

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPT. Sindh Education Foundation Govt. Of Sindh
- 2) PROVINCIAL / LOCAL GOVT / OTHER Government of Sindh
- 3) TITLE OF CONTRACT RFP Hiring of Tax Consultant Firm for SEF Tax Matter
- 4) TENDER NUMBER SEF/NP/17-18/01
- 5) BRIEF DESCRIPTION OF CONTRACT RFP Hiring of Tax Consultant Firm for SEF Tax Matter
- 6) FORUM THAT APPROVED THE SCHEME Senior Management
- 7) TENDER ESTIMATED VALUE PKR. 3,600,000/- ✓
- 8) ENGINEER'S ESTIMATE (For civil works only) N/A
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 30th September, 2018 ✓
- 10) TENDER OPENED ON (DATE & TIME) 16th August, 2017 at time 03.30 pm ✓
- 11) NUMBER OF TENDER DOCUMENTS SOLD (Attach list of buyers) 02 issued by Proc. Dept. and 03 downloaded from Website.
- 12) NUMBER OF BIDS RECEIVED _____
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 01
- 14) BID EVALUATION REPORT (Enclose a copy) (Enclosed a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Dalgittee Yousuf Adil & Co. Karachi.
- 16) CONTRACT AWARD PRICE PKR. 600,000/=
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1st, 2nd, 3rd EVALUATION BID). 1st Lowest
- 18) METHOD OF PROCUREMENT USED :- (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE _____ Local
- c) TWO STAGE BIDDING PROCEDURE _____
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE _____

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT _____

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

21) ADVERTISEMENT :

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	SPPRA SN# 34030 (26-07-2017)
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	Daily Dawn English, Daily Kawish Sindhi & Daily Jang Urdu on 26/07/2017.
No	

22) NATURE OF CONTRACT

Domestic/Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
----------------	-------------------------------------	------	--------------------------

23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?

(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

Yes	
No	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

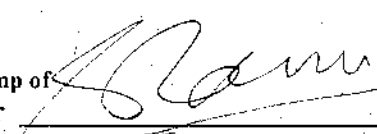
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	No

Signature & Official Stamp of
Authorized Officer



Procurement Department
Sindh Education Foundation
Govt. Of Sindh

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Print

Save

Reset

Bid Evaluation Report

1. Name of Procuring Agency: Sindh Education Foundation (Govt. of Sindh)
2. Tender Reference No: SEF/NP/17-18/01
3. Tender Description/Name of work/item: Hiring of Tax Consultant Firm for SEF Tax Matter
4. Method of Procurement: QCBS Method
5. Tender Published: SPPRA S.N # 34030 (26-07-2017) Jang Urdu 23/12/2016, Dawn English 23/12/2016, Kawish 23/12/2016
6. Total RFP documents issued: 02 received from Procurement Dept. and 03 bid received from Website.
7. Technical Bid Opening date: (if applicable) 16th August, 2017
8. Total Bids Received: 03 Bids Received.
9. No. of Bid technically qualified (if applicable): 03
10. Financial Bid Opening Date: 13th September, 2017

S	Name of Firm or Bidder	Total Bid, Cost offered by the Bidder	Ranking in terms of consolidated (Technical & Financial) evaluation	Comparison with Estimated cost	Reasons for acceptance/rejection through QCBS selection method and rating calculated by formula (s=stxt%+sfxp%)	Remarks
0	1	2	3	4	5	6
1	M/s. Deloittee Yousuf Adil (Chartered Accountants)	600,000	1st	3.6 Million	Accepted because the firm attains the highest combined technical & financial score.	Recommended to award the contract.
2	M/s. Rahman Sarfaraz Rahim Iqbal Rafiq (Chartered Accountants)	1,800,000	2nd		Rejected because the firm attains the second highest combined technical & financial score.	Not Recommended to award the contract.
3	M/s. Baker Tilly Mehmood Idrees Qamar (Chartered Accountants)	2,700,000	N/A		Rejected because the bid security was not enclosed with the financial proposal.	DISQUALIFIED

