

Bidding Document

For Internal Auditor for the annual audit of PLDDB

Document contains

A-Advertisement	02
B- Shortlisting Criteria	03
C- Required Documents	04
Terms & Conditions	05
D-Bid Submission Instructions	06
E-Scope of Audit	07
H-Tender Submission Form	10
I-Authorities	11
J- Bona-fide Statement	12
K- Bidders' acknowledgement	13



Punjab Livestock & Dairy Development Board

29 E-ii, Model Town Lahore

Ph: 042 – 35915346-47; URL: www.plddb.pk



Tender Notice

To hire the services of Internal Auditor

Punjab Livestock & Dairy Development Board (PLDDB) is a non-profit Organization established under Section 42 of the Companies Ordinance, 1984. The PLDDB has been aimed to develop Livestock & Dairy sector of the Punjab while facilitating small & large farmers in production, processing & marketing with the latest infrastructure and modern farming technologies to improve their animals' genetics and milk/ meat production ratio.

PLDDB invites the sealed Bids from professional accounting firms/chartered accountant firms with satisfactory QCR rating from the Institute of Chartered Accountants of Pakistan (ICAP). Interested Firms may participate in the tenders while providing following information for the provision of internal Audit Services of PLDDB.

- Full name of the firm, number of partners, permanent addresses and evidence of formation, preferably in the form of partnership deed.
- Financial Bid against the said services.
- Structure of the firm with list of all key personnel (partners, directors, etc) including their detailed CVs mentioning the qualifications and experience.
- Evidence of auditing the reputable multinational and national companies with annual turnover of PKR 1 billion or more in Pakistan in last 5 years.
- List of qualified chartered accountants with registration numbers.
- Information about infrastructure of the firm with offices details including branches and list of staff strength.
- Annual financial statement for the last five years.

Interested parties may send sealed envelope containing separately sealed Technical & Financial Bids along-with 2% of estimated cost (estimated price is 400,000) as Bid Security (refundable) at the under given address on or before 22 June, 2016 till 11:00 am. Tender will be opened at 11:30 am on the same day in the presence of all Bidders or their authorized representatives.

Specifications and other details are available in the Bidding Document which is immediately available on PPRA & PLDDB official website and the same may also be obtained from Procurement Section of PLDDB Head Office. All bidders are required to submit tender document fee PKR 1000 (non-refundable) to the Account Department of the company before the submission of Tender. PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



Senior Manger Finance & Admin
Punjab Livestock & Dairy Development Board
29-E-2, Model Town, Lahore
Ph. 042 –35915346-47, URL: www.plddb.pk



Short listing Criteria

All prospective bidders are hereby informed that following criteria will be considered for shortlisting the Bidders. Consequently, only short listed bidders will be considered for next stage.

NOTE: In order to qualify for the financial Bid, bidders will be required to obtain a minimum score 40 out of 55.

A. Bidder's Profile and Strengths		Total Marks = 30	
Criteria	Range	Max. Score	Score Obtained
a. Number of Partners	5 Plus	10	
	Less	05	
b. Number of clients one billion plus turn over	15-20 or above	20	
	10-15	10	
B. Relevant Experience		Total Marks = 25	
Criteria	Range	Max. Score	Score Obtained
Similar profiled projects:			
a. Internal Audit Experience of Agri Business dealing in livestock, fodder, silage, seeds, semen, etc.	10-15 or above	20	
	05-10 years	10	
b. Internal Audit Experience of Public Sector Section 42 Companies (additional marks)		05	
C. Financial Bid		Total Marks = 55	

Required Documents to be submitted as part of Bid submission

1. Copy of Certificate of Practice (COP) issued by Institute of Chartered Accountants of Pakistan (ICAP)
2. Copy of Partnership Deed of the firm
3. List of all partners along with copies of CNICs
4. Firm's QCR rating by ICAP
5. Firm's profile (with particular reference to relevant internal audit experience)
6. Audited financial statements of last three years
7. Statement that the bidder (firm) has not been blacklisted by any of the public sector regulatory bodies, ICAP and/or others.
8. Client lists.

Terms & Conditions:

- a- Financial quotation should be inclusive all sort of taxes.
- b- At least 03 years experienced company in the same field may participate in the Bid.
- c- Tenders received after due date and time will not be entertained at any cost.
- d- PLDDB encourages the legal business in the country so only NTN & GST registered Firms may participate in the Bidding process.
- e- Bidders are required to submit 2 % (refundable) of Financial Bid as earnest money along with Bid submission.
- f- Financial invoices will be included all sort of taxes, PLDDB will not bear any kind of tax.
- g- Payment will be made after the completion of job.
- h- Successful Bidder is required to complete the task within 20 days.

Bids' Submission instructions:

Bidders are required to follow the following instructions:

1. Any offer not received as per Terms and Condition for the tender enquiry is liable to be ignored.
No offer should be considers if,
 - I. Received without earnest money from unregistered firm or a firm not registered for the item / service mentioned in this tender.
 - II. Received after the time and date fixed.
 - III. The tender is unsigned.
 - IV. The offer is ambiguous.
 - V. The offer is conditional.
 - VI. The offer is from a firm blacklisted, suspended, or removed from the approved list.
 - VII. The offer is recovered from the telegram.
 - VIII. Offer received from shorter validity than required in the tender enquiry and
 - IX. The offer is for store/ service NOC confirming to specification Indicated in the tender enquiry.
2. Offer will remain valid for 30 days from the date of opening the tender.
3. Successful bidder will provide services within 30 days of the agreement.
4. The procuring Agency reserves the right to purchase full or part of the store /service or ignore/scrape/cancel the tender assigning any reasons (as per PPRA Rules 2014 clause No. 35).
5. (a) In the case the offer is withdrawn, amended or revised during the validity period of the order, the earnest money is liable to be forfeited.
(b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract at risk and expense.
6. The Procuring Agency reserves the right to claim compensation for the loss caused by in the delivery of store and provision of services, as per detail.

GENERAL INSTRUCTIONS

1. Tender should be addressed to the Senior Manager Finance & Admin, PLDDB.
2. Tender should be quoted final rates both in word as well as in figures.
3. Bidders are required to submit 2% of financial bid as earnest money (refundable in case of non-successful bidding) in favor of PLDDB.
4. Any condition, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tender shall be entertained.
5. The tenders should indicate the tender's complete address or the place where store / service will be offered for inspection.
6. The tender shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store/service offered by them.
7. The tender should specifically indicate their G.S.T. No. and Sales Tax No.
8. Any erasing / cutting / crossing etc appearing in the offer must be properly signed by the person signing in the tender. Moreover, all pages to the tender must also be properly signed. Offer with any over-writing shall in no circumstances be accepted.
9. In case of representative's participation in the bidding process, he/ she must have NOC by the senior management of his/her office.

Scope of Audit:

PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD (PLDDB) is an association NOT-FOR-PROFIT and it is registered as a Company limited by Guarantee having no share capital and is formed not for profit within the meaning of Section 42 of the Companies Ordinance, 1984. The main objective of the Company is to promote, develop, facilitate, improve and expand livestock industry, sector, farming, business and infrastructure in Punjab with the aim of accelerating investment therein and maximizing the potential, using most modern technology, modes and mediums and as part of the poverty alleviation and economic growth of Punjab. The Company acts as an **autonomous body** and is being managed by the **Board of Directors** for carrying out activities and operations as specified in its Memorandum of Association.

PLDDB was incorporated on 7th September 2010 and its financial year ends on 30th of June every year. The Company is registered with Federal Board of Revenue and enjoys Tax Exemption facility being the Not For Profit entity. This company has been financed by Government of Punjab to carry on development and poverty alleviation projects.

The company has its own Standard Operation Procedures (**SOP**) consisting of Financial Rules, HR Manual and Procurement Manual which are duly approved by Board of Directors. In addition to its own procurement rules, PLDDB follows Punjab Procurement Regulatory Authority (PPRA) Rules 2014 as well.

Financial Reporting Framework of the organization consists of following five segments / units / projects:

- 1. Head Office / Project Management Unit (PMU)** which consists of management team including CEO, GMs and Senior Managers, etc. All funds/grants/revenues receipts are deposited in PLDDB main account being operated at The Bank of Punjab and all payments of Head Office as well as projects, segments, etc. are centralized at Head Office and made through (BOP). Major expenses of Head Office include Salaries and its annual Expenses are about Rs. 30 Million.
- 2. Silage Project** is Machinery Intensive and its basis activity was to produce silage. But due to some reasons, machinery is now being run as a Joint Venture with third parties. Total annual expenses of the said project now range from Rs. 25 M to 30 Million.
- 3. Artificial Insemination Development Through Rural**

Development (AIDRY) Project is a social welfare project which aimed to employ rural youth consisting of Artificial Insemination Assistants (AIAs) and Women Livestock Extension Workers (WLEWs). The project was spread in 16 districts of Punjab with field offices. Due to some legal constraints, this project has been temporarily suspended by BoD. Verification of payments worth Rs. 60 Million.

4. **Genetic Improvement Centre** is a project which is under progress of completion and yet no operations could be started in this project. Site of this project is Khizerabad District Sargodha. Construction work of the project is in progress. Purpose of this project is to establish Semen Production Units (SPUs) for breed improvement. Operating expenses of the project are lesser than Rs. 10 Million per annum.

5. **Livestock Experiment Station (LES) Khizerabad** District Sargodha is the major hub and resource centre of PLDDB. This farm was given on a 33 year lease basis from Government of Punjab through its Livestock & Dairy Development (L&DD) Department as per agreement during late 2011. Scope & objective of LES Khizerabad farm include but not limited to develop such type of livestock farming practices so as to meet the increasing demand of milk and meat in the country and with such objective to develop healthy livestock with optimum yield of both milk and meat, in consonance with effective and efficient international scientific trends and modern methodology/research.

Presently, LES Khizerabad is the major activity centre of PLDDB where stocks of all projects are being maintained. This farm comprises of 1660 Acres of Agriculture Land and its major activities include Dairy Farm, Cattle Farm, Sheep Farm and Agriculture Land for cultivation of different crops and green fodders. LES Khizerabad is the main source of income for PLDDB and its annual revenues are more than Rs. 30 Million. Annual Expenses of the farm are about Rs. 70 Million.

Organizational Structure of PLDDB comprises of following four departments / wings :

1. Farm Planning & Production (FP&P)

2. Nutrition Resource Management (NRM)
3. Field Services & Capacity Building (FS&CB)
4. Finance/Accounts and Admin&HR (F&A)

The above narrated projects and activities come within the domain of these four wings and every wing has its own Wing Head to whom due financial powers have been conferred by Board of Directors. Every wing has been assigned own roles and functions.

Bidding document for Internal Auditor

Tender Submission Form

(Applicant's Internal Official Letter Number.....)

To,

Punjab Livestock & Dairy Development Board,
29 E ii, Model Town,
Lahore.

From,

SUBJECT: Tender Submission

Dear Sir,

It is submitted that our organizationis interested to participate in the Bidding process of Audit firm advertised by your Organization in the PPRA MIS and official website. It is further stated that our organization is fully competent and fulfill your requirements as per your Bidding Document.

Authorized person:

Signature:

Dated:

Authorities:

A- ON BEHALF OF PLDDB

Authorized Person:

Designation:

Seal:

B- ON BEHALF OF TENDER SUBMITOR

Authorized Person:

Designation:

Seal:

Bona-fide Statement by the Bidder

I hereby declare that the information and particulars furnished above by my office are true. I further declare that if any of the above particulars or information is found by the company to be inaccurate or false in any respect whatsoever, my Tender before or after the acceptance may be canceled and the whole process may be considered void ab-initio.

Authorized Signature.

*Procurement section
Punjab Livestock & Dairy Development Board*

Closing Remarks by Bidders

I hereby declare that the Bidding Process was transparent and proceeded as per PPRA rules-2014; the process was conducted in the presence of all bidders or their representatives and was according to the clauses mentioned in the Bidding Documents issued by PLDDB. Further I secured the score as per the quoted technical and financial bids by my office.

Authorized signature

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Sr. Manager Finance & Admin
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