

**EXPRESSION OF INTEREST (EOI)**

**FOR THE SERVICES OF INTERNAL AUDIT ASSIGNMENT**

**FOR FINANCIAL YEAR 2015-16 (EXTENDABLE)**

(EOI Ref. No. Fin. Internal Audit/01)

EOI submission Date: 30<sup>th</sup> October, 2015



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**Faisalabad Industrial Estate Development and Management Company (FIEDMC)**

1<sup>st</sup> Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad

Ph # 041-9230231-34 UAN: 041-111-343-362

[www.fiedmc.com.pk](http://www.fiedmc.com.pk)



**FAISALABAD INDUSTRIAL ESTATE  
DEVELOPMENT & MANAGEMENT COMPANY**



**EXPRESSION OF INTEREST (EOI)**

(EOI Ref. No. Fin. Internal Audit/01)

**FOR THE SERVICES OF INTERNAL AUDIT ASSIGNMENT**

Faisalabad Industrial Estate Development & Management Company (FIEDMC) has been established by Government of the Punjab on the basis of Public Private Partnership to achieve orderly, planned and rapid industrialization of Faisalabad district and formally registered under Section 42 of Companies Ordinance 1984.

FIEDMC invites Expression of Interest (EOI) for the **Services of Internal Audit Assignment** of the company for FY 2015-16 (extendable).

Reputable Chartered Accountant Audit Firms having satisfactory QCR Rating from ICAP, affiliated with globally recognized professional bodies and ample experience of working with public sector organizations in the field of Internal & External Audit, Tax and related professional services may submit their proposals for selection of Internal Auditors of the company.

Detailed eligibility and evaluation criteria and brief scope of services is laid down in THE DOCUMENTS which can be downloaded from FIEDMC ([www.fiedmc.com.pk](http://www.fiedmc.com.pk)) and PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) websites. The hiring shall be completed in accordance with PPRA Rules 2014.

Applicants must ensure that all the required information and credentials indicated in THE DOCUMENTS are submitted without fail. Proposals containing incomplete or ambiguous information or without valid documentary evidence, supporting documents will not be considered for evaluation.

A single package containing firm profile and required information duly signed, stamped and in complete conformity with THE DOCUMENTS should reach FIEDMC office on or before **30<sup>th</sup> October, 2015**.

EOI received after the due date will not be considered and returned unopened to the applicant.

**Chief Executive Officer**

Faisalabad Industrial Estate Development & Management Company (FIEDMC)  
1<sup>st</sup> Floor, FCCI Complex, Canal Park, East Canal Road, Faisalabad  
Tel: 041-9230231-4 Fax: 041-9230235



**FAISALABAD INDUSTRIAL ESTATE  
DEVELOPMENT & MANAGEMENT COMPANY**



**EXPRESSION OF INTEREST (EOI)**

(EOI Ref. No. Fin. Internal Audit/01)

**FOR THE SERVICES OF INTERNAL AUDIT ASSIGNMENT**

Faisalabad Industrial Estate Development & Management Company (FIEDMC) has been established by Government of the Punjab on the basis of Public Private Partnership to achieve orderly, planned and rapid industrialization of Faisalabad district and formally registered under Section 42 of Companies Ordinance 1984.

FIEDMC invites Expression of Interest (EOI) for the **Services of Internal Audit Assignment** of the company for FY 2015-16 (extendable).

Reputable Chartered Accountant Audit Firms are required to submit their proposal providing following information:

**GENERAL TERMS AND CONDITIONS**

Internal audit services shall be required at FIEDMC Corporate Office situated at 1<sup>ST</sup> Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad.

Applicants must ensure that all the required information and credentials indicated in THE DOCUMENTS are submitted without fail. Proposals containing incomplete or ambiguous information or without valid documentary evidence, supporting documents will not be considered for evaluation.

Applicants are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the authorized representative through whom all communications shall be directed until the process has been completed or terminated.

FIEDMC will not be responsible for any costs or expenses incurred by applicants in connection with the preparation or submission of the proposals.

## ELIGIBILITY CRITERIA

Any proposal shall only be eligible for further evaluation which will meet the following mandatory requirements:-

1. Active member firm registered with ICAP with satisfactory QCR Rating.
2. Register with tax authorities as active taxpayer.
3. Affiliated with globally recognized professional bodies.
4. Registered on the panel of auditors maintained by State of Pakistan (SBP).
5. Having office in Faisalabad (Verifiable from reliable sources).
6. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking to this effect on legal stamp paper as specified in **Annex-I**).

Notes:-

- I) QCR Rating shall be the latest rating issued by ICAP at the date of submission of EOI.
- II) List of firms on the panel SBP shall be on the basis of latest ranking issued by SBP at the date of submission of the EOI.
- III) The firm already engaged in statutory audit of The Company will not be eligible for this assignment.

## BRIEF SCOPE OF SERVICES

The successful applicant will be responsible for the provision of Internal Audit services as per scope of services including:

- **Pre-audit of all types of payments through bank and cash**
- **Post-audit of Revenues and Receipts**
- **Quarterly Review;**
  - ❖ To ensure compliance of internal policies and procedures and disbursements as per financial powers.
  - ❖ To ensure compliance of rules and regulations issued by Federal Government, Provincial Government and other regulatory authorities.
  - ❖ To facilitate the management in strengthening internal controls.

Detailed scope of services shall be provided to only shortlisted firms for submission of their financial bids.

## EVALUATION CRITERIA

Applicants shall be required to fulfill the following minimum requirements for short listing. Only shortlisted firms will be requested to submit their financial bids:-

<b>Sr. No.</b>	<b>Minimum requirements for qualification</b>	<b>Quantity</b>	<b>Details required in</b>
1	Minimum number of partners	5	Form – A
2	Minimum number of qualified staff (excluding partners) (ACA,FCA,ACMA,FCMA,ACIS,FCIS,ACCA,APFA,CISA etc.)	10	Form – B
3	Minimum number of years of relevant experience with Government / Semi-Government & Autonomous Bodies (Note-I)	15	Form – C
4	Minimum number of years of relevant experience with construction / development related organizations (Note-I)	10	Form – D
5	Minimum number of offices in Pakistan including Faisalabad	2	Form – E

**Note - I:** - While quoting relevant experience, relevant means and includes internal and external audit assignments only.

#### **METHOD FOR SELECTION**

After shortlisting, Least Cost Method shall be adopted for the selection as the same is preferred method for such like assignments by PPRA.

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**Applicant**

**Name:**

**Designation:**

**Stamp:**

## UNDERTAKING/AFFIDAVIT

1. It is hereby declared that M/s ----- has never been blacklisted / delisted by any Government agency, Authority or any other Regulatory body since its commencement of business; and
2. the details / information provided for selection is true and complete in all respects; and
3. in any case the information provided found incorrect, FIEDMC would have an exclusive right to reject the proposal.

For and on behalf of

**Name:**

**CNIC No.:**

**Designation:**

**FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT AND MANAGEMENT COMPANY**  
**EXPRESSION OF INTEREST (EOI)**  
**FOR THE SERVICES OF INTERNAL AUDIT ASSIGNMENT**

**FORM - A**

**LIST OF PARTNERS**

Sr. No.	Name of partner	Registration No.	Designation	Attachment	Experience (No. of years)
1				Profile / CV	
2					
3					
4					
5					
.					
.					

**For and on behalf of**

**Firm Name**

**Authorized Signature**

**FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT AND MANAGEMENT COMPANY  
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**FORM - B**

**LIST OF QUALIFIED STAFF**

Sr. No.	Name	Qualification	Registration No.	Designation	Experience (No. of years)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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.					

**For and on behalf of**

**Firm Name**

**Authorized Signature**



**FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT AND MANAGEMENT COMPANY  
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**FORM .**

**DETAIL OF RELEVANT EXPERIENCT WITH GOVT. SEMI-GOVT. AND AUTONOMOUS BODIES**

Sr. No.	Name of orgination / Client	Nature of Business	Nature of Assignment	From Date	To Date	Experier (No. o years)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
.						
.						

**For and on behalf of**

**Firm Name**

**Authorized Signature**

**FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT AND MANAGEMENT COMPANY  
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**FORM -**

**DETAIL OF RELEVANT EXPERIENCT WITH CONSTRUCTION / DEVELOPMENT RELATED ORGANIZATION**

Sr. No.	Name of orgination / Client	Nature of Business	Nature of Assignment	From Date	To Date	Experien (No. o years)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
.						
.						

**For and on behalf of**

**Firm Name**

**Authorized Signature**

**FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT AND MANAGEMENT COMPANY  
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**FORM - E**

**LIST OF OFFICES**

<b>Sr. No.</b>	<b>Name of City</b>	<b>Office Address</b>	<b>Contact No.</b>	<b>Managed and controlled by partner (Name)</b>
1				
2				
.				
.				

**For and on behalf of**

**Firm Name**

**Authorized Signature**