

REQUEST FOR PROPOSAL (RFP)

Appointment of Statutory Auditors
For the three financial years
2026-27 to 2028-29

BAHRIA UNIVERSITY
SHANGRILLA ROAD SECTOR E-8 ISLAMABAD

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Letter No: _____

Date: _____

To

SUBJECT: LETTER OF INVITATION

1. Bahria University is a Federally Chartered Public Sector University. The principal seat of Bahria University is at Islamabad and campuses are at Islamabad, Karachi and Lahore. Bahria University was 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 includes Health Sciences, Engineering Sciences, Computer Sciences, Management Sciences, Social Sciences, Law, Earth and Environmental Sciences, Psychology and Maritime Studies.

2. Bahria University invites sealed proposals from the Chartered Accountant Firms to provide "Statutory Audit Services" for the three financial years ending June 30, 2027, June 30, 2028 & June 30, 2029 for the University. More information about the eligibility criteria & services are provided in the Terms of Reference annexed with the RFP documents. Interested Chartered Accountant Firms should provide information indicating that they are qualified to perform the services on the prescribed forms given in the RFP documents.

3. The RFP includes the following documents:

- a. Letter of Invitation.
- b. Instructions to Chartered Accountant Firms.
- c. Terms of Reference.
- d. Evaluation Criteria
- e. Type of Contract
- f. Payment Mode

4. Bidder for conducting statutory audit of Bahria University 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, separately sealed, signed & stamped, must be delivered to the address given below by no later than **04 May 2026** before 10:30 AM, which will be opened on the same day at 11:00 AM, in the presence of the representatives/ Rep of the firms who may wish to attend.

Sincerely,

Treasurer Directorate, Bahria University Shangrilla Road Sector E-8 Islamabad.

Phone: 92-51-111-111-028

Instructions to Chartered Accountant Firms General Provisions:

INSTRUCTIONS TO BIDDERS

The following data for Appointment of Statutory Auditors is applicable:

S#	Attribute	Details
1.	Name of Project	Appointment of Statutory Auditors for the three financial years 2027-2029
2.	Tender Published on	16 April 2026 on PPRA and BU websites.
3.	Medium of Publication	PPRA, EPADs/ BU website.
4.	Source of Funds	Bahria University
5.	Name of Purchaser	Bahria University Head Office, Islamabad
6.	Purchaser's Address	Shangrila Road, Sector E-8, Islamabad
7.	Collection of Bidding Documents From	Office of the DD (F&A) Room No.024 Ground Floor, Quaid Block, BUHO
8.	Price of Bidding Documents	Rs.5,000/- (Rupees Five Thousand Only) in shape of Pay Order/DD in favour of Bahria University Islamabad (NTN No.2132767-0), non-refundable. Receipt will be provided.
9.	Bid Submission Format	The bids and prices must be submitted on the format set out in this document. The bids submitted on different format will be considered non-responsive and will be rejected.
10.	Submission of Bids Personally	Bids are to be dropped in a Bid/ Tender, Office of the DD (F&A) Room No.024 Ground Floor, Quaid Block, BUHO before the given closing deadline.
11.	Submission of Bids by post	In case a bidder prefers to submit a bid through courier, he must ensure that it is dispatched timely enough to reach procurement office before the date and time specified in Tender Notice/Invitation to Bid. The bids so dispatched must be addressed as under: Office of the DD (F&A) Room No.024 Ground Floor, Quaid Block, BUHO Sector E-8, Shangrila Road, Islamabad
12.	Deadline for proposal Submission	04 May 2026 at 1030 hours
13.	Time, Date and Place for Technical Proposal Opening	04 May 2026 at 1100 hours at Office of the DD (F&A) Room No.024 Ground Floor, Quaid Block, BUHO. Only technical proposals will be opened, Financial bid will be opened for technically qualified firms only. Date and time will be intimated by letter/ phone/ e-mail.
14.	Bidding Procedure	Single Stage Two Envelope Bidding Procedure shall apply per PPRA Rules 2004

GENERAL PROVISIONS:

- a. Chartered Accountant Firms detail and profile showing experience in similar field.
- b. Copy of registration with ICAP.
- c. Copy of certificate with regard to satisfactory QCR Rating of ICAP/SECP.
- d. Copy of list of approved auditors having category "A & B" as per State Bank of Pakistan.
- e. Copy of NTN certificate.

