



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

Tender # SFSL/HD/GOV/TD/002/2023

Issued on: 22/05/2023

Issued to: 05/06/2023

## TENDER DOCUMENT

For

“HIRING OF THIRD-PARTY AUDIT FIRM”

UNDER ANNUAL DEVELOPMENT PROGRAMME #2022-23  
“ESTABLISHMENT OF FORENSIC SCIENCE LABORATORY IN SINDH AT KARACHI”  
ADP No. 2022-23/1225/UID HMDPL-PP-15-0027

Last Date of Bid Submission : 6<sup>th</sup> June, 2023 at 1330 Hours  
Date of Bid Opening : 6<sup>th</sup> June, 2023 at 1400 Hours

PROJECT IMPLEMENTATION UNIT  
**SINDH FORENSIC SCIENCE LABORATORY KARACHI**  
Address: Research & Training Wing, Faiyaz Centre,  
Mezzanine Floor, Opp. FTC Building, Shahrah-e-Faisal, Karachi  
Telephone: 021-99332155 Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)



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PART-I

**NOTICE INVITING TENDER**

**HIRING OF THIRD PARTY AUDIT FIRM**

1. The Sindh Forensic Science Laboratory Karachi has received an allocation from Public Fund in Pak Rupees towards the cost of “Hiring of Third Party Audit Firm”.
2. The Sindh Forensic Science Laboratory Karachi invites the sealed bids from reputable and financially sound Companies / Firms for the Hiring of third Party Audit.

S #	Items	Description/ Specification	Bid Security	Tender Fee
1.	Hiring of Third Party Audit Firm	Complete details are given in the tender bidding document	2% of the total quoted bid amount	Rs.1000/-

3. **Supporting Documents:**

- (i) Legal entity proof document of the bidder.
- (ii) Proof that the bidder is the partner of the firm.
- (iii) 100 Million Rupees turnover for last 3 years.
- (iv) Documentary proof that the bidder is an active Taxpayer along with NTN / STN/GST Registration Certificate of FBR & Sindh Revenue Board.
- (v) Rs.100/- stamp paper affidavit declaring that the bidder is not blacklisted in any Government, Semi-Government or Private institute along with Technical Bid.

4. **Terms & Conditions:**

- (vi) The rates should be quoted in Pak Rupees inclusive all taxes and levies.
- (vii) No Tender will be accepted by Fax or E-mail.
- (viii) Bid should be properly signed, named & stamped by the authorized person.
- (ix) Bid must be accompanied with Bank Guarantee/Pay order/Demand Draft equal to 2% of the total bid offered as bid security (refundable) in favor of **Project Director Sindh Forensic Science Laboratory**. The bids received without Bid Security will stand rejected.
- (x) Bids received after the specified date and time shall not be entertained.
- (xi) All Government applicable taxes will be deducted from supplier's payment.
- (xii) The validity of offer and terms of payments should be clearly mentioned otherwise bid will be rejected.
- (xiii) Fulfillment of all Terms & Conditions as indicated on the NIT are also mandatory to comply.
- (xiv) The validity of the offer, terms of payments and schedule of delivery should be clearly mentioned otherwise bid will be rejected.

5. **Bid Validity:**

Bid validity period should be 90 days.



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6. **Procedures of Open Competitive Bidding:**

The procedure for open competitive bidding shall be Single Stage-Two Envelope Procedure Rule No.46(2), SPPRA Rules, 2010 (Amended up-to now).

7. **Bidding / Tender Documents Availability Schedule:**

- (i) **Issuance:** Documents will be issued from date of publication / hoisting on SPPRA website till 5<sup>th</sup> June, 2023 during office hours on the payment of Rs.1,000/- as tender fee (Non-Refundable).
- (ii) **Last Submission Date:** Last date will 6<sup>th</sup> June, 2023 at 1330 Hours.
- (iii) **Bids Opening Date:** 6<sup>th</sup> June, 2023, 1400 Hours  
Place of bid issuance, submission, inquiries opening is:

**Address for collection of Tender Documents as under:**

Procurement & Contract Management Officer,  
Project Implementation Unit (PIU), Sindh Forensic Science Laboratory, Karachi  
Address: Research & Training Wing, Faiyaz Centre,  
Mezzanine Floor, Opp. FTC Building, Shahrah-e-Faisal, Karachi  
Telephone: 021-99332155.  
Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)

