

G. NO. 19(11)SAD/AID/ARI
Government of Pakistan
Ministry of National Food Security and Research

Issue date 05-5-2025

Bids Receiving Time 11.00 AM

Closing date 22-05-2025

Bids opening time :11.30 AM

**TENDER NOTICE
FOR HIRING OF CHARTERED ACCOUNTANT FIRM(S)**

The Government of Pakistan, Ministry of National Food Security & Research (MNFSR), intends to invite sealed bids from **Chartered Accountant firm(s)** enlisted in **Category-A** of the panel of State Bank of Pakistan, having practicing license to provide services as per the requirement of MNFSR for the “Analysis/estimation of Cost of locally produced Sugar”.

Terms & Conditions

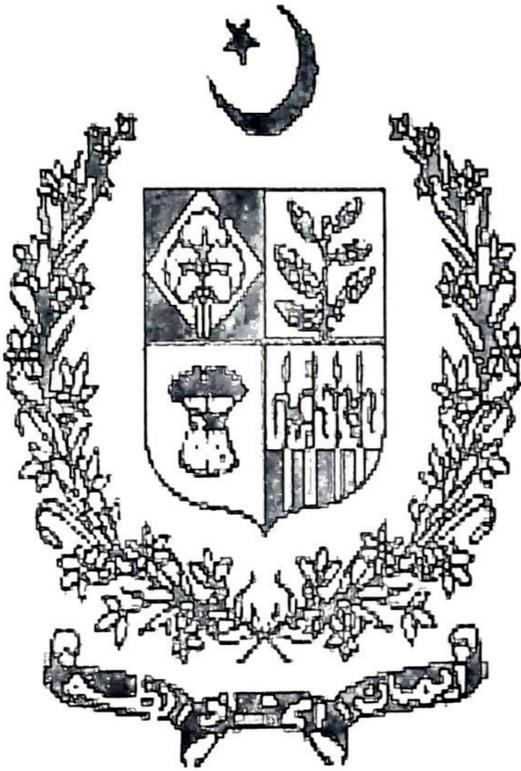
1. The bids submitted after the closing date and time shall be rejected and returned without being opened.
2. The Bid Security must be provided with the technical proposal in the name of “**Ministry of National Food Security & Research, Government of Pakistan**”.
3. Single stage two envelope procedure will be adopted as per sub rule (b) of rule 36 of PPRA rules 2004.
4. Sealed tender documents must reach the office on or before 15 days of publication of the advertisement at **11:00 A.M**, and submittals will be opened in the presence of bidders or their authorized representatives at **11:30A.M** on the same day.
5. Financial bids will be opened only of technically compliant bidders at the given date and time. The time and date of the announcement of technical evaluation shall be indicated and informed at the time of opening of the technical bid.
6. Information provided by the bidders, if found to be incomplete /false at any stage, may result in immediate disqualification.
7. The advertisement and TORs can be downloaded from the website of PPRA (www.ppra.org.pk) and from the website of MNFSR (<https://mnfsr.gov.pk/>) or can be collected from below mentioned office address during the office hours.
8. Eligibility criteria and the detailed Terms of Reference, Scope of Work is explained in the RFP Document, which is available on the MNFSR/PPRA website, which can also be downloaded by the prospective Bidders.
9. All Bids must be accompanied with a Bid Security of amount equivalent to 02% of the Bid amount, in the shape of a Pay-Order/ Crossed Cheque in the name of Ministry of National Food Security & Research (MNFSR), Government of Pakistan.

For Information & Submission:

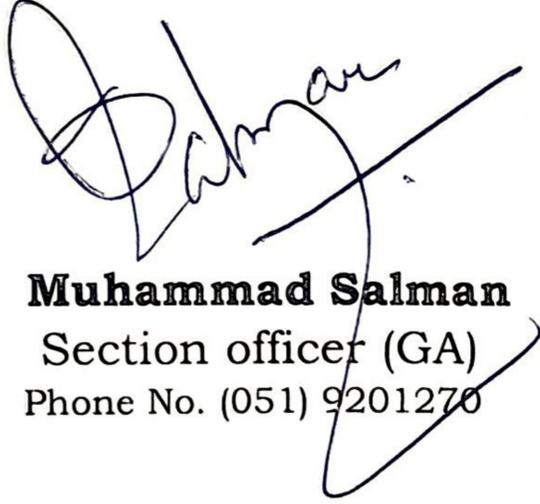
Government of Pakistan,
Ministry of National Food Security & Research,
(**Muhammad Salman**)
Section Officer (GA)
Room No. 412, B-Block, Pak Secretariat, Islamabad.
Ph: 051-9201270
Email: dg@api.gov.pk

