

NATIONAL BOOK FOUNDATION
MINISTRY OF FEDERAL EDUCATION
AND PROFESSIONAL TRAINING
ISLAMABAD.



EXPRESSION OF INTEREST

Closing Date: **22-07-2025 at 11:00am.**

Opening Date: **22-07-2025 at 11.30 am**

TERMS & CONDITIONS

1. DOCUMENTS TO BE ATTACHED

- (i) Affiliation Certificate from the Institute of Chartered Accountants of Pakistan (ICAP).
- (ii) Valid NTN Certificate.
- (iii) GST Registration Certificate.
- (iv) Certificate of Category of Firm.
- (v) Technical and Financial Proposals.

2. ASSIGNMENT DISCRIPTION

Detailed Assignment Description for Physical Stock Taking of books, paper, cash and fixed assets etc. and audit of Financial Statements of NBF and C.P. Fund are enclosed herewith. For further queries and to peruse last year's (i.e. F.Y. 2023-24) Physical Stock Taking Report and Audited Financial Statements, the undersigned can be contacted during office hours.

3. TECHNICAL COMPETENCE

The bids will be evaluated on the following criteria: -

- (i) The bids will not be entertained without copies of certificates / documents mentioned at Sr. No. 1 above.
- (ii) The firms having their office at Rawalpindi / Islamabad will be eligible.
- (iii) The firms having adequate manpower/auditors/trainees/students etc. may take part in the bids which can depute minimum two to three trainees (one of them should be senior) for audit of Financial Statements at Head Office, Islamabad (NBF & C.P. Fund) and one to two trainees/students to visit outlets throughout the country to carry out physical stock taking. To speed up the task the number can be increased at the discretion of Audit Firm.
- (iv) The bids will be evaluated on lowest cost basis.
- (v) The firm should have listed A / B category in the list of State Bank panel of Auditors (Proof of current listing attached).
- (vi) The firm must have satisfactory QCR.

4. SUBMISSION OF REPORTS

The firm will submit Audited Financial Statements and Stock Taking Reports in hard and soft form along with schedules and details on or before 30th November of each year.

5. PAYMENTS

Payments will be made separately after completion of each task. No advance payment or out of pocket expenses shall be made against any task. Taxes will be deducted at source as per rules.

6. STAY, TRANSPORTATION, SECURITY, DAILY ALLOWANCE ETC.

Accommodation / stay / transportation and security etc of the audit team(s) will be the responsibility of the audit firm. A sum of Rs. 1000/- (Rupees one thousand only) per day per auditor will be given to the audit team working at Head Office, Islamabad only against daily allowance / lunch / entertainment etc.

7. IN CASE OF ANY DISPUTE

In case any dispute arises between the Audit Firm and the NBF, the Managing Director, National Book Foundation will be the sole Arbitrator and the Managing Director shall be the final authority to decide the case.

(Arif Ahmad)
Dy. Director (Audit & Account)
Phone: 051-9261121
Fax : 051-9261533
Email : books@nbf.org.pk

DESCRIPTION OF ASSIGNMENTS

- (i) National Book Foundation intends to carry out the audit of following tasks from well reputable Chartered Accountant Firms of Category A and B, having their office at Rawalpindi/Islamabad, initially for one year (for F.Y. 2024-25) extendable further for four years depending upon the performance of the firm and with mutual consent: -
- | | |
|--------------------------------------|----------------------|
| (a) Financial Statements (NBF) | For the year 2024-25 |
| (b) Financial Statements (C.P. Fund) | -do- |
| (c) Physical Stock Taking | -do- |
- (ii) The Audit Firm should have sufficient man power as adequate number of auditors/trainees will be required to be deputed (as mentioned at Para-3(iii) of Terms and Conditions) for completion of assignments at the earliest possible (i.e. before 30th November each year).
- (iii) The National Book Foundation has its Head Office at Islamabad and has 29 Regional Offices/Branch Offices/Bookshops/Mobile Bookshop/Railway-Airport Stalls/Outlets etc. throughout the country as per list enclosed.

PHYSICAL STOCK TAKING:

- (iv) Audit team(s) will be required to visit each and every Regional Offices/Branch Offices/Bookshops/Mobile Bookshop -Airport Stalls/Outlets, warehouses/Godown etc. to carry out, up to maximum percentage as required by the standards, physical stock taking of books, paper and fixed assets.
- (v) Main features of the Physical Stock Taking are: -
- | |
|--|
| (a) Books published by NBF |
| (b) Books locally purchased by the respective stations/bookshops |
| (c) Paper/Card (presently lying in NBF as well as printers at Islamabad, Lahore, Peshawar & Karachi Braille Press) |
| (d) Fixed assets at all the NBF's offices/outlets. |
| (e) Library books at Head Office (in terms of quantity only) |
- (vi) Stock of books / paper / card received from the Printers / Locally purchased / Suppliers and Inter Office Transfers (IOTs in/out) and sale of books and utilization of paper / card will be audited / checked as per Stock Registers, Invoices / Cash Memos / Fixed Asset Registers etc.
- (vii) Two copies of the blank proformas of books at Sr. No. v(a-b) (containing summarized stock position i.e. opening balances, receipt, issue and balance as on 30th June, physical quantity, shortage and excess etc.) have already been provided to the Stations/Bookshops/outlets etc. by the Head Office, Islamabad which will be required to be filled in by them while the lists of locally purchased books at Sr. No. v(b) will also be prepared by themselves.
- (viii) Audit team(s) will physically count the stock of books/paper/card etc. and fill in the remaining columns of the proformas i.e. Physical quantity, shortages, excess, remarks etc.

- (ix) Value of books at Sr. No. v(e) will not be reflected in the Financial Statements.
- (x) Separate lists of shortage, excess, damage books name of books, price, quantity and value will be prepared and duly signed by auditors just after completion of physical stock taking of the relevant Station/Bookshop -Airport Stalls etc. and received the acknowledgement from the Incharge of the concerned Bookshop/Outlet. A copy of the same will be provided to the respective Incharge and to NBF Head Office for their record to avoid any complications later on.
- (xi) The Stock Taking Reports should contain Station-wise, category-wise, title-wise, value-wise, quantity-wise stock and detail of shortage, excess, damaged books and Paper / Card and detail of Station-wise Detail of Fixed Assets as on 30th June. Specimen of Stock Taking Reports can be perused at the Head Office during office hours. Stock Taking Report will be completed before 30th November, 2025.
- (xii) For further inquiry/detail, Deputy Director (Audit & Account) can be contacted during office hours (Phone No. 051-9261121)

FINANCIAL STATEMENTS (NBF & C.P. FUND):

- (xiii) Preparation of Financial Statements / Audited Accounts of NBF and C.P. Fund will be carried out at Head Office.
- (xiv) NBF is maintaining more than 90 Bank Accounts throughout the country. Most of the Stations/Shops/Outlets etc. have average four (4) Accounts i.e. Imprest A/C, Sales A/C, Revolving Fund A/C, Readers Club A/C. In this connection, NBF will provide to the Audit firm Ledger of each account in support of which, Cash / Bank Books, General Ledger Statements, Bank Reconciliation, Bank Statements, Vouchers and approval of the competent authority will be made available by the NBF.
- (xv) There is only one C.P. Fund A/C having around 141 employees. The C.P. Fund A/C has approximately 100 transactions during the year (i.e. F.Y. 2023-24).
- (xvi) Financial Statements / Audited Accounts will be finalized before 30th November, 2025
- (xvii) For further inquiry/detail and to peruse last year's Audited Accounts (i.e. F.Y. 2023-24), Deputy Director (Audit) can be contacted during office hours (Phone No. 9261121).
- (xviii) Those who have their Head office in Islamabad/Rawalpindi will be given preference.

Bid Bond (Earnest Money):

- a. The Bidders shall enclose a "Bid Money" in the shape of pay order equivalent to 2% (two percent) of the total bid value. The Bid Bond shall be in favor of National Book Foundation. The bond so furnished shall remain valid for a period of 90 days beyond the period of validity of the bid or till it is revalidated/ extended for a period mutual agreed upon by the bidder and National Book Foundation.
- b. The bid bond in case of unsuccessful bidders will be returned as soon as possible, after rejection.
- c. In case the bidder after acceptance of bid fails / refuses to perform, the Bid Bond will be forfeited and encashed.

