

HIRING OF HR CONSULTANCY FIRM



REQUEST FOR PROPOSALS

02 April 2026

**BAHRIA UNIVERSITY HEAD
OFFICE
SHANGRILLA ROAD, SECTOR E-8,
ISLAMABAD**

Table of Contents

Letter of Invitation	2
Instructions to Firms	3
The Bidding Process	4
Terms of Reference	5
Evaluation Criteria	6
Type of Contract	7
Mode of Payment	7
Certificate (Annex-A)	8
Technical Proposal Submission Form (Annex-B)	9
Financial Bid Proforma (Annex-C)	10

SUBJECT: LETTER OF INVITATION

1. Bahria University invites bids (on E-PADS only) from reputable and experienced Human Resource consultancy firms registered in Pakistan for upgradation of existing HR Policies to align with the best practices prevalent in higher education sector.

2. The RFP includes the following documents:
 - a. Letter of Invitation.
 - b. Instructions to Firms.
 - c. Terms of Reference.
 - d. Evaluation Criteria
 - e. Type of Contract
 - f. Payment Mode

3. The HR consultancy firms shall be engaged via Quality and Cost Based Selection as provided under PPRA rules. Technical Proposal and Financial Proposal on the prescribed forms given in the RFP (signed & stamped), must be submitted on E-PADS against fee payment of **Rs.5,000/- (Rupees Five Thousand Only)**, Non Refundable Fee must be deposit in the shape of **Pay Order/ DD** in favour of **Bahria University Islamabad, (Proof of payment may be attached)**. The submitted bids will be opened on **21 April 2026** at **11:30 AM**, in the presence of the representatives of the firms who may wish to attend. Hard copy of the uploaded documents and bid security Rs. 500,000/- (in original) be submitted to DD (Procurement) office, P&D Dte, on or before **11:00 am** on **21 April 2026**.

Sincerely,

Director Planning & Development, Bahria University Head Office, Shangrilla Road
Sector E-8, Islamabad.

Phone: +92-51-9264072, Ext 1259

Instructions to Firms General Provisions:

General Provisions:

- a. Firms detail and profile showing experience in similar field.
- b. Copy of NTN Certificate.

Special Provisions:

1. Evidence of number of partners working in the consultancy firm (Names & addresses etc. of partners).
2. Evidence of number of qualified HR Professionals available to the firm (Provide list).
3. Evidence of external clients (Provide list).
4. Profile of staff deployed including their qualification & experience.
5. Names and addresses of offices in Pakistan (Islamabad, Karachi & Lahore offices) including key contact person in those offices.
6. Proposals should be addressed to; DD Procurement, Room No. 15 Basement Quaid Block, Bahria University Shangrilla Road Sector E-8 Islamabad Tele:051-9264072 E-mail ddp@bahria.edu.pk
7. Affidavit on Rs.100/ stamp paper to the effect that the firm is not blacklisted and has no dispute with any Government organization shall be furnished.
8. Offer shall not be considered if received after the time and date fixed for its receipt.
9. Evidence of relevant consultancy experience, in public & private sector HEIs, NGOs (including but not limited to higher education sector), if any.

THE BIDDING PROCESS

Bids will be selected in accordance with the PPRA Rules, as a Single Stage Two Envelope Bidding Procedure. The bidding process will be as under:

1. The bid shall be a single package consisting of two separate envelopes containing separately the financial and technical proposals;
2. The envelopes shall be clearly marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters.
3. Envelope No.1 should contain the complete Technical Bid and undertaking for technical proposal submission. **Annex-B.**
4. Both the above-mentioned envelopes should be put in one large envelope, super scribed “This envelope contains two duly sealed envelopes containing Tender Document and the Price Bid for providing External Audit Services – in two separate duly sealed envelopes clearly marked so”.
5. The bidder must quote his price as per format **Annex-C.** The rate(s) quoted should be inclusive of all applicable taxes and others allied expenses i.e T/A D/A, out of pocket expenses & etc and must be quoted in figure as well as in words.
6. In the first stage, only the envelope marked “TECHNICAL PROPOSAL” shall be opened and the envelope marked as “FINANCIAL PROPOSAL” shall be retained without being opened.
7. The technical proposals of all the bidders shall be evaluated. The proposals which meet all the technical eligibility criteria laid down in this document shall be eligible for participation in financial bidding.
8. During technical evaluation no amendments to the technical proposal shall be permitted.
9. The financial proposals of technically qualified bidders shall be opened publically at a time, date and venue announced and communicated to the bidders in advance. The financial proposals of the rejected bidders shall be returned un- opened.
10. The proposals will be evaluated according to the evaluation criteria, and the job will be awarded to the best evaluated bidder after a minimum of 10 working days of the opening of financial proposals.
11. The service provider will also sign an undertaking with the Bahria University in which the completion of work will be ensured as per **Annex- A.**

Terms of Reference

1. University Background:

Bahria University is a non-profit Organization established under Ordinance No V of 2000. Bahria University is a Federally Chartered Public Sector University established by the Pakistan Navy in 2000, and since then it has steadily grown into one of the leading higher education institutions in Pakistan. It plays a major role in grooming future leaders who can make a positive difference to the world around them. Bahria is a comprehensive university having multidisciplinary programs that include Health Sciences, Engineering Sciences, Computer Sciences, Management Sciences, Social Sciences, Law, Earth and Environmental Sciences, Psychology and Maritime Studies.