F. No. 19(11)SAB/ATD/API
Government of Pakistan
Ministry of National Food Security and Research

BID DOCUMENT
HIRING OF CHARTERED ACCOUNTANT FIRM FOR
“ANALYSIS/ESTIMATION OF COST OF LOCALLY PRODUCED
SUGAR”



Ministry of National
Food Security & Research
Government of Pakistan


Muhammad Salman
Section officer (GA)
Phone No. (051) 9201270

BID DOCUMENT
HIRING OF CHARTERED ACCOUNTANT FIRM FOR
“ANALYSIS/ESTIMATION OF COST OF LOCALLY PRODUCED SUGAR”

1. GENERAL

1.1 Introduction

1.1.1 M/o National Food Security & Research (M/o NFS&R) is a Federal Government Ministry having its Head Office in 3rd Floor, B-Block, Pak Secretariat, Islamabad. M/o NFS&R, Government of Pakistan invites sealed proposals from eligible Chartered Accountant Firms for hiring of chartered accountant firm for “**Analysis/estimation of Cost of locally produced Sugar**”, by M/o NFS&R, as per “**Annex A**”.

1.1.2 Bidding shall be conducted under Rule 36(b) of PPRA Rules “**Single Stage Two Envelope Procedure**”. Each bid shall comprise of a separate **Technical proposal** and **Financial Proposal**. All bids received shall be evaluated in the manner prescribed in the bidding document.

1.2 NEED OF AUDITOR

1.2.1 M/o NFS&R, Government of Pakistan needs to hire the Chartered Accountant firm for **Analysis/estimation of Cost of locally produced Sugar**, as per Terms of Reference given at Para 1.4.2 (Annex-F).

1.2.2 M/o NFS&R is inviting Request for bids for Hiring of Chartered Accountant Firm. Tender shall be conducted under Rule 36(b) of PPRA Rules i.e. “Single Stage Two Envelope Procedure”. Each bid shall comprise of two separate envelopes containing Technical Proposal and Financial Proposal. All bids received shall be opened and evaluated in the manner prescribed in the bid documents.

1.3 ELIGIBILITY

1.3.1 Firm(s) enlisted in **Category-A** of the panel of State Bank of Pakistan.

1.3.2 Firm(s) duly registered and on ATL of FBR,

1.3.3. Firm(s) having satisfactory QCR Rating,

1.3.4 Firms(s) registered with Audit Oversight Board (AOB)

1.3.2. INSTRUCTIONS FOR THE FIRM(S)

A firm may be considered ineligible if:-

1.3.2.1 It is declared bankrupt or insolvent.

1.3.2.2 Legal proceeding are instituted against such firm involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property.

1.3.2.3 It is convicted by a final judgment of any offense involving professional conduct.

1.3.2.4 It is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices or performance failure or breach of trust/ proposal securing declaration.

1.3.2.5 It is not registered with Income tax/ Sales tax department.

1.3.2.6 It has not attached specimen at **Annex-B** of bid documents.

1.3.2.7 It has not attached Certificate of Authorized representative.

1.4.1 SCOPE OF WORK

1.4.1.1 Hiring of Chartered Accountant Firm to carry out **Analysis/estimation of Cost of locally produced Sugar**, as per the following three geo-ecological zones of location of sugar mills.

- 1) Southern, (Sugar mills in Sindh & Southern Punjab)
- 2) Central, (Sugar mills in Central Punjab) and
- 3) Northern (Sugar mills in Northern Punjab and KP)

1.4.1.2 Firms shall submit bids online via EPAD/ PPRA, their offer with proper Indexing table/ page numbers and attach all the mandatory/ required documents as Annexure or Tagging format.

1.4.1.3 Bids submitted manually shall stand rejected.

1.4.2 **TERMS OF REFERENCE.**

Terms of Reference are placed at ANNEX-F

1.5 **SOURCE OF FUNDS**

The procuring agency M/o NFS&R, Government of Pakistan will arrange needed funds to meet its requirements from Government of Pakistan's resources.

