

Tender Cost Rs. 1,000/-



TENDER DOCUMENTS
(2022)

**TENDER FOR HIRING OF EXTERNAL
AUDITOR FOR THE FINANCIAL YEAR 2019
to 2022 (EXTENDABLE)
ABBOTTABAD UNIVERSITY OF SCIENCE &
TECHNOLOGY**



1. ABOUT THE ABBOTTABAD UST

Abbottabad UST aims to educate, train and develop individuals with the knowledge and experience necessary to meet the challenges of today, and become leaders of tomorrow”.

Abbottabad UST has potential to become one of the best technology universities nationally and internationally. The university endeavors to create an environment that helps students not only to develop academic skills, but life skills and achieve their dreams. AUST also works to ensure that all those who can benefit from a university education have the chance to do so, and various scholarships and financial support is available to help them.

Abbottabad UST aspires to be a leader in innovative research and open to talented students from all backgrounds. Therefore, the university’s mission is to: Educate and develop students from all socio-economic backgrounds; Encourage creativity and innovation in research.

To impart and create useful knowledge through fundamental and applied research that can benefit society. The objective of the university is to impart universal education systematically and gradually but surely to the coming generations of students for over indefinitely remote and distant future with Godspeed.

2. OBJECTIVE OF THE ASSIGNMENT

Abbottabad UST intends to appoint a reputed firm of Chartered Accountants well versed in the auditing profession for conducting performance audit (academic, administrative & Financial) of the University and prepare financial statements of the accounts for the financial year 2019-2022 (extendable) as required under Khyber Pakhtunkhwa Universities Act, 2012 (Amendment-2016). The selected firm shall be required to conduct the performance audit in accordance with the International Standards on Auditing as applicable in Pakistan.

3. DEADLINE FOR SUBMISSION OF BIDS

All bids must reach to the Procurement Office, Abbottabad UST on or before **27th June, 2022 up to 12 o’clock sharp**. The bids will be opened at **12:30** pm on the same day in the meeting room of Administrative Block of the University in presence of the bidders or their authorized representatives, who wish to be present. Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses. The pre-bid meeting for all type of queries is scheduled on **22nd June,2022** in the treasurer office-Abbottabad UST at **2 pm**.

4. LATE BIDS

Any bid received by the Employer after the deadline for submission of bids will be returned unopened to such Bidder. Delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the Bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person or by messenger.

5. CURRENCY OF BID

The Price should be quoted in Pakistani Rupees.

6. SCOPE OF WORK

6.1 Abbottabad UST intends to invite application from "A" Category Audit Firms for hiring of External Auditors for the Financial Year 2019-2022 (extendable). Interested Audit firms are requested to submit complete information as per following details;

1. Copy of registration of firm
2. List of existing clients in the Public and Private sectors
3. Number of partners along with qualification and experience
4. Number of qualified accountants employed
5. A copy of the Quality Control Review (QCR) rating of the firm by the ICAP
6. Details of International Affiliation
7. Audit Fee & out of pocket expense for the year to be charged in case of appointment as per scope of work
8. Presence of the Firm at different locations in Pakistan
9. Audit Firms are invited to participate in the tender along with relevant documents and complete firm profile.

6.2 The scope of work is as under;

A. Financial Audit

- The firm shall conduct / carryout financial audit of all payments (Including Recurring, all Projects funds, Departmental Development Fund (DDF), will conduct the audit of General Provident Fund, Pension, Staff Welfare Fund, Group Insurance, Budgeted heads of revenue & expenditures and all other financial matters etc. of Abbottabad UST.
- To check that expenditures have been approved at the correct level of delegated authority.
- To check that annual budget has been prepared to reflect the feasible annual operational plans of the University.
- To check the existence and implementation of adequate segregation of duties in the maintenance and review of accounts and the performance of reconciliations.
- To check the funds disbursed by the Government are used in accordance with sanction advice, with due attention to economy and efficiency, and only for the purposes for which the funds were provided.
- Physical verification of inventories and assets and review of Procurement as per KPPRA Rules.

