GUJRANWALA WASTE MANAGEMENT COMPANY

BIDDING DOCUMENT

REQUEST FOR TENDER

Procurement No. 444

Appointment of Statutory Auditors Under Companies Act, 2017

(Single Stage Two Envelope)

In line with PPRA Rules 2014

Issued on: 09-11-2021

FOR REFERENCE ONLY

Office Address:
2nd Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza, Aiwan-e-Tijarat Road, Gujranwala.
Tel: 055-9200890-92; Email: info@gwmc.com.pk

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DISCLAIMER

This Request for Tender Document is provided to the recipient solely for use in preparing and submitting applications in connection with bid for Appointment of Statutory Auditors Under Companies Act, 2017. The Request for Tender (RFT) Document is being issued by the GWMC solely for use by prospective bidders in considering this assignment. Neither GWMC, nor their employees make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in other document made available to a person in connection with the tender process for the assignment and shall have no liability for this RFT Document or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Assignment. Neither GWMC nor their representatives will be liable to reimburse or compensate the recipient for any costs nor expenses incurred by the recipient in evaluating or acting upon this RFT Document or otherwise in connection with the Assignment as contemplated herein. GWMC reserves its right, in its full discretion, to modify the RFT and/or the Project at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the recipient for any costs nor expenses incurred by the recipient in such an event .

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Invitation for Bids

Dated: 09-11-21

1. Gujranwala Waste Management Company (GWMC), invites sealed bids from eligible bidders; well reputed National/Local Companies/Firms/Suppliers/ Contractors for the following;

Sr. #	Description
1.	Appointment of Statutory Auditors Under Companies Act, 2017

2. Bidding shall be conducted through Open Competitive Bidding (Single Stage-Two Envelope) procedures specified in the Rule No. 38 (2) of PPRA rules 2014, and is open to all eligible bidders as defined in the bidding document. The Company will use "Quality and Cost Based Selection method" under "single stage two envelope method" for selection of the auditor under Punjab Procurement Rules, 2014 (www.ppra.punjab.gov.pk)."

3. Interested eligible bidders may obtain bidding documents immediately after publication of this Tender Notice. Further information can be obtained from the office of GWMC during office hours or can be accessed online at www.ppra.punjab.gov.pk, www.gwmc.com.pk. Late bids will be rejected.

4. The provisions in the Instructions to Bidders are the provisions of the Bidding Documents.

5. Sealed Bids must be delivered to the above office **on or before 12:00** Hour **on November 25, 2021** Estimated Price of subject tender i.e., **Rs. 730,000/-**

6. Technical Bids will be opened in the presence of bidders' representatives who choose to attend at **12:30** Hour in the Office of GWMC, on the same date i.e. **November 25, 2021** (with original CNICs of bidders/representatives).

7. For obtaining any further information or clarifications, please contact the person named below:

Chief Executive Officer
Gujranwala Waste Management Company (GWMC),
2nd Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza,
Aiwan-e-Tijarat Road, Gujranwala.
Tel: 055-9200890-92; Ext: 111, & 128
Email: info@gwmc.com.pk

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Part-I
Section I. Instructions to Bidders

A. Introduction

1. Procuring Agency

1.1 The Procuring Agency is Gujranwala Waste Management Company.

2. Eligible Bidders

2.1 This Invitation for Bids is open to all national/local firms, Companies, Suppliers (hereinafter called as "**Contractors"**) as mentioned in Eligibility Criteria. Joint Ventures/Consortiums are not allowed.

2.2. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide services for the preparation of the design, specifications, and other documents to be used for the Appointment of Statutory Auditors Under Companies Act, 2017' to be procured under this Invitation for Bids.

2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.

