



REQUEST FOR PROPOSAL
FOR
APPOINTMENT OF EXTERNAL AUDITOR
(UNDER COMPANIES ACT 2017)

MANAGING DIRECTOR
PUNJAB CATTLE MARKET MANAGEMENT AND DEVELOPMENT COMPANY
(Formerly Lahore Division Cattle Market Management Company)
19-Ahmed Block New Garden Town, Lahore
Ph. No. 042-99230873 Fax No. 042-35940043
0321-8400253 & 0321-8400249
Email: procurement@pcmmdc.punjab.gov.pk
Company Website: www.pcmmdc.punjab.gov.pk

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1. DEFINATION CLAUSE

Punjab Cattle Market Management & Development Company-PCMMDC (formerly Lahore Division Cattle Market Management Company-LDCMMC) hereinafter shall be read and known as "Company" or "the Company" or "the Procuring Agency".

2. INVITATION TO BID

The procuring agency a Company limited by Guarantee and established under Companies Act 2017. The process of amalgamation of all 09 cattle market management companies (CMMCs) of Punjab has initiated and is under progress. The procuring agency intends to appoint a chartered accountant firm eligible under prescribed criteria and scope of the assignment to the extent Lahore division for,

- (i) Audit of books of accounts and financial statements of PCMMDC (Formerly LDCMMC) to the extent of operational scope of the company for Lahore division for the financial year ended 30 June, 2021.
- (ii) Review report on compliance of corporate governance under Public Sector Companies (Corporate Governance Rules 2013).
- (iii) Audit of Books of Accounts and financial statements of provident fund of PCMMDC (formerly LDCMMC) employees to the extent of Lahore Division for the financial year 2020-21.

Renowned, registered and well reputed audit consultants' firm(s) should be registered with the Institute of Chartered Accountants of Pakistan (ICAP), having **category A** of SBP's penal of auditors with satisfactory QCR rating of ICAP is invited to submit its proposal. The detailed description is available in Request for Proposal.

DESCRIPTION	ESTIMATED PRICE
Appointment of External Auditor	
i. Audit of books of accounts and financial statements of PCMMDC (Formerly LDCMMC) to the extent of operational scope of the company for Lahore division for the financial year ended 30 June, 2021.	
ii. Review report on compliance of corporate governance under Public Sector Companies (Corporate Governance Rules 2013).	Rs. 500,000/-
iii. Audit of Books of Accounts and financial statements of provident fund of PCMMDC (formerly LDCMMC) employees to the extent of Lahore Division for the financial year 2020-21.	

The process of selection will be adopted under Rule 46A of PPRA Rules 2014. Under "**Single-Stage two Envelopes**" procedure, the applicant will be technically evaluated at first and financial proposal will be opened only of technically responsive and eligible applicant. Least cost method of selection will be adopted therefore, for the evaluation of financial proposal(s).

The Proposal / Quotation and supporting documents complete in all respects must be delivered at the address given below in Sealed Envelope, clearly marked the subject titled on or before **20th January, 2021 before 10:00 am**. The technical proposals will be opened at **10:30 am** on the same day in presence of the representative of the firms who may wish to attend.



The bid security of two percent (2%) of the company's Estimated Price by the applicant is required to submit with technical bid / proposal preferably in the form of Bank Guarantee, or CDR or Banker's Cheque in favor of "Punjab Cattle Market Management and Development Company". Successful applicant shall submit five percent (5%) performance guarantee preferably Bank Guarantee, or CDR or Banker's Cheque in favor of procuring agency that will be discharged on satisfactory completion of contract / assignment. Applications received after due date and time shall not be considered.

The procuring agency shall disqualify a firm or contractor if it finds, at any stage, that information submitted by the firm or contractor concerning its qualification was false and materially incorrect and the contract with the contractor shall be canceled without notice.

The procuring agency reserves the right to reject all the proposals / quotations submitted in response to this Request for Proposal prior to acceptance.

3. QUERIES AND CLARIFICATION OF BID

Queries of the vender (if any) for seeking clarifications must be received in writing to the procuring agency before submission of quotation.

