

Government of Pakistan
Ministry of Religious Affairs
and Interfaith Harmony

SUBJECT: BID EVALUATION REPORT

In pursuance of directions of the Honourable Supreme Court of Pakistan dated 27th August, 2013 and the Honourable Islamabad High Court, Islamabad dated 15.03.2018, the Ministry of Religious Affairs & Inter Faith Harmony has invited applications from the fresh companies for evaluation for enrollment and existing non quota holder enrolled companies for determination of their merit through assessment by the Chartered Accountant Firm (third party) for allocation of Hajj quota. Copy of advertisement, bidding document and TORs is at **Annex-I & II** respectively.

2. In this regard, nine (09) Audit Firms participated in the Tender process. Technical Bids were opened on 1st October, 2020 in presence of the representatives of Audit Firms. On the basis of Technical Evaluation, five (05) Audit Firms out of nine (09) were qualified.

3. A meeting of tender Evaluation Committee (EC) for opening of financial bids of 05 technically qualified Audit Firms was held on 15th March, 2021 at 1200 hours in the Committee Room of MORA&IH under the Chairmanship of Sr. Joint Secretary (Hajj). The financial bids were opened in the presence of representatives of said qualified firms/bidders. The EC evaluated the financial credentials of each firm/bidder as per criteria laid down in the bidding document i.e.

- Lowest will secure – 30 Marks
- Rest of the Financial bids will be evaluated on the proportionate basis e.g. the lowest bidder has quoted "X" amount per company and second lowest bids "Y" amount per company, therefore second lowest bidders will get marks in the following manner:

"30 Marks times X divided by Y"

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Muhammad Tariq

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15/6

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Details of evaluation of prospective bidders as per above formula/criteria are as under:-

Sr. No.	Name of Firm	Rate per Co. offered by Audit Firm	Formula $(30 \times X \div Y) *$	Finan: Marks (A)	Tech. Marks (B)	Total Marks (Sum of A+B)	Remarks
1	IECNET S.K.S.S.S	2,352	$30 \times 1721 / 2352$	21.9515	56	77.9515	Successful being highest marks.
2	Zahid Jamil & Co (Prime Global)	2,706	$30 \times 1721 / 2706$	19.0798	51	70.0798	Lowest marks.
3	Ilyas Saeed & Co.	1,721	$30 \times 1721 / 1721$	30.0000	45	75.0000	Lowest marks.
4	UHY Hassan Naeem & Co.	2,250	$30 \times 1721 / 2250$	22.9467	44	66.9467	Lowest marks.
5	Muniff Ziauddin & Co.	-	-	-	35	0.0000	Not Qualified. Non-deposit of bid security with financial bid.
6	RSM Pakistan	-	-	-	34	0.0000	Not Qualified due to obtaining less than qualifying marks.*
7	Parker Ran Dall-AJS Chartered Accountant	-	-	-	24	0.0000	Not Qualified due to obtaining less than qualifying marks.*
8	Suriya Nauman Rehan & Co	-	-	-	12	0.0000	Not Qualified due to obtaining less than qualifying marks.*
9	Nasir Javed Maqsood Imran Chartered Accountant	-	-	-	14	0.0000	Not Qualified due to obtaining less than qualifying marks.*

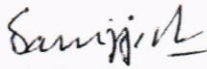
*Qualifying marks for Technical Evaluation=35

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Handwritten signatures and notes:
- *Shaukat*
- *Muhammad Ali*
- *Sanjiv*
- *15/6*
- *Contd*
- *At*

2. Based on the above evaluation, the Evaluation Committee unanimously recommended as under:-

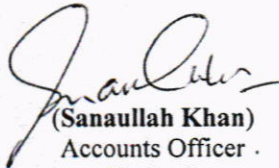
- i. M/s IECNET S.K.S.S.S may be declared as qualified/ successful being top in the merit for award of contract.
- ii. The bid of M/s Muniff Ziauddin & Co. may be disqualified due to non-deposit of bid security with their financial bid.
- iii. The bidders who did not fulfill the requirements of bidding document may also be termed as "Not qualified".
- iv. For transparency purpose, the final Bid Evaluation Report may be placed on website of MORA&IH and PPRA for information of all concerned.

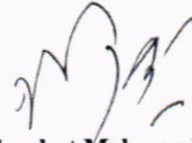

(M. Sajjad Haider)
Section Officer (HGO)
Member


(Abid Saeed)
Deputy Secretary(HO)
Member

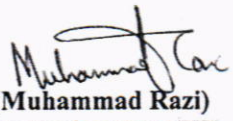

(Naseer Uddin Sarwar)
CF&AO
Member

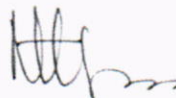
(Amjad Ahmad)
Joint Secretary (Admn)
Member


(Sanaullah Khan)
Accounts Officer .
(Refund)
Co-opt Member


(Shaukat Mehmood)
Section Officer (F&A)
Co-opt Member


(Ahmed Jamal)
Accounts Officer (PWF)
Member/Secretary


(Muhammad Razi)
Deputy Secretary (HP)
Co-opt Member


Alamgir Ahmed Khan
Sr. Joint Secretary (Hajj)
Chairman

17 SEP 2020



**GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY**

INVITATION OF BIDS FOR HIRING OF AUDIT FIRM

In pursuance of orders of the Honorable Islamabad High Court, Islamabad dated 15.03.2018, the Ministry of Religious Affairs and Interfaith Harmony has invited applications for fresh enrollment as Hajj Group Organizers (HGOs). To scrutinize profiles of (approximate 3000) these companies for determination of merit against the criteria of this Ministry for allocation of Hajj quota, the Ministry intends to invite bids for selection of prospective audit firm meeting eligibility criteria mentioned below. The Terms of Reference have been incorporated in the Bidding Document:-

- i. The firm must be registered with Institute of Chartered Accountants of Pakistan (ICAP) and should be in the State Bank of Pakistan's panel of Auditors.
 - ii. The Firm must have satisfactory QCR rating assigned to it by ICAP as per ICAP's list of February, 2019.
 - iii. The Firms must have registered offices in three or more cities of Pakistan (Federal Capital City or Provincial Capital Cities).
 - iv. The Firms submitting the bids should provide an affidavit that it will complete the task as per TORs embedded in the bid document.
 - v. The Firm must have sufficient manpower and infrastructure to undertake and complete the said assignment and submit the report within 60 days from the date of assignment of task.
2. The Bidding Document containing detailed terms and conditions etc. may be obtained from office of the undersigned during office hours free of cost and may also be downloaded from website of this Ministry www.hajjinfo.org & www.mora.gov.pk.
3. The sealed quotations/bids should be addressed to Mr. M. Sajjad Haider, Section Officer (HGOs), Ministry of Religious Affairs and Interfaith Harmony, Room No. C-7, 1st Floor, Kohsar Block, Pak. Secretariat, Islamabad on or before 1st October 2020 at 02:00 p.m. The bids will be opened on the same day at 02:30 p.m. in front of the bidders/their representatives. Relevant detail is available on website of this Ministry as well as Public Procurement Regulatory Authority (PPRA).
4. Bids received after the due date and time shall not be entertained.
5. The Ministry of Religious Affairs and Interfaith Harmony may reject all bids or proposals any time prior to acceptance of any bid or proposal. However, the Ministry shall upon request communicate to any firm who submitted a bid or proposal, the grounds of its rejection for the bids or proposals, but is not required to justify those grounds.

(M. Sajjad Haider)

Section Officer (HGOs)

Ministry of Religious Affairs & Interfaith Harmony

Ph: 9207519

**Government of Pakistan
Ministry of Religious Affairs
and Interfaith Harmony**

BIDDING DOCUMENT

Background:-

In pursuance of orders of the Hon'ble Islamabad High Court, Islamabad dated 15.03.2018, the Ministry of Religious Affairs and Interfaith Harmony has invited applications for fresh enrollment as Hajj Group Organizers (HGOs). To scrutinize profiles of these companies as in the advertisement, the Ministry intends to hire an audit firm and invite bids for selection of prospective audit firm meeting eligibility criteria mentioned below. The Terms of Reference (TORs) is annexed.

Instructions to bidders

The bidder is required to submit its profile with following minimum details:

Firm's Name _____
Partner Incharge _____
Address: _____
E-Mail Address: _____ Contact No. _____

- i) Brief History of the Firm,
- ii) Office location(s) of the Firm,
- iii) Name(s) and ICAP Registration Numbers of Partners,
- iv) Name(s) and Registration Numbers of fulltime qualified Chartered Accountants Employed (other than partner(s)),
- v) Name of Partner Incharge and Team Members with their qualifications dedicated to the assignment, if selected,
- vi) The firm must have satisfactory QCR rating assigned to it by ICAP as per ICAP's list of February 2019,
- vii) The firm must be registered with Institute of Chartered Accountants of Pakistan and should be in the State Bank of Pakistan's Panel of Auditors,
- viii) Details of Court Cases filed by and against the firm (including against the partners), Relevant affidavit must be attached,
- ix) Details of Investigation(s) pending against firm and /or partner(s) in ICAP and /or SECP. Relevant affidavit must be attached,
- x) Statement to be filed by the Partner Incharge confirming true and fair disclosure of all the information contained in the TCP,
- xi) Satisfactory Certificate/Job completion certificate/Award letter or other correspondence from client evidencing experience of Government organization's audits or verification assignments conducted in last 12 years (Audit reports or experience certificates on

- client letter head to be attached List of staff members in Pakistan containing names and qualifications (including number of article registered students) and
- xii) Any other details firm would like to provide.

