



Bidding Document

Tender for Hiring of IT Auditor

Bid No. HBFC/HOK/GSD/2022/1311



Invitation for Bids (IFB)
Tender for Hiring of IT Auditor

HBFC invites sealed bids from renowned Audit Firms to conduct HBFC IT Audit according to the scope of work available in the tender document.

The bids will be evaluated in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding document containing detailed scope of work and selection criteria etc. may be downloaded free of cost from www.hbfc.com.pk. This IFB is also available at PPRA website www.ppra.org.pk.

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **July 07 2022** at 11:00 am. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit 5% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head, General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641752/39

General

1. Scope of Bid

House Building Finance Company Limited (HBFC), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "HBFC". HBFC intends to invite sealed bids for hiring of It Auditor. Detailed Scope of Work is attached at **Annexure - A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.

ii. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The Contract will be for IT Audit in Financial Proposal and the Bidder will fill in rates and prices for all items of the required service accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.



Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. The Company may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bids Opening

The Company will open all bids, in public, in the presence of Bidders' representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

The Company for any arithmetic errors will check bids determined to be substantially responsive. The Company on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail is per given Selection Criteria method as per **Annexure - B of Technical Proposal**.



11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure D**) who shall be able to provide information about services rendered by the firm.

12. Deployment of Resources

Successful Bidder must depute suitable resources to carry out the job as per required deliverables and timelines.

13. Bid Security

All bidders are required to submit an amount of bid security with financial proposal **@5%** of Total Amount of the financial proposal, as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Security deposit will be refundable on completion of bidding process.

14. Confidentiality

It is expected from the Auditor to maintain high level of confidentiality of information, during and after completion of the project. The Auditor shall practice high standard of professional and ethical values and norms in providing the services.

15. Work Schedule

Audit firm shall provide a detailed plan of activities to be carried out which shall contain major milestones, procedures & deadline for delivery of report.

Award Criteria

16. Award Criteria

The Audit firm obtaining the highest marks during evaluation phase will be selected. If two or more firms obtain equal marks, then the selection would be based on lowest financial bid among the qualified firms obtaining equal marks.

17. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

18. Payment Terms

Payment will be made by HBFC after successful completion of the assignment along with completion certificate by HBFC. No Advance Payment / Mobilization Advance will be paid before the completion of the assignment.



19. Code of Conduct

It is the Company's policy to require that Firm / Service Provider under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

20. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached hereto.

21. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will be prevail over ITB.

S#	Details
1.	Tender for Hiring of IT Auditor Ref No. HBFC/HOK/GSD/2022/1311
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Mr. Jawed Afridi Designation: Manager – Internal Audit Email: jawed.afridi@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641711 (Ext. 785)</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail is per given Selection Criteria method as per Annexure – B of Technical Proposal .
5.	The period of Bid validity will be 120 (Ninety) days after opening of the Bids.
6.	All bidders are required to submit amount of bid security enclosed in financial proposal @05% of the bid price (Total Amount).
8.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head of General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752</p>



9.	The deadline for submission of bids will be July 07, 2022 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address: House Building Finance Company Limited, 3 rd . Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.
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SCOPE OF WORK

Scope:

The following activities of the IT audit are proposed to be outsourced:

Area	Description
<p>System Development and data migration</p>	<p>Review include all stages of the System Development Life cycle. Some of the typical areas to be covered under the end to end review of the Auto LMS system will include as follows:</p> <ul style="list-style-type: none"> - Process flows and Gap fit analysis and its implementation - Completion of all stages of migration, data accuracy quality and reconciliation; - Management of development and implementation activates; - Project initiation, analysis and design; - Data conversion; - Segregation of duties; - Documentation and training; - Testing and quality assurance; - Active and correction plan for data migration; - Integration of the Auto LMS subsidiary Ledger with the General Ledger; - Integration with NADRA; - Integration with HBL
<p>IT Application / Business Process Controls review and testing</p>	<p>Application control testing of Auto Loan Management System:</p> <ul style="list-style-type: none"> - Access over sensitive and powerful system privileges; - Restriction of system access to authorized users only; - Controls over role / profile creation and modifications; - Testing of transaction in the cloned test server; - Walkthroughs with relevant process owners; - Re-performance of procedures; - Re-calculation of results; - Role / profile assignment to users; - Segregation of duties; - Review of the configuration and parameter setup
<p>General Controls over Auto LMS/Access Management/Segregation of duties</p>	<p>General Controls review related to the Auto LMS application including the following:</p> <ul style="list-style-type: none"> - Backup & Restoration of the Auto LMS application. - Review of controls over grant, review and revocation of access rights of the application. - Review of authentication controls including passwords, logon, attempts session limits and concurrent logon; - Examination of control over default user accounts - Physical controls; - Check assignment and usage of privileged user IDs and monitoring of their activities over the database and Auto LMS

Technical Proposal

Tender for Hiring of IT Auditor

Bid No. HBFC/HOK/GSD/2022/1311

Selection Criteria

Selection Criteria for professional firm is as below:

	Particulars	Marks	Comments
1	Bidder firms existence since (years) in IT Advisory	10	10 marks for 10 years or more 5 marks for 5-10 years
2	SBP approved panel of auditors with category	10	10 marks for category A 05 marks for category B
3	No of clients in banking sector where the bidder has provided IT audit services	30	5 marks for each commercial bank, 5 mark for each DFI, with a maximum 30 marks under this category
4	Experience of person engaged as engagement partner	5	1 mark for each experience year up to maximum of 5 marks
5	No. of CISA/CISM employed with the firm	10	2 mark each for 1 CISA/CISM up to maximum of 10 marks
6	ISO 2700 Certified/Compliant ITIL Certified/Compliant COBIT Certified	5	3 marks for Compliant 5 marks for certified with a maximum 5 marks under this category
	Total technical marks	70	
	Minimum technical qualification marks 45		
	Technical marks	70	Weightage of 70% given to technical evaluation
	Financial marks	30	Weightage of 30% given to financial bid
	Total marks	100	Technically qualified Firm obtaining highest marks out of 100 will be awarded the assignment



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2022

[Seal & signature] [In the capacity of]
Duly authorized to sign Bid for and on behalf of _____



Client References

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Deliverable items	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Deliverable items	
Any Comments	



Integrity Pact

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Audit firm, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____



Non-Disclosure Agreement

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company.
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its Audit firms and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized officials)



Financial Proposal

Tender for Hiring of IT Auditor

Bid No. HBFC/HOK/GSD/2022/1311



Financial Proposal

Tender for Hiring of IT Auditor

S. No	Description	Amount (PKR) (Inclusive of all applicable taxes)
1	Fee for IT Audit (Complete work methodology must be submitted with Technical Proposal)	
2	Any other expense other than the Fee such as Out of Pocket etc.	
Total Amount (Inclusive of all applicable taxes)		

Note: All rates should be inclusive of all applicable tax(es).

Amount in Words: _____

Bid Security @5% of Total Amount: _____



Contact Form

Company / Bidder Name: M/s _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO:

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(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Contact Info. _____

Company Stamp and Authorized
Signature