2.4 Bidders shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (PPRA).

3. Eligible Services

3.1 All services to be provided under the contract shall meet the specification of the Services required in the Specification.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Client," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

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B. The Bidding Documents

5. Content of Bidding Documents

5.1 The services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

a) Instructions to Bidders (ITB)
b) Bid Data Sheet
c) Technical Specifications

d) Bid Submission Form

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

6. Clarification of Bidding Documents

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Client in writing or by email at the Client's address. The Client will respond in writing to any request for clarification of the bidding documents which it receives no later than **Seven (07) days** prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Client's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bids, the Client, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email, and will be binding on them.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Client, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

8. Language of Bid

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Client shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

9. Documents Comprising the Bid

9.1 The bid prepared by the Bidder shall comprise the following components:

(a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;

(b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified

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to perform the contract if its bid is accepted;

(c) documentary evidence established in accordance with ITB Clause 14 that the services to be supplied by the Bidder are conforming to the requirements in the bidding documents; and

10. Bid Form

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the services to be supplied, quantity, and prices.

11. Bid Prices

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the services it proposes to provide under the contract.

11.2 Prices indicated on the Price Schedule shall be **inclusive of all applicable taxes.**

11.3 The Bidder's separation of price components in accordance with ITB Clause 11.1 above will be solely for the purpose of facilitating the comparison of bids by the Client and will not in any way limit the Client's right to contract on any of the terms offered.

11.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an **adjustable price quotation** will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24.

12. Bid Currencies

12.1 Prices shall be quoted in **Pak Rupees**.

13. Documents Establishing Bidder's Eligibility and Qualification

13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

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14. Documents Establishing Services' Eligibility and Conformity to Bidding Documents

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, that the specifications of the services are compliant with the specifications as required in the Section III of Part 1 as Technical Specifications.

15. Period of Validity of Bids and Duration

15.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Client, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Client as nonresponsive.

15.2 In exceptional circumstances, the Client may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder granting the request will not be required nor permitted to modify its bid.

15.3 Total duration of assignment is mentioned in the Bid Data Sheet**.**

16. Format and Signing of Bid

16.1 The Bidder shall prepare an original bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID"

16.2 The original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

16.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

16.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

17. Sealing and Marking of Bids

17.1 Each Bidder shall prepare the original, as specified in comments to Sub-Clause 17 of the ITB and clearly mark them "ORIGINAL" as appropriate.

SUBMISSION OF BID (SINGLE STAGE TWO ENVELOPE BIDDING PROCEDURE)

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Sealing and Marking of Bid: The bidder shall seal the **original Technical and Financial bid (separately sealed) into a single envelope**

17.2 The envelopes shall:

(a) be addressed to the Client at the address given in the Bid Data Sheet; and

(b) bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number

indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

17.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

17.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Client will assume no responsibility for the bid's misplacement or premature opening.

Rule 38. (2) of PPRA Rules, 2014 Procedures for selection of contractors

(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 "Financial Proposal" and "Technical Proposal";

(iii) in the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;

(iv) 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;

(i) during the technical evaluation no amendments in the technical proposal shall be permitted;

(ii) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;

(iii) the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and (iv) the lowest evaluated bidder shall be awarded the contract;

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18. Deadline for Submission of Bids

18.1 Bids must be received by the Client at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

18.2 The Client may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Client and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

19. Late Bids

19.1 Any bid received by the Client after the deadline for submission of bids prescribed by the Client pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

20. Modification and Withdrawal of Bids

20.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Client prior to the deadline prescribed for submission of bids.

20.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

20.3 No bid may be modified after the deadline for submission of bids.

20.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

E. Opening and Evaluation of Bids

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21. Opening of Bids by the Client

21.1 The Client will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign an attendance sheet evidencing their presence.

21.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Client, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

21.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

21.4 The Client will prepare minutes of the bid opening.

22. Clarification of Bids

22.1 During evaluation of the bids, the Client may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

23. Preliminary Examination

23.1 The Client will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

23.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

23.3 The Client may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

23.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Client will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 15), **Applicable Law** (GCC Clause 24), and **Taxes and Duties** (GCC Clause 26), will be deemed to be a material deviation. The Client's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

23.5 If a bid is not substantially responsive, it will be rejected by the Client and may not subsequently be made responsive by the

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Bidder by correction of the nonconformity.