B. Academic Performance Audit

The firm shall conduct / carryout performance audit of Academics in the field of;

- Research and Consultancy
- Faculty and Student performance

- International Academic Linkages
- Linkages with National / International Donors
- Entrepreneurial Thrive
- Strategy Formulation
- Networking
- Overall Academic performance audit of the University
- Any other matter related with academics

C. Administrative Audit

The firm shall conduct / carryout performance audit of administrative matters in the field of;

- Infrastructure & Facilities
- Human Resources
 - Rational and its utility in terms of output
 - Cost benefit analysis of each department and administrative staff
- Marketing and Promotion
- Any other matter related to administration

The firm shall conduct the performance audit of above-mentioned areas and shall submit separate reports for each fund and area within two months. Presentation on draft and Final reports will also be given to the respective Statuary Board / Committee. The firm shall also submit Management Letters during the course of audit as and when a need is felt to bring specific area of interest into the notice of respective management Boards.

7. UNIVERSITY’S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The University reserves the right to accept or reject any or all tenders fully or partially as per provision available under Rule-47 of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 and invoke Rule-48 of the said Rules for re-bidding. The University reserve the right to cancel all the bids were quoted price exceed estimated cost / or market value as per provision available under Rule-47.

8. MODE OF PAYMENT

The payment will be made to the bidder as per following breakup;

Mobilization advance upon signing of Agreement	20%
Payment upon submission of draft reports	30%
Payment upon submission of final reports	30%
Payment upon final presentation on the reports	20%
Total	100%

9. AWARD OF CONTRACT

The Employer will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be Eligible, Qualified and Technically Responsive.

10. SIGNING OF CONTRACT AGREEMENT

The successful Bidder will have to sign a legal agreement with Abbottabad UST (Employer) within seven (07) days from the date of issuance of award letter. All the services shall be in accordance with the agreement signed between the parties i.e. Abbottabad UST and the selected firm. University may extend the contract for next financial year with same terms and conditions.

11. TAXES AND DUTIES

All prices must be quoted in Pak Rupees and should include all taxes applicable, such as GST, Income Tax, Professional Tax, etc. if not specifically mentioned in the quotation, it will be presumed that the prices include all the taxes.

12. CONFIDENTIALITY

The Audit Firm, their partners and personnel shall maintain an appropriate standard of confidentiality and shall not disclose any proprietary or confidential information relating to the audit of the Abbottabad UST.

13. GENERAL INFORMATION

1. Name, Address, Phone / Fax number, Email address and Web-site.
2. Proof of registration with Institute of Chartered Accountants of Pakistan (ICAP)
3. Copies of Partnership Deed and number of partners.
4. Detailed description of the Firm identifying the services being offered, office location in Pakistan, especially in Islamabad, access to resource pools, accreditation of relevant institutions etc. together with Client Portfolio.
5. Indication of affiliation with any international Organization of Accountants.
6. Affidavits on stamp paper duly attested by the Oath Commissioner to the effect that the Firm has neither been black listed nor any contract rescinded in the past for non-fulfillment of contractual obligations or its affiliated firm/department. More so a certificate to the effect that the statement provided to the Authority is true and correct.
7. Provide undertaking that no litigations are in process with Public Sector entities
8. Current commitments of the Firm (With significant details of the commitments).

14. SPECIFIC INFORMATION

1. Past relevant experience providing services to professional organization of similar Nature including autonomous bodies, public sector, financial institutions, corporate sector etc.
2. National Tax Number, GST and KP Provincial Sales Tax (if applicable) active firm. Income Tax return for past two (02) years.
3. Organization of the firm, list of permanent staff and CVs of the key team members for this assignment.
4. Affiliated with reputable international Chartered Accountant firms.
5. Financial standing supported by reference/documents.
6. Fee to be charged (sealed Financial Bid).