2. **COST OF PROPOSAL**

The firms shall bear all costs associated with the preparation and submission of its documents, while M/o NFS&R, in no case shall be responsible (traveling, lodging) or liable for those costs, regardless of the conduct or outcome of the proposal process.

3. **CLARIFICATIONS OF BID DOCUMENTS**

A prospective firm requiring any clarification(s) may notify to or an Officer authorized on its behalf in writing. The M/o NFS&R or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (**05 working days**) to the deadline set forth for the submission of proposals. Copies of M/o NFS&R reply will be forwarded to prospective firms (if not already clarified in the proposal documents or deemed necessary for the firm).

4. **AMENDMENT OF BID DOCUMENTS**

- 4.1 At any time prior to the deadline for submission of bids, the M/o NFS&R may, for any reason, whether at its own initiative or in reply to a clarification requested by a prospective firm modify the bid documents by issuing addendum.
- 4.2 Any addendum thus issued shall form integral/ eternal part of the bid documents. To afford firm reasonable time frame in which to take an addendum into account in preparing its bid, the M/o NFS&R may at its discretion extend the deadline for submission of bids.

5. **LANGUAGE OF DOCUMENTS**

- 5.1 Bid documents and related correspondence will always be in the English language.
- 5.2 The bid should have a covering letter on printed letterhead of the firm. All pages of the proposal shall be initialed/signed and shall bear official seal of the person(s) authorized to sign/ endorse the bid.
- 5.3 All relevant technical literature in English language should be attached with the bid.

6. **COST**

- 6.1 The offered cost should be quoted in Pak Rupees.
- 6.2 The cost quoted should be firm, final, comprehensive and clearly written/ typed without any ambiguity.
- 6.3 The cost should include all the government applicable taxes, as per prevailing taxation rates of Provincial/Federal Governments etc. (e.g. GST, Income Tax, and Withholding Tax, any Federal/ Provisional tax etc.) as per **Annex- A**.
- 6.4 The cost shall remain the same till completion of task.

- 6.5 The firm shall deem to have obtained all related information as to the requirements thereto, which may affect the offered cost if required.

7. **BID SECURITY**

- 7.1 The firm shall furnish bid security amounting to **02% of the Bid amount-** as per Rule 25 of PPRA Rules in the form of Pay Order/ Demand Draft, Cashier's Cheque & Banker's Cheque in favour of the M/o NFS&R. **Cash, personal Cheque, Call Deposit Receipt (CDR)/ Security Deposit Receipt (SDR) will not be accepted as bid security.**
- 7.2 Any bid not accompanied by required bid security shall be rejected by the M/o NFS&R as non-responsive.
- 7.3 The bid security of the unsuccessful firms will be returned upon award of contract to the successful firm or on expiry of validity of bids supported by a formal request on firm's letterhead duly signed. The bid security of firms can be returned earlier if supported by a formal request on firm's letterhead duly signed.
- 7.4 The bid security may be forfeited/ confiscated if:
- 7.4.1 If a bidder withdraws his bid during the period of bid validity.
- 7.4.2 If the bidder does not accept the correction of his bid price.
- 7.4.3 In the case of a successful bidder, if he fails to furnish the required performance security or failed to sign agreement within 15 days.
- 7.4.4 If the bidder fails to fulfill the mandatory requirements upon which he has given certificates/ affidavits etc.

8. **VALIDITY OF BIDS**

All bids shall remain valid for a period of Sixty (60) days from the date of opening of such bids.

9. **CLARIFICATIONS/ CORRECTIONS OF BIDS**

- 9.1 To assist in the examination, evaluation and comparison of the bids, the committee at its discretion may ask the firm for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the cost or substance of the proposal shall be sought, offered or permitted.
- 9.2 Arithmetical errors will be rectified on the following basis:-
- a. If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition/ totaling that can be corrected.
- b. If the firm does not accept the corrected amount of offered cost, his bid will be rejected and his bid security will be forfeited.

10. **RESPONSIVENESS OF BIDS**

- 10.1 The valid Bid Security is submitted.
- 10.2 The bid is valid for required period.
- 10.3 The bid prices are firm during its validity and inclusive of all government applicable taxes, duties etc. on "work/ assignment done" basis.
- 10.4 Compliance to all important terms and conditions of this bid document on specified formats.
- 10.5 The bidder is eligible for bidding and possesses the requisite experience.
- 10.6 The bid does not deviate from basic requirements.
- 10.7 The bidder must attach valid bank statement for last three (03) years showing financial stability of the firm.
- 10.8 The bid is generally in order etc.