CONSULTANT SELECTION COMMITTEE

(Signature)
13/09/2017

Mr. Nawab Zafar Ali
Deputy Director (M&E)
Secretary of Consultant Selection Committee
Sindh Education Foundation
Government of Sindh

(Signature)
13/09/2017

Mr. Mubashir Mirza
Assistant Director (AASP)
Member of Consultant Selection Committee
Sindh Education Foundation
Government of Sindh

Mr. Taufique Ahmed Shaikh
Assistant Chief
Planning & Development Dept. Govt. of Sindh
Member of Consultant Selection Committee
Sindh Education Foundation
Government of Sindh

(Signature)

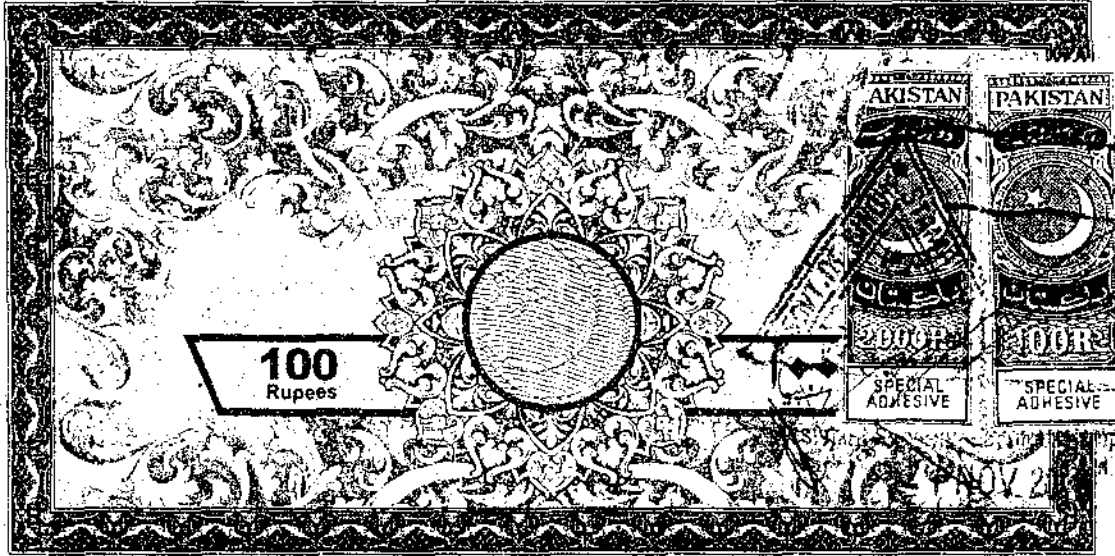
Mr. A.K. Rind
Deputy Secretary. (B & E - IV)
Finance Department
Member of Consultant Selection Committee
Sindh Education Foundation
Government of Sindh

(Signature)
13/09/2017

Mr. Mubhammad Abdullah Abbasi
Director (General Administration & Co-ordination)
Chairman Consultant Selection Committee
Sindh Education Foundation
Government of Sindh

368/2102/21/11

THE GOVERNMENT OF SINDH, KARACHI



AMRAN NEHAL STAMP VENDOR
 Licence No. 152, Shop No. 1, Glamour Arcade
 Sector 11-F, North Karachi

S.No. 13955 Date 07 NOV 2017

Through With Address BYED ZAHID ALI
 Advocate L. No: 435

FOR OFFICIAL USE ONLY

2

CONTRACT

THIS CONTRACT ("Contract") is entered into this Date 21-11-2017 by and between *Sindh Education Foundation, Government of Sindh* ("the PA") having its principal place of business at *Plot No. 21-A, Block No. 7/8, OCHS, Ameer Khusro Road, Karachi* and *M/s. Deloitte Yousuf Adil, Chartered Accountants* ("the Consultant") having its principal office located at *Cavish Court, A-35, Block 7 & 8, KCHSU, Shahr-e-Faisal, Karachi, Pakistan*.

WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
2. **Term** The Consultant shall perform the Services during the period commencing *02nd -October, 2017* and continuing through *30th September, 2018* or any other period as may be subsequently agreed by the parties in writing.

2/11

3. Payment

A. Ceiling

For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed *Rs. 600,000/=* for one year. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

C. Payment Conditions

Payment shall be made in *PAK Rupee*, within 30 days of invoices verified by the PA as designated in paragraph 5.

4. Economic Price Adjustment

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision: "Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the date of the Contract) by applying the following formula:

$$R_1 = R_0 \times \frac{I}{I_0}$$

where R_1 is the adjusted remuneration, R_0 is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, I is the official rate of inflation for the first month for which the adjustment is to have effect and, I_0 is the official rate of inflation for the month of the date of the Contract." (Not Applicable)

5. Project Administration

A. Coordinator

The Procuring Agency designates *Mr. Muhammad Taseem, Acting Director- FA&A, SEF* as Project Administrator for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA & *Mr. Ali Nisar, Senior Officer- IC/C, SEF* as Project Coordinator; for the coordination of activities under the Contract.

B. Timesheets

During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and

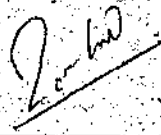


6. **Performance Standard** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.
7. **Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA's business or operations without the prior written consent of the PA.
8. **Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.
9. **Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
10. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipments.
11. **Assignment** The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.
12. **Law Governing Contract and Language** The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.
13. **Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940.

FOR THE PA

FOR THE CONSULTANT

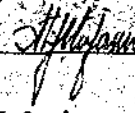
Signed by



Mr. Muhammad Tasleem
Acting Director,
Finance, Audit & Accounts

Sindh Education Foundation

Signed by



Mr. Atif Mufassir
Partner
M/s. Deloittee Yousuf Adil, Chartered
Accountants



Terms of Reference (TORs) for the

SCOPE OF JOB:

The Tax Consultancy Firm shall provide;

1. Tax Advisory Services on matters related to procurement of services and goods as per SPPRA rules & other guidelines issued by Federal/Provincial Governments.
2. Advisory services regarding applicability of Income Tax Ordinance 2001, Sales Tax Act & Sindh Sales Tax on Services Act.
3. Services for dealing with tax / revenue authorities for replying to any query / notices to the tax authorities.
4. Services for obtaining approval / tax exemption certificate under section 2(36), 100c, 151, & other exemptions under Income tax.
5. Finalization / arranging tax assessment orders, appeals, tax refunds and representation to explain company's position before commissioner appeal.
6. Timely feedback & opinions on the changes in rates and other provisions applicable & amended time to time in tax laws in Pakistan.
7. Services for one time tax medical of SEF to identify weakness/deficiencies and recommendation for improvements in existing tax practice adopted by SEF.
8. Assistance in charging Tax U/S 149 read with section 12, 13 of the Income Tax ordinance 2001.
9. Educate staff member of the Foundation in dealing all taxation matters and strengthen the procedures followed pertaining to taxation by the Foundation.
10. Filing of WHT statements through E-Portal on monthly, quarterly annually basis as required under the income tax ordinance 2001, from time to time.
11. Assistance in charging tax u/s 15 read with section 155 and filling of WHT in same manner through E- Portal under all provision of ITO 2001.
12. Assistance in charging tax u/s 153 and filling of WHT in same manner through E- Portal.
13. Preparation & Filing of WHT statement U/S 165 of the income tax ordinance 2001, as per rules as prescribed in the ordinance and Annual Statement under section 149 of the ITO 2001.
14. Assistance in giving tax credits U/S 61,62,63,64 of the Income tax ordinance 2001, wherever applicable.
15. Computation, preparation and filing of annual income tax return as per ITO 2001.
16. Assistance in giving tax adjustments, wherever applicable.
17. Assistance in charging sales tax under sales tax Act.
18. Preparation of PSID for payment under the head of sales tax.
19. Filing of sale tax WHT statements on monthly basis through online portal of FBR.
20. Preparation of PSID for payment under the head of sales tax on services under SRB 2011.
21. Preparation and filing of withholding statements under the head of Sindh sale Tax on services under SRB 2011.
22. Educate and update the staff members about any changes occurred in tax laws and policies on timely basis. Be willing to travel extensively for representation, if nature of the cases, so warrant.
23. Ensure the presence when required.
24. To extend related help/expert services to SEF not specifically stated above.
25. Others issues as and when arises out pertaining to taxation.

EXPECTED OUTPUT:

The Tax Consultant will report on quarterly basis, its activity will be included in the progress report and submitted to Client Coordinator for verification & further for the approval of the Managing Director, SEF.

EXCHANGE OF INFORMATION:

The consultant must intimate the representative of Foundation of the information required at least fifteen days prior of the requirement. Consultant should take steps for the security of information exchanged by the Foundation.

RETAINERSHIP FEE:

SEF will pay the retainership fee on quarterly basis for the tasks mentioned above. In case of

representation before the Income Tax Appellate Tribunal, Commissioner Inland Revenue (Appeals) and any other tax service(s); separate fee will be negotiated on case to case basis alongwith reimbursements on the basis of actual expenses incurred.

DURATION OF THE ASSIGNMENT:

The duration of this consultancy assignment shall be 12 months which may be extended on same rates and same terms & conditions for further term/terms by mutual agreement of both parties.

PAYMENT TERM:

Payment will be released after submission of report on quarterly basis.

Handwritten mark



ANNEX B

Consultant's Reporting Obligations

The consultant should directly report to the PA's Coordinator *Mr. Ali Nisar, Senior Officer- IC/C, SEF.*

The consultant should submit report to *Mr. Muhammad Tasleem, Acting Director- FA&A, SEF*

Ali Nisar



ANNEX C

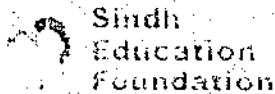
Cost Estimate

For the period of 12 months, from 2nd October, 2017 to 30th September, 2018.

TOTAL COST: Pak Rupees 600,000/- (inclusive of all Government Taxes)

[Handwritten signature]





Government of Sindh

No. SEF/367/17

(PROCUREMENT DEPARTMENT)

Dated: 06-10-2017

SAY NO TO CORRUPTION

To,

M/s. Debattee Yousaf Adil (Chartered Accountants)

Mt. Nirmal Dharani,

Chowk No. 1, Block 'A' S.

KUTST, Shalimar-e-Faisal, Karachi.

Phone: (92-332-2672629)

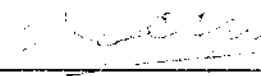
SUBJECT: Letter of Award for the Tender Hiring of Tax Consultant Firm For SEF Tax Matters Ref No. SEF/NP/17-18/01.

With reference to above subject we are pleased to inform you that your submitted bid has been found to be lowest and accepted at following detail and price.

Description: Hiring of Tax Consultant Firm for SEF Tax Matters.

Bid Price: PKR 500 000/- (including of all taxes)

2. Therefore now we would like to share our draft of contract for your review, kindly return us within a week along with your confirmation of acceptance letter and further get immediate visit to our Head office for any prior preparation work.
3. Please arrange 5% performance security within given time and contact to Finance Department for required job services.


Acting Deputy Director
(Procurement)

Enclosure: As stated above.

A copy is forwarded for information to:

Director (General Administration, Coordination & IT)-SEF,
P.S to MD-SEF,
Master File

Plot No. 21, Block 7/8, Overseas Housing, Amler Khushk Road Karachi, Pakistan.
Phone: (92-21) 34169141-5, FAX #: (92-21) 34169143

I. OVERALL PURPOSE

Sindh Education Foundation is established by the Government of Sindh for promotion of education through Public Private Partnership. It is registered as a Company with Federal Board of Revenue (FBR) and various tax laws are applicable on transactions with different stakeholders. In this regard, there is a need to appoint a tax consultant firm to handle the deposit, filing, and various applicable tax matters of Income Tax and Federal and Provincial Sales Tax.

II. SCOPE OF JOB:

The Tax Consultancy Firm shall provide;

1. Tax Advisory Services on matters related to procurement of services and goods as per SPPRA rules & other guidelines issued by Federal/Provincial Governments.
2. Advisory services regarding applicability of Income Tax Ordinance 2001, Sales Tax Act & Sindh Sales Tax on Services Act.
3. Services for dealing with tax / revenue authorities for replying to any query / notices to the tax authorities.
4. Services for obtaining approval / tax exemption certificate under section 2(36), 100c, 151, & other exemptions under Income tax.
5. Finalization / arranging tax assessment orders, appeals, tax refunds and representation to explain company's position before commissioner appeal.
6. Timely feedback & opinions on the changes in rates and other provisions applicable & amended time to time in tax laws in Pakistan.
7. Services for one time tax medical of SEF to identify weakness/deficiencies and recommendation for improvements in existing tax practice adopted by SEF.
8. Assistance in charging Tax U/S 149 read with section 12, 13 of the Income Tax ordinance 2001.
9. Educate staff member of the Foundation in dealing all taxation matters and strengthen the procedures followed pertaining to taxation by the Foundation.
10. Filing of WHT statements through E-Portal on monthly, quarterly annually basis as required under the income tax ordinance 2001, from time to time.
11. Assistance in charging tax u/s 15 read with section 155 and filling of WHT in same manner through E- Portal under all provision of ITO 2001.
12. Assistance in charging tax u/s 153 and filling of WHT in same manner through E- Portal.
13. Preparation & Filing of WHT statement U/S 165 of the income tax ordinance 2001, as per rules as prescribed in the ordinance and Annual Statement under section 149 of the ITO 2001.
14. Assistance in giving tax credits U/S 61,62,63,64 of the Income tax ordinance 2001, wherever applicable.
15. Computation, preparation and filing of annual income tax return as per ITO 2001.
16. Assistance in giving tax adjustments, wherever applicable.
17. Assistance in charging sales tax under sales tax Act.
18. Preparation of PSID for payment under the head of sales tax
19. Filing of sale tax WHT statements on monthly basis through online portal of FBR.
20. Preparation of PSID for payment under the head of sales tax on services under SRB 2011
21. Preparation and filing of withholding statements under the head of Sindh sale Tax on services under SRB 2011.
22. Educate and update the staff members about any changes occurred in tax laws and policies on timely basis.

23. Be willing to travel extensively for representation, if nature of the cases, so warrant.
24. Ensure the presence when required.
25. To extend related help/expert services to SEF not specifically stated above.
26. Others issues as and when arises out pertaining to taxation.

III. EXPECTED OUTPUT:

The Tax Consultant will report on quarterly basis, its activity will be included in the progress report and submitted to Client Coordinator for verification & further for the approval of the Managing Director, SEF.

IV. EXCHANGE OF INFORMATION:

The consultant must intimate the representative of Foundation the information required at least fifteen days prior of the requirement. Consultant should take steps for the security of information exchanged by the Foundation.

V. RETAINERSHIP FEE:

SEF will pay the Retainership fee on quarterly basis for the tasks mentioned above. In case of representation of a case to a court of law, fee will be negotiated on case to case basis and reimbursements on the basis of actual expenses incurred.

VI. DURATION OF THE ASSIGNMENT:

The duration of this consultancy assignment shall be 18 months which may be extended on same rates and same terms & conditions for further term/terms by mutual agreement of both parties.

