

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

TERMS OF REFERENCE FOR THE PROVISION OF OUTSOURCED TAXATION SERVICES

1. BACKGROUND TO THE QAUID-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 Tax Consultancy firm 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 normally 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 desires to cancel the contract during the course of the year, a notice period of 1 month will apply.

4. CONDUCT OF WORK

4.1 The taxation service provider may be required to work at the Company premises. In some instances, where necessary, work may be extended to where the project is being implemented.

4.2. The Company will provide office space to the tax Consultants on required basis.

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 approved by the Board of Directors of the Company.

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 define.

- a. Taxation Advice relating to the Project during Operation phase.
- b. Routine compliance of notices received from different tax departments which includes preparation and presentation of replies before relevant tax authorities under the Income Tax Ordinance 2001, Sale Act 1990 and Punjab Sale Tax on Services Act 2012.
- c. Filling of monthly/annual (all types of) returns under the Income Tax Ordinance 2001, Sales Tax Act 1990 and Punjab Sales Tax on Services Act 2012.
- d. Review of the accounting system for incorporation of tax regulations, generation of payment challans regarding sales tax and withholding income tax.
- e. Exemption certificate where applicable under the income tax ordinance 2001 and sales tax act 1990.
- f. Preparation and filling of rectification application under the Income Tax Ordinance, 2001, Sale Tax 1990 and Punjab Sale Tax on Services Act 2012.
- g. Assisting tax audit under the Income Tax Ordinance 2001, Sale Tax Act 1990 and Punjab Sales Tax on Services Act 2012.
- h. Any other matter relating to taxation.

7. EXPECTED OUTCOMES AND DELIVERABLES

As requested under the services mentioned above.

8. QUALITY ASSURANCE REVIEWS OF THE WORK

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

9. MONITORING PROGRESS OF ASSIGNMENTS

9.1. On completion of each assignment, the 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 its personnel maintain their objectivity. The consultant shall:-

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

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

11. COMPETENCY AND EXPERTISE REQUIREMENTS

11.1. Consultancy firm must be Registered with ICAP and also its nominated partner/partners must be a member of Lahore 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 statement date, for work done to its satisfaction upon presentation of a substantiated claim.

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 to 10% of the quoted fee.

13. BIDDING FEE

13.1. Total monthly fee/Retainer ship including all applicable taxes & duties should be quoted in financial bid.

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 firm 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 July 18th 2016 on 1500 hours shall be opened at 1530 hours on the same day in the Committee Room situated at QA Solar Office.

A. INITIAL SCREENING

1. The Tax Consultancy firm must be registered with ICAP.
2. The Nominated Partner/Partners must be Member of Lahore Tax Bar.
3. Must contain NTN & PNTN Number.
4. Must not be blacklisted by any Govt. Authority.

Technical and Financial Evaluation criteria:

B. TECHNICAL EVALUATION

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

1. Number of Partners (CV must be attached) 20 Marks

	Total Marks	No. of Partners	Marks
		At least 1	20
03-04	10		
05-06	15		
07 & Above	20		

2. Number of Tax Department Staff (list of staff showing qualification) 20 Marks

No. of Staff as on 30.5.2016	Total Marks	No. of Staff	Marks
		01-02	05
20	20	03-04	10
		05-06	15
		07 & Above	20

3. Govt. / Semi Govt. Experience 20 Marks

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

4. Power Sector Experience 20 Marks

Experience to provide taxation services to Power Sector (IPPs + Distribution Co.'s) in last 5 years (List of clients must be provided)	Total Marks	No. of Clients	Marks
		03	05
20	20	04	10
		05	15
		06 & Above	20

5. Years of Existence 20 Marks

Years of Existence after being registered with ICAP	Total Marks	No. of years	Marks
		01-05	05
	20	06-10	10
		11-15	15
		16 & Above	20

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