

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

**TENDER NOTICE**

Appointment of Tax Consultant (Chartered Accountant) of International Islamic University, Islamabad for the Financial Period October 2023 to September 2025.

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.

The University intends to appoint a Chartered Accountants Firm as Tax Consultant for a period of two years (October 2023 - September 2025). The firm should be enlisted in at least **Category "B"** 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 **Mr. Junaid Shaffi, Assistant Director Finance, Room No. 205, 2<sup>nd</sup> Floor, Admin Block, Sector H-10, Islamabad (Ph:9019270) (Email. [Junaid.shaffi@iiu.edu.pk](mailto:Junaid.shaffi@iiu.edu.pk))** on payment of **Rs.3,000/ (Rupees: Three Thousand Only) (Non-Refundable)**. Tender document can also be downloaded from PPRA & University's official website ([www.iiu.edu.pk](http://www.iiu.edu.pk)). (Enclose Demand Draft Rs.3,000/- with your bid (Technical Proposal) in case of download from PPRA & University's official website.

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 Tax Consultant"** and shall be submitted **on or before 27-07-2023 by 11.00 a.m.** and the technical proposals will be **opened at the same day at 11:30 a.m.** in the Board Room, Admin Block, IIUI, Sector H-10, 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.

Assistant Director Finance  
International Islamic University, Islamabad





# INTERNATIONAL ISLMAIC UNIVERSITY ISLAMABAD

New Campus, Sector H-10, Islamabad.

Website: [WWW.iiu.edu.pk](http://WWW.iiu.edu.pk), Phone No. 051-9019274, 051-9019270, Fax No. 051-9257908

## Expression Of Interest (EOI)

### HIRING THE SERVICES OF CHARTERED ACCOUNTANT FIRM AS

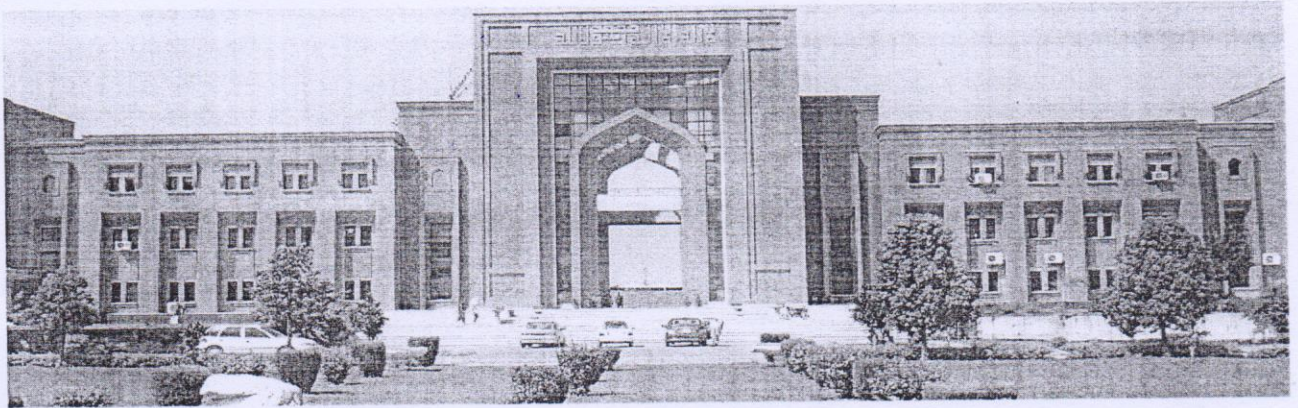
Tax Consultant for a Period of Two Years (Oct 01, 2023 to Sept 30, 2025)  
for International Islamic University, Islamabad

RFP No. \_\_\_\_\_

Last Date & Time for Submission of Proposal: 27-07-2023 (Thursday) 11:00 (a.m)

Date & Time of Opening of Technical Proposals: 27-07-23 (Thursday) 11:30 (a.m)

Hiring / Selection Procedure: *Single Stage Two Envelope Procedure as per PPRA Rules*



Document Price: PKRs. 3,000/-



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# INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

## APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS TAX CONSULTANT

### 1. Introduction of IIUI:

- 1.1 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**. The Board of Governors IIUI has approved the financial rules of the University.
- 1.2 The University was created to produce scholars and practitioners who are imbued with Islamic ideology, whose character and personality conforms to the teachings of Islam, and who are capable to cater to the economic, social, political, technological and intellectual needs of the Muslim Ummah.
- 1.3 The University head office is at Islamabad. The University has around 30,000 students including 2500 foreign students coming from different countries of the world.
- 1.4 The University has strength of 3800 regular employees in service and 775 retired employees. The number of employees may increase / decrease by the passage of time.
- 1.5 The University generates its own funds through collection of fee from different degree programs as well as supported by the Govt. of Pakistan in shape of annual Grant in Aid.

### 2. Objectives of IIUI:

- 2.1 The main objective of the International Islamic University is to develop itself as the Premier seat of learning in South Asia with special emphasis on Islamic disciplines, the Hadith, Fiqh, History, Islamic Thought & Civilization and Social Sciences occupying the central position.
- 2.2 To provide a sound intellectual and scholastic foundation for the ideological, moral, intellectual, social, economic and technological development of the Muslim Ummah within the framework of the values, ideals, principles and norms of Islam.
- 2.3 To produce skilled personnel for effective implementation of Islamic norms & values and management of Islamic institutions of Pakistan in particular and other parts of the world in general.
- 2.4 To foster cooperation and promote mutual understanding among the institutions working for the advancement of Islamic learning and knowledge in different parts of the world for the realization of common objectives.



- 2.5 To study and interpret the teachings of Islam in the context of the intellectual and scientific progress of the modern world.
- 2.6 To encourage and promote education, training and research in different areas of learning such as social, natural, applied and communication sciences with special emphasis on Islamic learning.

### 3. Financial Procedure of IIUI:

- 3.1 The University's financial procedure/management is under the International Islamic University Ordinance-1985, IIUI-Statutes 2006 & IIU Financial Rules-1992 (amended upto 04<sup>th</sup> February-2012). The procedure is as under:

#### a. Accounts

University is maintaining around 170 bank accounts in Habib Bank Ltd, Allied Bank Ltd, First Women Bank Ltd and Bank Al-Falah Ltd. The books of accounts are maintained by the University under "IIU Financial Rules-1992" prescribed by the Board of Governors in consultation with the Finance and Planning Committee.

#### 1. Journals

- i. Bank Book
- ii. General Journal
- iii. Petty Cash

#### 2. Ledgers

- i. General Ledgers
- ii. Subsidiary Ledgers
  - (a) Receipts
  - (b) Student Affairs (Scholarships/Dues)
  - (c) Consolidated pay (Officer/Staff)
  - (d) General Provident Fund (Personal Number should be indicated)
  - (e) Contributory Provident Fund (Personal Number should be indicated)
  - (f) Benevolent Payment (Personal Number should be indicated)
  - (g) Pension Payment
  - (h) Telephone/Telex/Fax Bills
  - (i) Sui Gas Bills
  - (j) Electricity Bills
  - (k) Water Bills
  - (l) Loans to Employees



## **b. Budget**

The budgeting process adopted by the University comprises the following operations or stages:

- 1) Preparation of budget
- 2) Consideration of the budget by "IIU Finance & Planning Committee"
- 3) Approval of the budget from "Board of Governors IIUI"
- 4) Execution of the Budget

## **c. Audit**

- 1) All payments are made after pre-audit from Internal Audit Department.
- 2) On completion of each financial year, all the University's accounts are audited from an external auditor appointed by the Board of Governors.
- 3) AGPR, Islamabad also conducts the Federal Government Audit (FGA) of the University's accounts on completion of each financial year.
- 4) The report of the external auditor as well as government audit is mandatory to be placed before the Board of Governors for its consideration.

## **4. Scope of work for Tax Consultant:**

The Tax Consultant will perform the following tasks listed below:

- 4.1 Filing of Annual Tax Return of the University.
- 4.2 Obtaining the Tax Exemption Certificates for the University from Federal Board of Revenue (FBR) at the start of each financial year.
- 4.3 **e-filing** of Withholding Tax Statement on monthly basis or as and when required by FBR.
- 4.4 **e-filing** of Federal Excise Duty (FED) returns on monthly basis or as and when required by FBR.
- 4.5 Provide assistance/guidance during withholding tax audit by the FBR.
- 4.6 Provide assistance/guidance on Income Tax, Sales Tax, FED queries related to routine transactions/matters between the University & FBR as and when required.



- 4.7 Represent the University before tax authorities i.e Chief Commissioner/Deputy Commissioner In-land Revenue, RTO, FTO etc in case of "Tax Audit" as and when required.
- 4.8 Filing Tax Appeal & Stay Application on behalf of the University before Commissioner Appeals & Appellant Tribunal.

## 5. **Eligibility/Selection Criteria:**

For this tender, PPRA's para 36(b) 'Single stage - Two Envelope Procedure for open competitive bidding shall be adopted. In first stage, only "Technical proposal" will be opened in the presence of bidder's representatives.

- 5.1 For this tender, weightage of **Technical and Financial proposals** shall be 70% and 30% respectively.
- 5.2 Technical evaluation of the firms shall be based on information provided in their Technical Proposals.
- 5.3 As part of technical evaluation, bidders may be asked to conduct presentation/demonstration.
- 5.4 On the basis of technical evaluation, the financial proposal of technically responsive/eligible bidders will be opened in the presence of their representatives.
- 5.5 Financial proposals of technically non-responsive/ineligible bidders will be returned un-opened.
- 5.6 Bid of technically responsive and lowest evaluated bidder will be accepted.
- 5.7 University will issue Letter of Intent in favor of the successful bidder after the approval of award of contract from competent authority.
- 5.8 An agreement on the stamp paper worth PKR's. 100/- shall be executed between the awardee & IIUI within 15 days from the issuance of Letter of Intent.

### 5.9 **ENVELOPE 1:**

#### **COMPANY'S PROFILE FOR APPOINTMENT AS TAX CONSULTANT INCLUDING**

- 5.9.1 Executive Summary.
- 5.9.2 Firm's Profile.
- 5.9.3 Firm must be of at-least "B" rating issued by State Bank of Pakistan.
- 5.9.4 Address of registered office in Islamabad.
- 5.9.5 ICAP & Tax Registration Certificates (ICAP-QCR should be satisfactory).



- 5.9.6 Valid Tax Practitioner/Consultant Certification.
- 5.9.7 Experience in the following sectors must be mention.
- Education Sector (Public Sector Universities/ Private Sector Universities).
  - Government Organizations / Semi Government Organization.
- 5.9.8 Team composition with detailed CVs of each individual.
- 5.9.9 An affidavit to the effect that the firm has not been blacklisted by any Government / Semi Government / other Public Sector Organization.
- 5.9.10 The firm has to submit the earnest money equal to 2% of total bid value (calculated on annual fee) in the form of demand draft / pay order drawn in favor of "International Islamic University, Islamabad" in sealed envelope.
- 5.10 **ENVELOPE 2:**

#### **FINANCIAL PROPOSAL FOR APPOINTMENT AS TAX CONSULTANT**

- 5.10.1 Break down of annual fee (inclusive of all applicable taxes & out of pocket expenses covering payment schedule per annum).

#### **6, General Terms and Conditions:**

- 6.1 Validity period of the bids shall be 120 days from the date of opening of bids.
- 6.2 Incomplete and conditional bids will not be entertained.
- 6.3 In the process of evaluation and comparison of the bids, the University at its sole discretion, may ask the bidder for clarifications of its bid.
- 6.4 The University reserves the right to accept/reject wholly or partially any bid without assigning any reason at any stage of the tendering process.
- 6.5 The decisions of "International Islamic University, Islamabad" will be binding on all concerned and will in no case be challengeable at any forum or any court of law.
- 6.6 In case of any dispute between the two parties on any matter, arising out after signing the contract agreement, the case shall be referred to the President, IIUI whose decision shall be final and binding on both parties.
- 6.7 The amount submitted as "Earnest Money" shall be refunded to the unsuccessful bidders after the decision of "Tender Committee" for the award of contract.
- 6.8 Bids submitted via email or fax will not be accepted/entertained.