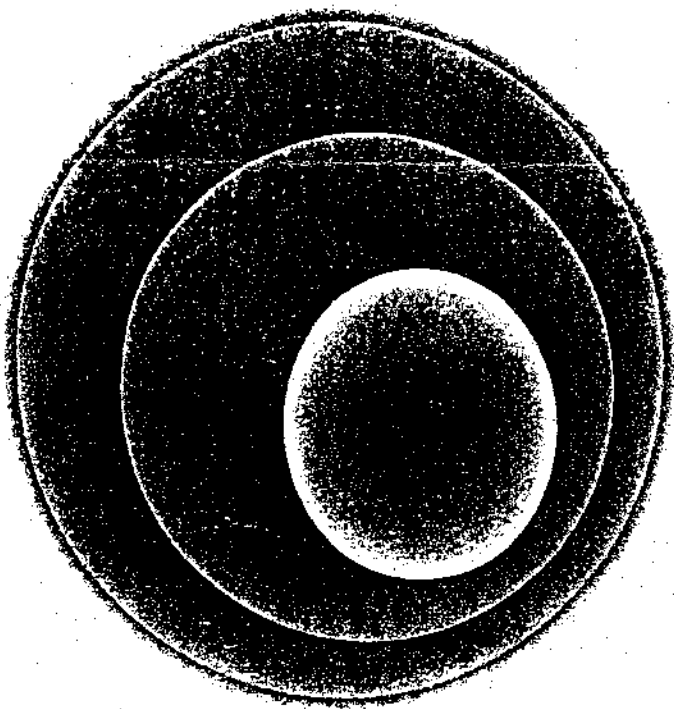
VII. PAYMENT TERM:

Payment will be released after submission of report on quarterly basis.

Deloitte.

Strictly Private & Confidential

**Financial Proposal to
Sindh Education Foundation**



Bill of Services

Professional Fee

Our fee, on retainer basis, for below scope of work will be Rs. 50,000 per month:

- Tax Advisory Services on matters related to procurement of services and goods as per SPPRA rules and other guidelines issued by Federal / Provincial Governments.
- Advisory services regarding applicability of Income Tax Ordinance, 2001 (the Ordinance); Sales Tax Act, 1990 and Sindh Sales Tax on Services Act, 2011.
- Services for dealing with tax / revenue authorities for replying to any query / notices to the tax authorities.
- Services for obtaining approval / tax exemption certificate under section 2(36), 100C of the Ordinance, section 151 of the Ordinance and other exemptions under Income tax.
- Finalization / arranging tax assessment orders, appeals, tax refunds and representation to explain Company's position before Commissioner appeal.
- Timely feedback and opinions on the changes in rates and other provisions applicable & amended time to time in tax laws in Pakistan.
- Assistance in charging Tax under section 149 of the Ordinance read with section 12, 13 of the Ordinance.
- Educate staff member of the Foundation in dealing all taxation matters and strengthen the procedures followed pertaining to taxation by the Foundation:
- Filing of WHT statements through E-Portal on monthly, quarterly annually basis as required under the Ordinance from time to time.
- Assistance in charging tax under section 15 read with section 155 and filing of WHT in same manner through E-Portal under all provision of the Ordinance.
- Assistance in charging tax under section 153 and filing of WHT in same manner through E-Portal.
- Preparation and filing of WHT statement under section 165 of the Ordinance, as per rules as prescribed in the Ordinance and annual statement under section 149 of the Ordinance.
- Assistance in giving tax credits under sections 61, 62, 63, 64 of the Ordinance, wherever applicable.
- Computation, preparation and filing of annual income tax return as per the Ordinance.
- Assistance in giving tax adjustments, wherever applicable.
- Assistance in charging sales tax under Sales Tax Act.
- Preparation of PSID for payment under the head of sales tax
- Filing of sale tax WHT statements on monthly basis through online portal of FBR.
- Preparation of PSID for payment under the head of sales tax on services under SRB 2011
- Preparation and filing of withholding statements under the head of Sindh Sales Tax on Services Act, 2011.
- Educate and update the staff members about any changes occurred in tax laws and policies on timely basis.
- Be willing to travel extensively for representation, if nature of the cases, so warrant.
- Ensure the presence when required.
- To extend related help / expert services to SEF not specifically stated above.
- Others issues as and when arises out pertaining to taxation.

[Signature]
13/12/17

[Signature]
13/12/17

[Signature]
13/12/17

[Signature]
13/12/17

[Signature]
13/12/17