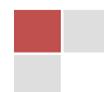


AUG 2023

TENDER DOCUMENTS

“Hiring of Chartered Accountants Firm As External Auditor”



F. No. 1(39)/2023
Government of Pakistan
National Endowment Scholarships for Talent (NEST)
Ministry of Federal Education &
Professional Training

<><><>

TENDER NOTICE

National Endowment Scholarships for Talent (NEST) incorporated under section 42 of companies ordinance 1984, Ministry of Federal Education & Professional Training, Shalimar Plaza, Blue Area, Islamabad invites sealed proposals on Single Stage – One Envelope as defined in PPRA Rules 2004 from well-established/ reputed Chartered Accountants Firms (A category only) to appoint as its External Auditors for the Financial Year 2021-2022 & 2022-2023.

2. Chartered Accountant firm will conduct annual statutory audit of NEST Accounts/Financial Statements as an independent auditor in accordance with the provision of auditing principles for the year ending June 30th 2022, and 2023.

3. The Auditors will submit draft Report at the end of audit, after discussion the draft report with client and incorporating mutually agreed comments (if any), the Auditors will issue formal/final Report.

3. Tender documents containing terms & conditions for participation in the tender can be downloaded from the website of this Ministry, i.e. www.nest.org.pk. (free of cost).

4. Tender/ Proposals should reach in the office of the undersigned on or before 6th October, 2023 by 1030 hours. Tender will be opened on the same date at 1100 hours in presence of bidders or their representatives.

(Hajra Suhail)
General Manager NEST
Tel: 9202690

Government of Pakistan
NATIONAL ENDOWMENT SCHOLARSHIPS FOR TALENT
Ministry of Federal Education and Professional Training
<><><>

Note:-

Please read the following instructions carefully. All firms/ vendors are bound to accept all the work orders issued on the tendered rates for provision of required quantities of articles within prescribed period after signing of contract.

1. DOCUMENTS TO BE ATTACHED: -

- i. Company profile including experience of audit of Govt. sector & other reputable sector organizations.
- ii. Copy of NTN Certificate of the firm.
- iii. Certificates of Affiliations/Registration with Audit Oversight Board, ICAP & SBP.
- iv. Copy of Active Sales Tax Registration Certificate of the firm.
- v. Earnest money not exceeding 5% of quoted price in the shape of CDR/Bank Draft/Pay Order in favor of National Endowment Scholarship for Talent.
- vi. Proof of Financial capability and experience certificate.
- vii. Firms are required to provide the undertaking that the Firm was never blacklisted by the Govt. of Pakistan or any other organization.

2. PROCEDURE OF TENDERING OPENING: -

- i. The bid shall comprise a single package containing one envelope. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
- ii. The bid found to be most advantageous bid shall be accepted.

3. REJECTION OF THE BID: -

No offer shall be considered if,

- i. Received without earnest money.
- ii. Received after the time and date fixed for its receipt.
- iii. Unsigned Tender.
- iv. The offer is ambiguous.
- v. The offer is conditional.
- vi. The offer is from the firms who are black listed/suspended by any Government department.
- vii. Offer is received with shorter validity than required in the tender enquiry.
- viii. The offer is for items/stores do not conform to the specifications indicated in the enclosed list.
- ix. NEST, Islamabad further reserves the right to accept or reject any or all tenders without assigning any reason.

4. TAXES: -

- i. The rates quoted should be inclusive of all applicable taxes.

- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The project authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate, specifically issued in favor of firm (SRO) to this effect, otherwise taxes will be deducted.

5. BIDDING: -

- i. The bidder should must bid for both financial years.
- ii. The bidders should quote final rates both in words as well as in figures.
- iii. Tender document must also be filled in, stamped and signed by authorized representative of the bidder.
- iv. The bidder shall provide the technical literature of the equipment.
- v. Any erasing/cutting/crossing etc appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.

6. BID VALIDITY: -

- i. Bid validity period is 90 days from the date of opening of proposals which can further be extendable as per PPRA rules.

7. BID EVALUTION: -

- i. The bids shall be evaluated in accordance with terms & conditions of this tender documents.
- ii. The bidder shall MUST be Chartered Accountant (QCR Rated/ A Category Only).
- iii. The bidder shall MUST be registered with Audit Oversight Board.
- iv. Statement of Compliance (SoC) PSC (CG) Rule, 2013 & Guidelines, 2018 shall MUST be carried and submitted.
- v. Fee inclusive of out of pocket expenses and applicable taxes for FY 2021-2022 & 2022-2023 (Separate Proposal for Each Year).
- vi. Ability of the firm to most closely conform to the prescribed specifications.
- vii. The bid found to be the most advantageous shall be awarded the contract.

8. 'NEST' RIGHTS WITHIN PROVISION OF PPRA RULES-2004

- i. The NEST reserves the right to accept or reject any or all tenders as per PPRA rules.
- ii. The purchaser reserves the rights to claim compensation for the loss caused by the delay in the completion of the assignment.

9. PAYMENT

The payment for the supplies made by the successful bidder shall be released within 30 days possibly of the receipt of invoice provided that: -

- i. Supplies are delivered according to the instructions of the Division.

- ii. Satisfactory inspection report is provided by the Division so as to specifications/requirements of the Division.
- iii. The payment against a contract shall be made on the completion of the job mentioned in the contract.
- iv. No advance payment shall be made.
- v. All payments shall be made through NEST (Cross Cheque) in Pak rupees.

10. Undertaking: -

We undertake and declare that: -

- i. The prices quoted should include all taxes, transportation and cost of installation etc. The quantity of above items can be increased.
- ii. The prices are valid upto
- iii. The supplier is responsible for arranging replacement/technical support during contract period.

We understand that: -

- i. NEST reserves the right to accept or reject our bid and we undertake not to question the decision of NEST in this regard.
- ii. The earnest money amounting to Rs. submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above firm fails to abide by the terms and conditions given in the advertisement referred to above.

11. Tender Opening Time, Date & Venue: -

- i. Tender/ Proposals should reach in the office of the undersigned on or before 6th October, 2023 by 1030 hours. No bid will be received after laid down timings. Bids will be opened on the same date at 1100 hours in presence of bidders or their representatives at NEST office located at 3rd Floor, Shalimar Plaza, Blue Area Islamabad.