**Address for submission/venue of opening of Tender Documents as under:**

Procurement Officer, Planning & Development Department  
Address: Room # 337, 2<sup>nd</sup> Floor, Sindh Secretariat # 02 (Tughlaq House), Karachi.  
Telephone: 021-99211337 Fax No. 021-99211423  
Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)

8. The complete details of bidder's eligibility & evaluation criteria are given in tender bidding document.

9. Interested bidders can obtain the bidding document either from the abovementioned office address or download the same from the SPPRA website ([www.ppms.pprasinhd.gov.pk](http://www.ppms.pprasinhd.gov.pk)) or procuring agency's website ([www.home.sindh.gov.pk](http://www.home.sindh.gov.pk)) and submit it along with the Pay Order amounting to Rs. 1,000/- (Non-refundable) from SBP scheduled Bank in favour of "Project Director Sindh Forensic Science Laboratory"

10. PIU, Sindh Forensic Science Laboratory Karachi reserves the right to cancel the bidding process at any time before the award of contract as per Rule 25, Sindh Public Procurement Rules, 2010 (Amended up-to now) without thereby incurring any liability to the bidder.

  
PROJECT DIRECTOR



**PART-II**

**Part-A: Instructions for Bidders**

**1. Introduction**

- (i) Name of Procuring Agency: *Project Implementation Unit  
Sindh Forensic Science Laboratory  
Karachi, Home Department,  
Government of Sindh.*
- (ii) Name of Project: *Establishment of Forensic Science  
Laboratory in Sindh at Karachi*
- (iii) Name of Contract: *Hiring of Third Party Audit Firm*
- (iv) Address of Procuring Agency: Research & Training Wing, Planning & Development, Government of Sindh, Faiyaz Centre, Mezzanine Floor, Opp. FTC Building, Shahrah-e-Faisal, Karachi. Tel: 021-99332155. Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)
- (v) The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Sindh Forensic Science Laboratory Karachi, Government of Sindh, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

**2. Bid Price & Currency**

- (i) Bids are invited in Pak Currency.
- (ii) Price shall be written in figures as well as in words.
- (iii) The price shall be fixed and final and shall include all applicable Government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the Federal or Provincial Government, change in existing tax rates on the Contract services, the rate differential shall be payable by the Bidder.
- (iv) If there is a discrepancy between words and figures, the amount in words will prevail and figures shall be corrected. If the Bidder/Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.



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3. **Validity Period for Bid**

Bids shall remain valid for the period of **90 days** after the date of opening of bids. Any bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

4. **Bid Security**

- (i) Bid Security at the rate of 2% of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of **“Project Director Sindh Forensic Science Laboratory”**. The Tenders received without Bid Security or not in required format shall be rejected.
- (ii) Bid Security shall remain valid for a period of 28 days beyond the validity period for bids.

5. **Last Date & Place for Submission of Bid**

The bids should be submitted to the ***“Procurement Officer, Planning & Development Department, Room # 322, 2nd Floor, Sindh Secretariat # 02 (Tughlaq House), Karachi*** latest by **6<sup>th</sup> June, 2023 at 1330 Hours**. The tender bids received after that time & date will not be entertained.

6. **Date & Place of Bid Opening**

Bids shall be opened on **6<sup>th</sup> June, 2023 at 1400 Hours** in the presence of bidders / representatives of bidders (having proper authorization letter) in the office of ***“Procurement Officer, Planning & Development Department, Room # 322, 2nd Floor, Sindh Secretariat # 02 (Tughlaq House), Karachi”***.

7. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and PIU Sindh Forensic Science Laboratory Karachi will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. **Clarification of Bidding Documents**

Interested Bidder requiring any clarification of the bidding documents may notify PIU Sindh Forensic Science Laboratory Karachi in writing no later than five working days prior to the deadline mentioned in the bidding documents.

9. **Amendment of Bidding Documents**

- (i) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by interested Bidder, may modify the bidding documents by amendment.
- (ii) All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.



