



**Government of Sindh  
Chief Minister's Secretariat, Sindh  
Benazir Bhutto Shaheed Human Resource  
Research and Development Board**



**Request for Proposal (RFP) for Selection of Chartered Accountant Firm to  
Prepare Mechanism for Internal Audit and Conduct Quarterly Internal  
Audit of**

**Benazir Bhutto Shaheed Human Resource Research & Development Board for FY 2015-16**

Benazir Bhutto Shaheed Human Resource Research & Development Board (BBSHRDB) has been constituted through the Act of Assembly 2013 with the mandate to develop Human Resources in Sindh.

Board is required under the section 17(2) 'Audit and Accounts'– of the THE BENAZIR BHUTTO SHAHEED HUMAN RESOURCE RESEARCH AND DEVELOPMENT BOARD ACT, 2013, to maintain an internal Audit Division which shall regularly undertake institutional internal check and control. The Board intends to invite sealed proposals from well reputed Chartered Accountant Firm, well versed with Government and International Accounting/Auditing standards. The scope of work for internal audit consists of the following:

1. CA firm shall prepare mechanism for conduct of internal audit and prepare all required forms and financial statements proformas etc
2. CA firm shall carryout quarterly internal audit of accounts/funds provided to BBSHRDB for FY 2015-16.
3. CA firm shall be responsible for devising SoPs for internal checks and controls so as to ensure credibility and efficacy of the systems/procedures for project management aimed at transparency and compliance to the relevant guidelines/rules.

**Eligibility Criteria:**

- a. CA firm should be on state Bank of Pakistan (SBP) panel of approved auditors for atleast five years in category (A) (Copies are to be attached)
- b. CA firm should be registered with Sindh Revenue Board(Copies are to be attached)
- c. CA firm should have atleast five years of relevant professional experience in providing audit services to listed corporations/multinationals/public sector entities in Pakistan with dedicated resources/functions. (Copies are to be attached)
- d. CA firm should have provided recurring internal audit services during last three years to atleast five clients. (Copies are to be attached)

Interested consulting firms may download the RFP from [www.bbsydpsindh.gov.pk](http://www.bbsydpsindh.gov.pk) or [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk) and can obtain the Request for Proposal (RFP) from the address mentioned below. The firm will be selected in accordance with Rule 72(1) Least Cost Selection Method; RFP shall comprise a single package containing two separate envelopes; each envelope shall contain separately the technical proposal and the financial proposal; envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible

RFP Documents and directions on submission will be available on the website stated above and can be obtained from the address below; from August 21, 2015 till September 03, 2015.

RFP completed in all respect must reach on the address mentioned herein below on or before 03:00 p m on September 04, 2015, the proposals shall be opened at 03:30 p.m on September 04, 2015.

Procuring Agency may reject any or all proposals as per relevant provisions of Sindh Public Procurement Rules 2010.

**Benazir Bhutto Shaheed Human Resource Research and Development Board,**

Chief Minister's Secretariat

Government of Sindh

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