10.9 The bidder submitted all mandatory/ requisite documents as mentioned in the bid document.

10.10 Via submission EPADS-PPRA.

11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS.

11.1 The bids shall be submitted online via EPADS PPRA website within 15 days of publication of the advertisement or as specified in the advertisement/website of EPADS, PPRA/ M/o NFS&R. If the 15th day of publication of the advertisement is a public holiday, then the next day after the holiday. Bids will not be accepted/ entertained, received through Hard copy, Courier, e-mail or Fax.

11.2 Bid can only be submitted on the duly purchased "Bid Form" **alongwith original cash receipt of bidding documents issued by M/o NFS&R.**

11.3 Bids not complying with the conditions/ instructions regarding submission of bids or submitted conditionally are liable to rejection.

12. TECHNICAL PROPOSAL/ BID SHALL CONSIST/ INCLUDES:-

The firms which meet the following minimum requisite criteria will be considered as qualified:-

12.1 Application/ Letter of Intent for participation in tendering process.

12.2 Copy of Income Tax/ Sale Tax Registration (if required).

12.3 Firm must have office in Islamabad to handle the assignment, with Phone numbers/ address.

12.4 Affidavit on Stamp Paper of **Rs.200/-** that the firm is not blacklisted by any Government/ Semi Government Department as per **Specimen at Annex-B.**

12.5 Noncompliance to the same may result in immediate termination of "**Acceptance Letter/ Agreement**" leading to forfeiture of bid security/ performance security and blacklisting of firm as per **Specimen at Annex-C.**

12.6 Firm having valid experience of successful completion of similar services (analysis/estimation of cost) for last three (03) years with necessary documentary proof.

12.7 Bidder to provide the audited financial statements for the last three (03) years duly signed by any chartered accountant firm.

12.8 Experience of Chartered Accountant firm with at least 05 Public Interest Entities during last 03 years. Greater experience will be preferred with necessary documentary proof.

Note: Aggregate marks obtained less than 50 will lead to technical disqualification of the bidder. Furthermore, marks obtained less than 50 % against each technical requirement will also lead to technical disqualification of the bidder. Bidders will be ranked on the basis of their obtained marks. Moreover, if two technically qualified bidders quote the same rate then the bidder with highest marks in technical evaluation will be considered as more advantageous.

13. FINANCIAL PROPOSAL/ BID SHALL CONSIST/ INCLUDE OF:-

13.1 The bidding documents are duly signed and stamped by the bidder.

13.2 The price/ rate quoted should be firm, final, and clearly written/ typed without any ambiguity.

13.3 The bid price should include all the government applicable taxes, duties etc. as per prevailing taxation rates of Provincial / Federal Governments etc. (e.g. GST, Income Tax, and Withholding Tax, any Federal / Provisional tax, duty, levy etc.) as per **Annex-A.**

- 13.4 The firm shall quote their cost as per prescribed "Bid Form". Pay Order/Demand Draft/Banker's Cheque and Cashier's Cheque of amount equivalent to **02%** of the **Bid amount** as bid security in favor of M/o NFS&R (Rule 25 of PPRA Rules). **Cash, Personal Cheque, Call Deposit Receipt (CDR) / Security Deposit Receipt (SDR) will not be accepted as bid security.**
- 13.5 E-mailed or faxed bids will not be accepted/ entertained.
- 13.6 Any bid received physically and after due date and time of bid opening will not be opened and be returned to bidder on his written request.

14. OPENING OF BID

- 14.1 The bidders shall submit the bid online via EPADS PPRA within 15 days of publication of the advertisement or as specified in the advertisement/ website of EPADS, PPRA/M/o NFS&R. If the 15th day of publication of the advertisement is a public holiday, then the next working day after the holiday.
- 14.2 M/o NFS&R's relevant committee (i.e. Tender Committee) will open the bids through EPDAS- PPRA technical proposal at **11:30A.M on same day** of receiving of the Bid, in the presence of company's authorized representatives who choose to be present at M/o NFS&R Head Office, Islamabad at scheduled date and time.
- 14.3 Date and time for opening of financial proposal will be intimated to technically qualified bidders at later stage.
- 14.4 Bids will be entertained in the light of Rule 12 (2) of PPRA Rules.
- 14.5 Technical Proposal & Financial Proposal of technically qualified bidder will be entertained in the light of Rule 36(b) of PPRA Rules that is Single Stage – Two Envelope Procedure.
- 14.6 The relevant committee will resolve any issue raised by the bidders on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- 14.7 The M/o NFS&R reserves the right to reject all bids as per PPRA Rule 33 (1).

15. EVALUATION OF BIDS

- 15.1 A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 15.2 The relevant Technical Evaluation Committee will evaluate the bids in the light of terms and conditions of bidding documents.
- 15.3 It will be examined in detail whether the items offered by the company complies with the technical specifications as provided in this bidding documents. For this purpose, the company's data will be compared with the bidding documents eligibility and evaluation criteria along with visit to company facilities/ offices for physical inspection at any time by the M/o NFS&R Officers, if required.
- 15.4 It will be examined in detail whether the documents comply with the conditions of the tender documents. It is expected that no major deviation/ stipulation shall be taken by the company/ firm.
- 15.5 Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by Tender Committee (if deemed appropriate), provided such waiver does not prejudice or affect the relative ranking of any other bidder.

16. PROCESS TO BE CONFIDENTIAL

- 16.1 No firm shall contact M/o NFS&R on any matter relating to its bidding process from the time of opening of bid till its finalization.
- 16.2 Any effort by a firm to influence M/o NFS&R in the evaluation, comparison or selection, decision may result in the rejection of its bid.

17. TECHNICAL EVALUATION COMMITTEE (TEC)

- 17.1 The Technical proposal submitted by the firm will be evaluated against the aforementioned technical requirements by a Technical Evaluation Committee (TEC) constituted by M/o NFS&R.
- 17.2 Furthermore, the Committee will take all appropriate measures/ actions as deemed fit to complete the assigned task.
- 17.3 All the information regarding the technical evaluation shall be kept confidential (as per rule 41 of PPRA Rules) until the time of announcement of respective evaluation reports.

18. AWARD CRITERIA & RIGHT OF M/o NFS&R

- 18.1 The M/o NFS&R reserves the right to accept or reject any submitted proposal, as per PPRA Rules, 2004 and to annul the proposal process and reject all proposals, at any time prior to award of order, without thereby incurring any liability to the affected firms or any obligation to inform the affected firms of the grounds for the M/o NFS&R action.
- 18.2 The proposal will be awarded to the successful firm with **most advantageous proposal (Rule 38 of PPRA Rules, 2004)** provided that such firm has been determined to be technically qualified. The selected firm will have to furnish a performance guarantee (**shall not exceed 10% of the proposal value**) valid till completion of proposal (as per rule 39 of PPRA Rules).
- 18.3 In case the contract contracted the work of same nature as M/o NFS&R to any other public agency on lower rate, during the currency of agreement with M/o NFS&R, the contractor will have to pay the difference of cost to M/o NFS&R.
- 18.4 The agreement will be signed on stamp paper worth **Rs.3,000/-** duly purchased in favor of M/o NFS&R after fifteen (15) days from announcement of final evaluation report (Rule 35 of PPRA Rules, 2004).
- 18.5 Integrity Pact shall be printed on stamp paper worth **Rs.200/-** or more provided at the time of signing of agreement by the successful firm at **Annexure "D"**.

19. RESPONSIBILITIES

19.1 FIRM WILL BE RESPONSIBLE TO:-

- 19.1.1 To have office and keep it in contact with M/o NFS&R regarding updating the assignment.
- 19.1.2 Ensure receipt of correct evaluation of cost of sugar.
- 19.1.3 Pay all applicable taxes, duties, etc.
- 19.1.4 Submit final report prior to submission of bills along with all supporting documents including "completion certificate" to M/o NFS&R with in date of conclusion of the assignment, as per the Terms of Reference.
- 19.1.5 Implement the terms and conditions of the bid in letter and spirit without failure. Any observation/ complaint on the performance of the firm/ non-implementation/ violation of the terms of the agreement shall be brought to the notice of designated officer of M/o NFS&R.