1. Financial Proposal.

The bidder is required to submit Financial Proposal i.e, consultancy fee in Pak Rupees for scrutiny of profiles per company including all taxes and out of pocket expenses etc.

2. Bid Evaluation Criteria.

The bids will be evaluated on the basis of maximum aggregate marks scored on following criteria:

Technical Proposal	70 Marks
Qualifying marks	35
Financial Proposal	30 Marks

a) Technical Capacity Evaluation (out of total 70 Marks) will be calculated as per following criteria:-

- i. Firm's Standing in SBP and ICAP QCR (Print Screen of relevant portion of updated list from SBP website showing name of firm to be attached):
Firm's Standing in SBP and ICAP QCR (Print Screen of relevant portion of updated list from SBP website showing name of firm to be attached):
SBP "A" Category 05 Marks
SBP "B" Category 04 Marks
- ii. Number of Partners (Print Screen of relevant portion of updated list from ICAP website showing names of partners to be attached):
 1. 8 or more 05 Marks
 2. More than 6 and less than 8 03 Marks
- iii. Number of Full Time Qualified CAs (other than Partners) (Print Screen of relevant portion of updated list from ICAP website showing names of Full Time Qualified CAs to be attached):
 1. 10 or more 05 Marks
 2. 5 to 9 02 Marks
- iv. Number of offices in Federal capital city or provincial capitals cities in Pakistan. (Print Screen of relevant portion of updated list from ICAP website showing number of offices to be attached):
 1. 3 or more cities 05 Marks
 2. 2 cities 03 Marks

- v. Experience of Government or semi Government organization's audits or verification assignments conducted in last 10 years (Audit reports or experience certificates on client letter head to be attached):

1.	5 or more	20 Marks
2.	2 to 4	10 Marks

- vi. Number of staff in Pakistan (List of staff along with their date of joining to be attached)

1.	More than 200	15 Marks
2.	175 to 199 staff members	10 Marks
3.	150 to 174 staff members	5 Marks

- vii. Number of years of audit experience of firm in Pakistan (First registration with ICAP to be attached).

1.	More than 10 years	15 Marks
2.	2.5 to 10 years	5 Marks

b) Financial bids will be evaluated as per following methods:

- Lowest will secure 30 Marks
- Rest of the Financial Bids will be evaluated on the proportionate basis e.g. the lowest bidder has quoted "X" amount per company and second lowest bids "Y" amount per company, therefore second lowest bidders will get marks in the following manner:
"30 Marks times X divided by Y"

General Conditions of Bid

1. Bid Security

Each bidder is required to furnish bid security of 5% of the bid price. The bid security of unsuccessful bidders will be released immediately whereas the bid security of successful bidder will be replaced with performance guarantee as deemed appropriate.

2. Bid Validity

The bids will be valid for three months from the date of submission. However, under exceptional circumstances and for reason to be recorded in writing if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than period equal to the period of the original bid validity.

3. Opening of Bids.

All bids shall be opened in the presence of bidders or their authorized representatives, who may care to attend, on date and time specified in the tender notice. The bids received after the closing time shall not be entertained.

4. Rejection of Bids.

The Ministry of Religious Affairs and Interfaith Harmony may reject all bids or proposals any time prior to acceptance of any bid or proposal. However, the Ministry shall, upon request,

communicate to any firm who submitted a bid or proposal, the grounds of its rejection for all bids or proposals, but is not required to justify those grounds.

5. Announcement of Evaluation Report.

The Ministry of Religious Affairs and Interfaith Harmony shall announce the results of evaluation in the form of a report giving justification for acceptance or rejection of bids within a fortnight after opening of bids.

Special Conditions of Bid

6. Performance Guarantee.

The successful evaluated bidder as the case may be, will be required to submit performance guarantee at a rate of 10% of its bid which shall be released after successful completion of the task assigned as per contract. Performance guarantee shall be in the form of bank guarantee from any Scheduled Bank in Pakistan.

