



JINNAH
SINDH MEDICAL UNIVERSITY,
KARACHI

REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF
SERVICES OF EXTERNAL AUDITORS

BIO DATA METHOD OF SELECTION SINGLE STAGE ONE
ENVELOPE PROCEDURE

SEPTEMBER, 2015

Jinnah Sindh Medical University
Rafiqi H.J. Shaheed Road, Karachi. Postal Code# 75510
www.jsmu.edu.pk Tel: 35223812-15 (Ext- 350) Fax # 99201372

**REQUEST FOR EXPRESSION OF INTEREST FOR HIRING OF
SERVICES OF EXTERNAL AUDITORS**

COST OF EOI	Rs. 3000/-
EOI SELLING DATE	19-09-2015 to 05-10-2015
EOI SUBMISSION DATE	05-10-2015
EOI SUBMISSION PLACE	PLANNING & DEVELOPMENT DEPARTMENT, 3 RD FLOOR JSMU, KARACHI.
EOI SUBMISSION TIME	Up to 11:00 A.M
EOI OPENING PLACE	PLANNING & DEVELOPMENT DEPARTMENT, 3 RD FLOOR JSMU, KARACHI.
EOI OPENING DATE	05-10-2015
EOI OPENING TIME	11:30 A.M.

Note: No EOI will be accepted after closing the Tender box, what so ever reason may be.



JINNAH SINDH MEDICAL UNIVERSITY KARACHI,
Rafiqi H.J. Shaheed Road, Karachi, Postal Code # 75510
Tel: 35223812-15 Ext: 350 Fax: 99201372
www.jsmu.edu.pk

Ref: JSMU/P.D/NIT/1024/

Dated: 15th September, 2015

REQUEST FOR EXPRESSION OF INTEREST
FOR HIRING OF SERVICES OF EXTERNAL AUDITORS

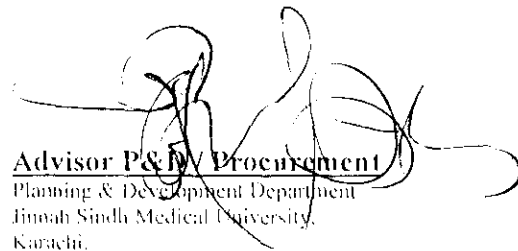
Applications are invited from interested Audit Firms for the audit of annual accounts and Funds of Jinnah Sindh Medical University.

The interested Audit Firms may obtain EOI's response document including evaluation criteria from the website www.sppra.gov.pk and www.jsmu.edu.pk or from the Planning & Development Department, 3rd Floor, JSMU on payment of a non-refundable fee of Rs.3000/- only in the shape of Pay Order / Demand Draft in the name of **Jinnah Sindh Medical University, Karachi**, from 09:30 AM to 12:00 Noon, from Monday to Saturday i.e from **19-09-2015** to **05-10-2015** and submit the same on following address on or before **05-10-2015** by **11:00 A.M.** The bid will be opened on the same day i.e **05-10-2015** at **11:30 A.M.**

Pre-qualification document shall be issued to only those firms who have valid Registration with Institute of Chartered Accountants of Pakistan (ICAP).

If the submission or opening date falls on a public holiday or on account of any emergency beyond human capacity the bid shall be accepted and opened on the next working day with same timing which shall be considered as the deadline.

Jinnah Sindh Medical University, Karachi reserves the right to accept or reject any or all EOIs prior to the award of contract as per SPPRA Rules-2010.


Advisor P&D Procurement
Planning & Development Department
Jinnah Sindh Medical University,
Karachi.

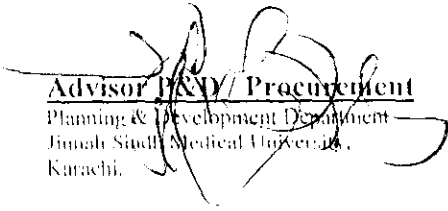
APPLICATIONS FOR SHORT LISTING

Assignment: REQUEST FOR EXPRESSION OF INTEREST FOR
HIRING OF SERVICES OF EXTERNAL AUDITORS

Dear Sir,

1. Interested Audit Firms are invited to submit request who wish to be considered to undertake EXPRESSION OF INTEREST FOR THE APPOINTMENT AS EXTERNAL AUDITORS OF JINNAH SINDH MEDICAL UNIVERSITY KARACHI.
2. The objectives of the Appointment are defined in the scope of work.
3. The duration of the assignment will be Two years, i.e, Financial year 2014-15 to 2015-16.
4. The Audit Firms who are interested to be considered for the assignment should submit information in the format given in the **INFORMATION FORM**. (Experience Specifically).
5. The Firms should also indicate the experience of Partners & Senior Professionals as specific / general in the CV Forms attached with this letter.
6. Applications alongwith accompanying material / documents for consideration should be submitted to Planning & Development Department, 3rd Floor, JSMU, Karachi by 05-10-2015 at 11:00 A.M.
7. On the basis of information received or provided by the firms in Tender Document the selection committee will pre-qualify / short list the Firm who will be issued RFP.