SPECIAL PROVISIONS:

1. Evidence of number of partners working in the chartered accountant firm (Names & addresses etc. of partners).
2. Evidence of number of qualified chartered accountants hired by the firm (Provide list).
3. Evidence of external audit clients within Universities (Provide list).
4. Profile of staff deployed including their qualification & experience.
5. Evidence of membership with global audit firm (Affiliation status letter).
6. Names and addresses of offices in Pakistan (at least 3 including Islamabad, Karachi & Lahore offices) including key contact person in those offices.
7. Evidence of external audit of Public Sector Universities, if any.
8. Proposals should be addressed to; Treasurer (President Technical/Selection Committee), Bahria University Shangrilla Road Sector E-8 Islamabad Ph; 92-51-111-111-028.
9. 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.
10. Offer shall not be considered if received after the time and date fixed for its receipt.

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 the technical proposals;
2. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters.
3. The 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. Bid Security amounting to **Rs 100,000/-** in favor of “Bahria University Islamabad” in form of Demand Draft, Pay Order or Banker's Cheque duly issued from a Scheduled Bank of Pakistan must be submitted in original and otherwise bid will be rejected.
6. 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.
7. 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;
8. 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 the financial bidding.
9. During technical evaluation no amendments in the technical proposal shall be permitted.
10. The financial proposals of technically qualified bidders shall be opened publicly 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.
11. 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.
12. 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. The principal seat of Bahria University is at Islamabad and campuses are at Islamabad, Karachi and Lahore. Bahria University was 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 includes Health Sciences, Engineering Sciences, Computer Sciences, Management Sciences, Social Sciences, Law, Earth and Environmental Sciences, Psychology and Maritime Studies.

2. Statutory Auditors:

2.1. Scope:

The University intends to appoint its External Auditors to conduct independent audit of each campus at site (i.e Islamabad, Lahore, Karachi) separately along with a consolidated Audit Report of all CUs and BUHO for the three years' w.e.f. 01-07-2026 till 30-06-2029 as per the scope defined in the Companies Act, 2017 and International Standards on Auditing.

2.2. Deliverables:

Following are the deliverables for External Audit of financial statements having duly Unique Document Identification Number of each Campus & BUHO as per scope.

- a. Head Office and Campus wise Audit Report of following:
 - (1) Bahria University Head office.
 - (2) Bahria University Islamabad E-8 Campus.
 - (3) Bahria University Islamabad H-11 Campus.
 - (4) Bahria University Lahore Campus.
 - (5) Bahria University Health & Sciences Islamabad/Karachi Campus.
 - (6) Bahria University Karachi Campus.
 - (7) Institute of Professional Psychology Karachi.
 - (8) National Institute for Maritime Affairs (NIMA) Islamabad.
- b. Consolidated Audit Report of Bahria University.
- c. Contributory Provident Fund Audit (Consolidated & Campus wise).

Auditors will be required to give their separate opinion on Financial Statements of the University as per the requirements of relevant Accounting and Auditing standards.

3. Tenure of Audit:

External Auditors will be appointed for three Financial Years ending June 30, 2027 (2026-27), June 30, 2028 (2027-28) & June 30, 2029 (2028-29).

4. Covering Letters:

Covering letter (if any) must be addressed to Treasurer (President Technical/ Selection Committee), Bahria University Shangrilla Road Sector E-8 Islamabad.

5. Queries:

For any query or additional information, please contact Deputy Director (Finance & Audit) of Bahria University on (051) 9260002 Extension 1226.

Evaluation Criteria

The University will use “Quality and Cost Based Selection Method” under “Single Stage Two Envelope Methods” of selection of External Auditors 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 audit 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. Initial Screening

The following documents/ certificates are the pre-requisite and may be used for initial screening. The chartered accountant firm will go in the next stage if it fulfills all the requirement of initial screening which are as under:

1. The firm must be “A & B” ranking as per State Bank of Pakistan
2. The firm must have affiliation with one of the global well established audit firms.
3. Declaration on stamp paper regarding non-black listing / delisting from any Govt/Semi Govt organization.
4. Satisfactory QCR Rating of ICAP
5. NTN Certificate

B. Technical Evaluation:

The Firms will be evaluated as per following criteria:

1. Number of Partners in the firm within Pakistan
2. Number of ICAP qualified Chartered Accountants in each office (Islamabad, Lahore & Karachi etc.) employed by the firm in Pakistan other than Partners
3. Number of ICAP registered Audit Staff (trainee students) having registration in your firm’s name
4. Experience in term of External Audits of Public Sector Universities/Educational Institution
5. 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 Chartered Accountant Firm will be opened which secures (i.e 60%) or more in the Technical Evaluation.