Contact details for all correspondence in relation to this bid are as follows:

Mr. Sajjad Akhtar Omar

Acting Chief Financial Officer

Punjab Cattle Market Management and Development Company (Formerly LDCMMC)

19 Ahmed Block, New Garden Town, Lahore

Ph No. 042-99230873

Email: manager.hr@pcmmc.punjab.gov.pk

Mr. Muhammad Riaz

Manager P&C/Legal Officer

Punjab Cattle Market Management and Development Company (Formerly LDCMMC)

19 Ahmed Block, New Garden Town, Lahore

Ph No. 042-99230873

Email: procurement@pcmmc.punjab.gov.pk

The procuring agency reserves the right to reject all the proposals submitted in response to this Request for proposal prior to acceptance without giving any reason(s).

4. SCOPE

Chartered Accountant firm appointed will conduct the audit of accounts and financial statements of the company for the financial year (FY-2020-21) ending on June 30, 2021 as per scope defined in the Companies ACT 2017 and International Auditing Standards. The qualified audit shall provide services including,



- (i) Audit of Books of Accounts and financial statements of PCMMDC (formerly LDCMMC) to the extent of Lahore Division for the financial year ended 30 June, 2021.
- (ii) Review report on compliance of corporate governance under Public Sector Companies (Corporate Governance Rules 2013).
- (iii) Audit of Books of Accounts and financial statements of Provident Fund of PCMMDC (formerly LDCMMC) to the extent of Lahore Division for the financial year 2020-21.

The financial proposal / quotation shall include all applicable taxes and out of pocket expense i.e. TA/DA, printing & stationery etc. of the staff / bidder relating to the conduct of the assignment(s) under the contract.

5. EVALUATION CRITERIA

The proposal / quotation will be evaluated on Least Cost Method. After the submission of proposal / bids, the evaluation committee will evaluate the proposal / bids on technical basis/eligible criteria. The eligible bidder with "lowest evaluated bid / financial proposal" will become successful bidder

6. TECHNICAL AND FINANCIAL EVALUATION

6.1 Eligibility

The following documents / certificates are the pre-requisite to determine Eligibility of vender. The audit firm will go in next stage if it fulfills all the requirements of Eligibility / technical criteria, which are as under:

- 6.1.1 Satisfactory QCR Rating of ICAP with category A of State Bank of Pakistan (SBP) penal of Auditors.
- 6.1.2 Firm should have at least five (05) years of relevant professional experience in undertaking assignments of similar nature, i.e. Supplementing / Co-sourcing of External Audit for listed corporations or multinational or public sector or Section 42 companies in Pakistan with dedicated resources / functions.
- 6.1.3 Must have copy of partnership deed or the registration of incorporation of the bidder with relevant authorities.
- 6.1.4 The bidder must be an Active Taxpayer / Filer.
- 6.1.5 Affidavit on stamp paper of Rs.100/- that the firm/company has never been blacklisted by any Government/Semi Government/autonomous body or private company.
- 6.1.6 An undertaking on the letter head of the bidder duly signed & stamped by the authorized person must be submitted relating to his noninvolvement in any money laundering, terrorist, and / or any suspected activities.
- 6.1.7 All Pages of this request for proposal must be signed and stamped by the bidder.



7. TERMS AND CONDITIONS

- 7.1 The applicant is expected to examine the document thoroughly, including all terms and conditions.
- 7.2 Technical/eligibility evaluation of the firms shall be based on information provided in technical proposals and may subsequently verified by the procuring agency.
- 7.3 The applicant shall bear all costs / expenses associated with the preparation and submission of the proposal(s) and the procuring agency shall in no case be responsible / liable for those costs / expenses.

7.4 Audit Fee

The audit fee for the period ending June 30, 2021 agreed by the procuring agency as contract price for the assignment prescribed in scope of the tender document shall include all applicable taxes and out of pocket expense i.e TA/ DA, printing & stationery etc. of the staff / bidder relating to the conduct of the assignment(s) under the contract.

7.5 Withdrawal of Proposal

No proposal may be withdrawn in the period between submission of proposal and the expiration of the period of proposal validity specified. Withdrawal of a proposal after submission & before the period of bid validity may result in forfeiture of the bid security submitted by the applicant.

7.6 Bid Security

The bid security of two percent (2%) of the company's Estimated Price by the applicant is required to submit with technical bid / proposal preferably in the form of Bank Guarantee, or CDR or Banker's Cheque in favor of "Punjab Cattle Market Management and Development Company". **Bid security has a minimum validity period of six (6) months days from the last date for submission of the Bid.** Successful Bidder's shall submit five percent (5%) performance guarantee preferably Bank Guarantee, or CDR or Banker's Cheque in favor of the procuring agency that will be discharged on satisfactory completion of contract / assignment. Applications received after due date and time shall not be considered.

The bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity;

Or

(b) In the case of a successful Bidder, if the Bidder fails to sign the Contract due to any reason.



7.7 Validity of Bid

The proposal validity period shall be 90 days from the last date for submission of the proposal.

7.8 Request for Proposal Procedure

The Procuring Agency will follow "Single stage – two envelope procedure" for the entire process of the procurement.

In RFP process, separate evaluation of technical bid and financial bid will be carried out. First the technical bid will be opened and the financial bid of only those bidders will be opened who will qualify in technical bid evaluation. The technical evaluation will be carried out based on the information provided by applicant as requested in technical proposal heading. The applicant(s) are advised to go through the technical proposal and financial proposal and provide the complete information as per proposals. The financial proposal will be considered as quotation of the Bidders. Process of their quotations/ technical or financial proposal under the Rule 46-A of Punjab Procurement Rules 2014.

7.9 Invoicing and Payments

- 7.9.1 Invoicing and payment schedule will be made as per contractual terms and conditions agreed between the parties.
- 7.9.2 All payments will be made after deduction of all applicable taxes in Pakistan, amended from time to time.

7.10 Opening of the Proposal

- 7.10.1 Proposals shall be opened at the company's office at given time and date, in the presence of the applicant(s) or their representatives for which they shall ensure their presence without further invitation.
- 7.10.2 No applicant or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during proposal opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

7.11 Award Criteria

- 7.11.1 At first step, eligible applicant(s) fulfilling mandatory requirements and technical evaluation criteria will stand qualified technically.
- 7.11.2 At second step, financially qualified successful applicant(s) will be selected on lowest evaluated bid.
- 7.11.3 Late receiving proposal after due time will not be accepted and returned to the applicant(s) unopened.

7.12 ARBITRATION AND DISPUTE RESOLUTION

In case of any difference or dispute arising between the parties relating to this proposal or contract, shall be referred to resolution to the Managing Director of the procuring agency or his duly authorized nominee whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.



7.13 SAVE AS OTHERWISE

This draft of proposal has prepared in accordance with the spirit of the provisions of PPRA Rules 2014. The applicant(s) may consult the company or the applicable rules in present proposition before submission of proposal and if any additional information is necessary to submit that may be submitted in form of additional information under the guidelines provided on PPRA website.

DECLARATION FOR BIDDERS

I/we have read attentively & consciously the above terms & conditions and bind myself/ourselves to abide by the terms & conditions.

Signature of the bidder



Application for Appointment of Auditors

[Letter head paper of the Applicant including full postal address telephone no., and fax no.]

Date:

To:

Managing Director
Punjab Cattle Market Management and Development Company (Formerly Lahore Division Cattle
Market Management Company)
19 Ahmed Block, New Garden Town, Lahore
Ph No. 042-99230872-73
Email: md@pcmmdc.punjab.gov.pk

Dear Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in this Document Inviting Proposal of audit for,
 - (i) Audit of books of accounts and financial statements of PCMMDC (Formerly LDCMMC) to the extent of operational scope of the company for Lahore division for the financial year ended 30 June, 2021
 - (ii) Review report on compliance of corporate governance under Public Sector Companies (Corporate Governance Rules 2013).
 - (iii) Audit of Books of Accounts and financial statements of provident fund of PCMMDC (formerly LDCMMC) employees to the extent of Lahore Division for the financial year 2020-21.

The undersigned hereby expresses its interest in and applies to be appointed by yourselves as a submitter of proposal for audit.

2. Attached to this Proposal are copies of original documents defining:
 - a) Full name of the firm, number of partners, permanent addresses and evidence of formation, preferably in the form of partnership deed.
 - b) Firms having satisfactory ICAP QCR rating with category A of State Bank of Pakistan (SBP) penal of Auditors.
 - c) can forward proposals (Technical & Financial).
 - d) Please also provide ICAP Audit Compliance Review Certificate for last two years.
 - e) Annual Financial Statements for the last two years.
3. Punjab Cattle Market Management and Development Company (Formerly Lahore Division Cattle Market Management Company) and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Firm.
4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed:

Name:

For and on behalf of

(Firms name)



Format of Bank Guarantee

To: _____

Whereas _____ (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____, _____, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ / as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall valid until a date 28 days from the date of Contract Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____