

**Water and Sanitation Agency,
FDA, Faisalabad**

TORs / BIDDING DOCUMENT

**Appointment of the Tax
Consultant Firm for Taxation
Advisory Services for WASA,
Faisalabad.**



Website: www.wasafaisalabad.gop.pk

1- WASA Vision

To be an extraordinary service provider for the citizens of Faisalabad and thereafter to be the Centre of excellence in water sector of the country.

2- WASA Mission

To make our customers feel welcome, appreciated, and worthy of our best efforts in everything we do for providing water supply, sewerage and drainage services.

3-WASA Objectives

The prime objectives of WASA are to support logically sustainable development and to meet the community needs through the provision and maintenance of effective services and to provide high quality water supply complying with recognized drinking water standards and to transport and to treat sewerage for disposal to meet the environmental standards of the city.

4- WASA Introduction

Water and Sanitation Agency, Faisalabad commonly known as WASA, Subsidiary of Faisalabad Development Authority (FDA) was established in the year 1978 under the Punjab Development of Cities Act, 1976 (Amended-2014). WASA is responsible for providing water, sewerage and drainage facilities to the residents of Faisalabad City. WASA is working to improve the life through the provisions of safe water and sanitation.

5- Introduction of Finance Directorate

The Finance Directorate maintains an effective financial management system. It establishes the system of internal controls. It implements and manages the funds of the Agency. It approves all financial agreements with bankers. It ensures all collections and payments are properly recorded, handled and accounted. It coordinates and implements



approved budgets. It ensures the daily, weekly, fortnightly, monthly, quarterly and biannually financial statements.

6- Scope of Required Services

The services of the technically and financially sound Chartered Accountant Tax Consultant Firm are required for Tax advisory services for WASA, Faisalabad for one year from the date of Contract Signing and shall be extensible for further two years on satisfactory performance without any increase in rates.

Following tax advisory services are Required:

1. To file online annual/semi-annual/quarterly/monthly (as the case may be) Income Tax and sales tax Returns/withholding statements/WEBOC with the purpose to update the status of WASA on portal of FBR and PRA as **Active Tax Payer / Filer round the year** both for income tax and sales tax and to make revision in the Returns subsequently if required.
2. To get Tax refunds, rebates and exemptions of income tax and Federal & Provincial sales taxes, and duties.
3. To prepare the reply of the notices from tax authorities and tax related audit observations and to ensure the timely compliance and attendance with the tax authorities.
4. To deal with the audit proceedings in respect of income tax and Federal & Provincial sales taxes and to ensure the timely compliance and attendance with the tax authorities.
5. To deal with income tax and Federal & Provincial sales tax Assessments and Appeals before tax appellate authorities, documents preparation and to ensure the timely compliance and attendance with the tax appellate authorities.
6. To help in intimating and interpreting to the client about any change or update in the tax laws.
7. The Consultant will get Signed, Stamped and certified the financial documents / Statements and return while submitting the Return / Document by the Chartered Accountant.
8. The Consultant's lawyer will file the Tax petitions in all Courts and appear on behalf of WASA.
9. The Consultant will file the returns of the staff of WASA.
10. To advise on the tax related matters, and to deal with the tax related matters, wherever are required.

7-Selection Procedure

The Technical Proposals will be evaluated according to the Single stage two envelope procedure of PPRA Rules with least cost selection method. Firstly, the technical proposal will be opened and evaluated as per prescribed criteria. Qualifying marks will be 65 marks out of 100 marks. Then the Financial Proposals of the technicality viable Consultants will be opened. The contract will be awarded to the lowest financial bidder.

8- Monitoring


The assigned work will be supervised by Director Finance and his opinion / certificate will be final on the performance of the work.

9- Prequalification Criteria

1. The Consultant shall be the practicing Chartered Accountant firm approved from ICAP.
2. The Consultant should have at least five years experience in Tax Advisory services.
3. The consultant must have its Tax matters dealing office in Faisalabad.
4. The firm must have the Lawyers available for WASA services.