1.1. Scope:

The University intends to engage a reputable HR consultancy firm to review the existing HR policies, identify gaps, and develop/revise HR policy documents to align them with best practices followed by leading public and private higher education institutions and NGOs.

2. Nature of Project:

The activity shall be project based, with maximum duration of 09 months.

3. Covering Letters:

Covering letter (if any) must be addressed to Director P&D, Bahria University Shangrilla Road Sector E-8 Islamabad.

4. Queries:

For any query or additional information, please contact DD (Procurement), P&D Dte at ddp@bahria.edu.pk, Tele:051-9264072, E-mail ddp@bahria.edu.pk

Evaluation Criteria

The University will use “Quality and Cost Based Selection Method” under “Single Stage Two Envelope Methods” of selection of consultancy firms under PPRA Rules. Criteria for Technical and Financial Evaluation are enclosed. Scores will be allocated based on evidence available in the proposal only. The assignment for consultancy services will be awarded to the firm with the highest total score based on the following weight ratios:

- 70% for Technical Score
- 30% for Financial Score

Technical and Financial Evaluation

A. Technical Evaluation:

The Firms will be evaluated as per following criteria:

1. Number of Partners in the firm within Pakistan.
2. Number of qualified staff available to firm.
3. Experience of HR consultancies of Public/ Private Sector Universities/ NGOs.
4. Number of Offices in Pakistan (Specially in Islamabad, Lahore, Karachi).

Minimum score for competing in the next stage is 60%. The Financial Proposal of only that Firm will be opened which secures (i.e 60%) or more in the Technical Evaluation. The criteria for marks allocation is as under:

Number of Partners	Total Marks	Range	Marks
At least 5 (List of Partners attached)	20	Up to 5	10
		6 - 10	15
		11+	20
Number of Qualified staff	Total Marks	Range	Marks
At least 10 (List of staff attached)	20	10	10
		11- 19	15
		20+	20
Experience of HR consultancy in HEIs/ NGOs	Total Marks	Range	Marks
Experience of HR consultancy in minimum 5 HEIs/ NGOs in last 04 yrs	40	5	20
		5-9	30
		10+	40
Number of Offices in Pakistan	Total Marks	Range	Marks
At least 03 (Islamabad, Karachi, Lahore)	15	3	10
		4+	15
Year of Establishment	Total Marks	Range	Marks
Years of Establishment	5	Up to 10 Year	2
		11+	5

B Financial Evaluation:

Financial evaluation of only Technically Qualified Firms will be opened.

Type of Contract

A formal contract agreement shall be signed b/w Bahria University and the selected firm. All these provisions shall be made an integral part of the Contract agreement. The duration of the Contract will last for one year with effect from date of signing of the contract.

Payment Mode

1. Mutually agreed payment terms shall be made part of the contract. The firm shall submit the invoice as per the agreed payment terms and BU shall pay the amount within 30 days of submission.
2. Payment: 50% Payment will be made within 30 days after completion of Purchase/ Work Order of all equipment after delivery and acceptance certificate.
3. Retention Money: 50% Retention money will be released on completion of 09 Months period from the date of commissioning and acceptance.

CERTIFICATE

Proposal duly signed must be furnished along with the following certificate: -

I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, as mentioned in the bidding documents, for provision of HR consultancy services to Bahria University. In addition to the conditions we also agree to abide by all the special instructions mentioned in bid documents. We also hereby confirm that we are fully capable of providing services of HR consultancy as laid down in terms of reference.

Signature:

Name & Address of Tenderer

Designation & ID Card No.

NTN

GST/ Reg No.

Date:

Official Seal:

I. WITNESS

Signature:

Designation & ID Card No.

II. WITNESS

Signature:

Designation & ID Card No.

To:
Director P&D,
Bahria University Head Office.

Dear Sir,

We, the undersigned offer to provide the HR Consultancy services in accordance with your Request for Proposal advertised in print media and PPRA, we are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope. Attached to this proposal are copies of original documents specifying:

- a. Profile of the Firm, including name, title, phone numbers, fax number and email of authorized representative.
- b. Valid NTN number of the firm.
- c. Declaration on stamp paper that the firm has never been blacklisted by any Government department/authority/agency/company.
- d. Experience of HR consultancy services provided to Higher Education Institutions (Public & Private)/ NGOs, if any.
- e. Other documents as required in the proposal for evaluation purposes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. The client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from clients regarding any financial and technical aspects. The letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information as deemed necessary and requested by the client or its authorized representative in order to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the firm.

If negotiations are held during the period of validity of the Proposal, i.e. we undertake to negotiate on the basis of the proposed staff/facilities. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the required services not later than the date indicated in RFP.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely, _____
Authorized Signature: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

FINANCIAL BID PROFORMA

SR.NO	PARTICULARS	CONSULTANCY FEE AMOUNT (PKR)
1	Consultancy Fee (Inclusive of all applicable taxes and others allied expenses i.e T/A D/A, out of pocket expenses & etc.)	
2.	Fee in words	

Note:

1. In case of discrepancy between unit price and total, the unit price shall be prevailing.
2. Estimated cost of consultancy Fee (Inclusive of all applicable taxes and others allied expenses i.e T/A D/A, out of pocket expenses & etc.) must be quoted in figure as well as in words.
3. Lumpsum consultancy fee of all deliverables must be quoted.

Signature of the Firm with seal

Address: