

## **EOI & PRE-QUALIFICATION DOCUMENT**

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**PRE-QUALIFICATION OF CHARTERED ACCOUNTANT FIRM FOR**

**MONITORING & THIRD PARTY VALIDATION OF CHIEF  
MINISTER'S SELF-EMPLOYMENT SCHEME (CMSES)  
FOR THE PERIOD FROM 01.01.2020 TO 31.12.2022**



**PUNJAB SMALL INDUSTRIES CORPORATION  
AL-FALAH BUILDING THE MALL,  
LAHORE**

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**November, 2021**

**EXPRESSION OF INTEREST**  
**FOR PREQUALIFICATION OF CHARTERED ACCOUNTANT FIRMS TO CONDUCT**  
**MONITORING, THIRD PARTY VALIDATION AND AUDIT & PHYSICAL VERIFICATION**  
**OF LOANS DISBURSED / TO BE DISBURSED UNDER CHIEF MINISTER'S SELF-**  
**EMPLOYMENT SCHEME (CMSES) DURING THE PERIOD FROM 01.01.2020 TO 31.12.2022**  
**(PSIC/Admn/LP-1336)**

Punjab Small Industries Corporation (PSIC) initiated an interest free credit assistance scheme titled "Chief Minister's Self-Employment Scheme (CMSES)" with the objectives to provide interest free loans to the unemployed and skilled persons of PVTC, TEVTA, Sanatkar's of Social Welfare Department & other Technical Training Institutes in public & private sector and other applicants having good business plan and expertise.

M/s Akhuwat (Registered under Societies Registration Act, 1860) and Akhuwat Islamic Microfinance (AIM) (Registered with SECP under Section 42 of Companies Ordinance, 1984) have been engaged as Service Provider Organization (SPO) for disbursement of interest free loans.

Up till now, Rs.12.00 billion has been transferred to Akhuwat and Akhuwat Islamic Microfinance under Seven (07) Service Agreements for further disbursement to the target group on revolving basis.

As per mandate of the scheme, Monitoring & Third Party Validation of the scheme require to carry out on continue basis by hiring the services of Internationally Reputed Chartered Accountants (CA) Firm to ensure the transparency of the scheme.

The PSIC invites Expression of Interests (EOIs) from internationally reputed Chartered Accountants Firms of "A" Category; enlisted by State Bank of Pakistan to conduct Monitoring, Third Party Validation and Audit & Physical Verification of Loans disbursed / to be disbursed under CMSES during the period from 01.01.2020 to 31.12.2022.

The interested CA Firms are required to submit the expression of interest in accordance to the procedure & format prescribed in Pre-Qualification Document (PQD) which should be reached at the below address on or before **November 30, 2021 at 02:00 p.m.**

The PQD can be obtained from PSIC Head Office on payment of Rs.1,000/- per set (non-refundable) to the Cashier, PSIC, in Room No. 320, 3<sup>rd</sup> Floor, Al-Falah Building, The Mall, Lahore. The same can be downloaded from PSIC website ([www.psic.gop.pk](http://www.psic.gop.pk)) and PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)). The EOIs of those Consultants shall only be acceptable who shall purchase PQD from the Procuring Agency.

The sealed Expression of Interest (Applications) will be opened on the same day at **02:30 p.m** in the presence of bidding firms.

For further information and queries please contact Director (C&M), Punjab Small Industries Corporation, 315-Alfalah Building, Mall Road, Lahore. Phone No. 042-99201432, Email: [psic.credit@gmail.com](mailto:psic.credit@gmail.com).

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**Director (Administration & Coordination)**  
**Punjab Small Industries Corporation**  
**Ground Floor, Alfalah Building, the Mall, Lahore.**  
**Phone No. 04299200439**

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## DISCLAIMER

1. The information contained in this Shortlisting document or subsequently provided to Applicant(s), whether verbally or in written form by or on behalf of the Punjab Small Industries Corporation (PSIC) or any of their employees or advisors, shall be subject to the terms and conditions set out in this shortlisting document and any other terms and conditions subject to which such information is provided.
2. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this shortlisting document and obtain independent advice from appropriate sources. The Client, its representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the shortlisting document.
3. The Client may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this document or cancel the present Expression of Interest (EOI) and call for fresh Invitations under PPRA, 2014. Such changes would be intimated to all Applicants through its website.
4. The Client reserves the right to reject the EOIs submitted in response to this shortlisting document at any stage under PPRA 2014. The Client also reserves the right to hold or withdraw or cancel the process at any stage up to the final shortlisting under PPRA, 2014. The Client may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this document.
5. The issue of this shortlisting document does not imply that the Client is bound to select and shortlist applications for Bid Stage or to appoint the selected Applicant, as the case may be, for the project and the Client reserves the right to reject the Applications with assigning reasons whatsoever under PPRA, 2014.
6. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Application.
7. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the process.
8. Neither the Client nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
9. Mere submission of Application / EOI or issuance of RFP does not vest any right in the Applicant for being selected for the project.

## SECTION I: INSTRUCTION TO APPLICANTS

### A. Scope of Application

1. The Client invites Expression of Interests (EOIs) proposals to shortlist experienced and capable A Category (Listed by SBP) Chartered Accountant Firms for the Request for Proposals (RFPs) stage through Least Cost Based Selection (LCBS) under PPRA, 2014.
2. Shortlisted Applicants would be subsequently invited to submit the technical and financial proposals in respect of the "Monitoring & Third Party Validation Of Chief Minister's Self-Employment Scheme (CMSES) for The Period From 01.01.2020 to 31.12.2022 " under Punjab Small Industries Corporation (PSIC).

### B. Eligible Applicants

1. A Chartered Accountant Firm to perform the "Monitoring & Third Party Validation of Chief Minister's Self-Employment Scheme (CMSES)". The term Applicant used hereinafter would therefore apply to a Chartered Accountant Firm.
2. The Applicant should submit a Power of Attorney as per the format enclosed at Annexure-3, authorizing the signatory of the EOI for submission.
3. Notwithstanding anything stated elsewhere in this document, the Client shall have the right to seek updated information and supplementary information from the Applicant to ensure their continued eligibility. Applicant(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the Client. Applicant may be disqualified if it is determined by the Client, at any stage of the process, that the Applicant will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria.
4. A firm which has been barred or blacklist either by any department/agencies/donors/Ministries of the Government of Pakistan / Punjab or Government departments/agencies of their respective country, in case of Applicant(s) would not be eligible to submit an EOI Application, either individually or as member of a Consortium. Applicant to submit an affidavit to this effect.

### C. Number of EOIs

Each Applicant shall submit only one (1) EOI Application, with one (1) copy, in response to this shortlisting document. Any Applicant, which submits or participates in more than one EOI Application will be disqualified and will also cause the disqualification as the case may be.

### D. EOI Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the shortlisting process. The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the shortlisting process.



#### **E. Examination of Shortlisting Document**

1. It would be deemed that by submitting the EOI, Applicant has:
  - a. Made a complete and careful examination of the shortlisting document; and
  - b. Received all relevant information requested from the Client.
2. A receipt of submission of Rs. 1000/- in lieu of prequalification documents must be attached with the application.
3. The Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

#### **F. Right to accept or Reject all Applications**

1. Notwithstanding anything contained in this shortlisting document, the Client reserves the right to accept or reject EOI and to annul the shortlisting process and reject all EOIs / proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, under PPRA, 2014.
2. The Client reserves the right to not to shortlist Application if:
  - a. At any time, a material mis-representation is made or uncovered, or
  - b. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.
3. Such misrepresentation / improper response would lead to the disqualification of the Applicant. If the Applicant is a Consortium, then the entire Consortium would be disqualified / rejected.

#### **G. Contents of Shortlisting Document**

The Shortlisting Document comprises the contents as given in the Table of Contents and would additionally include any Addenda issued in accordance with the provisions of this Document.