10- Terms and Conditions

The general terms and conditions for the required services are given below:

1. The Technical Proposal shall not include any financial information.
 2. The Financial Proposal must be in Pak Rupees and inclusive of all the applicable taxes including PST so the consultant should charge the fee keeping in mind these taxes.
 3. Any change in the taxes shall be borne by the successful bidder.
 4. Bid security to the unsuccessful bidders will be returned after completion of the bidding process.
- 

5. Incomplete / conditional / incorrect proposals or with cutting / overwriting will not be entertained.
6. Proposals received after the prescribed date and time will be rejected straightaway.
7. The representative's authorization need to be confirmed by the written Power of Attorney.
8. Submission of the proposals will be construed that the participating firm agrees to abide by all the terms and conditions of the assignment.
9. The accommodation, travelling, meal and computers or any expenses other than charged professional charges of this service will be the responsibility of the Consultant.
10. The stamp paper of the agreement will be provided by the successful firm and the value of the paper will be according to the total value of the assignment under the rules.
11. No advance payment will be made by WASA.
12. In case of any dispute, the matter will be referred to the committee comprising the Director Administration, WASA, and Director Finance, WASA and the representative of the firm for decision.
13. The agreement can be terminated at any time giving ninety days notice by either party.
14. The Consultant shall be of Pakistan origin and registered under the regulatory rules.
15. The bidder shall be registered with FBR and shall be Active Tax payer.
16. An affidavit on stamp paper that the bidder has not been black listed by any Government Department, is to be submitted.
17. The bidders are requested to furnish documents to establish the eligibility mentioned in the Technical Proposal.



18. The bid security will be forfeited if the firm fails to complete the job as per scope of the required services or requests to terminate the Contract.
19. The bid security shall be paid after three months of the completion of the agreement.
20. The bid security CDR be valid for ninety days.
21. The agreement will be effective for one year from its signing date.
22. The quoted charges will be considered gross Taxable amount and all the Taxes will be deducted accordingly from the gross amount.
23. The lawyer fee will be borne by the Tax Consultant Firm and Court Fees/ Petition Fee will be borne by WASA.
24. The Bidding Document / TORs can be downloaded from PPRA website (www.ppra.punjab.gov.pk) & also can be obtained from the office of the undersigned by depositing Rs. 1000/- in WASA bank account No. 00146610725201 maintained in HBL PMC Branch Faisalabad.

11- Contact Information to be submitted by the firm

Sr.	Description	Information
1.	Name	
2.	Postal Address	
3.	Phone Number	
4.	Email address	
5.	Designation	
6.	Mobile No.	

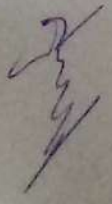
12- Payment Schedule

The payments will be made on semi- annually (after every six month services) basis on the presentation of the invoice by the Consultant.

13- Technical Proposal Format

i- Technical Proposal Format for Chartered Accountant Firms

Sr.	Particulars (Total 100 marks)	Description	Data
1.	Office in Faisalabad (15 Marks)	(Yes / No)	
2.	Offices in Pakistan except Faisalabad, (5 marks)	(Yes / No)	
3.	International affiliation, (10 marks)	(Yes / No)	
4.	Member of Panel of SBP (Category C -5 Marks) (Category B -10 Marks) (Category A -15 Marks)	Belongs to which category	
5.	No. of available Staff for WASA assignment, (10 marks each, Maximum 20 marks).	How many Staff Members	
6.	Experience with Government Agencies except WASA, (10 Marks)	How many years	
7.	Experience with WASAs (10 Marks)	How many years	
8.	Chartered Accountant Partners (5 Marks)	How many partners	
9.	Chartered Accountants Excluding Partners (5 Marks)	How many CAs	
10.	Lawyers for WASA assignment (5 Marks)	How many Lawyers	



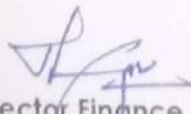
14- Financial Proposal Format

Sr. No	Description	Per year Charges in PKR
1.	Professional charges for the tax advisory services for WASA Faisalabad per year (Inclusive of all Taxes including PST)	

15- Enclosures to be attached by the Consultant

The Consultant will provide following documents with the Technical Proposal: -

- I- Last one-year Bank statement / Audited Financial statements.
- II- Copy of Registration Certificates and Tax Certificates
- III- CVs of the Team / Lawyers.
- IV- List of clients (Govt. and Non Govt.).
- V- Filled Technical Proposal Performa.


Director Finance
Water and Sanitation Agency
Faisalabad

