

**Hiring of Tax Consultant For**  
**Power Information Technology Company**  
**and**  
**PITC Employees Trust (Pension) Fund**

Single Stage : – One Envelope Procedure  
RFP Identification No PITC/G-224(63)012022/Tax Consultant



**Issued by**  
**Power Information Technology Company (PITC)**  
**405-WAPDA House, Lahore**

**ABRIDGMENT**

1. Recipient	<b>DG (ISDS)</b>
3. Venue	<b>PITC Conference Room, Aiwan-e-Iqbal Lahore</b>
4. Closing Date & Time of Technical & Financial Bids	<b>Date 24-Feb-2022 at 11:00 <u>am</u></b>
5. Technical Bids and Financial Bids shall be opened	<b>Date 24-Feb-2022 at 11:30 am</b>
7. Bid Money	<b>Rs. 20,000 only</b>
8. Type of Tender	<b>Single Stage One Envelope</b>
9. Cost of Tender Document	<b>Rs.2,000/=</b>

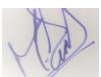
**SERVICES REQUIRED**

1. Provision of Taxation Services

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**Letter of Invitation**

Subject: REQUEST FOR PROPOSALS (RFP): Taxation Services

1. The Client, PITC and the Fund intends to hire tax consultant. In this connection, the services of competent tax consultant for the satisfactory provision of taxation services are required.
2. The Client(s) accordingly invites Proposals for **Tax Consultancy Services**.  
Detail of which is provided in this document.
3. Bidders are invited to submit a comprehensive Technical Proposal in triplicate (One original + Two copies in separate sealed envelope and one original copy of the financial proposal in a separate envelop. The proposal should be submitted in English Language.
4. In the event you desire any explanation to RFP documentation, you may contact the office of the undersigned not later than 07 days before last submission date of the proposals.
5. Client reserves the rights to accept or reject any or all the proposals prior to the acceptance of proposal and without incurring any liability to the applicants or any obligation there under and the Clients decision shall be final and binding and shall not be challenged.

Director General (ISDS)

PITC



## **1. INTRODUCTION TO PITC**

Power Information Technology Company (Private) Limited (the Company) was incorporated in Pakistan on June 02, 2010 as a private limited company under the repealed Companies Ordinance, 1984 (now the Companies Act, 2017). The Company is domiciled in Pakistan and its registered office is situated at 406, WAPDA House, Shahrah-e-Quaid-e-Azam, Lahore. The principal activity of the Company is to establish, develop, produce and manage business of software / hardware support for the power management (distribution, transmission and generation), international businesses, internet service provider and to provide information technology enabled services including billing, human resource management, financial management and after sale support.

PITC Employees Trust (Pension) Fund was created in Pakistan on July 01, 2015 under the umbrella of PITC. The fund is domiciled in Pakistan and located at the registered/head office of PITC at WAPDA House, Lahore. The principal activity of the trust is to disburse monthly pension, free electricity supply to retired employees, free medical facility to retired employees and compensation of leave absences at the time of retirement.

## **2. PERIOD OF CONTRACT**

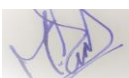
The company and the fund wishes to hire the services initially for the period of 02 (Two) years and extendable upon satisfactory services.

## **3. SCOPE OF WORK**

The Company and the Fund wants to hire services of a reputable Firm for Tax Consultancy services. The Tax Consultant shall be hired for the period of two (2) years (extendable) on contract basis. The scope of services is defined below:

The tax advisor shall perform following assignments during the period of engagement and starting from the date of signing of engagement letter, in accordance with relevant tax laws.

1. Assisting the management on computation and timely payment of advance tax liability, if any, required, to be discharged under section 147 of the Income Tax Ordinance, 2001 ('Ordinance');
2. Preparation of applications for exemption certificates under various sections of the Income Tax Ordinance, 2001, Federal and Provincial Sales Tax Laws (if required ) and representing the case before tax authorities to obtain such exemption certificates and its periodical renewal;
3. Filing and obtaining of certificates of exemption under section 152 or section 153 of the Ordinance and advising management regarding provisions of said section;



4. Responding to various notices and inquiries of routine nature from tax authorities;
5. Representing the Company/the Fund before tax authorities in the event of initiation of audit together with consequential amendment and/or rectification proceedings in respect of a return of total income prepared and filled by you on Company/Fund behalf;
6. Filing of monthly and annual statements of withholding taxes required to be filled under section 165 of the Ordinance;
7. Representing the Company/Fund before tax authorities in respect of any proceedings initiated under section 161 and 177 of the Ordinance requiring demonstration of due compliance with various withholding provisions of Ordinance;
8. Review of Monthly and Annual withholding Tax Statements and Sales Tax Returns or such other periodical returns as applicable from time to time and e-filing the same before the federal and provincial tax authorities before due date;
9. Calculations of Withholding Taxes on employee's salaries and rent etc. and advising the Company/Fund on various withholding tax provisions of the federal and provincial tax laws;
10. Registration under Federal and Provincial Sales Tax Laws, calculation of input or output tax(along with adjustment), maintaining relevant tax records and filing under aforementioned including review of tax computations and ensuring their accuracy;
11. Provide oral/written advice on various provisions of and amendments in provincial and federal taxation laws on the basis of queries raised by management;
12. Provide updates and educate on the changes in provincial and federal taxation laws;
13. Compliance with notices received from tax authorities, including preparation and presentation of replies to these notices, and to pursue existing matters pending with Tax authorities;
14. Assisting in obtaining any clarification, if required, from the tax authorities on various direct and indirect tax issues;
15. Preparation of Annual Income Tax Returns along with computation of income tax in line with the provisions of Income Tax Ordinance, 2001 and e-filing the same before the tax authorities before due date.;
16. Ensure timely availability of engagement partner for guidance/opinion on the basis of Company's/Fund's requirements and whenever there is any material change in the applicable taxation laws;
17. Any other tax advices/matters required from time to time during the period of contract.

### **Type of Open Competitive Bidding**

As per PPRA Rule 37(a), Single Stage - One Envelope Bidding Procedure shall be followed.

- (i) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;



- (ii) The envelopes shall be marked as “Technical Proposal” and “Financial Proposal”.
- (iii) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (iv) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (v) The lowest evaluated bidder shall be awarded the contract.

In accordance with these rules, interested companies (hereinafter referred to as “Bidders”) applying for bids should submit two separate bids/envelopes for Financial Proposal and Technical Proposal.

#### **4. ELIGIBILITY CRITERIA**

- a. This Invitation for Bids is open to professional tax consultants.
- b. The bidder should have experience of providing tax consultancy services to at least one public sector company.
- c. The Bidder should not have been blacklisted by any Govt. Dept. /Autonomous body in doing business with them. (Please submit self-declaration).

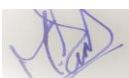
**Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.**

#### **5. CONFIDENTIALITY**

This RFP is a confidential document and is not to be reproduced, transmitted or made available by the recipient to any other entity without written permission of PITC/Fund.

#### **6. DISCLAIMER**

This RFP is not an agreement and is not an offer by PITC/Fund. This RFP does not claim to contain all the information each bidder may require. Each bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. PITC/Fund makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in the RFP is selective and is subject to update, expansion, revision and amendment. PITC/Fund does not undertake to provide any Bidder with access to any additional information or to update the information in the RFP or to correct any inaccuracies therein, which may become apparent. The PITC/Fund may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. The PITC/Fund reserves the right of discretion to change, modify, add or alter any or all of the provisions of this RFP and/or the bidding process,



without as signing any reasons whatsoever.

## **7. PROPOSAL**

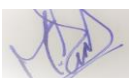
The Bidder is expected to examine all instructions, forms, terms & conditions and technical specifications stated in the RFP. The Proposal not substantially responsive to the RFP may result in rejection without any reference to the Bidder. The Proposal should be devoid of ambiguity and should not contain any statement resulting in hidden cost, any misleading statement and any incomplete information. The proposal shall strictly adhere to the specifications mentioned herein. Suppression of any material information that may adversely affect the interest of the PITC will invalidate the Proposal. If such matter is found out after empanelment, it can cause delisting of vendor and PITC initiating legal and other remedies for any type of loss suffered or cause to suffer by PITC.

## **8. AMENDMENT OF RFP**

At any time prior to opening of bids, PITC/Fund may at its discretion modify the RFP and such amendment will be conveyed through mail/fax to all prospective Bidders who have received the RFP and such amendments shall be construed as part and parcel of the original RFP. In order to provide reasonable time to Bidder to take the amendments into account for submission of Proposal, the PITC/Fund may, at its discretion, extend the last date of submission of Proposal mentioned elsewhere in this RFP.

## **9. INSTRUCTIONS TO THE BIDDER**

- i. The bidders are required to submit technical and financial bids in separate sealed envelopes, clearly marking "Technical" and "Financial", two copies of each (marked as Original and Copy. Both technical bids and Financial bids will be opened in the presence of bidders or their authorized representatives.
- ii. The bidders shall furnish a bid money of Rs. 20,000 (0.020 Million) as a part of their tenders in form of Bank Draft or Bank Guarantee in favor of CEO (PITC), WAPDA House, Lahore, to be enclosed in the envelop of **Bid**.
- iii. Competent authority reserves the right to accept or reject any offer or a part thereof or increase/decrease services to any extent without assigning any reason. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if: -
  - a) The tender is unsigned (all pages should be signed).
  - b) It is received after the time and date fixed for its receipt.
  - c) Offer is ambiguous or conditional.





- d) The offer is from a firm who is blacklisted by PEPCO, PITC, NTDC, WAPDA or any other government organization, or is in litigation with any government organization or is defaulter in any previous order and/or contract.
  - e) The offer is unsolicited.
  - f) The bid is not accompanied with bid money.
- iv. The tenders prepared by the bidders should comprise of the following documents:-
- a) Covering letter.
  - b) Receipt of tender document cost.
  - c) Bid Money.
  - d) All certificates as per clause 11.

## **10. TERMS AND CONDITIONS**

- i. The quoted price must be firm, final, inclusive of all taxes and other charges, etc. and should be in Pak Rupees.
- ii. Quoted fee must be retainer ship fee on monthly basis.
- iii. The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- iv. Price will remain valid for at least 90 days from the date of opening of quotation.

## **11. EVALUATION CRITERIA**

Prequalification will be based on all the criteria given in succeeding paragraphs regarding the Applicant's Profile, Experience Record, Personnel Capabilities and office locations as demonstrated by the Applicant's responses to this document. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the assignment.

<b>Sr. No.</b>	<b>Category</b>	<b>Weightage/Marks</b>
1.	Experience/Firm Profile	50
2.	Experience of Dedicated Person / team for this assignment	30
3.	Experience of Government/public sector, national and international assignments of tax consultancy	20
	<b>TOTAL</b>	<b>100</b>

### **11.1 Firm Profile**

<b>Sr. No.</b>	<b>Description</b>	<b>Points Allocated</b>	<b>Maximum Points</b>
1.	Existence of office in Lahore	Mandatory	

2.	Firm's Profile and its history, experience and clients list.		10
3.	Number of Partners	More than 1: 20 1: 10	20
4.	Litigation History (Any decision pending in any court or went against the firm or any of its offices)	No: 20 Yes: 10	20
<b>Total</b>			<b>50</b>

### **11.2 Experience of Dedicated Person / team for this assignment**

Sr. No.	Description	Points Allocated	Maximum Points
1.	Lead Partner Should have experience of at least 4 years of providing tax consultancy services.	4 years: 20 Less than 4 years: 10	20
3.	Team Placement and Methodology for team deployment		10
<b>Total</b>			<b>30</b>

### **11.3 Experience of Government, national, international audits including joint ventures**

Sr. No.	Description	Maximum Points
1.	Firm's experience of providing tax consultancy services to Government entities or public sector companies registered under section 42 of the Companies Ordinance, 1984	10
2.	Firm's experience of providing tax consultancy services to the entities in Services sector.	10
<b>Total</b>		<b>20</b>

**Note:** Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs. In order to qualify, the **applicant must obtain overall 70% marks**. Final decision will be based on financial evaluation of technically qualified bidder

## **12. MANDATORY TERMS & CONDITIONS**

- i. Partially compliant or incomplete bids will not be entertained
- ii. PITC reserves the right to accept or reject any or all bids without giving any specific reason.
- iii. All prices should be quoted in PKR (Pakistani Rupees) including all applicable taxes & services required to provide the said services.

## **13. TERMS OF PAYMENT**

Payment will be made directly by PITC within ninety days, from the date of receipt of invoice along with production of following documents:

- i. Invoice in triplicate having NTN



- ii. Services Satisfaction Report
- iii. Sales Tax Invoice (if not exempted) or attach exemption certificate.
- iv. Non-payment certificate.