19.2 M/O NFS&R, GOVERNMENT OF PAKISTAN WILL BE RESPONSIBLE TO:

- 19.2.1. Appoint a focal person for interaction with Chartered Accountant firm(s) along with all relevant record of respective wings.
- 19.2.2 Issue "**No Objection Certificate**" from the respective wings, for the release of security if the performance of firm is satisfactory after completion of the task.

20. PAYMENT.

- 20.1 Firm shall submit its bills on Firm Letter Head Pad, supported by necessary valid documents/reports to this department, M/o NFS&R.

- 20.2 100% payment shall be made after submission/ production of bills within 15 days subject to the verification by the Budget & Cost section of M/o NFS&R.
- 20.3 Firm shall submit the following documents along with covering letter duly signed and stamped: -
- 20.3.1 Invoice for 100% of bill as per agreed cost.
 - 20.3.2 Sales Tax Invoices.
 - 20.3.3 Copy of Professional Tax Certificate.
 - 20.3.4 Copy of National Tax Certificate.
 - 20.3.5 Copy of signed agreement.
 - 20.3.6 Copy of award letter.
 - 20.3.7 Any other document(s) if required by M/o NFS&R

21. Risk and Cost on Default:-

- 21.1 If the firm fails to discharge its contractual obligations or proves to be incapable of successfully completing the contractual obligations/ non-implementation of any of the clauses and sub-clauses of this proposal documents, the same services will be carried out through any agency or firm at the entire risk and cost of the defaulting firm and the contract (M/o NFS&R) reserves the right to forfeits the security, rescind the agreement and imposes penalties mentioned in the proposal documents.
- 21.2 In this account, expenses/ expenditure incurred by M/o NFS&R shall be recovered from the firm's pending bills, securities, performance money and through legal recourse.

22. All terms and conditions whatsoever embodied in advertisement / notice shall be integral part of this documents.

23. DEFAULT BY FIRM

- 23.1 If the firm fails to perform function relating to assignment or fails to comply with a valid instruction of the M/o NFS&R, the M/o NFS&R may give notice stating the default.
- 23.2 If the firm has not taken all practicable steps to remedy the default within **07 days** after receipt of M/o NFS&R's notice, M/o NFS&R may cancel the order and confiscate/ forfeit the performance security, further leading towards blacklisting of the firm.

24. FORCE MAJEURE

- 24.1 Force majeure shall mean any event, act or other circumstances or considerations not being an event, act or circumstances under the control of M/o NFS&R or of the contractor i.e., Earthquake, Flood, or any other Severe Climatic circumstances and all events which are not under the control of the both parties like strikes, Sit-Ins, Lockdown situation, etc. which are beyond the control of the parties. Non-availability of vehicles, laborers and other ancillary material/items or any other event leads towards clear negligence of the contractor shall not constitute Force majeure.
- 24.2 If by reasons of Force Majeure, the required assignment/ job/ task cannot be performed by the due date, then the date may be extended appropriately by **Secretary, M/o NFS&R** in his sole discretion on case-to-case basis keeping in view all the circumstances and requirements.
- 24.3 The contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future bids, termination for default, if and to the extent of his failure/ delay in performance/ discharge of obligations is the result of an event of Force Majeure.
- 24.4 If a Force Majeure situation arises, the contractor shall, in writing serve a notice to M/o NFS&R, indicating such condition and the cause thereof. Unless otherwise directed by M/o NFS&R in writing, the contractor shall continue to perform under

the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

25. Arbitration:

In case of any difference or dispute between the parties arising out of this agreement or in the matter enumerated therein, the same shall be referred to the sole arbitration of the **Secretary, M/o NFS&R** or any person nominated by him whose award shall be final and binding on the parties to this agreement.

26. Jurisdiction of Court:

Regarding the issue of jurisdiction in case of litigation between parties thereto, the court at **city Islamabad** shall have the exclusive jurisdiction to entertain such dispute.

M/S _____

CERTIFICATE

I/WE do hereby confirm to have read and understood the terms and conditions of proposal documents regarding **calculation of cost of production of white sugar through chartered accountant firm** and all other details contained in the proposal documents. i / we therefore, sign hereunder and each page of the document in token of having accepted all what is elucidated therein.