#### **H. Clarifications**

Interested parties may address their queries relating to the shortlisting process to the Office of the Client mentioning email and contact number. The queries should reach the above within ten (10) days of publishing of this EOI. The Client would endeavor to respond to the queries. The responses will be sent by email/courier. The delivery of clarifications to the Applicant shall not be responsibility of the Client. A communication of clarification is considered to be made by the Client if transmittal of email/courier has been made to the Applicant from the Client.

#### **I. Amendment of Shortlisting Document**

1. At any time prior to the deadline for submission of EOI Application, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the shortlisting Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the Document, and shall also be uploaded on the website of Client and Punjab Procurement Regulatory Authority.

#### **J. Language**

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the EOIs should also be in English language.

#### **K. Validity of EOIs**

EOIs shall remain valid for a period not less than 120 days from the EOI Application Due Date. The Client reserves the right to reject any EOI Application, which does not meet this requirement.

#### **L. Format and Signing of EOI Application**

1. The Applicant would provide all the information as per this shortlisting document. The Client would evaluate only those EOIs that are received in the required format and are complete in all respects.
2. The Applicant shall prepare one original of the documents comprising the EOI Application and clearly marked "ORIGINAL". In addition, the Applicant shall make one copy of the EOI Application, clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
3. The EOI Application and its copies shall be typed or written in indelible ink and each page shall be initialed and stamped by the Applicant. All the alterations, omissions, additions, or any other amendments made to the EOI Application shall be initiated by the person(s) signing the EOI Application.

#### **M. Sealing and Marking of EOI Applications**

1. The Applicant shall seal the original and copy duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope super scribing 'EOI for
2. "Monitoring & Third Party Validation of Chief Minister's Self-Employment Scheme (CMSES) for the Period From 01.01.2020 TO 31.12.2022 " under Punjab Small Industries Corporation (PSIC).
3. and also the name(s) of Applicant / association.
4. The envelope shall be addressed to: "Director (A&C) Punjab Small Industries Corporation"
5. If the envelope is not sealed and marked as instructed above, the Client assumes no responsibility for the misplacement or premature opening of the contents of the EOI Application submitted.

#### **N. EOI Application Due Date**

EOI Applications should be submitted by 02:00 PM in the above-mentioned office address on or before November 30, 2021, at the address provided above in the manner and form as detailed in this shortlisting document. EOI Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and shortlisting. However, the Client reserves the right to extend the EOI Application Due Date and Time, at any time prior to closing/opening of EOIs in response to this shortlisting document. In such cases the EOI applications received prior to such extension shall not be opened. Further, if the document is materially modified during such extended period, the EOI application received prior to extension shall be returned to the Applicants and appropriate time shall be allowed for resubmission of the EOI applications.

#### **O. Late EOI Applications**

EOI Applications received after the Due Date and time shall not be considered

#### **P. Modifications/ Substitution/ Withdrawal of EOIs**

The Applicant may modify, substitute or withdraw its EOIs after submission, provided that written notice of the modification, substitution or withdrawal is

received by the Client before the EOI's Due Date. No EOI shall be modified or substituted or withdrawn by the Applicant after the EOI Due Date and time.

**Q. Evaluation of EOI – Criteria**

The Client would subsequently examine and evaluate EOIs in Accordance with the criteria set out in Section 3.

**R. Evaluation of EOI - Supporting Documents**

The Client reserves the right to call for supporting documentation to verify the data provided by Applicant, at any time during the shortlisting process. The Applicant in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Applicant is liable to be disqualified at any stage of the shortlisting process.

**S. Evaluation of EOI - Right to Reject**

The Client reserves the right to reject EOI Application if:

1. At any time, a material misrepresentation is made or uncovered; or
2. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.

**T. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of EOI Application in confidence and would require all those who have access to such material to treat the same in confidence. The Client will not divulge any such information unless it is ordered to do so by higher authority that has the power under law to require its disclosure.

**U. Clarifications**

To facilitate evaluation of EOIs, the Client may at its sole discretion, seek clarifications in writing from any Applicant regarding its EOI or reject the incomplete EOI proposal.