7. Award of contract.

The successful evaluated bidder will be awarded contract as soon as possible after announcement of bids evaluation report on format as prescribed by this Ministry. The bidder shall submit acceptance along with performance guarantee within three days of the offer letter of the Ministry. The successful bidder shall provide the time matrix of the activities according to the attached TOR.

8. Contract period.

The bidder who has been awarded contract shall be bound to complete the task within sixty (60) days (extendable with mutual consent) of signing of contract. Consequent upon completion of the task, the audit firm shall be required to submit final report in binding form as well as soft copy of the report within period stipulated in the contract. In case of failure, the performance guarantee shall be forfeited after giving notice of three days of non-compliance of the contract.

9. Penalty Clause.

In case the firm fails to complete task within the contractual period, the performance guarantee, will be forfeited beside other legal actions against the firm on its default.

10. Mobilization Advance.

No mobilization advance will be paid to the audit firm for commencing the task assigned to the firm.

11. Payment Schedule.

The payment schedule shall be on the basis of performance of consulting firm as per mutually agreed terms and conditions to be specified in the contract. No travelling or lodging expenses will be paid separately. Further, cost of any legal suit against firm will not be recoverable from Ministry of Religious Affairs and Interfaith Harmony or HGOs.

14. Arbitration.

The arbitration Committee comprising of JS (Hajj) as Chairman with DS(Admn) and Section Officer (HGO) as member shall resolve the disputes arising due to any circumstances. The decision of the arbitration committee shall be final.

Terms of Reference (TOR)

- 1) Scrutinize profiles of Hajj Group Organizers (HGOs). Its range may vary from 2,000 to 3,000 companies.
- 2) Verification of returns/documents of the company as per record of SECP, and highlighting any outdated submissions and marking accordingly.
- 3) Profile screening of Chief Executives and Directors of the company to evaluate their suitability as Hajj Group Organizer through:
 - a. Interviews
 - b. Evaluation of their qualification
 - c. Working experience
 - d. Tax returns reconciling with experience shown
 - e. Bank Statements showing reasonable transactions & work experience
 - f. Experience of Haj & Umrah him/her self
- 4) Screening of profile of shareholders of the company (to ensure that the shareholders as per SECP's record are the actual owner of the company - through interviews and financial standings)
- 5) Critical evaluation of financial statements/audited reports of company and estimating financial soundness, liquidity and **other key ratios which deemed relevant for the purpose of operating as HGOs. Further also evaluation of net worth of the shareholders and managements (such as evaluation of their tax returns, bank statements, credit worthiness etc)**
- 6) Evaluation of infrastructure of the company such as:
 - a. Proper Office space / area
 - b. Reasonable office location
 - c. Time duration in current office or previous office
 - d. Ownership documents or rent agreements
 - e. Reasonable furniture & fixtures
 - f. Reasonable manpower along with their relevant qualification & experience
 - g. Registration with municipality or any other relevant Authority
 - h. IT facilities showing reasonable computers, internet, telephone lines & other relevant infrastructure
- 7) Management dispute among shareholders and directors if any, (as per record of SECP and MORA if any) and details of any current litigations, liabilities of the company of any sort either relevant to Hajj Matters or otherwise. And evaluating possible implication for operating as HGO.
- 8) Complaints of Umrah pilgrims against the companies (if any) filed in last 10 years and verification of NOC from Department of tourist services.
- 9) Past performance Umrah operations and provide evidence of every year Umrah agreement with KSA agency in support of experience.

- 10) Company or its Director(s) has not been convicted/involved in any criminal/civil/administrative offence, particularly an offence relating to dishonesty, fraud/forgery in financial investment/business crime/misconduct or other criminal acts or been involved in any acts of misfeasance.
- 11) Company has not been declared defaulter or any demands from tax authorities in litigation under Income Tax Ordinance 2001 as amended from time to time or by any bank or financial institutions in connection with payment of taxes or loans in the capacity of:
 - a) Individual as director/chief executive or
 - b) Company as whole
- 12) Firm shall draw up its overall work plan for the execution of this assignment and submit the same to the Ministry of Religious Affairs and Interfaith Harmony within two weeks of signing the contract. The work plan will clearly specify
 - a. Prescribed Performa's and formats
 - b. Compliance checklists
 - c. Determination & Evaluation of Key performance indicators
 - d. Timelines for planned tasks
 - e. Reporting deliverable formats and their timing
- 13) Evaluation of companies as per detailed assessment criteria of HGOs that will be provided to firm after signing of contract.
- 14) Any other item for inclusion in consultation and with the approval of the Committee.
