

TENDER NOTICE

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD (IIUI) is a Public Sector University and invites sealed bids from the Original Manufacturer or Authorized Distributors (With Valid Authorization/Distribution Certificate) or Suppliers, registered with Income Tax and Sales Tax Departments and who are on **Active Taxpayers List (ATL)** of the Federal Board of Revenue (FBR) for the following items for IIU as per following:

#	Items' Description	Tender Fee (Rs.) (Non-Refundable)	Earnest Money (Refundable)
1.	"Appointment of Tax Consultant Firm (Chartered Accountant) for International Islamic University, Islamabad for a period of Three years under open framework agreement" Tender Documents/BoQ holds complete detail/specs.	5,000/-	02% of the total value of the bid

2. The Tenderers are required to quote/offer a **maximum discount rate** on the retail price of both above said tender.

3. The Tenderers may access the Tender Documents containing detailed terms and conditions, Specifications etc. on websites of IIUI (<https://www.iiu.edu.pk>) and PPRA/EPADS (<https://eprocure.gov.pk>) only. International Islamic University, Islamabad will follow the PPRA rule of **Single Stage – Two Envelope procedure**;

4. The Tender Documents must be supported **Earnest Money** (refundable) and **Tender Fee (Rs.5,000, non-refundable)** as shown in above table in shape of *CDR/Demand Draft/B.C/ Pay Order* in favour of International Islamic University, Islamabad.

5. The bids shall be prepared in accordance with the instructions in the bidding documents. The Tenderers must submit their bids on **PPRA EPADS only** on or before the bid opening date and time. Any information regarding the procurement/technical issues may kindly be acquired from the following offices please:

For any Procurement/Tender Documents related queries; please contact:	For any Technical related queries; please contact:
Muhammad Bilal, Asstt. Director-II (P&S) Phone No: 051-9019255 muhammad.bilal@iiu.edu.pk	Mr. Junaid Shafi Asstt. Director (Finance) 051-9019270/9019276 Email: junaid.shafi@iiu.edu.pk

6. The bids received on EPADS on or before **November 12, 2025, at 10:30 A.M** and will be opened by the **Procurement Committee** on the same day at 11:00 A.M. in the above said address in the presence of bidders/their representative(s) who may like to attend the bid opening. The Bidders are required to submit the Hard copies (***along with the original CDR of 2% as Earnest Money and tender fee with Bid***) of their Bids in the Office of the undersigned on or before the bid opening date/time.

7. The International Islamic University Islamabad reserves the right to accept or reject any or all bid(s) in terms of Rule-33 of Public Procurement Rules 2004.

**Muhammad Bilal, Asstt. Director-II,
Purchase & Store Section,
International Islamic University, Islamabad. Tel: 051-9019255**

INTERNATIONAL ISLMAIC UNIVERSITY ISLAMABAD

New Campus, Sector H-10, Islamabad.

Website: WWW.iiu.edu.pk, Phone No. 051-9019274, 051-9019270, Fax No. 051-9257908



Invitation to Bid

HIRING THE SERVICES OF CHARTERED ACCOUNTANT FIRM AS
Tax Consultant for a Period of Three Years (Open Framework Agreement)
for International Islamic University, Islamabad

Last Date & Time for Submission of Proposal: 12-11-2025 10:30 (a.m)

Date & Time of Opening of Technical Proposals: 12-11-2025 11:00 (a.m)



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

Document Price: PKRs. 5,000/-

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 2880 regular employees in service and 922 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 04th February-2012). The procedure is as under:

a. Accounts

University is maintaining around 120 bank accounts in Habib Bank Ltd, Allied Bank Ltd, National Bank of Pakistan 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 FIRM:

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) / Sales Tax 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, CTO, 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 Minimum qualifying marks of Technical bid will be 60%.
- 5.5 On the basis of technical evaluation, the financial proposal of technically responsive/eligible bidders will be opened in the presence of their representatives.
- 5.6 Financial proposals of technically non-responsive/ineligible bidders will be returned un-opened.
- 5.7 Bid of technically responsive and lowest/most advantageous evaluated bidder will be accepted.
- 5.8 University will issue Offer Letter in favor of the successful bidder after the approval of award of contract from competent authority.
- 5.9 An agreement on the stamp paper worth PKR's. 100/- shall be executed between the awardee & IIUI within 15 days from the issuance of Offer Letter.

5.9 ENVELOPE 1:

COMPANY'S PROFILE FOR APPOINTMENT AS TAX CONSULTANT FIRM 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 mentioned.
 - a. Education Sector (Public Sector Universities/ Private Sector Universities).
 - b. 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 FIRM

- 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.
- 6.9 The appointment will be made for a period of 3 Years under open framework agreement.

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"

PRESCRIBED MANNER FOR EVALUATION OF TECHNICAL PROPOSAL				
<u>MANDATORY REQUIREMENTS</u>				
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/Private Educational Sector each.	Provide Proof		
5	Financial Position of Firm (Last Three Financial Years)	Financial Statements		
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		
<u>OTHER INFORMATION TO BE PROVIDED BY BIDDERS:</u>				
		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
<u>OTHER INFORMATION TO BE PROVIDED BY BIDDERS</u>				

		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
			2	1 to 2 Assignments Completed
			0	Zero Assignments Completed
	Working experience of team members (other than Team Leader)	10	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/process	5	5	5 Assignments
			3	3 Assignment
0			Less than 3 Assignment	
<u>OTHER INFORMATION TO BE PROVIDED BY BIDDERS</u>				
		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