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- (iii) In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

**10. Bid Submission & Opening Guidelines.**

- (i) The Tender shall be typed or written indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.
- (ii) **A Single Stage-Two Envelope Procedure Rule No.46(2) SPPRA Rules, 2010 (Amended up-to now)** shall be adopted in ranking of bids and following shall be observed:
- (a) Each bid shall comprise two separate envelope containing as technical proposal and financial proposal and required information mentioned at clause (a) above.
- (b) All /bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.
- (iii) Bid envelope should inscribed with:
- Tender/NIT Ref: **SFSL/HD/GOV/TD/002/2023**
- Last date & time: **6<sup>th</sup> June, 2023 @ 1330 Hours**
- (vi) Address: **Procurement Officer,**  
Planning & Development Department,  
Room# 322, 2nd Floor, Sindh Secretariat  
# 02 (Tughlaq House), Karachi.  
Tel: 021-99211337  
Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)
- (iv) Envelope shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.
- (v) During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- (vi) The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- (vii) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail and figure shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.



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- (viii) The Procurement Committee may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

**11. Bid Evaluation / Eligibility Criteria**

(i) **Pre-screening of bids for Substantial Responsiveness:**

The eligible bids, which closely conform to the Eligibility criteria given in bidding documents and are substantially responsive to the other terms & conditions of bidding documents, will be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

(ii) **Bidder's Pre-Screening Criteria**

- (a) The Procurement Committee shall perform pre-screening to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive: -
- i. If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.
  - ii. If bid is received after the specified due date and time.
  - iii. If Rs.100/- stamp paper affidavit declaring that the bidder has never been black listed in any Government, Semi-Government or Private institute is not attached.
  - iv. If the validity of bid offer is either not clearly mentioned or is less than the required period.
  - v. If the bid offer is conditional.
- (b) During Bid Evaluation, the Procurement Committee shall reject the bid and declare it as Non-responsive if: -
- i. If Bid is not accompanied by Bid Security of required amount and Form.
  - ii. Terms of Payment are either not clearly mentioned or payment schedule deviate.
- (c) If the Bid is Non-responsive, it will be rejected by the Procurement Committee and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.
- (d) Only Bids that qualified in pre-screening evaluation shall be considered for further Evaluation.



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(iii) **Financial Bid Evaluation:**

During, Bid Evaluation, the bids, which closely conform to the Specifications given in bidding document and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

12. **Acceptance of Offers**

The Sindh Forensic Science Laboratory Karachi reserves the right to cancel the bidding process at any time prior to the award of contract as per Rule 25 of SPP Rules, 2010 (Amended up-to now), without thereby incurring any liability to the affected Bidder or bidders.

13. **Inspection & Acceptance**

- (i) Offer shall be acceptable only after inspection report carried out by the Inspection Team nominated by the PIU Sindh Forensic Science Laboratory Karachi.
- (ii) The Sindh Forensic Science Laboratory Karachi reserves the right to reject offer if it does not conform to the provided Specifications given in bidding documents.

14. **Corrupt or Fraudulent Practices**

- (i) ***“corrupt practice”*** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) ***“fraudulent practice”*** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Sindh Forensic Science Laboratory Karachi, Government of Sindh, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Sindh Forensic Science Laboratory Karachi, Government of Sindh of the benefits of free and open competition;
- (iii) ***“collusive practices”*** means a scheme or arrangement between two or more bidders, with or without the knowledge of the Sindh Forensic Science Laboratory Karachi, Government of Sindh, designed to influence the action of any party in a procurement process or the execution of a contract.
- (iv) ***“Coercive practices”*** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

**Note:** *Sindh Forensic Science Laboratory Karachi, will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a government-financed contract.*

  
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**PART-III  
[Bid Data Sheet]**

The following specific data for the subject procurement to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>INTRODUCTION</b>	
<b>1</b>	<b>Name of Procuring Agency:</b> Project Implementation Unit (PIU), Sindh Forensic Science Laboratory Karachi, Faiyaz Centre, Mezzanine Floor, Opp. FTC Building, Shahrah-e-Faisal, Karachi. Ph# 021-99332155 Procuring Agency's website <a href="http://www.home.sindh.gov.pk">www.home.sindh.gov.pk</a>
<b>1.2</b>	<b>Name of Project:</b> Establishment of Forensic Science Laboratory in Sindh at Karachi. Project ADP Cost is Rs 5426 Million out of which approximately 23% to 26% of the progress will be achieved till 30 <sup>th</sup> June 2023.
<b>1.3</b>	<b>Name of Contract:</b> Hiring of Third Party Audit Firm
<b>Bid Price and Currency</b>	
<b>2</b>	Prices quoted by the Bidder shall be <b>"fixed" an in "Pak Rupees"</b> Preparation and Submission of Bids
<b>3</b>	<b>Amount of Bid Security:</b> 2% amount of Bid Value of contract amount in the shape of Bank Guarantee/Pay order/Demand Draft having validity period not less than 3 months drawn in favour of <b>"Project Director Sindh Forensic Science Laboratory"</b>
<b>4</b>	<b>Bid validity period:</b> 90 days <b>Note:</b> In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Procuring Agency.
<b>5</b>	<b>Submission of Bids and Opening Guidelines:</b> A <b>Single Stage-Two Envelope Procedure Rule No.46(2) SPPRA Rules, 2010 (Amended up-to now)</b> shall be adopted in ranking of bids and following shall be observed:  a) Each bid shall comprise one two separate envelope containing the technical proposal and financial proposal and required information mentioned at clause (a) above. b) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.  i. Envelopes shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.  ii. During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.  iii. The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.  iv. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail, and the figures shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.



