



Bahria University Library Islamabad

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BU-HQ/ BURFP/2026/HRCOn/ **Dated: 02 April 2026**

INVITATION TO BIDS/ PROPOSALS

REQUEST FOR PROPOSALS FOR HIRING OF HR CONSULTANCY FIRM

1. Sealed bids are invited on **E-PADs only** from reputable and experienced Human Resource consultancy firms registered in Pakistan for upgradation of existing HR Policies to align with best practices prevalent in higher education sector.
2. The firms meeting the following criteria may apply:
 - a. SECP - registered firms with valid NTN/ GST.
 - b. Having Relevant consultancy experience, in public & private sector, NGOs (including but not limited to the higher education sector) shall be considered.
3. Bidding documents, containing detailed terms and conditions etc, which can be **Downloaded from E-PADs** or can be received on submission of a written application on firm's letter head (with mentioned NTN No. Payment of **Rs.5,000/- (Rupees Five Thousand Only)**, (Non Refundable) Fee must be deposited in the shape of **Pay Order/ DD** in favour of **Bahria University Islamabad**, from the 'Office of AD Procurement, Room No. 15, Basement Quaid Block, Bahria University Head Office, Sector E-8, Islamabad between **0900 to 1600 hrs** (Monday to Thursday).
4. Single Stage two envelopes procedure shall apply as per PPRA Rules 2004. Sealed bids accordance with instructions given in the bidding documents must reach on / or before **21 April 2026** by **1100 hrs** at office of AD Procurement Room No. 15, Basement Quaid Block, Bahria University Head Office, Sector E-8, Islamabad, Technical Proposal will be opened by the Technical Committee on the same day at **11:30 hrs** in presence of the firms who may choose to be present. Conditional / incomplete bids will be considered as non-responsive. **Hard copies of uploaded document and Rs.450,000/- bid security (in original) must be submitted** in shape of Pay order/DD in favour of "Bahria University Islamabad" NTN No. is 2132767-0. The date of opening of financial proposal of technically qualified firms will be intimated later on phone/ E-mail.
5. The bidders are requested to give their best and final prices inclusive of all applicable taxes, transportation etc. Bahria University reserves the right to reject all or any proposal prior to acceptance by invoking Rule 33 of PPRA Rules.
6. For any information, please contact DD (Procurement), at ddp@bahria.edu.pk. Phone no. 051-9264072.

DD (Procurement)
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