Firm will be shortlisted on the basis of above mentioned General and Specific required information. Any efforts by the applicants to influence the management, including false and misleading required information submitted with the proposal or in any clarification shall result in automatic disqualification.

15. BIDS PROPOSAL

The single stage (two envelope) procedure will be adopted. One envelope containing technical details of bidders shall clearly be marked “**TECHNICAL PROPOSAL**” and the other envelope containing the fee structure in the format mentioned in the bidding documents shall clearly be marked as “**FINANCIAL PROPOSAL**”. **Call deposit @ 5%** of the bid amount in the form a Demand Draft in the name of “Treasurer, Abbottabad UST” must also be enclosed in a separate envelope. Initially the technical proposal will be opened whereas the financial proposal will be retained in the custody without being opened.

The committee will evaluate the technical proposals. The Technical proposal not confirming to the requirements of the university will be rejected, the financial proposal of bids found technically non-responsive will be returned un-opened to the respective bidders. Financial proposals of the technically responsive / qualified bidder(s) will be opened publicly at the time, date and venue which will be communicated well in time to the respective bidders.

The stated standard evaluation criteria will be binding upon the bidders and will have no liability, on the University.

15.1 TECHNICAL PROPOSAL EVALUATION CRITERIA FOR HIRING OF AUDIT FIRMS (CHARTERED ACCOUNTANTS)

Evaluation criteria of technical proposals for hiring of Audit Firms are as under;

S. No	Particulars of the Firm	Total Marks (100)	Criteria for Marking
01	Membership /Affiliation with International	10	Membership: 10 Marks Affiliation: 5 Marks
02	No. of Partners of the Firm	20	20 and above: 20 Marks 11 to 19: 15 Marks 5 to 10: 10 Marks
03	Total Regular Professional Staff of the Firm	25	300 & above: 25 Marks 100 to 299: 15 Marks 50 to 99: 10 Marks
04	No. of Chartered Accountants employed in firm	20	25 & above: 25 Marks 20 to 24: 15 Marks 10 to 23: 10 Marks
05	No. of Audits conducted by the Firm of similar nature Public Funds	25	10 & above: 25 Marks 5 to 9: 10 Marks

The Firms fulfilling the technical criteria with at least 75% marks shall be selected for opening of their Financial Bids. 80% weightage assigned for technical evaluation, while remaining 20% weightage are allocated for Financial Bids.

15.2. FINANCIAL BIDS

The bidder(s) are required to fill the financial proposal as per following pattern and keep it in the sealed envelope of financial proposal;

S.No	Description	Amount in PKRs (Inclusive all charges & taxes)
01	Audit / Professional Fee	
02	Out of Pocket fee	
Total amount inclusive all charges & taxes etc		

Authorized Signature: _____

Name & Designation : _____

Company Seal : _____

Affidavit

As owner of M/s _____ I/We accept the terms and conditions as laid down in tender documents and in advertisement notice.

I/We shall also observe all the rules/regulations framed by Government of the Khyber Pakhtunkhwa regarding providing Provision of Consultancy Services and Bid by all such rules. I/ We shall provide audit/consultancy services required by the appointing agency (Abbottabad UST).

SIGNATURE WITH STAMP OF THE FIRM

17.

Declaration:

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:
all the information provided in the technical proposal is correct in all manners and respects.
and I am duly authorized by the Governing body/ Board/ Management to submit this proposal on behalf
of _____.

Name _____

Designation : _____

CNIC _____

Signature _____

Stamp _____

18. Bidders Profile

Company Name:
Address of Office:
Name of Contact Person:
Mobile #
Telephone No: (Office)
NTN No:
Years of Experience:
No. of Clients

Authorized Signature: _____

Name & Designation : _____

Company Seal : _____

Clarification if any, may be obtained from:

(Adnan Shoukat Muhammad Zai)
Abbottabad UST
0312-9119061

Procurement Officer
Abbottabad UST
0313-5856430