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	v. The Procurement Committee may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
8	<b>Place &amp; Date for bid submission &amp; opening:</b> Bids must be delivered to the in the office of Procurement Officer, Planning & Development Department, Room# 322, 2nd Floor, Sindh Secretariat No. 02, (Tughlaq House), Karachi on latest by <b>6<sup>th</sup> June 2023, 1330 Hours</b> and will be opened on same day at <b>6<sup>th</sup> June 2023 1400 Hours</b>

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## Part-IV: Eligibility Criteria

The submission of relevant evidences and documents for each category is mandatory for bidder:

1. No. of Partners	Total Marks	No of Partners	Marks
The Audit Firm must have atleast 10 Partners (List of partners to be attached)	20	Upto 10	10
		11-15	5
		15-20 and above	5
2. No. of qualified Chartered Accountants Employed by the Firm in Pakistan	Total Marks	Range of qualified C.A	Marks
The Audit Firm must have atleast 45 Chartered Accountants Employed. (List to be attached)	15	45	7
		46 & Above	8
3. No. of Audit Staff	Total Marks	Range of staff	Marks
The Audit Firm must have atleast 100 audit staff Employed. (List to be attached)	10	100	5
		101 & Above	5
4. Number of Offices in Pakistan	Total Marks	No. of Offices	Marks
At least 2 Offices in Pakistan (In case more than 2 offices in Pakistan then additional marks will be assigned as shown)	10	2	5
		3 & above	10
5. Government/Semi-Government Experience	Total Marks	No. of organization	Marks
Experience of conducting atleast 5 any project other than civil construction projects of Govt./Semi Govt.	10	5	5
		6-8	3
		8-10 & above	2
5. Years of experience of an Engagement Partner	Total Marks	Experience years	Marks
The engagement partner must have atleast 10 year audit experience.	10	10	4
		11 to 15	3
		16 & Above	3
6. Financial Strength	Total Marks	Revenue	Marks
Revenue	15	Upto 100 Million	5
		100-300 Million	10
		Above 300 Million	15
7. Relevant Experience	Total Marks	No. of organization	Marks
Civil Construction Assignment	10	Upto 2	2
		Upto 5	5
		6 & above	10
<b>Grand Total:</b>	<b>100</b>		



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**Note**

- (i) Acquiring of 80% marks (on the information given by the bidder) will make a bidder qualify for financial opening by the Procuring Agency.
- (ii) Attachment of relevant evidence in each of the above requisite is mandatory to submit. In case of non-provision of evidence to any of the demand, no marks will be awarded.

**MANDATORY CONDITIONS.**

1. Attachment of Affidavit (specimen attached as "Form VII") on stamp paper from the owner / Managing Partner of the firm.
2. Writing of tender reference as given in the NIT on the Envelope, and carrying the tender document is a must or the SFSL will not be responsible if the documents are not received by the Procurement Committee on time.
3. The company's profile must be submitted with all the supporting documents.
4. The bidder should be affiliated with one of the global audit firms.
5. The audit firm having satisfactory QCR rating of ICAP.
6. Having category "A" as per State Bank of Pakistan.
7. PIU, Sindh Forensic Science Laboratory, Government of Sindh reserves the rights to cancel the bid, accept or reject any bid as per SPPRA Rules or accept the whole or part of bids.

**DISQUALIFICATION**

**The bidder will be considered disqualified during the technical/financial evaluation process or after the awarded contract if:**

1. On blacklist of SPPRA.
2. The alternate bid is offered or conditional bid is offered.
3. The qualified bidder sublets the contract in any form/stage to any other agency.
4. The tender is deposited without Tender Fee.
5. If during the verification process of the cliental list, the response by any of the agencies is unsatisfactory on account of previous performance.