Number of Partners	Total Marks	Range of Partner	Marks
At least 5 (List of Partners Attached)	15	Up to 5	5
		6 - 10	10
		11 & above	15
Number of ICAP Qualified Chartered Accountants in the Firms	Total Marks	Range of Staff	Marks
At least 4 (List Attached)	15	4 - 5	10
		6 - 10	12
		Above 10	15
Number of Audit staff	Total Marks	Range of Audit staff	Marks
At least 20 (List of Audit Staff Attached)	15	20 - 30	7
		31- 80	12
		Above 80	15
Public Sector University Experience	Total Marks	Range of PSU	Marks
Experience of at least 4 Universities Audit in last-5 years	30	4	10
		5-10	20
		Above 10	30
Number of Offices in Pakistan	Total Marks	Range of Offices	Marks
At least 3 (Islamabad, Karachi, Lahore)	10	3	6
		Above 3	10
SBP Category of the Firm	Total Marks	Range of Offices	Marks
SBP Category	10	A	10
		B	5
Year of Establishment	Total Marks	Range of Offices	Marks
Year of Estab.	5	upto 10 Year	2
		More than 10 Year	5

A Financial Evaluation:

Financial evaluation of only Technically Qualified Firms will be opened. The Firm getting maximum marks on 70-30 weightage (70 % maximum for Technical and 30 % for Financial) will be selected.

Max 30 Points:

The formula for determining the Financial Score is as following:

$$\mathbf{Sf=100xFm/F}$$

Where, **Sf** is the financial score, **Fm** is the Lowest Price and **F** the Price of the Proposal Under consideration.

The weights given to the Technical (T) and Financial Proposal (F) are

$$\mathbf{T=0.70 \text{ and } F=0.30}$$

Type of Contract

The University will enter into a lump sum contract with the successful bidder. The duration of the Contract is as follows.

- a. For audit service it will be ending for audit of three years 01-07-2026 till 30, 2029.
- b. A formal contract agreement shall be signed b/w both the Bahria University and the selected Audit firm. All these provisions shall be made the integral part of the Contract agreement.

Payment Mode

The University undertakes to pay valid invoice in full within thirty (30) days from the providing of invoice as per agreed deliverable.

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, due for opening on **04 May 2026** for provision of External Audit of Bahria University for the year ending June 30, 2027, June 30, 2028 & June 30,2029. In addition to the conditions we also agree to abide by all the special instructions mentioned in tender document. We also hereby categorically confirm that we are fully capable to provide services of external auditors as laid down in the 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:
Treasurer Directorate Bahria University,
ISLAMABAD.

Dear Sir,

We, the undersigned offer to provide the External Audit Services in accordance with your Request for Proposal dated _____ we are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope. Attached to this proposal/bid are copies of original documents specifying:

- a. Profile of the Firm, including.
- b. Name, title, phone numbers, fax number and email of authorized representative.
- c. Registration certificate of Institute of Chartered Accounts of Pakistan (ICAP).
- d. Valid NTN number.
- e. Partnership registration certificate with registrar of firms.
- f. Declaration on stamp paper that the firm has never been blacklisted by any Government department/authority/agency/company.
- g. Annual financial statements of the firm for the last three financial years.
- h. Experience of Universities Audits.
- i. Other documents as required in the proposal for evaluation purposes.
- j. Copy of certificate with regard to satisfactory QCR Rating of ICAP/SECP.
- k. Copy of list of approved Auditors having Category "A" & "B" as per State Bank of Pakistan.

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 our bankers and 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: _____

BID PROFORMA

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

Note:

1. In case of discrepancy between unit price and total, the unit price shall be prevailing.
2. Estimated cost of Audit 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 audit fee of all deliverables must be quoted.

Signature of the Bidder with seal

Address: