

TENDER NOTICE

Appointment of Consultant Firm for Physical Verification, Reconciliation and Tagging of Fixed Assets of International Islamic University, Islamabad

International Islamic University, Islamabad (IIUI) has been established under Government of Pakistan Ordinance No. XXX of 1985 vide Government of Pakistan Modification No.17(1)/85-Pub, dated March 31,1985. It is a Public Sector Degree awarding University.

International Islamic University, Islamabad (IIUI) requires from Consultant to undertake the following services.

- Physical verification and tagging of fixed assets, including determination of costs and written down value of fixed assets;
- Development of Standard Operating Policies and Procedures in the form of a Manual for business processes relevant to the Finance function of the University.
- Designing of chart of accounts under the Accrual based accounting system, preparation of general ledger, trail balance, Balance Sheet and financial statements of the University for the year ending June 30, 2021; and
- Conducting training of the staff of the University with respect to the double entry accounting system and the standard operating policies and procedures.

The University intends to appoint "A" Rated and Active Tax Payer Chartered Accountants Firm as Consultant for the said purpose. The Audit firm should be enlisted in Category "A" of State Bank of Pakistan approved list and should have satisfactory QCR rating issued by ICAP. The firm should be registered with all the relevant Revenue Authorities.

Bidding shall be conducted under **Rule 36 (b) of PPRA Rules 2004 Single Stage - Two (02) Envelopes** containing, **separately, Financial Proposal and Technical Proposal** in sealed envelopes.

Tender document shall be issued from date of publication **during office hours** from the office of the under mentioned officer, on payment of **Rs.3,000/ (Rupees Three Thousand Only) (Non-Refundable)**.

Tender documents can be obtained from the office of **Mr. Shakeel Ahmed Siddiqui, Assistant Director Finance, Room No. 202, 2nd Floor, Admin Block, Sector H-10, Islamabad (Ph:9019907)**.

The detailed requirements, specifications, terms and conditions are mentioned in the tender document. The bids to be submitted should be clearly marked "**Tender for Appointment of Consultant**" and shall be submitted **on or before 28-12-2021 by 11.00 a.m.** and the same will be **opened at the same day at 11:30 a.m.** in the Council Hall, Admin Block, H-10 Campus Islamabad.

The University reserves the right to accept and/or reject any or all bids and to annul the bidding process at any time, as per PPRA rules. All correspondence on the subject may be addressed to the undersigned.

Additional Director Finance

International Islamic University, Islamabad