

# **Terms of Reference**

## **For Tax Consultancy Assignment**

### **Back Ground Information of the Organization**

Khwendo kor (KK) is a reputed local base NGO, non-government; non-partisan organization strives for the development of women and children in KPK since 1993 and is registered under society's Act 1860. KK is implementing its programmes in the KP Province and FATA. KK has eight (8) offices based in the Districts of Peshawar, Dir Lower & Upper, Karak, Bannu, DI Khan, Kohat and a Liaison office in capital Islamabad. The head of the offices is supporting and providing strategic guidance and frame work along with monitoring and supervision of programmes located at provincial capital Peshawar. Following are the main programme areas Civil Rights, Education, Health and Economic Empowerment.

### **Assignment:**

1. To file Annual Tax Return of the organization tax year 2014 and 2015.
2. Tax Refund 2014 and 2015.
3. To change the Tax year to the Calander Year that is (Jan – Dec).
4. To register the organization with Sales Tax Number.
5. Tax Exemption Certificate applicable all section to Khwendo Kor.
6. Submission of Monthly Tax Statements for the period (July 2015 – April 2016)

### **Terms & Conditions:**

- Assignment to be undertaken in accordance with the standard principle of Taxation Laws.
- Assignment is undertaken in accordance with the highest professional standard, which will include the time period of accomplishment the assignment.
- Payments will be based upon achieving each above miles stones.
  
- Following are the details:
  - a. 1<sup>st</sup> Milestone (20%)
  - b. 2<sup>nd</sup> Milestone (20%)
  - c. 3<sup>rd</sup> Milestone (20%).
  - d. 4<sup>th</sup> Milestone (20%).
  - e. 5<sup>th</sup> Milestone (20%).
  - f. 6<sup>th</sup> Milestone (20%).

**Time Frame:** Detailed work plan is also required showing time line.

### **Eligibility**

1. Firms profile showing all information outlined above.
2. Valid copy of NTN & STN
3. Certificate/material evidence of assignments carried out at three previous client companies mentioning duration and names of the client.
4. Detailed technical skill level (CVs) of available of staffs who will be engaged during the assignment.
5. Applicant shall be disqualified if proposals are submitted in soft or by hand.
6. Provide sealed and signed financial and technical bids that must contain the methodology of assignment and shall be submitted via courier services by addressing;

*Following firms/company or individuals may apply by providing detail proposals **(Technical and Financial)** for undertaking the assignment no later than 12<sup>th</sup> April 2016.*

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Director HID  
Khwendo Kor  
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091-5822044

**Deadline: 12<sup>th</sup> April 2016 (COB) Time 1:00 pm**