UNIVERSITY OF BALOCHISTAN, QUETTA

TENDER NOTICE

The University of Balochistan, Quetta invites sealed bids/proposals from eligible and reputable Chartered Accountant firms for the provision of professional services listed below:

Tender Title	Tender Submission Deadline	Tender Opening Details
Engagement of Reputable Chartered Accountants for Audit / Preparation of Annual Statement of Accounts of the University of Balochistan, Quetta for the Financial Year 2025–26, 2026-27, and 2027-28.	18/09/2026 11:00 AM	18/09/2026 11:30 AM

Bidding shall be conducted under the Single Stage two Envelope procedure as per PPRA rule 36(b). Tender documents are available on the PPRA website/University website upon payment of non-refundable tender fee of Rs. 5000. Submit a 2% bid security of the quoted amount via pay order or bank draft in favour of the Treasure University of Balochistan, Quetta in a sealed envelope to the Treasurer office before tender submission deadline.

The University reserves the right to accept or reject any or all bids as per public procurement rules.

Treasury Office
University of Balochistan, Sariab Road, Quetta
Ph: 081-9211292

PART-I

NOTICE INVITING TENDER

The **University of Balochistan, Quetta**, invites sealed/electronic proposals from **reputable, eligible and professionally qualified Chartered Accountant/Audit Firms**, registered with the Institute of Chartered Accountants of Pakistan (ICAP), for provision of professional audit and financial reporting services for the **Financial Year 2025–26**, in accordance with the Balochistan Universities Act, 2022, applicable PPRA Rules, applicable accounting standards and professional auditing requirements.

The assignment shall include examination of the University's books of accounts and financial records, preparation/review of the annual financial statements, audit-related professional services and preparation of the annual audited statement of accounts for submission to the competent statutory authorities, including the Auditor General of Pakistan, as required under law.

Basic Tender Information

Particular	Details
Procuring Agency	University of Balochistan, Quetta
Assignment	Audit/Preparation of Annual Statement of Accounts – FY 2025–26, 2026-27, and 2027-28.
Procuring Entity	Treasurer, University of Balochistan
Procurement Method	Open Competitive Procurement
Bidding Procedure	Single Stage – Two Envelope
Selection Method	Quality & Cost Based Selection (QCBS)
Technical Weightage	70%
Financial Weightage	30%
Bid Security	2% of quoted bid price / as specified in the bidding documents
Tender Document Fee	Rs. ________/-
Contract Type	Lump Sum
Contract Period	Until completion and acceptance of the assignment
Last Date of Submission	__________
Technical Proposal Opening	__________
Financial Proposal Opening	To be communicated to technically qualified bidders
Place of Submission	Office of the Treasurer, University of Balochistan, Quetta

The procurement shall be conducted in accordance with the **Balochistan Public Procurement Rules, 2014, as amended**, and other applicable laws, rules and regulations. The University reserves the right to accept or reject any or all proposals in accordance with the applicable procurement framework.

PART-II

INSTRUCTIONS TO BIDDERS / CONSULTANTS

1. Background

The University of Balochistan is a public-sector university governed by the **Balochistan Universities Act, 2022**. The University maintains accounts relating to its academic, administrative, development and other activities.

Under Section 41 of the Act, the annual audit framework involves the Auditor General of Pakistan, while the annual audited statement of accounts is to be prepared in conformity with GAAP by a reputed Chartered Accountant firm and submitted to the Auditor General for observations.

Accordingly, the University intends to engage a suitably qualified and experienced Chartered Accountant firm for the assignment relating to the **Financial Year 2025–26**.

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2. Objective of the Assignment

The principal objective is to obtain independent professional assistance for:

- examination and audit of the University's financial records;
- preparation/review of annual financial statements;
- ensuring conformity with applicable accounting principles;
- verification of assets, liabilities, income and expenditure;
- review of financial controls and accounting procedures;
- identification of material weaknesses and irregularities;
- preparation of audit observations/recommendations;
- finalization of annual financial statements; and
- provision of professional assistance required for submission of the annual audited statement of accounts to the Auditor General of Pakistan and other competent authorities.

