

# **Quaid-e-Azam Thermal Power (Pvt) Limited**

## **EXPRESSION OF INTEREST**

### **Hiring of Tax Compliance and Advisory services**

**for the period of three years commencing from  
Commercial Operations Date (expected on  
January 1, 2018)**



First Floor 7 C-1, Gulberg-III,  
Lahore-Pakistan  
Phone: +92 (42) 35750936-8  
Fax: +92 (42) 35750939

# 1. INVITATION FOR PREQUALIFICATION

- 1.1. Quaid-e-Azam Thermal Power (Private) Limited (QATPL) (“**the Employer**”) is a Private Company Limited by Shares incorporated under the aegis of Companies Ordinance, 1984. The QATPL is owned by the Government of Punjab through Energy Department. The objective of the Company is to establish and maintain 1180 MW Re-Gasified Liquefied Natural Gas (RLNG) based Thermal Power Plants in Punjab within the stipulated timeline keeping in view the severe power shortage. The first Thermal Power Plant in this regard has been planned to be installed at Bhikki, District Sheikhpura.
- 1.2. QATPL invites expression of interest from the Tax Consultancy Firms to provide the following **services** for period of three years commencing from Commercial Operations Date (COD) (expected on January 1, 2018) :
  - Income Tax Compliance and Advisory Services
  - Federal Sales Tax Compliance and Advisory Services
  - Provincial Sales Tax Compliance and Advisory Services.
  - Services for Social security, EOBI, Gratuity, WPPF etc.
  - Any other Tax matter.
- 1.3. More information about the eligibility criteria & services are provided in the Terms of Reference annexed with the EOI documents. Interested bidders should provide information indicating that they are qualified to perform the services on the prescribed forms given in the EOI documents.
- 1.4. The objective of this request for “**EOI**” is to shortlist some suitable independent Tax Consultancy Service providers who can maintain and support an appropriate level of advisory and compliance of the statutory requirements of the taxation laws applicable on the company and help the Board and Management of the Company accordingly.
- 1.5. The Employer intends to invite applications from selected entities (firms/companies, as the case may be) that meet the Prequalification Criteria (set out below in Section 3 of this document) to provide tax compliance and consultancy services for the 3 years.
- 1.6. Evaluation of Prequalification Applications:
  - a. An applicant whose Prequalification Application is determined by the Employer to be responsive and as meeting the Prequalification Criteria specified in Section 3 below shall be designated as a "Prequalified Bidder".

- b. An applicant whose Prequalification Application is determined by the Employer to be non-responsive or as not meeting the Prequalification Criteria shall be disqualified from the bidding process.

- 1.7. Requests for Proposal shall be issued only to Prequalified Bidders. The tentative expected schedule is as follows:

Activity	Target Date
Requests for Proposal	25 <sup>th</sup> January. 2018
Submission of bids	10 <sup>th</sup> February, 2018
Award of contract	1 <sup>st</sup> March, 2018

## 2. INSTRUCTIONS TO APPLICANTS

- 2.1. Applications for pre-qualification (one original and two [2] hard copies along with soft copy) must be received in sealed envelopes to be delivered by hand or through registered mail to:

**Company Secretary**  
**Quaid-e-Azam Thermal Power (Pvt.) Limited.**  
 1st Floor, 7 C-1, Gulberg-III,  
 Lahore-Pakistan  
 Phone: +92 (42) 35750936-8

- 2.2. Applications should be delivered no later than 1600 hours on January 15<sup>th</sup>, 2018 and be clearly marked “**Expression of Interest for Hiring of Tax Compliance and Advisory Services for the period of three years starting from Commercial Operations Date (COD) (expected on January 1, 2018).**”
- 2.3. Applications shall be submitted using Application Forms (A-1 to A-3) annexed with this document.
- 2.4. The name and mailing address of the applicant shall be clearly marked on the envelope.
- 2.5. Applications shall be prepared in English language and all relevant forms shall be filled out in English. Information in any other language shall be accompanied by its certified translation in English. Non-compliance of the above requirement could result in disqualification of relevant Applicants.
- 2.6. Applicants must respond to all questions and provide complete information as advised in this document (Application Forms A-1 to A-3 annexed with this document). Failure or omission to provide the aforementioned essential information may result in disqualification of the applicant.
- 2.7. Prequalification is open to all entities duly incorporated under the laws of Pakistan.
- 2.8. The Employer reserves the right to cancel the prequalification process and reject all applications without liability or obligation to inform Applicants.

- 2.9. Prequalified Bidders may participate only in one bid for the project. If a Prequalified Bidder submits more than one bid for the project, all bids that include that bidder shall be rejected. This rule does not apply in respect of bids that include sub-contractors who are used by more than one bidder.

