



**DIRECTORATE GENERAL,
EXCISE, TAXATION, AND NARCOTICS CONTROL,
KHYBER PAKHTUNKHWA, PESHAWAR.**

**BID SOLICITATION DOCUMENTS FOR AWARD OF CONTRACT OF
TAX FACILITATION CENTRE PESHAWAR KHYBER
PAKHTUNKHWA:**

1. **INTRODUCTION:** Government of Khyber Pakhtunkhwa through the Directorate General, Excise and Taxation, Khyber Pakhtunkhwa intends to enter into an agreement, with a reputable local and national firm/company for provision of technical assistance in running of Tax Facilitation Centers (TFC) at Peshawar for one year.
2. **TERMS OF REFERENCE:** The successful bidder will perform the following tasks:
 - i. Data entry of applications pertaining to new registration, re-registration, amendments, conversions and payments of all types of vehicle taxes.
 - ii. Issuance and provision of self-adhesive token tax stickers having security features as a token of tax collection.
 - iii. Collection, safe custody and subsequent safe deposition of taxes and duties in the government treasury.
 - iv. Payment of utility bills as well as provision of stationary (computer stationary and consumables) of the TFCs would be the responsibility of the successful bidder.
 - v. Engagement of own qualified IT Professionals and other managerial staff for all the tasks to the entire satisfaction of Excise & Taxation Department.
 - vi. All the managerial and administrative staff of the company shall work under the guidance and control of Directorate General, Excise, Taxation and Narcotics Control Khyber Pakhtunkhwa.
 - vii. All the IT Professionals of the firm shall perform the required functions in accordance with the mutually agreed terms. Any shortcoming/ discrepancies pointed out by the E&T Deptt. shall be removed by the company within Fifteen Days (15) time period. All financial and accounts related matters should be carried out under the supervision of Assistant Director Accounts of the department.
3. **SCOPE OF WORK:**
 - i. Renovation of tax payment counters as per requirement.
 - ii. Establishment and operation of sub-offices/sub TFCs and mobile TFCs (if required) including possible shifting of the TFC to newly constructed office at Hayatabad.
 - iii. Provision of comfortable waiting room having TV, Drinking water, bathrooms etc.
 - iv. Running of separate counter for senior citizens, ladies and disabled people.
4. **EVALUATION CRITERIA:** The submitted bids will be evaluated according to the following criteria. The qualifying marks for opening financial proposal is 66%.

S. No.	Technical Evaluation	Total Points	Points obtained	Sign./Initial
1	Bidder's Company/firm Profile:	12		

1.1	Total Number of completed/on-going IT based tax/fee collection projects.	4		
1.2	Commendation Certificate from clients One =1, exceeding one=2	2		
1.3	Total number of specialized technical human resource, that company can dedicate to this project (only those have post graduate qualification or more). 1 to 10 = 4, > 10 = 6	6		
2	Bidder's Relevant Experience	12		
2.1	Company's relevant experience in Number of Years. No of Years 1 to 2 = 2, 3 to 5=3, 6 to 10=4, >10 = 7	7		
2.2	Number similar solutions completed in Pakistan 1 to 2 = 2, 3 to 4=4, >4 =5	5		
3	Presentation on Proposed Solution – Project Plan and Method and practicality	9		
3.1	Understanding of Requirement	4		
3.2	Project Plan and Level of Details and Technical Strength	5		
4	Bidder's Financial Strength	10		
4.1	Total revenue stream within last 3 years (Rs. Millions) <ul style="list-style-type: none"> • Declared Revenue in 3 years 1-50 = 1 • Declared Revenue in 3 years 50 to 100 = 2 • Declared Revenue in 3 years greater than 100 = 3 	3		
4.2	Evidence for company it has at least Rs. 15 Million in the form of liquid assets;	2		
4.3	Experience in cash handling and safe transportation.	2		
4.4	Financial statements for the past three (3) years,	3		
5	Existing capabilities with respect to human resource, personnel, computing and engineering equipments.	7		
TOTAL MARKS		50		

5. **SUBMISSION AND EVALUATION OF BIDS:** The bids would be opened under Rule 14-2(b) of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Procurement Rules, 2014(*Single stage two envelope procedures*). *In the first stage the firms would be prequalified based on the technical proposals submitted by the firms. The “Technical Proposal” would be opened in the presence of representatives of the firms by the technical committee followed by a presentation. The technical committee would evaluate the proposal and presentation and assign marks accordingly keeping in view the profile, capability, efficiency and technical knowhow of the firm/company. During the first stage, no amendments in the technical proposal shall be permitted. The envelope containing “Financial Proposal” of the qualified firms would be retained in the safe custody of Director General, Excise, Taxation and Narcotics Control Department, while the Financial Proposals would be returned unopened to the firms that failed to attain qualifying marks in the first stage.*

In the second stage, the financial proposal would be opened in the presence of the bidders. The firm having lowest rate (inclusive of taxes) would be selected for the award of contract as per Khyber Pakhtunkhwa, PPRA Rules, 2014.

6. **EXTENT OF BID VALIDITY:** The bids shall be valid for ninety (90) days from the date of opening of financial bids.

7. **QUALIFICATION AND EXPERIENCE:** The qualification and experience shall be the same as per bidding documents and KPPRA rules, 2014.

8. **MODE OF PAYMENTS:**

i. **Payment to the Government.** --- The Company will deposit in the account specified by the Government, of the total amount of taxes and duties collected during the day's operation in prescribed manner. The amount of taxes deposited in the bank account shall be reconciled with the Government through the concerned Excise & Taxation Officer on regular basis. The reconciliation reports shall be generated from the computer server based on the number of transaction carried out daily. All payments by the company to the Government under the agreement shall be made after deductions(if any) under the law for the time being in force.

ii. **Payment to the company:** The Company shall charge and withhold a fee for the services rendered by it under this agreement at the rate **tendered in financial proposal of the bid per transaction** that is carried out at the TFCs involving the general public and the company. Transaction shall mean deposit for registration or re-registration fee of motor vehicles, issue of duplicate registration, transfer of ownership, alteration in registration book. If these activities are done simultaneously that shall be treated as single transaction.

9. **ASSIGNMENT AND SECURITY:**

i. The agreement or any part thereof shall not be assigned to a third party, except by mutual consent in writing of the Government and the Company.

ii. The bidder shall submit a call deposit amounting to Rs. One (1) million (approximated 2% of the bid value) enclosed with the financial proposal duly sealed. The bidder shall in addition, place an affidavit in the technical proposal stating that a bid security amounting to 2 percent (without indicating the figure in the letter) has been placed in the financial proposal or bid, otherwise the technical proposal will be considered non-responsive and will be returned to the bidder after being examined by the procurement committee.

iii. Bid security shall be released to the successful bidder after he has submitted the performance guarantee in the shape of an irrevocable bank guarantee of an amount of one (1) Million Rupees. This guarantee shall be furnished in favour of Government that in case of misappropriation of taxes, non-completion of the project, the company will be responsible through its Director to pay the losses incurred by the Excise & Taxation Department. The Bank Guarantee shall be provided by the company at the time of signing of the agreement.

iv. The bids security shall be forfeited if a bidder withdraws his bid within the validity period thereof or, in case of a successful bidder, who repudiates the contract or fails to furnish performance security.

v. Bid validity period will be till ninety (90) days from opening of financial proposal.

10. **APPROACH AND METHODOLOGY:** Following methodology will be followed for collection of Motor Vehicle Taxes and fees:

- i. For token tax payments, the vehicle owner will visit the designated counters of the company whereas for registration, transfer of owner ship, amendment, conversion the owner will obtain prior approval of the concerned Motor Registering Authority and subsequently pay the taxes and duties on the designated counter of the company.
- ii. The Company will enter the data through their computer operators and collect the Tax according to the calculations made by the Excise staff. In case of tax defaulted vehicles for a period of more than One (1) year, the vehicle owner shall obtain prior approval of the Motor Registering Authority before payments. The company will not be held responsible for any miscalculation made by the Excise staff.
- iii. The taxpayer will have a choice of depositing the tax for life time, quarterly, bi yearly or on yearly basis as per Khyber Pakhtunkhwa Motor Taxation Act, 1958 and the rules framed thereunder.
- iv. The amount will be received by the company with the help and assistance of the E&T staff and after costing of the collection the amount thus collected in the TFC in Peshawar will be deposited in the designated bank through the suitable arrangements made by the company for its subsequent transfer to the relevant Heads of Account in the State Bank of Pakistan.
- v. The receipts will be issued to the depositors in duplicate challan/sticker duly authenticated by the ETO concerned as well as the tax payer.
- vi. The Toke tax will be renewed on its expiry without penalty within 30 days grace period as provided for in the law.
- vii. In order to facilitate the vehicle owners, the company will establish a separate counter for proof reading of the proof sheets generated by the system after completion of data entry.

11. WORK PLAN AND DELIVERY SECHEDULE:

- i. The successful bidder shall ensure operation of the system in accordance with the quality, quantity and specifications in three (3) months.
- ii. The successful bidder will issue a token tax sticker to the tax payers, other registration documents etc on the prescribed rates in accordance with the prescribed format.

12. GENERAL AND SPECIAL CONDITIONS:

- i. In case of failure of a firm to establish TFC in accordance with quality, quantity, specifications, work plan and delivery schedule, the contract with the firm will be subject to termination without prior notice.
- ii. Successful bidder shall make fully operational the TFCs within a period of three (3) months failing which a penalty of Rs. Ten Thousand (Rs. 10,000) per day shall be imposed by the Director General Excise and Taxation.

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NOTICE INVITING TENDER

Government of Khyber Pakhtunkhwa through the Directorate General, Excise and Taxation, intends to enter into agreement, with reputable local and national firm/company for provision of technical assistance for running of Tax Facilitation Center at Peshawar for one year.

Only interested and committed firms and companies may submit their proposals comprising a single package containing separate envelopes of technical and financial proposal, along with the following documents to the office of the Director General Excise, Taxation, Narcotics Control on or **27-12-2017 before 1200 HRS**, during office timings.

- i. Application on company/ firm letter Pad.
- ii. Legal status of the firm company/firm alongwith proof of registration with one of Federal or Provincial Registration Acts.
- iii. Proof of being a tax payer and registered with Khyber Pakhtunkhwa Revenue Authority.
- iv. Organizational profile, past performance, list of clients and references.
- v. Relevant experience and past performance.
- vi. Existing capabilities with respect to human resource, personnel, computing and engineering equipments.
- vii. Financial position for the last three (3) years including bank statements and audited reports by external auditor.
- viii. Proof of possessing appropriate managerial capability.
- ix. Details of performance and repute in the field of tax/fee collection.
- x. A call deposit amounting to Rs. One (1) million enclosed with the financial proposal.
- xi. An Affidavit stating that, the firm has not been blacklisted by any Ministry, Division, Department, Autonomous and Semi-autonomous body.

Single stage two envelope procedure as prescribed in KP-PPRA Rules, 2014 will be followed. The sealed technical bids will be opened on **27-12-2017 at 1400 HRS**, in the Office of Director General Excise, Taxation and Narcotics Control, Auqaf Plaza, Shami Road, Peshawar. The Directorate General/technical committee reserves the right to accept or reject any or all applications by assigning cogent reasons to the firm/company (on demand).

(**Note:** Bid Solicitation documents having complete details of Terms of reference, Evaluation Criteria, mode of payments, security, methodology, work plan, delivery schedule, quality, quantity and specifications can be obtained from the Office of Deputy Director, Registration, Shami Road Aquaf Plaza, Peshawar till **27-12-2017 (1000 HRS)** or can be downloaded from website: www.kpexcise.gov.pk.)

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