract
 14. Mode of Payment
 15. Communications
 16. Submission of Proposals
 17. Mode of Delivery & Address
 18. Form for Financial Proposal
-

1. DESCRIPTION OF WORK

PSQCA invites bids from Audit Firms having valid QCR Certification from ICAP for conducting audit of accounts of PSQCA and its subordinate offices/formations for the Financial Year 2024-25 & 2025-26

2. SCOPE OF WORK

The assignment shall include preparation Certification of financial statements, accounting records, internal controls, receipts, expenditures, procurement processes, and compliance with applicable Government rules/regulations.

Audit activities shall be conducted at PSQCA Head Office Karachi and concerned Regional Offices/Laboratories, wherever required.

3. SUBMISSION OF PROPOSALS

Interested firms shall submit sealed Technical and Financial Proposals separately in a single stage two envelope.

3.1 TECHNICAL REQUIREMENTS

The Technical Proposal must clearly contain the following:

- Profile of the firm and affiliation, if any, with international audit firms.
 - Number of qualified staff (FCA, FCMA, ACCA, CA Finalists, etc.) along with CVs.
 - Office-wise audit staff strength and qualifications.
 - Experience of audits of Government/Semi-Government/Autonomous Bodies.
 - List of major public sector audits conducted.
 - Valid registration with Income Tax and Sales Tax authorities.
 - Active Taxpayer List (ATL) status.
 - Copy of QCR Rating/Certification issued by ICAP.
 - Declaration on stamp paper stating that the firm or any of its partners has never been blacklisted/de-listed by any Government Department, Regulatory Authority, State Bank of Pakistan, or Court of Law.
 - Availability of office(s) in Karachi and other major cities, if applicable.
-

4. FINANCIAL PROPOSAL

The Financial Proposal shall separately mention audit fee inclusive of all taxes and out-of-pocket expenses.

5. DELIVERABLES

The selected Audit Firm shall submit:

- Audited Financial Statements.
 - Audit Report.
 - Management Letter highlighting weaknesses and recommendations.
 - Compliance observations and audit findings.
-

6. TIME FRAME FOR COMPLETION OF AUDIT

The audit assignment shall be completed within **45 days** from the date of issuance of the engagement letter.

7. TECHNICAL EVALUATION

Technical evaluation shall be based on the following criteria:

Criteria	Requirement
Qualified Staff	Minimum 05 persons
Audit Staff	Minimum 05 persons
Public Sector Audit Experience	Minimum 03 organizations
Financial Strength	Audited Accounts of last 03 years
Technical Credentials	QCR Certification from ICAP

Additional Conditions

- The firm must provide declaration regarding non-blacklisting.
 - Preference shall be given to firms having office(s) in Karachi/Islamabad/Lahore.
-

8. BID EVALUATION CRITERIA

The bid with the lowest evaluated cost, inclusive of taxes and out-of-pocket expenses, fulfilling all technical requirements and terms & conditions, shall be considered for award of contract.

The decision of the Competent Authority/Committee shall be final and binding.

9. CURRENCY

All prices shall be quoted in Pakistan Rupees (PKR).

10. TAXES

All payments shall be subject to deduction of applicable Government taxes as per rules.

11. ACCEPTANCE OF PROPOSALS

PSQCA reserves the right to accept or reject any proposal wholly or partially without assigning any reason.

12. DISPUTE RESOLUTION

In case of any dispute, the decision of the Director General, PSQCA shall be final and binding upon both parties.

13. TERMINATION OF CONTRACT

PSQCA reserves the right to terminate the contract at any stage without assigning any reason through written notice.

14. MODE OF PAYMENT

100% payment shall be released after successful completion of audit assignment and submission/signing of Audit Report.

15. COMMUNICATIONS

For any clarification regarding this Tender/RFP, please contact:

Abdul Waheed Jalbani

Deputy Director (F)

Pakistan Standards and Quality Control Authority (PSQCA)

Head Office, Karachi

16. SUBMISSION OF PROPOSALS

Complete proposals along with supporting documents must reach PSQCA latest by _____ at **1100 hours**.

The envelope must clearly mention:

“APPOINTMENT OF AUDITORS OF PSQCA FOR FY 2023-24 & 2024-25.”

17. MODE OF DELIVERY & ADDRESS

Proposals may be submitted by hand or courier at the following address:

Abdul Waheed Jalbani

Deputy Director (F)

Pakistan Standards and Quality Control Authority (PSQCA)

Head Office, Karachi

18. FORM FOR FINANCIAL PROPOSAL

**PAKISTAN STANDARDS AND QUALITY CONTROL
AUTHORITY (PSQCA)**

FORM FOR FINANCIAL PROPOSAL

NAME OF FIRM: _____

ADDRESS: _____

AMOUNT OF EARNEST MONEY: _____

NATIONAL TAX NUMBER (NTN): _____

Sr. No.	Description of Work	Audit Fee (Inclusive of Taxes & Out-of-Pocket Expenses)
01	Audit of Accounts of PSQCA Head Office for FY 2024-25 & 2025-26.	
02	Audit of Regional Offices for FY 2024-25 & 2025-26.	
03	Audit of QCC Laboratories for FY 2024-25 & 2025-26.	
04	Audit of Components/Sub-Components Centres for FY 2024-25 & 2025-26.	

Total Audit Fee: _____

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Official Stamp: _____

Date: _____