**V. Qualification and Notification**

After the evaluation of EOIs, the Client would announce a list of shortlisted Applicants who meet the Qualification Criteria. At the same time, the Client would notify other Applicants that their EOI Applications have been unsuccessful. The shortlisted Applicants would then be requested by the Client to submit a detailed Proposal in the form and manner to be set out in the RFP Document.

## **Section 2: MONITORING & THIRD PARTY VALIDATION OF CHIEF MINISTER'S SELF-EMPLOYMENT SCHEME (CMSES) FOR THE PERIOD FROM 01.01.2020 TO 31.12.2022**

The detailed TORs will be provided with the RFP document.

### **BRIEF BACKGROUND**

On the direction of Government of the Punjab, Punjab Small Industries Corporation (PSIC) initiated an interest free credit assistance scheme titled "Chief Minister's Self-Employment Scheme (CMSES)" with the objectives to provide interest free loans to the unemployed and skilled persons of PVTC, TEVTA, Sanatkar's of Social Welfare Department & other Technical Training Institutes in public & private sector and other applicants having good business plan and expertise. M/s Akhuwat (Registered under Societies Registration Act, 1860) and Akhuwat Islamic Microfinance (AIM) (Registered with SECP under Section 42 of Companies Ordinance, 1984) have been engaged as Service Provider Organization (SPO) through competitive process for disbursement of interest free loans against 07% Service Charges of actual disbursed amount.

Up till now, Rs.12.00 billion has been transferred to Akhuwat and Akhuwat Islamic Microfinance under Seven (07) Service Agreements for further disbursement to the target group on revolving basis. As per mandate of the scheme, Monitoring & Third Party Validation of the scheme require to carry out on continue basis by hiring the services of internationally reputed Chartered Accountants Firm to ensure the transparency of the scheme. PSIC intends to hire the services of a Chartered Accountant Firm to conduct Monitoring, Third Party Validation and Audit & Physical Verification of Loans disbursed / to be disbursed under CMSES during the period from 01.01.2020 to 31.12.2022.

PSIC invites EOI from A Category Chartered Accountant Firms enlisted by SBP to conduct Monitoring, Third Party Validation and Audit & Physical Verification of Loans disbursed / to be disbursed under CMSES during the period from 01.01.2020 to 31.12.2022. .

### **OBJECTIVE OF THE CONSULTANCY**

To ensure the transparency and meritocracy in disbursement & recovery of loans and to check the compliance of the Service Agreements signed with Service Provider Organization.

### **SCOPE OF WORK**

Scope of work will be include;

- i. **Third Party Validation of Loan Disbursement & Recovery Period:** From 01.01.2020 to 30.6.2021 on sample size basis to check Compliance of the agreements, Disbursement and recovery of loans, Accounting and bookkeeping by M/s. AIM.
- ii. **100% Audit and Physical Verification of Loans in One Tehsil**
- iii. **Monitoring & Third Party Validation for the period from 01.07.2021 to 31.12.2022**

### CORE TEAM OF EXPERTS REQUIRED FOR THE ASSIGNMENT

Sr. No	Expert	No.	Academic Qualification	Post Qualification Relevant Experience	Tentative Man-Month
1	2	3	4	5	6
1	Team Leader	1	(MPhil / MS or above in Management Sciences / Economics; or CA/CFA	16 years' in monitoring & third party validations	15
2	Assignment Manager/Report Writing & Communication Specialist	1	MBA or ACMA /ACCA	08 years' in monitoring & third party validations	15
3	Economist	1	MPhil/MS. in Economics	05 years' in monitoring & third party validations	15
4	Monitoring & Evaluation Expert	1	MBA/Master in Management/Economics/Statistics	05 years' in monitoring & third party validations	15
5	Other Team Members	5/10	05 CFA/CA or 10 ACCA/ACMA	N/A	15

### Section 3: QUALIFICATION CRITERIA

The minimum qualifying marks is 75

#### 3.1 Eligibility Criteria

Following are the details on the basis of which firms will be shortlisted:

##### A. Mandatory or Pre-requisite criteria

- I. Information regarding legal entity / copy of registration with Securities and Exchange Commission of Pakistan or Registrar of Firms.
- II. Certificate of Registration with FBR National Tax Registration Number with active taxpayer status and registration No. with Punjab Revenue Authority for PST purposes.
- III. Certificate of registration with Institute of Chartered Accountants of Pakistan (ICAP).

- IV. A Category Chartered Accountant Firms latest enlisted by State Bank of Pakistan.
- V. Power of Attorney for Representative
- VI. Affidavit for Correctness of Information
- VII. The Applicant shall attach original affidavit on non-judicial stamp paper (with a value of Rs. 100) and declaring on oath that the Applicant:
  - i. is not in bankruptcy or liquidation proceedings;
  - ii. has never been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
  - iii. is not making any misrepresentations or concealing any material fact and detail;
  - iv. has not been convicted of, fraud, corruption, collusion or money laundering;
  - v. is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
  - vi. does not fall within any of the circumstances for ineligibility or disqualifications

## B. Shortlisting Criteria

The short-listing criteria for evaluation of application those are responsive and fulfill pre-requisite/mandatory requirements, are given below:

SN	Description	Marks (%)
1	Size of Firm	25
2	Relevant and Past Experience	30
3	Financial and Organizational Structure & Strength	20
4	Specific Team	25
<b>Total</b>		<b>100</b>

The Firm securing 75% marks collectively will qualify.

### B.1 Size of Firm

EOI evaluation will be based on the criteria given in succeeding paras in line with PPRA rules and as demonstrated by the Applicant's responses in the forms given in this document.

<b>Size of Firm</b>	<b>(25 points)</b>
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i. <b>No. of Partners</b> (01 score for each partners upto 10 score)	(10)
ii. <b>Experienced/Qualified Work Force</b> (01 score for 05 employee)	(05)
iii. <b>Geographic spread in Punjab at Divisional Level</b> (01 score for Lahore division and 1/2 score for other division)	(03)
iv. <b>Overall clientele (Long term &amp; short term)</b> a. <b>Commercial Banks (CB)/MFIs-</b> (01 score for 05 CB/MFIs) b. <b>Autonomous body/Corporations/NGOs-</b> (01 score for 05 firms)	(07)

## B.2 Specific Experience

Firm should provide information regarding:

<b>Specific Experience</b>	<b>(30 points)</b>
Similar Assignments carried out by Firm in last 10 years with any commercial bank/MFI/Autonomous body/Corporation/NGO. (10 score for each similar assignment successfully completed, maximum 30 score)	(30)

## B.3. Financial and Organizational Structure & Strength

<b>(20 points)</b>	
A: Having at least last three years Financial Statements depicted with Profit (10)	(10)
B:	(10)
i. Organization structure = 3	
ii. List of permanent staff = 3	
iii. Quality management systems =2	
iv. list of relevant equipment/machinery = 2	

## B.4 Specific Team

<b>A. Specific Team</b>	<b>(25 points)</b>
(Staff shall be directly involved in carrying out similar Assignments)	
1. <b>Team Leader</b>  <b>Experience:</b> (01 score for 02 year experience, maximum upto 16 years' in monitoring & third party validations – <b>max.08 score</b> ) <b>Education:</b> (MPhil / MS or above in Management Sciences / Economics; or CA/CFA ( <b>02 score</b> ))	(10)
2. <b>Assignment Manager/Report Writing &amp; Communication Specialist</b>  <b>Experience:</b> (01 score for 02 year experience, maximum upto 08 years' in monitoring & third party validations – <b>max.04 score</b> ) <b>Education:</b> MBA or ACMA /ACCA ( <b>02 score</b> )	(06)

<p><b>3. Other qualified Team Members</b></p> <p><b>At least:</b></p> <ul style="list-style-type: none"> <li>- 01 Economist (<b>MPhil/MS. in Economics</b>) (<b>02 score</b>)</li> <li>- 01 Monitoring &amp; Evaluation Expert (MBA/Master in Management/Economics/Statistics) (<b>02 score</b>)</li> <li>- 05 CFA/CA or 10 ACCA/ACMA (<b>05 score</b>)</li> </ul>	<p>(09)</p>
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**Appendix-1**

**FORMAT FOR LETTER OF EOI APPLICATION**

*[On the Letter Head of the Applicant's Firm (in case of Single or  
Lead Member (in case of a Consortium))]*

Date: -----

The Director (A&C),  
Punjab Small Industries Corporation (PSIC).  
Lahore

[Insert name of Project]

Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for the [insert name of Project].

We are enclosing our Expression of Interests (EOIs), in one Original and one Copy, with the details as per the requirements of the EOI, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the EOIs are complete, true and correct in every detail.

Yours faithfully,

(Signature of Authorized Signatory) (Name, Title and Address of the Applicant)

**Applicant seal & stamp**



**Annex-1 (Firm Detail)**

<b>Name of Firm</b>	<b>Address</b>	<b>Contact No.</b>	<b>Authorized Personnel Name</b>	<b>Authorized Personnel Contact No.</b>
Lead Firm				

**Annex-2  
PROFILE**

**DETAILED DESCRIPTION OF THE FIRM**

- A. ORGANIZATION STRUCTURE**
- B. LIST OF PERMANENT STAFF**
- C. QUALITY MANAGEMENT SYSTEMS**
- D. LIST OF RELEVANT EQUIPMENT/MACHINERY**

*[Handwritten signature]*

## ANNEX-3

### FORMAT FOR POWER OF ATTORNEY

(On a Notary / Stamp Paper of  
Appropriate Value)

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI for Monitoring & Third Party Validation of Loans disbursed / to be disbursed under Chief Minister's Self-Employment Scheme for the period from January 01, 2020 to December 31, 2022, including signing and submission of all documents and providing information/responses to Director (A&C) , Punjab Small Industries Corporation, Alfalah Building Mall Road, Lahore, representing us in all matters and generally dealing in all matters in connection with our proposal for the said project.

We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things awfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

(Signature) (Name, Title and Address) Applicant seal & stamp

#### Important Notes:

1. To be executed by all members of the Consortium duly supported .by a valid & legal document.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.



## ANNEX-4

### Size of Firm

#### A - Detail of Partners

Sr. No	Particulars of the Partners				
	Name	Address /Contact	CNIC	Position	Years of Association

#### B – Experienced/Qualified Work Force

Sr. No	Designation	No. of Post	Experience (No. of Years)

#### C – Geographical Spread in Punjab at Divisional Level

Sr. No	Name of Division	Location / Address of the Office	Contact No.

#### D – Overall Clientele

Sr. No	Clientele	No. of client
1	Corporate Banks / MFIs	
2	Autonomous body/Corporations/NGOs	
3	Others	
	Total:	

- Note: Attach / Provide Documentary proof



## ANNEX-5

### Consultant's Experience of Similar Assignments

*The consultants are required to provide the detail of maximum (06) similar assignments successfully completed in last 10 years with any commercial bank / MFI / Autonomous body / Corporation / NGO, as per the format given below:-*

Assignment name:	Cost of the Project (in PKR):
Country and Location:	Duration of assignment (months):
Name of Client:	Total No. of staff by your firm engaged on the assignment:
Start date (month/year): Completion date (month/year):	Total Value of the Consultancy services provided by your firm under the agreement (in current PKR):
Name of associated Consultants, if any:	No. of professional staff provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	

## ANNEX-6

### Description of Approach, Methodology and Work Plan for Performing the Assignment

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*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following chapters:*

- a) Technical Approach and Methodology,
- b) Work Plan, and Time Schedule

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan & Time Schedule. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

## ANNEX-7

### Team Composition

#### 1. Team Leader

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### 2. Assignment Manager/Report Writing & Communication Specialist

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### 3. Economist

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### 4. Monitoring & Evaluation Expert

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

#### 5. CFA/CA or ACCA/ACMA

Name	CNIC No./Passport No.	Firm	Area of Expertise	Qualification	Experience of Monitoring & TPVs (No. of Years)

- Note: Attach / Provide Documentary proof

## ANNEX-7(1)

### CURRICULUM VITAE (CV) OF PROFESSIONAL STAFF

1. **Proposed Position** [only one candidate shall be nominated for each position]: \_\_\_\_\_

2. **Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_

3. **Name of Staff** [Insert full name]: \_\_\_\_\_

4. **Date of Birth**: \_\_\_\_\_ **Nationality**: \_\_\_\_\_

5. **CNIC No** (if Pakistani): \_\_\_\_\_ **or Passport No**: \_\_\_\_\_

6. **Education** :

Degree	Major/Minor	Institution	Date (MM/YYYY)

7. **Membership in Professional Associations and Publication**: \_\_\_\_\_

8. **Training** [Indicate significant training, obtained]: \_\_\_\_\_

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)



### 11. Detailed Tasks Assigned

*[List all tasks to be performed under this assignment]*

### 12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

*[Among the assignments in which the staff has been involved, indicate any two assignments that best illustrate staff capability to handle the tasks of the assignment]*

- 1) Name of assignment or project & Location: \_\_\_\_\_  
Cost of Project \_\_\_\_\_ Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_  
Actual Time Spent on the Project: \_\_\_\_\_ in months.  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_
  
- 2) Name of assignment or project & Location: \_\_\_\_\_  
Cost of Project \_\_\_\_\_ Date of Start \_\_\_\_\_ Date of Completion \_\_\_\_\_  
Actual Time Spent on the Project: \_\_\_\_\_ in months.  
Client: \_\_\_\_\_  
Main project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_



## ANNEX-8

### Affidavit for Non-Blacklisting of Firm

[PRINT ON STAMP PAPER]

Non-judicial stamp paper (with a value of Rs. 100)

Date: \_\_\_\_\_

#### AFFIDAVIT

It is hereby solemnly confirmed and declared that M/s \_\_\_\_\_,  
is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has *never* been declared ineligible/blacklisted by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any misrepresentations or concealing any material fact and detail;
- has not been convicted of, fraud, corruption, collusion or money laundering;
- is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for ineligibility or disqualifications

(Stamp of Company)  
(Signatures of Authorized Rep)

\_\_\_\_\_  
Company Name

Attestation by Oath Commissioner and/or Notary Public





## ANNEX-9

### *Affidavit for Correctness of Information*

[PRINT ON STAMP PAPER]

**AFFIDAVIT of MR.** \_\_\_\_\_ S/o Mr. \_\_\_\_\_, CNIC No. \_\_\_\_\_ Resident of \_\_\_\_\_, Pakistan and authorized representative of XYZ company name, \_\_\_\_\_(address)\_(**Company**)

I, the above named deponent, do hereby solemnly affirm and declare that:

1. I am the [Designation...] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No., Letter No. etc.....] \_\_\_\_\_ dated \_\_\_\_\_.
3. The contents of accompanying [document....] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document....] shall be true and correct to the best of my knowledge and belief.

DEPONENT

#### VERIFICATION

It is hereby verified on solemn affirmation at \_\_\_\_\_, Pakistan on the [date...] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.



DEPONENT

### CHECKLIST FOR DOCUMENTS

Sr. No.	Document	Checked
1.	Complete Application form with all annexures	
2.	Proof of registration with Institute of Chartered Accountants of Pakistan (ICAP) and other relevant Body(s)	
3.	Proof of registration with FBR (NTN) and PRA (PST)	
4.	Proof of registration of firm with SECP/ Registrar of Firms etc.	
5.	Size of Firm with Complete Detail	
6.	Proof of Relevant Experience	
7.	Quality Methodology with Complete Work Plan	
8.	Detail of Specific Team alongwith detailed CV	
9.	Power of Attorney for Representative	
10.	Affidavit regarding Non-Blacklisting of Firm	
11.	Affidavit for Correctness of Information	