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3. Scope of Services / Terms of Reference

The selected firm shall perform, inter alia, the following:

3.1 Examination of Financial Records

The firm shall examine:

1. General Ledger;
2. Cash Book;
3. Bank Books and bank reconciliations;
4. Trial Balance;
5. Payment and receipt vouchers;
6. Payroll and employee-related expenditure;
7. Advances and adjustments;
8. Grants and development funds;
9. Endowment and restricted funds;
10. Student-related receipts;
11. Examination and admission receipts;
12. Affiliation/college-related receipts;
13. Research and project funds;
14. Fixed assets and inventory records;
15. Investments;
16. Loans and liabilities;
17. Creditors and debtors;
18. Statutory deductions;
19. Tax deductions and payments;
20. Procurement expenditure;
21. Works and development expenditure; and
22. Any other material financial records maintained by the University.

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4. Financial Statement Audit / Review

The firm shall:

- examine the University's annual accounts;
- verify material balances and transactions;
- conduct test checks and substantive procedures;
- review accounting policies;
- verify income and expenditure;

- verify assets and liabilities;
- examine capital expenditure;
- verify bank balances and reconciliations;
- examine receivables and payables;
- review provisions and contingent liabilities;
- review commitments;
- verify grants and restricted funds;
- reconcile subsidiary records with the General Ledger;
- examine significant journal entries;
- review year-end adjustments; and
- assist in finalization of annual financial statements.

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5. Compliance Review

The firm shall review compliance, to the extent relevant to the financial statements, with:

- Balochistan Universities Act, 2022;
- applicable University Statutes, Regulations and Rules;
- PPRA Rules and applicable procurement procedures;
- applicable Government financial rules;
- applicable taxation laws;
- applicable accounting standards;
- applicable professional auditing standards;
- grant conditions;
- donor/project agreements; and
- other applicable statutory requirements.

The firm shall specifically identify significant areas of **financial, accounting, procurement and tax non-compliance** observed during the assignment.

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6. Taxation Review

The firm shall review the University's compliance relating to:

- income tax withholding;
- sales tax/Federal sales tax, where applicable;
- Balochistan Revenue Authority obligations, where applicable;
- withholding statements;
- tax deposit/reconciliation;
- tax certificates;

- exemptions;
- contractor/supplier payments;
- employee-related tax matters; and
- other applicable statutory deductions.

The firm shall highlight material tax exposures and provide practical recommendations for rectification.

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7. Internal Control Review

The firm shall review the University's financial control environment, including:

- authorization controls;
- segregation of duties;
- payment controls;
- procurement controls;
- revenue controls;
- payroll controls;
- bank reconciliation procedures;
- fixed asset controls;
- inventory controls;
- advances and adjustment procedures;
- budgetary controls;
- project/grant controls; and
- financial reporting controls.

The firm shall submit a **Management Letter** containing significant internal control weaknesses and recommendations.

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8. Audit Observations

The firm shall prepare a comprehensive schedule of observations, wherever applicable, containing:

S.No.	Observation	Amount Involved	Rule/Requirement	Management Response	Recommendation

The firm shall discuss significant observations with the Treasurer/authorized officers before finalization.

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9. Annual Financial Statements

The firm shall assist in preparation/finalization of the annual financial statements, including, as applicable:

1. Statement of Financial Position;
2. Statement of Comprehensive Income / Income & Expenditure;
3. Statement of Changes in Funds/Equity;
4. Cash Flow Statement;
5. Notes to Financial Statements;
6. Schedules and supporting statements;
7. Reconciliation statements; and
8. other statements required under the applicable accounting framework.

The statements shall be prepared in conformity with the applicable requirements of the University and the **Generally Accepted Accounting Principles (GAAP)** referred to in Section 41(2) of the Balochistan Universities Act, 2022.

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10. Deliverables

The successful firm shall provide:

Deliverable-I

Audit Planning Memorandum

Deliverable-II

Preliminary Audit Findings / Management Queries

Deliverable-III

Draft Annual Financial Statements

Deliverable-IV

Draft Audit Report / Professional Report, as applicable

Deliverable-V

Management Letter

Deliverable-VI

Final Annual Financial Statements

Deliverable-VII

Final Audit/Assurance Report and supporting schedules, as applicable

Deliverable-VIII

Compliance/Observation Matrix

Deliverable-IX

Any additional schedules/reconciliations required by the University or competent statutory authority.