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## Part-V: Scope Work

Hiring of Third Party Audit Firm by PIU Sindh Forensic Science Laboratory Karachi as per the specification given in the tender document. Firms responsibilities as Third Party Auditor include performing the following procedures of PIU, SFSL for the Financial Year 2022-2023.

1. Project Size and Progress: Project ADP cost is Rs 5426 Million out of which approximately 23% to 26% of the progress will be achieved till 30<sup>th</sup> June 2023.
2. Review receipts of funds in the Designated Account (DA) maintained and operated by the PIU-SFSL are properly supported in accordance to approval issued by Home Department and Finance Department Govt. of Sindh whichever applicable.
3. Review those payments from the DA that are specific to the Project implementation. Ensure all payments to suppliers/vendors/consultants and for meeting operational expenses, if any, must have been paid through 'Cross Cheque – A/c Payee Only'.
4. Verify payments are properly approved and supported with documentation and are for implementing Project activities.
5. Review-related accounting transaction(s) are appropriately classified and recorded in the relevant accounting head of account, maintained by the PIU-SFSLK.
6. Checking of running bills raised for payment under project construction.
7. Checking of various statutory compliance like Income Tax, Sales Tax, etc.
8. Review the periodic financial reports prepared by PIU staff and recommend improvement.
9. Ascertain Project annual budget is prepared and approved by the competent authority(s).
10. Review appropriate comparison of budgeted and actual expenditure and proper explanations are given for significant variances.
11. Ascertain the annual financial plan is appropriately linked to procurement and other activities specified in the Project.
12. Review that procurement activities are processed as per the approved Procurement Plan.
13. Review that Project Procurement designated officials are being involved at all stages of procurement of services under the Project, to ensure compliance with Applicable SPPRA procurement rules.
14. Advisory to improve procurement process efficiency.
15. Verify all assets of the Project on an annual basis and agree their existence with the fixed assets register.
16. Ascertain that proper codification and tagging of the Project assets have been done to adequately safeguard them from misappropriation.
17. Ascertain that assets are being used for the intended purposes.
18. Review costs of assets are reasonable.
19. Physical verification at/of sites for payments made against work done claimed by contractors/ service providers. Other Procedures to be performed.



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20. Compare the progress of the project with the planned and also on the status of achievement reporting.
21. Conduct staff interviews among other internal audit processes.
22. Respond to and discuss other issues arising throughout the fiscal year and be available to provide advice or assistance to the Board on other accounting and financial matters that may arise during the Year.

**DELIVERABLES AND TIMELINES:**

- Detailed audit report with exception/non-compliance identified as a result of verification and validation procedures within 10 weeks of commencement of fieldwork.
- The contract extension for the Financial Years 2023-2024 & 2024-2025 are subject to mutual consent of both parties.

  
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**Part-VI:**

**Financial Proposal/Price Schedule in Pak Rupees**

S. No.	Name of Item	Total
	Third Party Audit Firm Deliverables	
01	Audit report with exception/non-compliance	

**The total Bid amount in Pak Rs. (With all taxes and duties):**

**Figure in words:** \_\_\_\_\_

[Signature] [in the capacity of]  
Duly authorized to sign Bid for and on behalf of



**Part-VII:**

**Bid Form**

**Form-I**

Tender / NIT # \_\_\_\_\_

Dated \_\_\_\_\_

To,

Procurement & Contract Management Officer,  
PIU, Sindh Forensic Science Laboratory Karachi,  
Faiyaz Centre, Mezzanine Floor,  
Opp. FTC Building, Shahrah-e-Faisal,  
Karachi. Ph# 021-99332155

Gentleman:

Having examined the bidding documents [*including Addenda Nos. (insert numbers), the receipt of which is hereby duly acknowledged*] we, the undersigned, offer to supply and deliver (Hiring of Third Party Audit Firm) in complete conformity with the said bidding documents for the sum of Rs. \_\_\_\_ (total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid. We undertake, if our Bid is accepted, we provide the deliverable on a time.