24. Qualification & Evaluation of Bids

24.1 The Client will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.

24.2 The determination will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13, as well as such other information as the Client deems necessary and appropriate.

25. Contacting the Client

25.1 Subject to ITB Clause 23, no Bidder shall contact the Client on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Client, it should do so in writing.

25.2 Any effort by a Bidder to influence the Client during bid evaluation, or bid comparison may result in the rejection of the Bidder's bid.

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Part-I
Section II. Bid Data Sheet

The following specific data for the **Appointment of Statutory Auditors Under Companies Act, 2017**shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section-I of Part-I. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1.1	Name of Procuring Agency: **Gujranwala Waste Management Company, GWMC**
ITB 1.1	Name of Contract: **Appointment of Statutory Auditors Under Companies Act, 2017**
ITB 4.1	Name of Client: **Gujranwala Waste Management Company, GWMC**
ITB 6.1	For clarification purposes, the Client's address is: **CHIEF EXECUTIVE OFFICER** Gujranwala Waste Management Company (GWMC) 2nd Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza, Aiwan-e-Tijarat Road, Gujranwala. Tel: 055-9200890-92; Email: info@gwmc.com.pk Requests for clarification shall be received by the Client no Later than **07 days** prior to submission deadline
ITB 8.1	Language of the bid – English

Bid Price and Currency	
ITB 11.4	The price shall be in Pak Rupees and shall be fixed and inclusive of all applicable taxes in Pakistan.

Preparation and Submission of Bids Evaluation Criteria	
ITB 13	**i) Eligibility Requirements (Mandatory)** The applicants fulfilling the following basic eligibility requirement shall only be considered for further evaluation (relevant documents to be attached) **a)** Legal Status of Bidder **For Companies** i. Certificate of Incorporation duly issued by SECP or RJSC/ or local body in case of foreign firm. OR **For Sole Proprietorship** ii. Copy of CNIC and an Affidavit/Undertaking on stamp Paper of Rs. 100 of Sole Proprietorship OR **For Partnership Firm/Association of Persons** iii. Certified copy of Partnership deed and Form C or Form D (as applicable) duly issued by registrar of Firms

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b) Affidavit/ Undertaking for Correctness of Information, Declaration of non-involvement in litigation / black listing and Compliance to the specifications, conditions and availability of required services on the defined time lines as mentioned in Terms of Reference of this bidding Document *(to be provided on non-judicial stamp paper of Rs. 100)- Sample Template is attached.*

c) Valid NTN Certificate (In the name of Company, Firm, AOP or Business Individual as applicable.)

d) GST Registration / PST Registration. (In the name of Company, Firm, AOP or Business Individual as applicable.)

e) The firm must be "A" ranked as per State Bank of Pakistan

f) The firm must have affiliation with one of the global audit firms

g) Satisfactory most recent QCR Rating of ICAP

h) Partnership registration certificate (ICAP and Registrar of Firms).

ii) : Merit Point Scoring System

1. Number of Partners	**Total**	**Range of Partners**	**Marks**
At Least5 (List of Partners attached)	**20**	5 – 10	5
		11 – 15	10
		16 – 20	15
		21 & above	20
2. Number of ICAP Qualified	**Total**	**Range of Staff**	**Marks**
At least 10 (List attached)	**20**	10 – 20	10
		21 – 30	15
		31 & above	20
3. Number of Audit Staff	**Total**	**Range of Staff**	**Marks**
At least 50 Staff (List of Audit Staff attached)	**20**	50 – 100	5
		101 – 150	10
		151 – 200	15
		201 – 250	20
4. Govt. / Semi Govt.	**Total**	**No. of**	**Marks**
Experience of at least 5 Govt. / Semi Govt. Organization's Audit in last 5- years	**20**	5	10
		6 - 10	15
		11 & above	20
5. Banking Sector	**Total**	**No. of**	**Marks**
Experience of at least 1 Commercial Bank Audit in last 5 years	**10**	1	5
		2 & above	10
6. Number of Offices in	**Total**	**No. of Offices**	**Marks**
At least 2	**10**	2	6
		3	8
		4 & above	10

Minimum Passing Score required in order to technically Qualify for the Assignment =70 Marks out of 100 Marks

iii) Financial Evaluation:

Financial Proposals of only Technically Qualified Audit Firm will be opened. The Audit Firm getting maximum marks on 80-20 weightage (80% for technical and 20% for financial) will be selected as Auditors.

Max 30 Points:

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	The formula for determining the Financial Score is the following: **Sf = Fm x 100** **F** Where, Sf is the Financial Score; Fm is the Lowest Price and F the Price of the Proposal under consideration. (Quoted Price) **iv) Total Score (Based on 80-20 weightage)** Total Score = 80% of Technical Score + 20% of Financial Score =(0.8 x St) + (0.2 x Sf) Where. St= Technical Score Sf= Financial Score
ITB 16.1	**Bid Validity Period: 120 days** after the date of opening of bid**.**
ITB 16.3	**Duration of Assignment:** The duration of this Audit Engagement will be one Year and Extendable to Next Year If Approved In Every AGM of GWMC with Maximum of Five Years As Per Rule 23(6) of Public Sector Companies (Corporate Governance) Rules 2013.
ITB 17.1	**Number of Bids**: **(01) One Original**
ITB 18.2 (a)	**Address for Bid Submission:** **CHIEF EXECUTIVE OFFICER** Gujranwala Waste Management Company (GWMC) 2nd Floor, Gujranwala Chamber of Commerce & Industry Chamber Plaza, Aiwan-e-Tijarat Road, Gujranwala. Tel: 055-9200890-92; Email: info@gwmc.com.pk
ITB 18.2 (b)	**ITB Title and Number:** Appointment of Statutory Auditors Under Companies Act, 2017 Proc # 444
ITB 19.1	Deadline for Bid Submission: **12:00 PM, November 25, 2021**
ITB 22.1	**Time, Date, and Place for Bid Opening: 12:30 PM, November 25, 2021**

Bid Evaluation	
ITB 25.3	The Company will use "Quality and Cost Based Selection method" under "single stage two envelope method" for selection of the auditor under Punjab Procurement Rules, 2014. Details of the evaluation criteria for technical and financial evaluation are provided in this Section will be allocated based on evidence available in the proposal only. The audit engagement will be awarded to the firm with the highest total score based on the following weight ratios: - 80% for technical score - 20% for financial score Note: Firms scoring less than 70 points in technical evaluation will be considered dis-qualified and financial proposals will be returned un-opened.

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Part-I
Section III.
SCOPE OF WORK

Gujranwala Waste Management Company intends to appoint its statutory auditors to audit the financial statements of the Company for the Financial Year 2021-22 in accordance with the Companies Act 2017, International Standards on Auditing and Accounting and other applicable regulations. The auditor shall be a Chartered Accountant firm i.e. comprising of Chartered Accountants within the meaning of the Chartered Accountants Ordinance, 1961.
Interested Chartered Accountants Firms are invited to submit their proposals in respect of statutory audit after obtaining and understanding the relevant information for assignment purposes.

The scope of work is to conduct statutory audit of Gujranwala Waste Management Company (GWMC) for the year ending June 30, 2022.
The overall scope of the audit is as follows:
1. The audit will cover the period from 1st July 2021 to 30th June 2022.
2. The year subject to audit is nineth year of operations since its incorporation.
3. The duration of the audit is estimated to be 15 working days.
4. Auditor's report is required to be submitted preferably by the start of October, 2022.
5. The selected audit firm shall conduct the audit in accordance with Companies Law, International Standards on Auditing and any other applicable regulations and standards

Terms & Conditions

- The audit firm is expected to examine the RFP thoroughly, including all terms and conditions. The audit firm shall bear all costs / expenses associated with the preparation and submission of the proposal and GWMC shall in no case be responsible / liable for those costs / expenses. The prospective audit firms may solicit clarification as mentioned in the RFP in writing.

- The fee for audit of financial statements for the period July 01, 2021 - June 30, 2022 must be inclusive of all costs and taxes applicable in Pakistan. There will be no price negotiations with the lowest evaluated responsive bidders. Audit firms are therefore requested to submit their lowest and best prices with their proposals.
- The proposal validity period shall be three (3) months from the last date for submission of the same.
- Payment will be released after completion of the audit Engagement i.e successful AGM. Payment will be made through cross-cheque after deduction of all applicable taxes in Pakistan.
- In case of any difference or dispute arising between the parties relating to this proposal or contract, same shall be referred to resolution to the Managing Director of GWMC or his duly authorized nominee whose decision shall be final and binding on both the parties and shall not be challenged in any court of law.

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Section IV. Bidding Forms

1. Bid Submission Form

Date: _____
No: _____

To
[Client Address]

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for **Appointment of Statutory Auditors Under Companies Act, 2017**conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the **guarantee of a bank in a sum equivalent to 05% percent of the Contract Price** for the due performance of the Contract, in the form prescribed by the Client.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening under Clause 16 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

_____ _____
[signature] *[in the capacity of]*
Duly authorized to sign Bid for and on behalf of _____

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ANNEX-A

GENERAL PARTICULARS OF APPLYING CONTRACTOR

Firm's Information	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Mobile Number	
E-Mail	
Fax Number	
Type of Organization	
Place of Incorporation/Registration	
Year of Incorporation/Registration	
Validity	
National Tax Number	

FOR REFERENCE ONLY

ANNEX-B

AFFIDAVIT FOR CORRECTNESS OF INFORMATION

AND

DECLARATION FOR NON-INVOLVEMENT IN ANY LITIGATION/BLACKLISTING

(To be printed on PKR 100 Stamp Paper)

Name of Firm: _____

I/we, the undersigned, do hereby certify that all the statements made in the Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Purchaser, at any time, deems it necessary.

I/we hereby further declare that we are not involved in any litigation / arbitration / black listing by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

This is to further certify that we shall comply to the specifications, conditions and ensure availability of required items on the defined time lines as mentioned in Terms of Reference/Technical Specifications of this bidding Document

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by **Gujranwala Waste Management Company (GWMC)** deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of GWMC.

GWMC, undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the firm

FOR REFERENCE ONLY

Title of Officer: _____

Name of Firm: _____

Date: _____

ANNEX-C

Application for Appointment as Statutory Auditors

(Letter head paper of the Applicant including full postal address telephone no. and fax no.)

Date:_____

To:
Chief Executive Officer
Gujranwala Waste Management Company
2nd Floor, Gujranwala Chamber of Commerce and Industry Building
Gujranwala.

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 RFP for appointment of statutory auditors, the undersigned hereby expresses its interest in and applies to be appointed by your organization for the audit of financial statements for the period 1st July 2021 to 30th June 2022 of Gujranwala Waste Management Company.

2. Attached to this proposal/bid are copies of original documents specifying:
- Name, title, phone numbers, fax number and email of authorized representative.
- "A" ranked as per State Bank of Pakistan.
- Affiliation with the international audit firm.
- Declaration on stamp paper that the firm has never been blacklisted by any Government department/
authority/ agency/ company.
- Satisfactory most recent QCR rating of ICAP.
- Taxpayer registration certificates (Income Tax and Sales Tax).
- Partnership registration certificate (with ICAP and Registrar of Firms)
- Other documents as required in the proposal for evaluation purposes.

3. The client 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 bankers and others regarding any financial and technical aspects. The 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 as deemed necessary and requested by the client or its authorized representative in order to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the firm.
4. The undersigned declares that the statements made and the information provided in the proposal are complete, true and correct in all aspects.
Signed:
Name:
For and on behalf of
(Firms Name)

FOR REFERENCE ONLY