

# Quaid-e-Azam Solar Power (Pvt.) Ltd

## TERMS OF REFERENCE FOR THE PROVISION OF OUTSOURCED TAXATION SERVICES

### 1. BACKGROUND TO THE QUAID-E-AZAM SOLAR POWER PVT LTD

Quaid-e-Azam Solar Power (Pvt.) Limited is a statutory body established under the Companies Ordinance 1984 and is responsible for the implementation of 100 MW Solar Project.

Quaid-e-Azam Solar Power (Pvt.) Ltd is required to comply with the provisions of the Income Tax Ordinance 2001, Sales Tax Act 1990 and Punjab Sales Tax on Services Act 2012. For tax planning and compliance with all relevant tax laws, these services will need to be outsourced by the company.

### 2. THE OVERALL OBJECTIVE

The objective of this bid is to appoint a suitable Individual Tax Consultant who can advise and provide appropriate taxation services to the Company under Income Tax Ordinance 2001, Sales Tax Act 1990 and Punjab Sales Tax on Services Act 2012.

### 3. CONTRACT PERIOD

The duration of the contract is anticipated to run for a period of one year. The Company will reserve the right to review the contract at the end of the term. If the Company chooses to cancel the contract during the course of the year, it will be required to issue two (2) months prior notice.

### 4. CONDUCT OF WORK

4.1 The taxation service provider may be required to work at the Company premises.

4.2. The Company will provide office space to the tax Consultants, if company will consider necessary for any assignment.

### 5. ROLE AND OBJECTIVES OF TAX CONSULTANT

The tax consultant should assist the Company in tax planning and advising the Company to ensure the compliance under the relevant tax laws.

### 6. SCOPE OF TAXATION SERVICE

6.1 The Taxation Services must be conducted in accordance with the Terms of Reference set in clause 6.2 below:

6.2 The scope of the Taxation Services includes at least the below mentioned services. Should any other service is regarded as imperative by the bidder, the same shall be offered and clearly defined for approval by the company.

- a. Taxation Advice relating to the Project during Operation phase.
- b. Filling of returns under the Income Tax Ordinance 2001, Sales Tax return under the Sales Tax Act 1990 and Punjab Sales Tax on Services Act 2012.
- c. Exemption certificate under the Income Tax Ordinance 2001 and Sales Tax Act 1990.

## **7. EXPECTED OUTCOMES AND DELIVERABLES**

As requested under the services mentioned in clause 6.2 above.

## **8. QUALITY ASSURANCE REVIEWS OF THE WORK**

The Individual Tax consultant shall ensure that all services conform to the Standards for Professional services.

## **9. MONITORING PROGRESS OF ASSIGNMENTS**

9.1. On completion of each assignment, the Individual Consultant shall submit report to the Company.

## **10. INDEPENDENCE AND OBJECTIVITY OF STAFF**

10.1. In carrying out the work, the consultant must ensure that he maintain his objectivity. The consultant shall:-

a. Have no executive or managerial powers, functions or duties except those relating to the provision of services;

b. Not be involved in the day-to-day operation of The Company;

## **11. COMPETENCY AND EXPERTISE REQUIREMENTS**

11.1. Individual Consultant should be a member of Institute of Chartered Accountants of Pakistan (ICAP) or LLB and Register Tax Practitioner from Tax Bar.

11.2. Knowledge and experience of providing taxation services to a public sector entity will be added benefit.

## **12. PAYMENT**

12.1. The Company will pay valid invoices within thirty (30) days from invoice date, on monthly basis, after verification of claim with performed assignment.

12.2. The Company will consider payments on the basis of the specified completed tasks as and when produced and accepted as per the approved contract.

12.3. Out of Pocket expenses as per actual maximum 10% of the quoted fee.



## **CONDITIONS OF TENDER**

### **EVALUATION CRITERIA**

1. Evaluation criteria for technical and financial evaluations are enclosed. Scores will be allocated based on evidence available in proposal only. The assignment will be awarded to the individual with the highest total score based on following weighted ratios
  - 75 % of Technical Score
  - 25 % of Financial Score
2. The single stage two envelope method under PPRA 2014 will be used for evaluation.

### **OPENING OF PROPOSALS**

All proposals delivered to this office on or before September \_\_\_\_\_ on 1500 hours shall be opened at 1530 hours on the same day in the Committee Room situated at QA Solar Office.

### **Technical Evaluation criteria:**

#### **A. INITIAL SCREENING:**

1. The individual Tax Consultant must be Chartered Accountant/LLB.
2. Must contain NTN number.
3. Must contain Tax Practitioner Certificate
4. Must be registered with Punjab Revenue Authority

#### **B. TECHNICAL EVALUATION**

Minimum score for competing in the next stage is 65% .The financial proposal of only that Individual Tax Consultant will be opened which secured 65% marks or more in Technical Evaluation.

**1. Govt./ Semi Govt. Experience 25 Marks**

Experience to provide taxation services to Govt. / Semi Govt. Organization's in last 5-years	Total Marks	No. of Clients	Marks
		01-05	10
	25	06-10	15
		11-14	20
		15 & Above	25

**2. Power Sector Experience 25 Marks**

Experience to provide taxation services to Power Sector (IPPs + Distribution Co.'s ) in last 5 years	Total Marks	No. of Clients	Marks
		01	10
	25	03	15
		04	20
		05 Above	25

**3. List of Clients 25 Marks**

List of Clients (after getting Tax Practitioner Certificate)	Total Marks	No. of Clients	Marks
		01-10	10
	25	11-20	15
		21-30	20
		31 & Above	25

**4. Years of Experience      25 Marks**

Years of Experience after getting Tax Practitioner Certificate from Tax Bar	Total Marks	No. of years	Marks
		01-05	10
25	25	06-10	15
		11-15	20
		16 & Above	25

**Financial Evaluation criteria**

**Max 25 points**

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

The weights given to the Technical (T) and Financial Proposals (F) are:

$T = 0.75$ , and  $F = 0.25$