We agree to abide by this Bid for period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2023.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address: \_\_\_\_\_

GST No. \_\_\_\_\_



**Part-VIII: Performance Security Form Form-II**

Tender / NIT # \_\_\_\_\_

Dated \_\_\_\_\_

To,

Procurement & Contract Management Officer,  
PIU, Sindh Forensic Science Laboratory Karachi,  
Faiyaz Centre, Mezzanine Floor,  
Opp. FTC Building, Shahrah-e-Faisal,  
Karachi. Ph# 021-99332155

WHEREAS [name of Bidder] (hereinafter called "Service provider") has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_ 2023 to \_\_\_\_\_ [details of task to be inserted here] (hereinafter called "the Contract").

AND WHEREAS we have agreed to give the guarantee as required pursuant to the bidding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_ day of \_\_\_\_\_ 2023.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address: \_\_\_\_\_

GST No. \_\_\_\_\_



**Part-XI: CONTRACT AGREEMENT Form-III**

THIS AGREEMENT made the \_\_\_\_day of \_\_\_\_\_ between), *Sindh Forensic Science Laboratory Karachi, Home, Department, Government of Sindh*, (hereinafter called “the Procuring agency”) of the one part and \_\_\_\_\_ of *Karachi, Pakistan* (hereinafter called “the Bidder”) of the other part:

WHEREAS, the Procuring agency invited bids for Audit Services, and has accepted a bid by the Audit Firms for the services in the sum of \_\_\_\_\_ (**Rupees** ) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) The Financial Proposal;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Procuring agency’s Notification of Award and;
3. In consideration of the payments to be made by the Procuring agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring agency to provide the Audit Services and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency hereby covenants to pay the Bidder in consideration of the provision of the Audit Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Bidder)



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

**GENERAL CONDITIONS OF CONTRACT**

**1. Definitions**

In this Contract, the following terms shall be interpreted as indicated:

- (a) **“Applicable Law”** means the Sindh Public Procurement Act, thereunder Rules 2010 (Amended Up-to-now).
- (b) **“Procuring Agency PA”** means the implementing department which signs the contract.
- (c) **“The Contract”** means the agreement entered into between the Procuring agency and the Bidder, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (d) **“The Contract Price”** means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations.
- (e) **“Effective Date”** means the date on which this Contract comes into force.
- (f) **“Foreign Currency”** means any currency other than the currency of the PA’s country.
- (g) **“Government”** means the Government of Sindh.
- (h) **“Local Currency”** means Pak Rupees.
- (i) **“In writing”** means communicated in written form with proof of receipt.
- (j) **“GCC”** mean the General Conditions of Contract contained in this section.
- (k) **“SCC”** means the Special Conditions of Contract.
- (l) **“The Bidder”** means the individual or firm providing the Audit Services and Services under this Contract.
- (m) **“Day”** means calendar day.
- (n) This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

**2. Standards**

The Audit Services provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Audit Services’ country of origin. Such standards shall be the latest issued by the concerned institution

**3. Patent Rights**

The Bidder shall indemnify the Procuring agency against all third- party claims of infringement of patent, trademark, or industrial design rights arising from use of the Audit Services or any part thereof in the Islamic Republic of Pakistan.



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- 4. Performance Security** Within 7 days of receipt of the Letter of Acceptance from Procuring Agency, the successful bidder shall furnish to PA Performance Security at the rate of 5% of the financial proposal in favour of **“Project Director Sindh Forensic Science Laboratory”** which shall be valid for at least ninety (90) days beyond the date of completion of contract. Performance Security shall be in the form of Pay order/bank guarantee/demand draft issued by any double AA rated scheduled bank acceptable to PA.
- 5. Deliverables** Deliverables shall be provided by the Audit firm as per schedule.
- 6. Payment**
- 6.1 The Bidder’s request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Audit Services delivered and Services performed, and by documents submitted pursuant to GCC Clause 06, and upon fulfillment of other obligations stipulated in the Contract.
- 6.2 The firm should submit stamp duty 0.35% as per Government Rule before execution of work.
- 6.3 payment will be made to the firm within 30 days after the issuance of deliverable.
- 6.4 If the deliverable is not according to the specifications / scope of work, the Contract will be rejected and cancelled at the risk and cost of Firm.
- 6.5 If the firm fails to execute the contract order as per condition, action will be taken against them which may be their black listing and performance security / security deposit will be forfeited.
- 6.6 The currency of payment is Pak. Rupees.
- 7. Price** Prices charged by the Bidder for deliverables and Services performed under the Contract shall not vary from the prices quoted by the firm in its bid,
- 8. Force Majeure**
- 8.1 The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
- 8.2 If a Force Majeure situation arises, the Bidder shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 9. No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 10. Extension** Extension of Any period within which a Party shall, pursuant to this Contract, Time complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 11. Conflict of** The Bidder shall hold the PA’s interests paramount, without any consideration for