## 7. Payment and Other Conditions:

- 7.1 Payments will be released on quarterly basis.
- 7.2 Firm will submit proper Invoices/payment claim.
- 7.3 No additional amount/out of pocket expenses shall be admissible.
- 7.4 Tax deduction will be made as per applicable tax rules.
- 7.5 All documents, data and reports etc. will be the property of "International Islamic University, Islamabad"

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## PRESCRIBED MANNER FOR EVALUATION OF TECHNICAL PROPOSAL

### MANDATORY REQUIREMENTS

1	Compliance with Expression of Interest (EOI)	Provide Undertaking
2	Previous Assignments Completed satisfactorily	Provide details with Documentary Evidence
3	Valid Tax Practitioner / Consultant Certification	Provide Proof
4	Minimum two successful completion of contract as "tax consultant" of Public and Private Educational Sector each.	Give Status
5	Financial Position of Firm (Last Three Financial Years)	Documentary Evidence
6	Income Tax & Sales Tax Registration Certificate	Provide Certificates
7	Performance status with Government Sector	Declaration that company is not blacklisted by any Government Department
8	Details of Litigation / Sub-Judice Cases (if any)	Provide details / Declaration of no Litigation

### OTHER INFORMATION TO BE PROVIDED BY IDDER:

		FOR IIUI INTERNAL USE ONLY		
S. No	ATTRIBUTES	Maximum Points	Suggested Points	Preference to companies
1	Business (Organization)			
1.1	No. of years established	10	10	10 years or Above
			7	8 to 9 years
			4	5 years (Minimum)
			0	Below 5 years
1.2	Annual Turn over	10	10	PKR's. 100.00 million and above
			8	PKR's. 80.00 million to 99 .00 million
			5	PKR's. 50.00 million to 79 .00 million
			3	PKR's. 20.00 to 49.00 million
			0	Below PKR's. 20.00 million
1.3	Location wise Details of Employee (in Tax Department)			
	Total No. of Employees In Islamabad	10	10	10 or Above
			5	5 to 9
			0	Less than 4
	No. of employees having valid Tax Practitioner/Consultant Certification	10	10	3 or Above
			5	1 to 2

### OTHER INFORMATION TO BE PROVIDED BY BIDDERS

		FOR IIUI INTERNAL USE ONLY		
S. No	ATTRIBUTES	Maximum Points	Suggested Points	Preference to companies
2	Technical & Functional			
2.1	Composition of Team to be assigned to IIUI			
	Team leader's Qualification	10	10	Qualified Chartered Accountant (with 10 Years' Experience)
			5	Finalist (Article Complete) (with 10 Years' Experience)
			0	Below the above mentioned qualification
	Team leader's working experience as a "Team Leader"	5	5	5 or More Assignments Completed
			4	3 to 4 Assignments Completed



Working experience of team members (other than Team Leader)	10	2	1 to 2 Assignments Completed
		0	Zero Assignments Completed
		10	5 or More Assignments Completed
		7	3 to 4 Assignments Completed
		3	1 to 2 Assignments Completed
		0	Zero Assignments Completed
Complete details of Current Assignments in hand	5	5	5 Assignments
		3	3 Assignment
		0	Less than 3 Assignment

#### **OTHER INFORMATION TO BE PROVIDED BY BIDDERS**

		FOR IIUI INTERNAL USE ONLY		
S. No	ATTRIBUTES	Maximum Points	Suggested Points	Preference to companies
3	GENERAL			
3.1	Completion/Satisfactory report from Government Sector organizations / Public Sector Educational Institution	10	10	5 or more organizations
			8	3 to 4 organizations
			5	2 organizations
			0	Less than two organizations
3.2	Completion/Satisfactory report from other well-known Private Sector organization/ Private Sector Educational Institution	10	10	10 or more organizations
			5	7 to 9 organizations
			3	At least 2 organization
			0	Less than 2 organization
3.3	Road Map / Working Plan submitted by the firms	10	-	By Technical Evaluation Committee
TOTAL		100		70 % weightage