GENERAL INFORMATION

Firm's Name			
Name of Partners			
Firm's NTN and GST No.	NTN :	GST No.	
Working Since			
Affiliated with			
Category of Firm (A / B) Certificate Attached			
Address (Head Office)			
Address at Islamabad/ Rawalpindi			
Phone Nos.	Head Office:	Rwp/Islamabad Off:	
Fax No./ Email	Head Office:	Rwp/Islamabad Office:	
No. of Working Strength at Rawalpindi/Islamabad (other than C.As)	<u>Regular</u>	<u>Trainees/Students</u>	
Branch Offices with No. of employees / trainees/Students	<u>Branch Office</u>	<u>Regular</u>	<u>Trainees/Students</u>
No. of C.As.	<u>Head Office</u>	<u>Rwp/Islamabad</u>	<u>Brach Offices</u>

Signature & Seal of the firm : _____

On Firm's letter head

DETAIL OF BIDS

We, M/s _____ hereby
offer our bids on yearly basis for 5 years, initially for the year 2024-25 inclusive of all taxes
and boarding & lodging as under: -

Sr.		2024-25 Rs.	2025-26 Rs.	2026-27 Rs.	2027-28 Rs.	2028-29 Rs.
I.	Financial Statements NBF.					
II.	Financial Statements C.P. Fund NBF (C.P. Fund)					
III.	Physical Stock Taking					
Total						

Signature & Seal of the firm

LIST OF OUTLETS THROUGHOUT THE COUNTRY

1. Incharge, NBF, S&DC, Islamabad
2. Incharge, NBF, Bookshop, Islamabad
3. Incharge, NBF, Shehar-e-Kitab, F-7, Islamabad
4. Warehouses/Godowns at G-8 and Barakahu Islamabad.
5. Incharge, NBF, Bookshop, WahCantt
6. Incharge, NBF, Peshawar
7. Incharge, NBF, Bookshop, D.I.Khan
8. Incharge, NBF, Bookshop, Abbottabad
9. Incharge, NBF, S&DC, Lahore
10. Incharge, NBF, Regional Office and Bookshop, Lahore
11. Incharge, NBF, Bookshop Airport, Lahore
12. Incharge, NBF, Urdu Bazar, Lahore
13. Incharge, NBF, University Campus Bookshop, Faisalabad
14. Incharge, NBF, Chanab Road, Faisalabad.
15. Incharge, NBF, Multan
16. Incharge, NBF, S&DC, Karachi
17. Incharge, NBF, Regional Office and Bookshop, Karachi
18. Incharge, NBF, Braille Press, Karachi
19. Incharge, NBF, Bookshop Airport, Karachi
20. Incharge, NBF, Bookshop, Hyderabad
21. Incharge, NBF, Bookshop, Larkana
22. Incharge, NBF, Sukkur
23. Incharge, NBF, Bookshop, Khairpur
24. Incharge, NBF, Bookshop, Quetta
25. Incharge, NBF, National Assembly Bookshop, Islamabad.
26. Incharge, NBF, Provincial Assembly, Lahore.

GOVERNMENT OF PAKISTAN



**NATIONAL BOOK FOUNDATION
MINISTRY OF FEDERAL EDUCATION &
PROFESSIONAL TRAINING**

Tender No. HAUT-7(6)/2025

**REQUEST FOR PROPOSALS
“EXPRESSION OF INTEREST”**

(Appointment of Chartered Accountants)

National Book foundation intends to invite “Sealed Proposals” on “Single Stage - one Envelope Procedure” from reputable firms/ vendors/ service providers, who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/ Income tax department having GST/ NTN Numbers, AGPR Vendor Number(optional) for **Appointment of Chartered Accountants for National Book Foundation, Islamabad.**

Interested firms/ vendors/ service providers may download Instructions to Bidders (ITB) from the website of National Book Foundation <https://www.nbf.org.pk> and website of PPRA <https://www.ppra.org.pk>. The Proposals must reach to this office <https://www.nbf.org.pk/> on or before **22nd July, 2025** by 11:00 am and will be opened on the same day, at 11:30 am on the given below address. Electronic proposals will not be entertained other than bids required to be submitted through PPRA e-Procurement Portal-EPADS at (<https://eprocure.gov.pk>). National Book Foundation M/o FE&PT reserves the right to accept or reject any or all offers under PPRA rules 2004 amended time to time.

**Deputy Director (A & A)
6-Mauve Area, Taleemi Chowk, G-8/4,
Islamabad. Ph: 051-9261120**