

HIRING OF HR CONSULTANCY FIRM



REQUEST FOR PROPOSALS

February 2026

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

SECTION-I
Standard Instructions to Firms

Section 1.1 The following data shall be applicable:

S#	Attribute	Details
a.	Name of Client	Bahria University Head Office
b.	Client Address	Shangrilla Road, Sector E-8, Islamabad
c.	Collection of Documents	Through EPADS or can be obtained from HR Directorate, 2 nd floor, Quaid Block, Room No. 237.
d.	Price of Bidding Documents	Rs. 5000/- in the shape of a Pay Order. (Non-refundable)
e.	Communication / Correspondence	Deputy Director HR (Faculty Management) BU Shangrilla Road, Sector E-8, Islamabad Email address: ddhrfm@bahria.edu.pk Tel: 051-9261930 Ext. 1590, 1246, 1361
f.	Submission of Technical profile by hand	Technical profile /Bids are to be submitted to HR Dte, Quaid Block 2 nd floor, Room No. 237, Bahria University Head Office Islamabad.
g.	Submission of Technical profile/bids by post	In case of submission of proposals through courier, the firm must ensure that it is dispatched timely enough to reach HR Dte before the date and time specified in section I of the document.
j.	Criteria for Technical profile/bids Evaluation	A committee of experts will be constituted for this purpose, which shall evaluate proposals by keeping the criteria laid down.

SECTION-II
Special Instructions to Firms

Section 2.1

S#	Attribute	Details
a.	Name of Project	Hiring of HR consultancy firm to Review HR Policies/ documents of Bahria University.
b.	Ad Published on	06/03/2026
c.	Medium	News Paper, PPRA & BU Website
d.	Source of Funds	Through own arrangements
e.	Deadline for bid submission	31/03/2026 dt 1100 hrs
f.	Time, date, and place for bid opening.	31/03/2026 at 1130 hrs at HR Dte Bahria University Islamabad, Sector E-8, Islamabad.
j.	Acceptance of Bids	A Committee of experts from the HR Dte, P&D Dte and Treasurer office shall be constituted to evaluate the Technical Profile/bids. The committee may use any source or technique to check the Technical Profile/bids submitted by the bidder.

SECTION III

Requirements / Criteria for Score Based Evaluation

3.1 Mandatory Requirements / Criteria

3.1.1 The qualification requirements on the basis of which the bidders shall be evaluated are specified below. These documents shall be submitted by the participating firms as part of their Technical Proposal / Qualification Documents in a sealed envelope.

3.1.2 If any submitted documents are found to be false, fake, or misleading, the Client reserves the right to disqualify the firm from further participation, in accordance with applicable rules.

3.1.3 In addition to the mandatory requirements, participating firms must provide evidence of

- Relevant past experience and track record
- Technical capability and availability of qualified personnel
- Firm's proposed methodology and approach for executing the assignment

Description	Evaluation Criteria	Result
I) Reconfirmation of Valid SECP Registration		
<p>The Consultant must have a valid SECP registration having experience of 10 years and above.</p> <p>(This is a mandatory requirement)</p> <ul style="list-style-type: none"> • Valid SECP certificates as per the above = Qualified • Expired SECP Certificate of required categories (In the process of validation, with proof) • No SECP Certificate = Disqualification from the Pre-Qualification process 	Qualified/ Disqualified	
II) Valid Undertaking/Declaration of No Litigation/Blacklisting		
<p>A fresh/original Undertaking (On Stamp Paper, duly signed and stamped by the Firm and duly notarized) declaring that the Firm (Consultant) has not been involved in any kind of litigation process up to the present. The Undertaking should also mention that the Firm has also not been blacklisted by any government authority/agency, semi-government, or any autonomous body to date. (This is a mandatory requirement).</p> <ul style="list-style-type: none"> • Valid Undertaking (as per above) duly signed and stamped =Qualified • Invalid Undertaking Submitted = Disqualification from the Pre-Qualification process 	Qualified/ Disqualified	
III) NTN Certificate		
<p>A copy of NTN Certificate and active Tax pair shall be provided by the Bidder as a mandatory requirement.</p>	Qualified/ Disqualified	

Note: The above qualification status shall be decided on a Pass/Fail basis.

Section 3.2 Other Requirements / Criteria for Score-Based Evaluation

Sr. No.	Category	Weightage/Marks
A	Experience & Performance	30
B	Personnel Capabilities	25
C	Financial Soundness	20
D	Presentation	25
	TOTAL	100

A. General Experience

Sr. No.	Description	Marks Assigned	Explanation for Marks
a)	Consultancy projects of similar nature and complexity completed in last 5 years with a minimum project value of PKR 5 Million. No Marks are awarded for works less than specified limits.	15	*Full Marks (15) are given if the consultant has completed at least 03 projects of a similar nature in the last 5 years. * For less than 3 projects completed use the following weightage. $15 \times (A/3)$ A = No of projects of similar nature Completed in last ten years * N.B. No marks will be given in the absence of documentary proof.
b)	Consultancy projects of similar nature and complexity in-hand with a minimum project value of PKR 5 Million	15	*Full Marks (15) are given if the consultant has 3 projects of similar nature in-hand. *For less than 3 projects in-hand use the following weightage. $15 \times (A/3)$ *A = No of projects of similar nature In-hand during last ten years * *N.B. No marks will be given in the absence of documentary proof.
Total Marks Allocated			30

B. Personnel Capabilities

S. No.	Description	Marks Assigned	Criteria For Marks Obtained
Key Persons (Design)			Experience in Years
1.	Senior Structure Engineer PhD/ MSc structures	3	Minimum 15 Years of Experience
2.	Structural Engineer BSc. Civil Engineering	2	Minimum 10 Years of Experience
3.	Senior Architect M. Arch or Equivalent PCATP	3	Minimum 15 Years of Experience
4.	Architect B. Arch or Equivalent PCATP	2	Minimum 10 Years of Experience
5.	Contract Engineer BSc Civil Engineering	2	Minimum 10 Years of Experience
6.	Mechanical Engineer BSc Mechanical Engineering	1	Minimum 8 Years of Experience
7.	HVAC Engineer BSc Mechanical Engineering	1	Minimum 8 Years of Experience
8.	Electrical Engineer BSc Electrical Engineer	1	Minimum 8 Years of Experience
9.	Electrical Engineer I.t & BMS	1	Minimum 8 Years of Experience
Sub Total		16	
Key Personnel – Construction (Minimum qualification B.Sc. Engineering/ B. Arch)			Experience in Years
1.	Team Leader	2	Minimum 12 Years of Experience
2.	Project Architect	2	Minimum 12 Years of Experience
3.	Lead Structural Engineer	1	Minimum 8 Years of Experience
4.	Lead Electrical Engineer	1	Minimum 8 Years of Experience
5.	Lead Mechanical & HVAC	1	Minimum 8 Years of Experience
6.	Resident Engineer	1	Minimum 8 Years of Experience
7.	Lead BMS & IT Engineer	1	Minimum 8 Years of Experience
Sub Total		9	

C. Financial Soundness

For Financial Status assessment, the Applicants may be required to submit Audited financial statements for the last Five (5) years or any other document which verifies their Financial Status.

Sr. No.	Description	Marks Assigned	Explanation for Marks
a)	Audit report of last five (05) years	5	Each year will have 1 Numbers with maximum of 5
b)	Income tax returns of last five (05) years	5	Each year will have 1 Numbers with maximum of 5
c)	Working capital in last 5 years	5	The marks distribution based on the project value is as follows. Considering X is the project value then the marks allocation shall be as follows: $X \geq 200$ million 5 Marks $X \geq 150$ million 3.5 Marks $X \geq 100$ million 2.5 Marks $X > 50$ million 1.5 Marks
d)	Available Bank Credit Line	5	The marks distribution based on the project value is as follows. Considering X is the project value then the marks allocation shall be as follows: $X \geq 20$ million 5 Marks $X \geq 15$ million 3.5 Marks $X \geq 10$ million 2.5 Marks $X > 5$ million 1.5 Marks
Total Allocated Marks			20

D. Presentation

Sr No.	Description	Marks Assigned	Explanation for Marks
a)	Assessment based Presentation	15	An assessment-based presentation will be given by the firm about their company profile along with projects of similar nature under taken in the past and projects in hand / pipeline.
Total Allocated Marks			15

Key Notes on Evaluation Criteria:

- (1) For Technical Proposal/Bid Assessment, the Bidder must secure an overall score of a minimum of 60 out of a Total of 100 Points, and each category must secure a minimum of 50% Points in addition to meeting all Mandatory Requirements as stipulated in this Document.
- (2) Financial bids will be invited later only from the shortlisted firms that qualify during the technical evaluation.