

# **TENDER DOCUMENTS**

## **REQUEST FOR PROPOSAL (RFP) TECHNICAL BID**

“Audit of the Financial Statements of University of Turbat and audit/or Evaluation of Annual Government of Balochistan Grant-in-Aid Reports.

(Financial Years 2022-2023 to 2024-2025)

## **REQUIRED SERVICES FROM CHARTERED ACCOUNTANT’S FIRMS**



UNIVERSITY OF TURBAT

DECEMBER 2025

DIRECTORATE OF FINANCE  
UNIVERSITY OF TURBAT

**Tenderer Information**

**Name:** \_\_\_\_\_  
(Under Registered)

**Office Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Offices:** \_\_\_\_\_  
\_\_\_\_\_

**Office Phone Numbers** 1).\_\_\_\_\_. 2).\_\_\_\_\_

3). **Fax Numbers:** \_\_\_\_\_4). **Mobile Number.** \_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Email Account:** - \_\_\_\_\_

## **TENDER DOCUMENT**

### **Introduction**

University of Turbat is the second general University in public sector, chartered by the Government of Balochistan vide Act 2012 passed by the Balochistan Provincial Assembly in May, 2012. The main objective of the establishment of the University of Turbat in the Mekran region in Balochistan is to provide better opportunities of higher education to the students of Turbat (Kech) and adjoining districts of Panjgur, Gwadar and Awaran. It is located in Ginnah, adjacent to the M-8 Highway in District Kech, Balochistan, approximately 22 kilometers from Turbat city. At present, the University has an enrolled student population of approximately 3,500 and a total workforce of 284 employees.

The University intends to engage a Chartered Accountant firm to audit the financial statements of the University of Turbat for FY 2022–23, FY 2023–24, and FY 2024–25 in accordance with Generally Accepted Accounting Principles (GAAP) and applicable auditing standards in Pakistan, and to audit and/or evaluate the Annual Government of Balochistan Grant-in-Aid reports in accordance with Rule 08(1) of the Government of Balochistan Grant-in-Aid Rules, 2022.

### **1. Scope**

The University of Turbat intends to engage the Chartered Accountant firm for the following services:

- I. Audit the financial statements, including Balance Sheet, Income & Expenditure Statement, Statement of Cash Flows, along with Independent Audit Reports and Management Letters for FY 2022–23, FY 2023–24, and FY 2024–25, in accordance with GAAP or applicable auditing standards in Pakistan.”
- II. Audit and/or evaluate the Annual Government of Balochistan Grant-in-Aid reports in accordance with the Government of Balochistan Grant-in-Aid Rules, 2022, Rule 08(1).

### **2. Bid Eligibility Criteria**

- Bidder should be registered with Taxation Department and should possess N.T.N, and BRA Certificates.
- The firm must be included in Category “A” on the State Bank of Pakistan’s approved Panel of Auditors.

- The Firm shall be Registered with ICAP (Institute of Chartered Accountants of Pakistan).
- The firm must be included in the list of firms with a satisfactory Quality Control Review (QCR) rating issued by ICAP.
- The firm must have an affiliation with at least one globally recognized firm.
- Original bid security must be submitted by the specified date and time to the office of the undersigned.
- The bidder must provide an affidavit on stamp paper of Rs. 100/- stating it is not blacklisted and has no dispute with any Government Organization.
- The bidder shall submit a bid security equivalent to 2% of the total bid value in favor of the University of Turbat in form of Bank Draft or pay order.
- The bidder must provide an affidavit on stamp paper of Rs. 100/- stating that all the information/documents submitted with the proposal are correct and if any information/documents found incorrect the University reserves the right to disqualify and blacklist the firm.
- Bidder must signed and stamp each page of the bid.

### **3. Bidding Procedure**

- Bids will be selected in accordance with the clause (b) of Para 36 of Public Procurement Rules 2004, as a “Single Stage – Two Envelope procedure”.
- All technical proposals shall be evaluated against the eligibility and technical criteria specified in this document. Only proposals that fully meet all technical requirements shall be considered technically responsive and accepted for the second stage (financial evaluation).
- Financial bids documents of technically qualified firms will also be opened on the same date/day/after on with the intimation to Bidder(s) in front of UoT authorized Committee and concerned bidder or bidder’s representative who may choose to attend.

### **4. Evaluation Method**

Least Cost Method

### **5. Bidding Schedule**

- Tender documents duly completed in all respects will be submitted on date and time mentioned in the NIT.

### **6. Bid Content Requirements**

- Signed and stamped copy of these bidding documents (each page) including submission Form (Annexure A) and Financial Bid Performa (Annexure B) filled with details.
- All documents related to Bid related to Bid Eligibility Criteria.
- Evidence of number of partners working in the Chartered Accountant Firm (Names, Qualification, Address etc., of Partners).
- Evidence of number of qualified Chartered Accountants hired by the firm (Names, Qualification, and Provide list).
- Complete profile of Staff Deployed including their Qualification & Experience for the University assignment.
- List of clients served in education sector with nature of assignment, date of assignment; and List of clients served in Government & Semi Government with nature of assignment and date of assignment.
- The Financial Proposal, quoting prices in PKR, inclusive of all applicable taxes, and presented in figures and words as per Annexure-B.

## **7. Bid Submission Requirements**

Bidders must ensure that they submit / upload on EPADS all the required documents indicated in the bidding documents without fail. No manual bids will be accepted.

## **8. Bid Validity**

- All bids submitted must be valid for a period of 120 days from the date of the date of bid opening.

## **9. Award of Contract**

- The firm with the lowest bid (first total lowest and responsive bid), if not in conflict with any other law, rules, regulations, or policy of the Federal or provisional Government shall be awarded the contract, within the original or extended period of bid validity.
- The appointment of the successful bidder shall initially be for the audit of financial statements and Audit and/or evaluate the Annual Government of Balochistan Grant-in-Aid Reports for FY 2022–23, FY 2023–24, and FY 2024–25. This appointment may, however, be extended for further financial years upon mutual agreement between the University and the firm, with the rates not exceeding a 10% increase over the initially agreed total contract price.
- The University will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the bid / proposal to be submitted in terms of this document.

- Offer shall not be considered if received after the time and date fixed for its receipt.
- A bidder (including its Personnel and Sub-Contractor) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for the same or for another client.

#### **10. Rejection / Acceptance of the Bid**

The University of Turbat reserves the right to cancel or reject all bids or proposals at any time prior to the acceptance of a bid or proposal, in accordance with sub-rule (2) of Rule 33 of the Public Procurement Rules, 2004.

- Upon request, the University may communicate the grounds for rejection of all bids or proposals to any bidder. However, the University is not required to justify or explain these grounds, and shall incur no liability towards any bidder for invoking this sub-rule.
- All bidders shall be promptly informed about the rejection of bids, if applicable, in accordance with sub-rule (3) of Rule 33 of the Public Procurement Rules, 2004.

The Bid shall be rejected if it is:

- Is substantially non-responsive or fails to comply with the requirements prescribed in this tender document
- Is submitted in a format other than the prescribed forms, annexes, schedules, or supporting documents, or through a mode other than specified in the tender;
- Is incomplete, partial, conditional, alternative, or submitted late;
- Contains interlineations, cuttings, corrections, erasures, or overwriting that are not properly authenticated;
- Refuses to accept the corrected total tender price, if applicable;
- Exhibits a conflict of interest with the University or any related entity;
- Attempts to unduly influence the bid evaluation process or contract award;
- Engages in corrupt, fraudulent, or unethical practices during the bidding process;
- Fails to meet all the mandatory eligibility, qualification, and technical criteria specified in this tender document;
- Has been blacklisted or debarred by any public or private sector organization;
- Contains any financial conditions or clauses that are inconsistent with the tender document or applicable laws;
- Fails to provide verifiable proof for all mandatory and general documentary requirements; or
- Quotes unrealistic, unworkable, or excessively high rates that cannot be justified.

(Annexure A)

### Technical Evaluation

#### Technical Evaluation

The bidder firms will be evaluated according to the following criteria. A minimum score of 70 out of 100 is required to proceed to the next stage. Financial proposals will only be opened for bidders scoring 70 or above.

#### a) Audit Firm's Profile

(Annexure A)

S.#	Particulars	Total Marks	Range	Marks
1.	Years in existence	10	1 – 5 years	5
			5 + years	10
2.	No. of Partners	10	1 – 3	5
			4 and above	10
3.	Number of qualified Chartered Accountants (CAs/ACCAs) employed by firm (excluding partners)	10	Up to 5	5
			Above 5	10
4.	Number of Audit Staff / Trainees employed by the firm (excluding partners)	10	5 – 10	5
			11 and above	10
5.	Experience Audit of accounts for Government and Semi-Government organizations in the last 5 years.	10	2 – 4 organizations	5
			5 – 7 organizations	7
			8 and above	10
6.	Experience of Audit of Accounts for educational institutions in the last 5 years.	10	1-2 organizations	5
			3 – 4 organizations	7
			5 or more organizations	10
7	Experience of Audit in Balochistan (Government, Semi-Government, or Education Sector)".	15	1 – 3 audits	5
			4 – 6 audits	10
			7 or more audits	15
	<b>Total Marks</b>	<b>75</b>		

## B) Engagement Team Profile

CVs to be submitted & provided.

6.	Team structure and profile of team to be deployed at the University assignment	<b>10</b>	Maximum marks 10
	<b>Total Marks</b>	<b>10</b>	

### Detailed Break-up of Marks for Engagement Team Profile.

#### i. Engagement Partner (CA) – 4 Marks

Fellow/Associate Chartered Accountant with minimum 10 years of post-qualification experience, including audit of public sector, autonomous bodies, or universities → **4 Marks**

Less than 10 years of relevant experience → **2 Marks**

Not clearly identified or insufficient experience → **0 Marks**

#### ii. Team Leader / Audit Manager – 3 Marks

Less than 10 years of relevant experience → **2 Marks**

Not clearly identified or insufficient experience → **0 Marks**

#### iii. Supporting Audit Staff – 2 Marks

Adequate number of qualified/part-qualified/internee audit staff with relevant experience in similar assignments → **2 Marks**

Limited or partially relevant staff → **1 Mark**

Inadequate or not defined → **0 Marks**

#### iv. Relevance of Team's Experience to Assignment – 1 Mark

Relevance of Team's Experience to Assignment – **1 Mark**

Team has prior experience in audit of financial statements of universities → **1 Mark**

No relevant experience demonstrated → **0 Marks**

## C) Approach & Methodology

7.	Technical approach, methodology and key deliverables for the assignment	10	Maximum Marks 10
8.	Work Plan/Completion of Assignment	5	Maximum Marks 5
	<b>Total Marks</b>	<b>15</b>	

### **Technical approach, methodology and key deliverables for the assignment (10 marks)**

The bidder shall describe its technical approach and audit methodology for the assignment. Marks shall be allocated based on the following sub-criteria:

<b>S no</b>	<b>Sub-Criteria</b>	<b>Marks</b>
7.1	Understanding of the assignment objectives, scope of work, and regulatory framework (GAAP, ISA, ICAP guidelines, and Government of Balochistan Grant-in-Aid Rules, 2022)	3
7.2	Audit methodology, including risk assessment, audit planning, internal control evaluation, substantive testing, and documentation approach	4
7.3	Quality assurance and quality control measures, including review mechanisms by the Engagement Partner and compliance with ICAP Quality Control Standards	2
7.4	Identification of key risks specific to public sector / university audits and proposed mitigation measures	1
Total		10

### **Work Plan/Completion of Assignment (5 Marks)**

The bidder shall submit a detailed work plan indicating timelines and deliverables for each financial year. Marks shall be allocated as follows:

<b>Sno</b>	<b>Sub-Criteria</b>	<b>Mark</b>
8.1	Realistic and clearly defined timeline for preparation and audit of financial statements for FY 2022–23, FY 2023–24, and FY 2024–25	2
8.2	Allocation of resources and deployment plan of audit team at the University, including time commitment of key personnel	2
8.3	Clarity of deliverables and reporting milestones, including draft accounts, final audited financial statements, audit reports, and management letters	1
<b>Total</b>		<b>5</b>

**Financial Evaluation**

Only the financial proposals of technically responsive bidders who have secured minimum 70 marks in the Technical Evaluation shall be opened.

“Financial evaluation shall be carried out strictly on the basis of the lowest total quoted price for the complete scope of services, in accordance with the Public Procurement Rules, 2004, and the bidder quoting the lowest responsive price shall be declared successful.”

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FINANCIAL BID**

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**UNIVERSITY OF TURBAT**

**DECEMBER 2025**

DIRECTORATE OF FINANCE  
UNIVERSITY OF TURBAT

(Annexure B)

**Financial Bid**

Bidders shall quote their financial proposal in **PKR**, inclusive of all applicable taxes, in the following format: **(Annexure B)**

S #	Description of Services	FY 2022–23 (PKR)	FY 2023–24 (PKR)	FY 2024–25 (PKR)	Total (PKR)
1	Audit of Financial Statements.				
2	Audit and/or evaluate the Annual Government of Balochistan Grant-in-Aid reports.				
3	Out of Pocket Expenditure. (if Applicable)				
<b>Grant Total (PKR)</b>					

**Amount in Words:**-----  
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**Tenderer's Signature & Stamp**