### 3. PREQUALIFICATION CRITERIA

- 3.1. Applicants that meet the minimum eligibility criteria set out below regarding financial soundness and technical strength (as demonstrated by the Applicant's responses in the Application Letter and Application Forms A-1 to A-4 annexed with this document) shall stand prequalified:
- 3.2. shall stand prequalified:

<b>Financial Soundness</b>	
<i>F1.</i>	Average annual turnover in <i>last three financial years</i> PKR 100 million (FYs 2013-14, 2014-15, 2015-16 ) (form A-2)

<b>Technical Strength</b>	
<i>T1.</i>	At least 15 Partners  (List of Partners attached with ICAP Registration Numbers and date of admission)
<i>T2.</i>	At least 20 ICAP Qualified Chartered Accountants Employed by Firm in Pakistan, excluding partners. (Attached list with ICAP Registration Numbers)
<i>T3.</i>	At least 25 Tax Staff  (List of Staff members in Tax department attached with designation)
<i>T4.</i>	Experience of at least 10 Govt. / Semi Govt. Organization's as a Tax Consultants in last 5 years (form A-3)
<i>T5.</i>	Current Tax Consultant of at least 5 Power Sector Companies (form A-3)
<i>T6.</i>	At least for 20 years the firm has been in practice in

	Pakistan.
T7.	Satisfactory ICAP rating
	T8. At least 3 offices in Pakistan
	T9. The firm must be “A” ranking as per State Bank of Pakistan
	T10. The firm must have affiliation with any of the international service provider firms
	T11. Declaration on stamp paper regarding non-black listing / delisting
	T12. NTN Certificate

3.3. Applicants shall submit, with appropriate referencing in Application Form where required, the following documents as proof of its eligibility:

<b>Documentary Evidence</b>	
1	Evidence showing turnover including undertaking, annual accounts, tax returns etc.
2	List of Partners attached with ICAP Registration Numbers and date of admission
3	ICAP Qualified Chartered Accountants (excluding partners) Employed by Firm in Pakistan enlisted with ICAP Registration Numbers
4	List of Tax Staff attached with designation
5	Names of 10 Govt. / Semi Govt. Organization’s Tax Consultant in last 5 years with reference letters, annual report extract, engagement letter etc. (form A-3)
6	Names of 5 Power Sector Companies who have the firm as current Tax Consultancy Firm with reference letters , engagement letter etc. (form A-3)
7	Evidence that for 20 years the firm has been in practice in Pakistan
8	Satisfactory QCR rating with ICAP
9	List of addresses and Contact numbers of all offices and of full time partner overseeing Lahore Office.
10	The firm must be “A” ranking as per State Bank of Pakistan
11	Declaration on stamp paper regarding non-black listing / delisting
12	Evidence of membership of global firm/collaboration.

13	NTN certificate
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- 3.4. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria.
- 3.5. Applicants shall also be required to submit an affidavit affirming and declaring on oath that the Applicant:
- a. is not in bankruptcy or liquidation proceedings;
  - b. is not making any misrepresentations or concealing any material fact and detail;
  - c. has not been convicted of, fraud, corruption, collusion or money laundering;
  - d. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
  - e. does not fall within any of the circumstances for ineligibility or disqualifications
  - f. has not been black listed by Government / Semi-Government / Agency or Authority
- 3.6. The Employer reserves the right to waive minor deviations, if these do not materially affect the capability of an Applicant to perform the contract. In such case, similar relaxation shall be extended to all Applicants similarly affected.
- 3.7. The Employer reserves the right to seek additional information, missing information, and/or clarification of submitted information, from any Applicant. In such case, opportunity shall be provided to all Applicants similarly affected.
- 3.8. Applicants shall be required to update the financial and technical information used for prequalification at the time of submission of their bids to confirm continued compliance with the Prequalification Criteria. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.
- 3.9. The Employer may verify information provided in prequalification documents through any means necessary, and reserves the right to disqualify a bid at any stage of the bidding process if the Applicant is found to have willfully misrepresented information.

# Letter of Application

*[Letterhead paper of the Applicant, including full postal address, telephone no., fax no. and e-mail address]*

Date:.....

To: Company Secretary  
Quaid-e-Azam Thermal Power (Pvt) Limited

Dear Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be prequalified as a bidder for the following contract(s) under the **Expression of Interest for Hiring of Tax Compliance and Advisory Services of three years starting from Commercial Operations Date (COD) (expected on January 1, 2018).**
2. QATPL or 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 clients regarding any financial and technical aspects. This 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 deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. QATPL or its authorized representatives may contact the following persons for further information, if needed.

<b>General, Financial and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

4. This Application is made with the full understanding that:

- (a) Bids by Prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) QATPL reserves the right to cancel the prequalification process, and reject all applications; and
  - (c) QATPL shall not be liable for any such actions or consequence of, and shall be under no obligation to inform us of the grounds for actions at 5(b) hereabove.
5. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
For and on behalf of (name of Applicant)



## Application Form A-1

### General Information

*[Applicant applying for prequalification is required to complete the information in this form.]*

Name of Firm	
Head Office Address	
Telephone	Contact Person: Name: Title:
Fax	Telex

**Application Form A-2**

**Financial Information**

Name of Applicant
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<b>Year</b>	<b>Annual Turnover (PKR)</b>	<b>Reference</b>
FY 2013-14		
FY 2014-15		
FY 2015-16		

## Application Form A-3

### Details of Contracts of Experience *(refer to clause 5 and 6 of documentary evidence)*

*Name of Applicant*

*[Use a separate sheet for each contract]*

1.	Name of Contract
	Location
2.	Name of Employer
3.	Employer Address .....
4.	Nature of work and similarity to this project ..... .....
5.	Contract Role (Tick One)  (a) Sole Contractor      (b) Sub- Contractor
6.	Value of the total contract (in PKR) at completion, or at date of award for current contract
8.	Date of Award

9.	Date of Completion
10.	Contract Duration (Years and Months)  <p style="text-align: center;">_____ Years                  _____ Months</p>
11.	Contract Requirements  ..... ..... .....
12.	Reference