Signature. _____

Name of Firm _____

Name of Transport Firm _____

Address _____

Stamp of the Firm _____

Telephone No Office _____

Mobile NO. _____

Fax No. _____ Email address _____

CNIC NO. _____ Income Tax

Registration _____

Sales Tax Registration Number

M/S _____

I/WE here submit the rates for **hiring of chartered accountant firm for calculation of cost of production white sugar through chartered accountant firm** inclusive of all government applicable taxes, duties including lodging, boarding, traveling/ transportation and ancillary expenses relating to assignment, etc. on "work done" basis:-

DETAIL OF WORK/ASSIGNMENT	Rate Inclusive of all government applicable taxes,duties etc.(Rs.)
CALCULATION OF COST OF PRODUCTION OF WHITE SUGAR THROUGH CHARTERED ACCOUNTANT FIRM	

Signatures _____

Name of firm _____ Phone No office _____

Mobile _____

Address _____

Detail of earnest Money. DD/Po _____ date _____

Amount _____ Bank & Branch _____

(Must be printed on Rs. 200/- Stamp Paper)

DEFAULT, INSOLVENCY AND BLACK-LISTING CERTIFICATE.

THE FIRM SHALL ATTACH HEREWITH AN AFFIDAVIT STATING THAT:-

- a. Certified that i / we have neither defaulted of any proposal/ agreement or in legal dispute with any federal / provincial / local government neither including its departments / bodies / subsidiaries and/or organizations / institutions in last five years, nor declared insolvent nor blacklisted by any one of those elucidated above.
- b. Further certified that firm or partner thereof in any other name and style, have never been defaulted nor convicted, by a final judgement of any offense involving professional conduct nor declared insolvent nor blacklisted, involved in corruption and corrupt practice, in malpractice and or smuggling etc.
- c. If, at a later stage, affidavit is found fabricated / fictitious, proposal performance security/ performance guarantee already deposited may be confiscated / forfeited by **M/o NFS&R, GOVERNMENT OF PAKISTAN.**

M/S. _____

Name of Owner: _____

Contact Person: _____

Address:

Telephone #: _____

Mobile #: _____

Fax #: _____

Email: _____

Signature: _____

Dated: _____

Agency Seal: _____

ATTESTED BY NOTARY PUBLIC

M/S _____

(Must be Printed on Rs. 200/- Stamp Paper) .

UNDERTAKING.

If delivered, required and offered services were found substandard or of poor quality, the acceptance letter of the firm will be immediately terminated without assigning any reason and M/o NFS&R will have the right not to make any refund/ payment. further, the performance/ bid security given by the firm will also be forfeited/ confiscated and the bidder will be declared black listed.

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____

Fax #: _____

Email: _____

Signature: _____ Dated : _____

Agency Seal:

ATTESTED BY NOTARY PUBLIC

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BREAKAGE ETC PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES, AND WORKS

The _____ hereby declares that it has not obtained or induced the procurement of any proposal, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it e.g. Ministry of National Food Security and Research, Government of Pakistan through any corrupt business practice.

Without limiting the generality of the foregoing, the _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a proposal, right, interest, privilege or other obligation or benefit in whatsoever form, from Ministry of National Food Security and Research, Government of Pakistan, except that which has been expressly declared pursuant hereto.

The _____ certifies that it has made and will make full disclosure of all agreements with all persons in respect of or related to the transaction with Ministry of National Food Security and research, Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any proposal, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Ministry of National Food Security and Research, Government of Pakistan under any law. Proposal or other instruments be voidable at the option of Ministry of National Food Security and Research, Government of Pakistan.

Notwithstanding any rights and remedies exercised by Ministry of National Food Security and Research, Government of Pakistan in this regard, the _____ agrees to indemnify fully Ministry of National Food Security and Research, Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Ministry of National Food Security and Research, Government of Pakistan in an amount equivalent to ten times the sum of any commission. Gratification, bribe, finder's fee or kickback given by the _____ aforesaid for the purpose of obtaining or inducing the procurement of any proposal, right, interest, privilege or other obligation or benefit in whatsoever form, from Ministry of National Food Security and Research, Government of Pakistan.