Sincerely Yours


Advisor P&D/ Procurement
Planning & Development Department
Jinnah Sindh Medical University,
Karachi.

EXPRESSION OF INTEREST

Interested firms are invited to submit Expression of Interest (EOI) for the said assignment along with following information (in duplicate):

1. Name, Address, Phone, Fax and E-mail Address along with postal and Telegraphic Address of registered head office and branch offices.
2. Name and brief CVs of senior Audit Professionals of the Firm and Registration from respective council / institutions along with valid membership certificate.
3. NTN Certificate of the Firm (s) along with proof of submission of last 03 years Income Tax Return.
4. List of related assignments undertaken by the Firm with the following details:
 - . Name of Company / Organization.
 - . Balance Sheet Size.
5. List of relevant technical personnel with qualification in continuous employment with the firm / consortium / joint ventures for the last one year.
6. List of litigation / blacklisting cases or actions, proposed by the Government, against the firm for the last 05 years. In case of no litigation and / or blacklisting history the firm will provide **Affidavit duly endorsed by Notary Public on a stamp paper of Rs.100/-** otherwise submit detail of such cases with present status.

INSTRUCTIONS TO AUDIT FIRMS

1. JSMU will Short List / Pre-Qualify Audit Firms, in accordance with the method of selection given in the evaluation criteria.
Firms must familiarize themselves with the existing conditions and take them into account in preparing the EOI.
2. Please note that expenditure of preparing the EOI including any visit to JSMU or the site is not reimbursable.
3. Firms shall observe the highest standards of ethics during the selection and execution of the contracts. In pursuance of the policy i.e.
 - a. Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution , and fraudulent practice means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of JSMU, and includes collusive practices among Firms (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the JSMU of the benefits of free and open competition.
 - b. JSMU will reject EOI for award if it determines that the firm recommended for Short listing has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. JSMU will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
4. Eligibility Criteria
 - Affidavit on stamp paper that the firm has not been black listed from any Govt., Semi Govt., autonomous or Semi autonomous organization.
5. Firms should submit all the required documents / Forms as per Evaluation Criteria.
6. Firms may request for clarification in respect of any of the documents at least 5 days before the EOI submission date. Any request for clarification must be sent in writing. The JSMU will respond in writing.
7. At any time before the submission of EOI, the JSMU may, for any reason, whether at its own initiative or in response to a clarification request by an invited firm, modify the documents by amendment. The amendment will be sent in writing to all invited Firms and will be binding on them. The JSMU may at its discretion extend the deadline for the submission of EOI.

SCOPE OF WORK

JSMU intends to get the following accounts audited:

- i. Annual accounts of Jinnah Sindh Medical University for the financial years 2014-15 and 2015-16.

- ii. Annual accounts of Jinnah Sindh Medical University Funds (Pension Fund, G.P. Fund & Benevolent Fund) for the financial years 2012-13, 2013-14, 2014-15 and 2015-16.

INFORMATION FORM

Assignment : REQUEST FOR EXPRESSION OF INTEREST
FOR HIRING OF SERVICES OF EXTERNAL
AUDITORS

1. Name of firm [Lead partner if association]
 - Address
 - Telephone No(s)
 - Fax Number
 - E-mail Address
 - Registered Office Address.
2. Description of Audit firm (ownership/organization)
3. Experience (Number of Years)
 - Local/national
 - International
 - Regional (within the country-details)
4. Experience of the firm (on appended forms) during the past 5 years:
5. Additional information.

Yours truly,

Name of Authorized
Representative
Position :
Date :

EVALUATION CRITERIA

Points System

S.No.	CRITERIA	SCORE
	A. Experience	
	• 1. More than 5 Years <u>25 marks</u>	
	• 2. Less than 5 Years <u>15 marks</u>	
	B. No : of assignments Completed	
	• Completion of similar assignment	
	2. More than 5 Assignments <u>25 marks</u>	
	3. Less than 5 Assignments <u>15 marks</u>	
	C. Experience of The Staff – <u>50 marks</u>	
	Qualifying Marks shall be 75 Marks Out of 100 Marks	

EXPERIENCE OF FIRM

Relevant services carried out in the Last 3-5 years with best illustrate qualification.

[NAME OF THE FIRM]

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx: Value of Services :
11. Name of Other JV Firms (If any) :
12. No. of Staff/Staff Months Provided by the J.V partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services Provided by the Firm :

FORMAT OF CURRICULUM VITAE
OF PROPOSED EXPERTS

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. Key Qualifications : (Provide an outline of the nominee's experience)
8. Academic Qualification :
09. Employment Record :
10. Languages and Degree of Proficiency : (In speaking, reading and writing as Excellent-Good-Fair-Poor)
11. Certification I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

Signature:

Dated: day/month/year

DATA SHEET

1.1	Name of the Assignment is: "AUDIT OF ANNUAL ACCOUNTS AND FUNDS OF JINNAH SINDH MEDICAL UNIVERSITY KARACHI" The Name of PA's official (s): PLANNING & DEVELOPMENT DEPARTMENT Address: 3 RD FLOOR, JINNAH SINDH MEDICAL UNIVERSITY, KARACHI. Telephone: <u>35223812-15</u> Web: <u>www.jsmu.edu.pk</u>
1.2	The method of selection is: <u>Bio data Method Single Stage One Envelope Procedure</u> The Edition of the Guidelines is: <u>SREP 2012 and SPPRA 2010 (Amended to date)</u>
1.3	The PA will provide the following inputs and facilities: <u>All required information will be provided</u>
1.4	The Proposal submission address is: <u>Planning & Development Department, 3rd Floor, Jinnah Sindh Medical University, Karachi.</u>
1.5	Expected date for commencement of Auditor Services 02-10-2015 at: <u>Jinnah Sindh Medical University, Karachi</u>
1.6	Clarification may be requested not later than <u>Five Days</u> before the submission date. The address for requesting clarifications is: <u>Planning & Development Department, 3rd Floor, Jinnah Sindh Medical University, Karachi.</u> Website: <u>www.jsmu.edu.pk</u>
1.7	The proposal as well as all related correspondence exchanged by the Firms and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.
1.8	The estimate number of professional staff-months required for the assignment is: One Month
1.9	Amount payable by the PA to the firm under the contract to be subject to local taxation, stamp duty and service charges, if applicable <u>√</u> :
1.10	Firm to state local cost in the national currency (in case of ICB only): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.11

Firm must submit the original and 01 copy of the Technical Proposal and the original of the Financial Proposal

Quality and Cost Based Selection Criteria, Sub-Criteria, and point system for the evaluation of Full Technical Proposal are:

- (I) Specific experience of the firm relevant to the assignment;
- (II) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:
 - (a) Technical approach and methodology
 - (b) Work plan
 - (c) Organization and Staffing

1.12

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

- 1) General qualification.
- 2) Adequacy for the assignment.
- 3) Experience in region and language.

The Single currency for price conversion is : Pak Rupees (PKR)

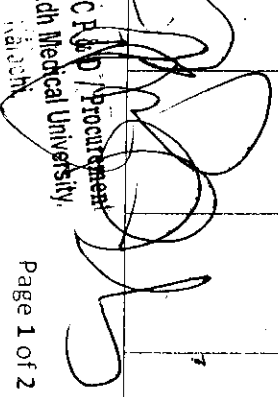
1.13

Expected date and address for contract negotiations.

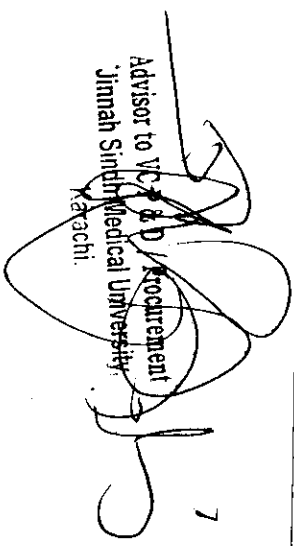
ANNUAL PROCUREMENT PLAN
(Works, Goods & Services)
Financial Year 2015-16

Sr.#	Description of Procurement	Quantity (Where applicable)	Estimated unit cost (where applicable)	Total estimated cost.	Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of Procurements				Remarks
								1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
1	Office Stationary			3,000,000	3,000,000							
2	Printing and Publications			1,000,000	1,000,000							
3	Publicity and Advertisements			2,681,000	2,681,000							
4	Chemical and Kits			1,650,000	1,650,000							
5	Purchase of Transport			60,500,000	60,500,000							
6	Machinery & Equipment			11,000,000	11,000,000							
7	Electrical Equipment			5,500,000	5,500,000							
8	Office Equipment			4,812,000	4,812,000							
9	Lab Equipment			8,199,000	8,199,000							
10	Dental Equipment			60,000,000	60,000,000							
11	Furniture & Fixture			1,000,000	1,000,000							
12	Others			1,000,000	1,000,000							

Advisor to VC P & D Procurement
Jinnah Sindh Medical University,
Karachi



Sr #	Description of Procurement	Quantity (Where applicable)	Estimated unit cost (where applicable)	Estimated total cost.		Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of Procurements				Remarks
									1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
13	Hardware	As per requirement of University	Expected Unit Cost as per market rate.	11,000,000	11,000,000	11,000,000	Sindh Govt. Grant & Universities Own Resources	Single Stage two envelopes as per SPPRA Rule (2010)					
14	Software			2,200,000	2,200,000	2,200,000							
	Building & Structure (Civil Work)												
15	Office Buildings			50,000,000	50,000,000	50,000,000	Sindh Govt. Grant & Universities Own Resources	Single Stage single envelope as per SPPRA Rule (2010)	07//2015 to 09//2015	10/2015 to 12/2015	01/2016 to 03/2016	04/2016 to 06/2016	
16	Hostels / Residential Buildings	As per demand of Site	Cost as per Schedule of Rates	5,000,000	5,000,000	5,000,000							
17	Electrification, Plumbing and other infrastructural works.			4,000,000	4,000,000	4,000,000							
Total				232,542,000	232,542,000	232,542,000							


 Advisor to VC & D, Procurement
 Jinnah Sindh Medical University
 Karachi.



Office Of The Vice Chancellor Jinnah Sindh Medical University

Ref No: JSMU/VC-(22)/2014/279
Date: 7th August, 2014

NOTIFICATION

As per Rule 67 of Sindh Public Procurement Rules, 2010 (amended 2013), a Consultant Selection Committee for Jinnah Sindh Medical University is constituted comprising the following members:

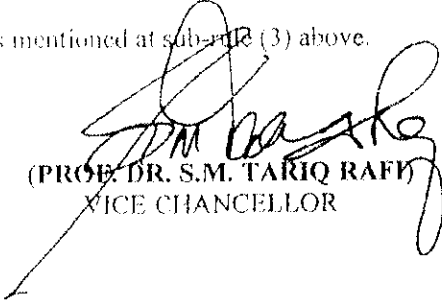
Mr. Fharshid Anwar, Advisor on Finance, JSMU	Chairman
Mr. Mahmood Ali Lakho, Advisor to the Vice Chancellor on Planning, Development & Procurement, JSMU.	Member / Secretary/ Technical Member
Mr. Shabnaz Siddiqui, Chief of Health, Planning & Development Department, Government of Sindh.	Member
Mr. Shadia Jaffer, Deputy Secretary, Finance Department, Government of Sindh.	Member

Co-opted Members.

a) Additional Secretary (Procurement), Health Department, Government of Sindh.	Member
b) Dr. Azam Khan, Chief Medical Officer, Sindh Employees Social Security Institution, Karachi	Member

The functions and responsibilities of the Consultant Selection Committee in the light of SPPRA Rule 67 are under:

- Approval of Request For Proposal before issuance;
- Short listing of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Proposal;
- Finalization of recommendation based on evaluation as mentioned at sub-rule (3) above.


(PROF. DR. S.M. TARIQ RAFIQ)
VICE CHANCELLOR

- Copied to:
- All Members of the Committee.
 - The Registrar, JSMU.
 - The Advisor to the Vice Chancellor on Finance, JSMU.
 - The Advisor to the Vice Chancellor on Administration, JSMU.
 - The Advisor to the Vice Chancellor on Audit, JSMU.
 - Notification File

Rafiqi H.J. Shaheed Road, Karachi | Postal Code: 75510
Tel: +92 21 9920 4776 +92 3522 3811 | Ext: 301, 307 | Fax: +92 21 9920 1372
URL: www.jsmu.edu.pk | E-Mail: vc@ismu.edu.pk

CSC number at serial 19
4-23/14/14



Office Of The Vice Chancellor Jinnah Sindh Medical University

Ref No: JSMU/VC/2014/ 127
Date: March 31, 2014

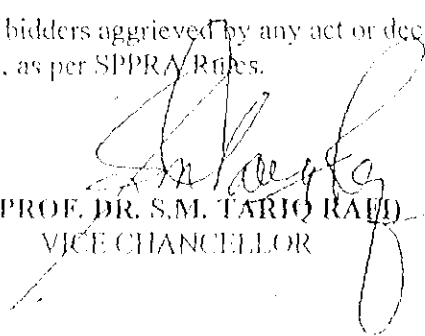
NOTIFICATION

In accordance with Rules 31 of the Sindh Public Procurement Rules, 2010, a Committee comprising the following members is constituted to address the complaints of bidders that may occur during the procurement proceedings:

- | | | |
|----|--|--------------------|
| 1) | Prof. Dr. Muhammad Yousuf Salat,
Vice Principal / Head of Pharmacology
Department, JSMU. | Chairman |
| 2) | Mr. Mahmood Ali Lakho,
Advisor to Vice Chancellor on Planning,
Development & Procurement, JSMU. | Member |
| 3) | Additional Secretary (Procurement),
Health Department, Government of Sindh. | Member |
| 4) | One representative from the office of the
Accountant General, Sindh not below
the rank of Deputy Accountant General. | Member |
| 5) | Mr. Zameer Katpar
Additional Director Finance, JSMU. | Member / Secretary |

Term of Reference of Committee:

The Committee will address the complaints of bidders aggrieved by any act or decision of the procuring agency during the procurement proceedings, as per SPPRA Rules.


(PROF. DR. S.M. TARIQ RAUF)
VICE CHANCELLOR

Copies to:

- 1) Prof. Dr. Muhammad Yousuf Salat, Vice Principal / Head of Pharmacology Deptt, JSMU / Chairman of the Committee.
- 2) The Additional Secretary (Procurement), Health Department, Government of Sindh, Karachi / Member of the Committee.
- 3) Mr. Mahmood Ali Lakho, Advisor to the Vice Chancellor on Planning, Development & Procurement, JSMU / Member of the Committee.
- 4) Advisor to the Vice Chancellor on Audit, JSMU, Karachi.
- 5) Mr. Zameer Katpar, Additional Director Finance, JSMU / Member / Secretary of the Committee.
- 6) Office Order File.
- 7) Office file.

Rafiqul H.J. Shahood Road, Karachi | Postal Code: 75510

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URL: www.jsmu.edu.pk | E-Mail: vc@ismu.edu.pk



Office Of The Vice Chancellor
Jinnah Sindh Medical University

Ref No: JSMU/VC-(22)/2014/429
Dated: 18th December, 2014

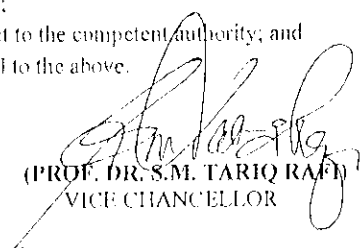
NOTIFICATION

In supersession of Order No. JSMU/VC/2014/255, dated 03-07-2014, a Procurement Committee comprising the following is hereby constituted in terms of rules 7 & 8 of the Sindh Public Procurement Rules, 2010, as amended from time to time, and notified by the Government of Sindh vide Notification No. G.O.S.O (A&C) 2-30/2010, dated 8-3-2010 for procurement of goods, civil works and services, with immediate effect and till further orders:

- | | |
|--|--------------------|
| 1. Mr. Ehsanul Anwar,
Advisor on Finance, JSMU. | Chairman |
| 2. Mr. Mahmood Ali Fakhe,
Advisor on Planning, Development &
Procurement, JSMU. | Member / Secretary |
| 3. Dr. Azam Khan,
Chief Medical Officer,
Sindh Employees' Social Security Institution. | Member |

The scope of reference / responsibilities of the Procurement Committee will be as under:

- i. Preparing bidding documents.
- ii. Carrying out technical as well as financial evaluation of the bids.
- iii. Preparing evaluation report as provided in Rule 45;
- iv. Making recommendations for the award of contract to the competent authority; and
- v. Perform any other function ancillary and incidental to the above.


(PROF. DR. S.M. TARIQ RAFIQ)
VICE CHANCELLOR

Copy to:

- i. The Advisor to the Governor Sindh on Higher Education, Governor's Secretariat, Governor House, Karachi
- ii. All Members of the Committee.
- iii. Advisor to Vice Chancellor on Administration, JSMU.
- iv. Advisor to Vice Chancellor on Audit, JSMU.
- v. Notification file.
- vi. Office copy

already handled at no. 613