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**Interests**

future work, and strictly avoid conflict with other assignments or their own corporate interests. The payment of the Consultant pursuant to Clause GCC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

**12. Confidentiality**

Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

**13. Governing Language**

The Contract shall be written in English language all correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

**14. Tax and Duties**

Bidder shall be entirely responsible for all taxes, duties (including stamp duty), license fees, etc. incurred until delivery of the contracted Audit Services to the Procuring agency.

**15. Overriding effect of Sindh Public Procurement Rules 2010 (Amended up-to now)**

In case of conflict or primacy of interpretation the provisions of SPPRA Rules 2010 (Amended up-to now) shall have an overriding effect not-standing with anything to the contrary contained in these bidding documents.



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**SPECIAL CONDITIONS OF CONTRACT**

1. **SCC:** The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.
2. **GCC 1 (b)** "The Procuring Agency" means Sindh Forensic Science Laboratory Karachi, Home Department, Govt. of Sindh, Karachi, \_\_\_\_\_, Karachi.
3. **GCC 1 (c)** "The Bidder" means the individual or firm delivering Third Party Audit Services under this Contract.

**4. Payment (GCC Clause 6)**

-The Audit Firm request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Services performed, and by documents submitted pursuant to GCC Clause 6, and upon fulfillment of other obligations stipulated in the Contract.

-Invoices should be in Pak Rupees and should be in the name of Project Director Sindh Forensic Science Laboratory Karachi.

-Payment shall be made against the invoice after completion and issuance of the deliverable and its confirmation through Project Director Sindh Forensic Science Laboratory Karachi.

-Tax shall be deducted/withheld as per applicable sales tax and income tax law.

**5. Documents Prepared by the Consultant to be the Property of the PA**

- a) All reports and other documents submitted by the Bidder under this Contract shall become and remain the property of the PA, and the Bidder shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA together with a detailed inventory thereof.
- b) The bidder may retain a copy of such documents but with the restrictions that such documents shall not be used for any purpose in future (if any).

**6. Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

**7. Settlement of Disputes**

**7.1 Amicable:** The Parties agree that the avoidance or early resolution of disputes is

**7.2 Settlement:** Crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**7.3 Dispute Resolution:** Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SCC. 1 SPECIAL CONDITIONS OF CONTRACT Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.



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Form-VI

**AFFIDAVIT/UNDERTAKING**

To be typed on Rs.100/- Stamp Paper

**AFFIDAVIT / DECLARATION**

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH  
BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, \_\_\_\_\_ S/o \_\_\_\_\_, Proprietor/Authorized  
Representative/Partner/Director of M/s \_\_\_\_\_, having NTN #  
\_\_\_\_\_, holding CNIC # \_\_\_\_\_, do hereby state on solemn affirmation  
as under: -

1. That the above-named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above-named bidder/firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: \_\_\_\_\_

Dated. \_\_\_\_\_

**DEPONENT**

(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above-named deponent, personally, before me, on this  
\_\_\_\_\_ day of \_\_\_\_\_ 2022, who has been identified as per his CNIC.



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Form-V

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS/CONTRACTOR/CONSULTANTS.

Dated:  
Contract Number  
Contract Value:  
Contract Title:

1. hereby declares that it has no obtained or induced the Procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any Administrative subdivision or Agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.
2. Without limiting the generality of the foregoing, represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its Affiliate, Agent, Associate, Broker, Consultant, Director, Promoter, Shareholder, Sponsor, or Subsidiary, any Commission, Gratification, Bribe, Finder's Fee or Kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from except that which has been expressly declared pursuant hereto.
3. Certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with \_\_\_\_\_ and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
4. Accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to \_\_\_\_\_ under any law, contract or other instrument, be voidable at the option of \_\_\_\_\_
5. Notwithstanding any rights and remedies exercised by \_\_\_\_\_ agrees to indemnify for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to in an amount equivalent to Ten Time the sum of any commission, Gratification, Bribe, Finder's Fee or Kickback given by \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the Procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from \_\_\_\_\_

\_\_\_\_\_  
**ON BEHALF OF**

Government of Sindh,  
Karachi.