FOR AND ON BEHALF OF FIRM

Witness:-

1. _____

2. _____

TECHNICAL EVALUATION CRITERIA**Name of Party**

Sr No.	Technical Requirements	Designated Marks	Marks Obtained	Remarks
1	Firm having valid experience of successful completion of audit / consultancy of company / firm dealing in similarly bagged commodities with necessary documentary proof.	20		10 marks for each year maximum to 20 marks.
2	Bidder to provide the audited financial statements for the last three (03) years duly signed by any chartered accountant firm.	20		For first three years 10 marks, for 4 th year 15 marks and for 5 th year 20 marks.
3	Experience of Third Party Audit of at least 05 Public Interest Entities during last 03 years. Greater experience will be preferred with necessary documentary proof. Documentary proof of number of technical experts dealing in food grain on firm board.	10		05 marks for each expert.
4	Firm must have office in ISLAMABAD to handle business with documentary evidence.	10		10 marks for office at _____.
5	Firm must have professional qualified staff relating to having food grain experience with documentary evidence.	20		10 marks for each qualified staff member.
6	Category of the firm A or B	10		
7	Must hold "Satisfactory" QCR Rating issued by ICAP.	10		
Total		100		

Note:

- Aggregate marks obtained less than 50 will lead to technical disqualification of the firm. Furthermore, marks obtained less than 50 % against each technical requirement will also lead to technical disqualification of the firm. Firms will be ranked on the basis of their obtained marks. Moreover, if two technically qualified firms quote the same rate then the firm with highest marks in technical evaluation will be considered as more advantageous.
- Technical Evaluation Committee may ask/require documentary/bid clarification in accordance with rule 31 of PPRA Rules.

TERMS OF REFERENCE

Hiring of Chartered Accountant Firm(s) For Analysis/Estimation of Cost of Locally Produced Sugar

I. Background

The Government of Pakistan, Ministry of National Food Security & Research (MNFSR), intends to hire Chartered Accountant firm(s) to provide services as per the requirement of MNFSR for the “Analysis/estimation of Cost of locally produced Sugar” based on three geographic allocations; 1) Southern (Sindh and southern Punjab), 2) Central (central Punjab), 3) Northern (northern Punjab and KP).

II. Scope and Mechanics of Service Delivery:

Conduct a two-stage evaluation of the analysis/estimation of cost of locally produced sugar in Pakistan:

Stage 1 – Compare and evaluate the cost models of **local sugar production** prepared by PSMA and Ministry of Industry and Production (MoIP). This stage will focus solely on determining the **more accurate and reliable model** without providing assurances regarding the accuracy of the underlying data. It will be a **comparative analysis based on available data** from both models and their respective methodologies.

Stage 2– Conduct an independent assessment of the actual cost of **local sugar production** using a sample-based approach across three geographical regions of Pakistan; 1) Southern (Sindh and southern Punjab), 2) Central (central Punjab), 3) Northern (northern Punjab and KP). This stage will review the costing of different mills and provide an average cost region-wise as well as country-wide.

III. Scope of Work:

The Chartered Accountant Firm will undertake the following tasks:

Stage 1: Comparative Evaluation of Cost Models

- Review the methodology and assumptions used by PSMA and MoIP in compiling cost data.
- Compare the two models based on:
 - Data sources and assumptions
 - Methodological accuracy
 - Transparency and reliability of the calculation processes
- Determine which model provides a more accurate representation of sugar production costs without validating the underlying data.

Stage 2: Independent Cost Assessment and Pricing Analysis

- Develop a sampling methodology to select sugar mills based on three (3) geographical locations; 1) Southern (Sindh and southern Punjab), 2) Central (central Punjab), 3) Northern (northern Punjab and KP).
- Mill size, by-product processing capabilities, and energy sources.
- Conduct a detailed financial assessment of the cost of sugar production, including:
 - Raw material costs(sugarcane procurement, transportation, etc.)
 - Processing costs(energy, labor, machinery, etc.)
 - Overheads and financial costs
 - Profit margins
- Calculate ex-mill price by including key factors such as inventory carrying cost, finance cost, and other operational expenses.
- Assess the ratio of by-products in the cost structure and their contribution to overall profitability.
- Review the costing of different mills and provide an average cost region-wise as well as country-wide.

IV. **Methodology:**

- The consultant will conduct financial modeling using available data.
- Data sources will include sugar mills 'financial statements and data collected in field visits.

Schedule A: Deliverables, Timelines

Deliverable	Timeline
Inception Report(Work Plan & Methodology)	Within 7days of contract signing
Stage 1: Comparative Evaluation Report	Within 15 days from the date of 1 st deliverable
Stage 2: Final Report	Within 50 days from the date of 2 nd deliverable

Note:Day(s) means working day