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11. Coordination with Auditor General of Pakistan

The selected firm shall cooperate with the **Auditor General of Pakistan / authorized audit representatives** and provide necessary working papers, schedules, reconciliations and explanations relating to the annual financial statements, as required under Section 41 of the Balochistan Universities Act, 2022.

Nothing in this Tender shall be interpreted as transferring or replacing the statutory functions of the Auditor General of Pakistan.

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12. Eligibility Criteria

The bidder must satisfy the following mandatory requirements:

A. Professional Registration

The firm must:

1. be a legally established Chartered Accountant firm;

2. be registered with **ICAP**;
3. possess valid professional registration;
4. have valid tax registration;
5. be on the relevant Active Taxpayer List, where applicable; and
6. possess all other registrations legally required for the assignment.

B. Audit Quality

The firm should preferably:

- have satisfactory **ICAP Quality Control Review (QCR)** status;
- possess appropriate audit quality systems;
- have qualified audit partners and professional staff; and
- demonstrate experience in public-sector/institutional audits.

C. Relevant Experience

The firm should have completed similar assignments involving:

- public-sector universities;
- public-sector/autonomous bodies;
- government organizations;
- statutory bodies;
- higher education institutions; or
- large organizations having complex financial operations.

D. Minimum Experience

Recommended minimum:

At least five (05) years of relevant professional experience and **at least three (03) comparable audit assignments during the preceding five years**.

E. Financial Capacity

The firm shall provide evidence of adequate financial and professional capacity and annual turnover for the prescribed period.

F. Non-Blacklisting

The firm shall submit an affidavit/declaration that it:

- has not been blacklisted/debarred;
- has not been declared ineligible by any competent authority;
- is not under a procurement ban; and

- has not been convicted for fraud, corruption or professional misconduct relevant to the assignment.

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13. Conflict of Interest

A firm shall not be eligible where an actual or potential conflict of interest exists.

The bidder shall submit a signed declaration confirming that:

“We certify that no conflict of interest exists between our firm, its partners, employees and the University of Balochistan in relation to this assignment.”

The University may disqualify a bidder where a conflict is established.

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14. Joint Venture / Consortium

Recommended position: Joint ventures/consortia shall not be permitted unless specifically approved by the competent authority and stated in the NIT.

Sub-consulting of any material part of the assignment shall require prior written approval of the University.

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15. Proposal Submission

Each proposal shall consist of:

Envelope-I — TECHNICAL PROPOSAL

Clearly marked:

“TECHNICAL PROPOSAL — AUDIT SERVICES FY 2025–26”

The Technical Proposal shall contain **no financial information**.

Envelope-II — FINANCIAL PROPOSAL

Clearly marked:

“FINANCIAL PROPOSAL — AUDIT SERVICES FY 2025–26”

Both envelopes shall be placed in one outer envelope/package as prescribed under the Single Stage–Two Envelope procedure. Under the PPRA procedure, the technical proposal is opened and evaluated first, while financial proposals remain unopened until technical evaluation is completed.

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16. TECHNICAL EVALUATION

The University proposes the following **70-point technical evaluation**:

Criterion	Marks
1. Firm's professional standing, ICAP registration and QCR status	10
2. Relevant experience of the firm	15
3. Experience of similar assignments with universities/public-sector institutions	15
4. Qualifications and experience of Engagement Partner/Team Leader	10
5. Qualifications and experience of proposed audit team	8
6. Understanding of the assignment	4
7. Audit methodology and work plan	5
8. Quality assurance / internal review mechanism	3
Total	**70**

Minimum Technical Qualifying Score

A bidder must obtain at least:

49 out of 70 marks (70%)

to qualify for opening of its Financial Proposal.

Any proposal failing the minimum technical score shall be treated as technically non-responsive and its Financial Proposal shall remain unopened/shall be returned as prescribed by the applicable procurement procedure.

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17. FINANCIAL EVALUATION

Financial proposals of only technically qualified firms shall be opened.

Financial score shall be calculated as:

Financial Score = (Lowest Evaluated Financial Proposal / Bidder's Evaluated Financial Proposal) × 30

Thus:

- Technical Score = 70%
- Financial Score = 30%

Final Score

Final Score = Technical Score + Financial Score

The firm achieving the **highest combined score** shall be ranked first, subject to approval of the competent authority and fulfillment of all applicable procurement requirements.

QCBS is expressly recognized under the BPPRA/PPRA consultancy framework where quality is of prime consideration and cost is secondary.

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18. Financial Proposal

The bidder shall quote a **lump-sum professional fee** for the complete assignment.

Financial Proposal Form

Description	Amount (PKR)
Professional Fee	___________
Out-of-pocket expenses, if any	___________
Sub-total	___________
Applicable taxes	___________
Total Contract Price	___________

The quoted amount shall include all professional costs, overheads, local travel, meetings, documentation and other expenses necessary for completion of the assignment unless specifically stated otherwise.

Applicable taxes shall be deducted at source in accordance with prevailing law.

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19. Bid Security

Each proposal shall be accompanied by bid security of:

2% of the quoted bid price, in the form prescribed in the Tender Documents and applicable PPRA requirements.

The bid security shall be in favour of:

“Treasurer, University of Balochistan, Quetta.”

The exact amount and acceptable instrument should be confirmed by the University's Procurement Committee/competent authority before issuance.

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20. Bid Validity

The proposal shall remain valid for a period of **90 days** from the closing date, unless otherwise specified by the University.

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21. Performance Security

The successful firm may be required to furnish a Performance Security of **_____ % of the contract value**, if approved and specified in the final bidding conditions.

For a professional audit assignment, the University should decide this specifically rather than automatically adopting a works/goods percentage.

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22. Duration of Assignment

The assignment shall commence from the date of signing of the agreement/issuance of Letter of Award and shall continue until completion and acceptance of all deliverables for FY 2025–26, 2026-27, and 2027-28.

The selected firm shall submit its final deliverables within the timeline specified by the University.

23. Indicative Work Schedule

Activity	Target
Initial planning meeting	Within 7 days of commencement
Submission of Audit Plan	Within 10 days
Preliminary examination	As per agreed schedule
Submission of preliminary observations	Before finalization
Draft financial statements	As agreed
Management Letter	Before final report
Final financial statements	Within agreed period
Final report	Within agreed period

24. Payment Schedule

Recommended:

Stage	Payment
Submission/acceptance of audit planning and commencement	20%
Submission of draft financial statements and preliminary findings	30%
Submission of draft final report/Management Letter	20%
Acceptance of final financial statements and final report	30%
Total	**100%**

All payments shall be subject to applicable taxes, verification of deliverables and University financial procedures.

25. Confidentiality

The selected firm shall maintain strict confidentiality regarding:

- University financial records;
- employee information;
- student information;
- bank information;
- examination/admission receipts;

- grants and projects;
- internal control information;
- audit working papers; and
- any other confidential information.

No information shall be disclosed to a third party without written authorization except where disclosure is required by law or a competent statutory authority.

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26. Ownership of Audit Working Papers

Working papers prepared specifically for the University shall be maintained in accordance with applicable professional requirements.

The University shall have the right to access information and documents relating to its audit assignment, subject to applicable professional standards and legal requirements.

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27. Management Representation

The University shall provide reasonable access to records, officers and information required for the assignment.

The selected firm shall identify information/material records not provided by management and shall appropriately report any resulting limitation in scope.

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28. Professional Standards

The firm shall perform the assignment with due professional care and in accordance with:

- applicable professional auditing standards;
- applicable accounting standards;
- ICAP requirements;
- applicable laws and regulations; and
- the University's approved Terms of Reference.

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29. Disqualification

A proposal may be rejected where:

1. mandatory documents are missing;
2. bid security is not submitted as required;
3. the firm is blacklisted;
4. false information is provided;
5. conflict of interest exists;
6. financial information is disclosed in the technical proposal;
7. proposal is submitted after the deadline;
8. the firm fails the mandatory eligibility criteria;
9. the technical score is below the prescribed threshold; or
10. the proposal is otherwise substantially non-responsive.

PART-III

TERMS OF REFERENCE — DETAILED AUDIT PROGRAM

The selected firm shall develop a risk-based audit program covering at least the following:

A. Revenue

- tuition fees;
- admission fees;
- examination fees;
- affiliation fees;
- hostel receipts;
- transport receipts;
- miscellaneous receipts;
- grants;
- donations;
- research income;
- project income; and
- other University receipts.

B. Expenditure

- salaries and allowances;

- pension/retirement benefits;
- utilities;
- repairs and maintenance;
- procurement;
- scholarships;
- research expenditure;
- development expenditure;
- travel expenditure;
- honoraria;
- consultancy;
- legal expenses; and
- other operating expenditure.

C. Payroll

The firm shall review:

- employee master data;
- payroll reconciliation;
- appointments;
- increments;
- allowances;
- deductions;
- income tax;
- pension contributions;
- advances; and
- employee-related liabilities.

D. Procurement

The firm shall conduct sample-based compliance review of procurement transactions with emphasis on:

- approved procurement plans;
- tendering;
- quotations;
- bid evaluation;
- purchase orders;
- contracts;
- completion certificates;
- inspection;
- bills;
- payments; and
- applicable taxes.

E. Fixed Assets

The firm shall examine:

- opening balances;
- additions;
- disposals;
- depreciation, where applicable;
- physical verification;
- capitalization;
- asset registers; and
- reconciliation with financial records.

F. Bank & Cash

The firm shall examine:

- bank reconciliations;
- outstanding cheques;
- deposits;
- cash balances;
- stale instruments;
- unauthorized withdrawals;
- bank charges; and
- unusual transactions.

G. Advances

Review shall include:

- employee advances;
- supplier advances;
- project advances;
- travel advances;
- outstanding adjustments; and
- long-outstanding balances.

H. Grants and Projects

The firm shall verify:

- grant receipts;
- utilization;
- project expenditure;
- donor conditions;
- bank accounts;
- unutilized balances;
- financial reporting; and

- reconciliation.

PART-IV

REQUIRED TECHNICAL PROPOSAL FORMAT

The bidder shall arrange the Technical Proposal in the following sequence:

1. Cover Letter;
2. Firm Profile;
3. ICAP Registration;
4. QCR/Quality Status;
5. NTN/Tax Registration;
6. Relevant Experience;
7. Similar Assignments;
8. Client References;
9. Proposed Engagement Partner;
10. Proposed Audit Team;
11. CVs of Key Personnel;
12. Understanding of TOR;
13. Audit Methodology;
14. Work Plan;
15. Quality Assurance Arrangements;
16. Conflict of Interest Declaration;
17. Non-Blacklisting Declaration;
18. Litigation Declaration;
19. Professional Indemnity/Insurance details, if applicable;
20. Other supporting documents.

PART-V

FINANCIAL PROPOSAL FORM

To:
The Treasurer

University of Balochistan
Quetta

We, the undersigned, hereby offer to provide the professional services for:

“Engagement of Reputable Chartered Accountant Firm for Audit/Preparation of Annual Statement of Accounts of the University for FY 2025–26”

for the following lump-sum fee:

Professional Fee: Rs. __________

Taxes: Rs. __________

Total: Rs. __________

Total in Words: ____

We confirm that our financial proposal is valid for the period specified in the Tender Document.

Name of Firm: __________________
Authorized Partner: ______________
Designation: ____________________
Signature: ______________________
Date: __________________________
Official Stamp: __________________

PART-VI

BIDDER'S DECLARATIONS

A. Non-Blacklisting Declaration

We hereby declare that our firm has not been blacklisted, debarred or declared ineligible by any Government department, public-sector organization, regulatory authority or procuring agency.

B. Conflict of Interest

We hereby declare that no actual or potential conflict of interest exists between our firm and the University of Balochistan in relation to this assignment.

C. Accuracy of Information

We certify that all information and documents submitted with our proposal are true, correct and complete. We understand that any false statement may result in rejection of our proposal and/or termination of contract.

D. Acceptance of Terms

We confirm that we have read, understood and accepted the Terms of Reference, evaluation criteria, terms and conditions and other requirements contained in the Tender Document.

PART-VII

DRAFT LETTER OF ACCEPTANCE

No. UOB/TREASURER/AUDIT/2025-26/_____

To:
M/s ___________________________
Chartered Accountants

Subject: LETTER OF ACCEPTANCE — ENGAGEMENT FOR AUDIT/PREPARATION OF ANNUAL STATEMENT OF ACCOUNTS FY 2025–26

With reference to your Technical and Financial Proposal submitted against Tender No. __________, you are hereby informed that your firm has been ranked first in the combined technical and financial evaluation under the approved QCBS procedure.

You are requested to enter into a formal agreement with the University in accordance with the Tender Documents and approved Terms of Reference.

Treasurer
University of Balochistan
Quetta

PART-VIII

DRAFT AGREEMENT

AGREEMENT FOR PROFESSIONAL AUDIT SERVICES

This Agreement is made on this ___ day of ______ 2026 between:

University of Balochistan, Quetta, through the Treasurer, hereinafter called the **“University”**;

AND

M/s __________________ Chartered Accountants, through its authorized partner, hereinafter called the **“Consultant/Firm.”**

1. Assignment

The Consultant shall provide professional services for audit/preparation of the annual statement of accounts of the University for FY 2025–26 in accordance with the approved TOR.

2. Contract Price

The total contract price shall be:

Rs. __________________ only, inclusive/exclusive of applicable taxes as specified in the Financial Proposal.

3. Services

The Consultant shall perform all services specified in the TOR and accepted proposal.

4. Professional Responsibility

The Consultant shall perform the assignment with due professional skill, care and diligence.

5. Confidentiality

All University information shall be treated as confidential.

6. University Cooperation

The University shall provide reasonable access to records and relevant officers.

7. Reports

The Consultant shall submit all reports and deliverables within the agreed timeline.

8. Payment

Payments shall be made against accepted deliverables in accordance with the approved payment schedule.

9. Taxes

All applicable taxes shall be deducted/paid in accordance with prevailing law.

10. Statutory Audit

The Consultant acknowledges that nothing in this Agreement shall prejudice or replace the statutory functions of the Auditor General of Pakistan under the Balochistan Universities Act, 2022.

11. Termination

The University may terminate the Agreement in accordance with the applicable procurement rules and contractual provisions in case of material breach, professional misconduct, failure to perform or other legally permissible grounds.

12. Dispute Resolution

Any dispute shall initially be resolved through mutual consultation. Failing settlement, the matter shall be dealt with in accordance with the applicable laws, procurement rules and contractual provisions.

13. Applicable Law

This Agreement shall be governed by the laws applicable in the Province of Balochistan and the Islamic Republic of Pakistan.

For University of Balochistan

Treasurer
University of Balochistan
Quetta

For M/s ____________________ Chartered Accountants

Authorized Partner

PART-IX

CHECKLIST FOR TECHNICAL PROPOSAL

S.No.	Document	Mandatory
1	Covering Letter	Yes
2	ICAP Registration	Yes
3	QCR Certificate/Status	Yes/where applicable
4	NTN Certificate	Yes
5	Active Taxpayer evidence	Yes
6	Relevant Experience	Yes
7	Similar Assignment Details	Yes
8	Client Certificates/Contracts	As required
9	Partner CV	Yes
10	Audit Team CVs	Yes
11	Methodology	Yes
12	Work Plan	Yes
13	Conflict of Interest Declaration	Yes
14	Non-Blacklisting Affidavit	Yes
15	Litigation Declaration	Yes
16	Financial Capacity	Yes
17	Bid Security	Yes
18	Any other document specified in NIT	Yes

Important recommendation before UoB issues this tender

I would make **three changes from the SBKWU advertisement you provided**:

1. **Do not state that the CA firm will conduct the statutory annual audit in place of the Auditor General.** Section 41(1) of the Balochistan Universities Act, 2022 specifically assigns the annual audit to the Auditor General, while Section 41(2) provides for the annual audited statement to be prepared by a reputed CA firm and submitted to the Auditor General.

2. **Use QCBS 70:30**, which is particularly appropriate for a professional audit/consultancy assignment where the University's concern is not simply obtaining the cheapest auditor. This is also consistent with a previous UoB audit tender, which used 70% technical and 30% financial evaluation.
3. **Keep the Technical Proposal completely separate from the Financial Proposal.** PPRA's Single Stage–Two Envelope procedure requires separate technical and financial envelopes, with financial proposals of technically qualified bidders opened only after technical evaluation.

The University itself confirms that it is presently governed by the **Balochistan Universities Act, 2022**.