

# **DOW UNIVERSITY OF HEALTH SCIENCES**



## **BIDDING DOCUMENT**

**Single Stage – Two Envelope Procedure**

**As per Rule 46 (2) of SPPRA, 2010 (Amended up to date)**

**NIT # DUHS/W&S/2025/1580**

**Dated: October 16, 2025**

## **PROCUREMENT OF SERVICES FOR CONVOCATION 2025**

**(VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT,  
PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)**

**(REF. NO. DUHS/W&S-NIT/182)**

## NOTICE INVITING TENDER (NIT)



### OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI.

Baba-e-Urdu Road, Karachi. Direct No. 92-21- 99216065  
Website: [www.duhs.edu.pk](http://www.duhs.edu.pk) E-mail: [rahim.khan@duhs.edu.pk](mailto:rahim.khan@duhs.edu.pk)

NIT No. DUHS/W&S/2025/1580

Dated: October 16, 2025

## TENDER NOTICE

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University that invites e-bids through E-Pak Acquisition & Disposable System (EPADS) from well-reputed Companies / Bidders/firms having registration with the Federal Board of Revenue (FBR), Income Tax Department, Sindh Revenue Service Board and Sales Tax.

| S. # | NAME OF WORK                                                                                                                                                                            | METHOD OF PROCUREMENT                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1    | REPAIR AND MAINTENANCE SERVICES FOR AIR CONDITIONING AND OPERATION, REPAIR & MAINTENANCE OF PACKAGE UNITS<br>(REF. NO. DUHS/W&S-NIT/180)                                                | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 2    | OPERATION, REPAIR AND MAINTENANCE OF CENTRAL HVAC SYSTEM (CHILLER PLANTS, COOLING TOWERS, VRF UNITS, AHUS, DX CONDENSING UNITS, FCUs & ALLIED EQUIPMENT)<br>(REF. NO. DUHS/W&S-NIT/181) | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 3    | PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)<br>(REF. NO. DUHS/W&S-NIT/182)     | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |

|                   |                                                                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tender Fee</b> | <b>Rs. 5,000/-</b> (Rupees Five Thousand Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi. |
| <b>Security</b>   | Bid Security and Performance Security as mentioned in the bidding document.                                                                                |

E-Bidding documents as per detailed terms and conditions, specifications and requirements are available for the registered bidders on Sindh Public Procurement Regulatory Authority's EPADS at <https://portalsindh.eprocure.gov.pk/#/> and University website <https://duhs.edu.pk> on the payment noted above (non-refundable) on any working day except the day of opening of tenders.

The electronics bids must be submitted using EPADS before closing time **03-11-2025 at 10:00 Hrs.** Manual bids, shall not be accepted. Electronic Bids will be opened on **03-11-2025 at 11:30 Hrs.** For any query related to e-bidding, bidders may contact the Facilitator / Coordinator, Procurement Committee Services, Dow University of Health Sciences (DUHS), located at 5th Floor, Admin Block, DMC Campus, Baba-e-Urdu Road near Civil Hospital, Karachi at Phone No. 021-38771000 (Ext. 5820 / 5907). The Tender Fee (non-refundable) and Bid Security (refundable) shall be submitted in the form of a Pay Order or Demand Draft issued by a Scheduled Bank of Pakistan in favor of Dow University of Health Sciences, Karachi, and must be delivered to the above-mentioned office of the Facilitator / Coordinator, Procurement Committee Services, at the same address.

In case of any unforeseen situation resulting in the closure of the office on the date of opening or if Government declares Holiday the tenders shall be submitted/opened on the next working day at the same time & venue. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended up to date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under "Rule-25" of said Rules. In case of any ambiguity in between NIT and tender document, tender will be considered as senior.

**DIRECTOR**  
**Works & Services**  
**Dow University of Health Sciences, Karachi**

## **BID DATA SHEET**

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

|            |                                                             |                                                                                                                                                                                                                                                                |
|------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>  | <b>Name of Procuring Agency:</b>                            | Dow University of Health Sciences (DUHS)                                                                                                                                                                                                                       |
| <b>2.</b>  | <b>Bidding Procedure:</b>                                   | Single Stage – Two Envelope through online EPADS                                                                                                                                                                                                               |
| <b>3.</b>  | <b>Name of Contract:</b>                                    | Procurement of Services for Convocation 2025<br>(VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)                                                                                                        |
| <b>4</b>   | <b>Tender fee:</b>                                          | Rs.5,000/- (Five Thousand Rupees Only) Non-Refundable in Shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.                                                                                                             |
| <b>5.</b>  | <b>Submission of Tender fee &amp; Bid Security Address:</b> | Dow University of Health Sciences (DMC Campus),<br>Facilitator / Coordinator, Procurement Committee-Services,<br>Admin Block 5 <sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near<br>Civil Hospital Karachi.<br>Phone No. 021-38771000 Extension 5820, 5907 |
| <b>6.</b>  | <b>Language of the Bid:</b>                                 | English.                                                                                                                                                                                                                                                       |
| <b>7.</b>  | <b>Currency of the Bid:</b>                                 | The price quoted shall be in Pakistani Rupee.                                                                                                                                                                                                                  |
| <b>8.</b>  | <b>Bid Security:</b>                                        | The amount of bid security shall be <b>five percent (5%) of the total bid price</b> in the form of a Call Deposit, Bank Draft or a Bank Guarantee issued by a scheduled bank of Pakistan, in favor of the Dow University of Health Sciences, Karachi.          |
| <b>9.</b>  | <b>Bid Validity Period:</b>                                 | 90 days                                                                                                                                                                                                                                                        |
| <b>10.</b> | <b>Tender Purchasing date:</b>                              | As per NIT                                                                                                                                                                                                                                                     |
| <b>11.</b> | <b>Deadline for bid submission:</b>                         | As per NIT<br>(Online through EPADs at <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> )                                                                                                                                                       |
| <b>12.</b> | <b>Date and Time of Bid opening:</b>                        | As per NIT<br>(Online through EPADs at <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> )                                                                                                                                                       |
| <b>13.</b> | <b>Alternate Bid:</b>                                       | Not Allowed                                                                                                                                                                                                                                                    |
| <b>14.</b> | <b>Joint Venture / Consortium Bid:</b>                      | Not Allowed                                                                                                                                                                                                                                                    |
| <b>15.</b> | <b>Performance Security:</b>                                | The amount of Performance Security shall be <b>ten percent (10%) of the total contract value.</b>                                                                                                                                                              |

## **BIDDING DOCUMENT**

### **PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)**

#### **A. INTRODUCTION: -**

Dow University of Health Sciences, Karachi (DUHS) is a premier institute of health sciences in Pakistan, established under the Dow University of Health Sciences Act 2004 having its main campus at Baba-e-Urdu Road, Karachi. DUHS has been developing tradition of excellence in education, research and community service. DUHS has educated and trained more than 8,000 students and residents from more than 20 institutions.

#### **Definitions**

In this document, unless the context otherwise requires:

- a. “Authorized Representative” means any person duly appointed in writing by either party to act on its behalf in matters relating to this Contract.
- b. “Bidder” or “Tenderer” means an interested Firm, Company, Partnership, Supplier, or Service Provider that submits a bid to provide the required goods and/or services under this Tender Document.
- c. “Contract” means the formal agreement entered into between Dow University of Health Sciences (DUHS) and the Contractor, including all its annexures, schedules, and attachments.
- d. “Contractor” or “Service Provider” means the person, firm, or company with whom the Dow University of Health Sciences (DUHS) has entered into a formal Contract for the provision of goods and/or services under this bidding document.
- e. “Successful Bidder” means the Bidder whose bid has been accepted by DUHS.
- f. “Contract Price” means the total amount payable to the Contractor under the Contract for full and proper performance of the assigned services and supply of goods.
- g. “Day” means a calendar day.
- h. “Goods / Services” means all goods, items, materials, and services that the Contractor is required to supply and/or perform under this Contract, including but not limited to event setup, catering, photography, printing, and related arrangements.
- i. “Person” includes an individual, firm, company, partnership, corporation, institution, or any other legal entity having the capacity to contract.
- j. “Prescribed” means prescribed in or under this Tender Document or any instructions issued by DUHS in writing.
- k. “Competent Authority” means the Competent Authority of Dow University of Health Sciences (DUHS) or any person duly authorized by it in writing.
- l. “Works” means all activities, arrangements, installations, and other tasks to be performed by the Contractor under this Contract for successful execution of the Convocation Event.

#### **B. OBJECTIVE:-**

Dow University of Health Sciences (DUHS), Karachi intends to avail services / works / items of high standard meeting its prime and basic specifications from the interested Firms / Event Managers / Organizers to provide the “Services for Convocation 2025”.

#### **C. SCOPE OF WORK AND TERMS & CONDITIONS OF CONTRACT:-**

##### **1. (A) SCOPE OF WORK FOR LOT / GROUP / PACKAGE – A: -**

- a. The Contractor shall be responsible for the comprehensive planning, coordination, execution, supervision, and post-event clearance of all works/services necessary for the successful organization of the DUHS Convocation–2025.

- b. The scope shall include, but not be limited to, venue preparation, event infrastructure setup, decoration, seating arrangements, furniture and fixture arrangements, food and refreshments, electrical, sound and air-conditioning systems, logistics, and all related support services required by DUHS to ensure a dignified and smoothly executed ceremony.

**Event Location:**

- c. The Convocation shall be organized at the Dow University of Health Sciences (Ojha Campus), SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi.

**Timeline and Readiness:**

- d. The complete venue shall be ready **by 9:00 a.m. two (2) days prior to the convocation** for rehearsals. This includes the full setup of the marquee setup, stage, student seating, sofas, sound systems, and other essential facilities as required by DUHS.
- e. The final venue setup shall be fully completed, cleaned, and handed over **by 8:00 a.m. on the convocation day**, after inspection and approval by the DUHS

**Event Setup and Decoration:**

- f. The Contractor shall:
  - i. Ensure that the marquee, trussing, and decoration conform strictly to the approved color scheme, design, and layout as specified by the DUHS.
  - ii. Provide sample material (marquee fabric, furniture, carpeting, cutlery, crockery, and decoration items) for DUHS approval prior to installation.
  - iii. Ensure that complete Trussing / Marquee will be erected according to the need and requirement.
  - iv. Ensure that the marquee is provided as per approved sample and it is new, clean, uniform, and free of patches, holes, or discoloration (Net / see-through marquees are not acceptable).
  - v. Provide complete decoration arrangement including, but not limited to, lighting, luminaries, trussing, cutlery, crockery, bearers, seats, sofas, tables including Grand Table for VIP Guests, decorative arrangements for VIP and guest areas, and allied support services.
  - vi. Provide proper air-conditioning arrangements and ensure temperature control within the event areas as per requirements and weather conditions.
  - vii. Provide adequate power generation facilities, ensuring uninterrupted electricity supply and backup throughout the event duration.
  - viii. Provide an adequate number of high-quality sound system equipment, to ensure clear, uninterrupted, and balanced sound coverage throughout the event area.
  - ix. Maintain high safety standards, including proper electrical wiring, fire extinguishers, and other signage.
  - x. Provide stage, mobile washrooms and all other facilities as per Annexure-A.

**Quality Compliance and Penalty:**

- g. The Contractor shall ensure that all goods and services meet the standards and specifications approved by DUHS.
- h. Substandard delivery or deviation from approved specifications shall attract a penalty of up to **twenty-five percent (25%) of the item's value**, to be imposed by DUHS without prejudice to other contractual remedies.
- i. Quality Standards:
  - i. **Marquee:** No patches, holes, discoloration; must match approved sample.
  - ii. **Food:** Fresh, hygienic, properly heated, and of approved quality and quantity.
  - iii. **Crockery & Cutlery:** Neat, clean, ceramic/stainless steel, free from cracks or stains.
  - iv. **Staff:** Properly uniformed, well-groomed, and adequate in number to serve all VIPs and guests efficiently.
  - v. **Furniture and Carpeting:** Clean, undamaged, and properly installed.
- j. DUHS reserves the right to inspect, test, and reject any non-compliant item or service.

**Post-Event Obligations**

- k. After the conclusion of the Convocation, the Contractor shall dismantle and remove all marquees, trusses,

furniture, equipment, temporary structures, materials, and debris within twenty-four (24) hours, ensuring that the venue is restored to its original condition.

**Technical Specifications of Goods / Services**

- l. The Contractor will ensure that the goods / services shall be provided exactly in accordance with the requirements of the DUHS.
- m. All quantities, specifications, and quality standards mentioned at **Annexure-A** shall form an integral and enforceable part of this Contract.
- n. The Contractor will responsible for providing goods/services for **DUHS Convocation 2025** as mentioned at **Annexure-A**.

**1. (B) SCOPE OF WORK FOR LOT / GROUP / PACKAGE – B: -**

- a. The Contractor shall be responsible for the complete planning, execution, and monitoring of all photography, videography, and live projection services for the DUHS Convocation 2025. The services shall ensure comprehensive, high-quality visual coverage of the entire event, capturing all proceedings, key moments, and participants in professional detail.
- b. The event will be organized at the Dow University of Health Sciences (Ojha Campus), SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi.
- c. The Contractor shall provide a minimum of six (06) professional photographers and six (06) professional videographers equipped with modern, high-resolution digital cameras and production-grade videography equipment to ensure full coverage from multiple angles. The coverage shall include:
  - Full event coverage;
  - Still photography and videography of all ceremonial activities;
  - Live projection on SMD screens;
  - Post-production editing, formatting, and digital mastering of the final videos & photographs.
- d. The Contractor shall ensure that all recordings are captured in Full HD using professional cameras and related equipment, with clear audio and video quality. Drone or elevated shots may be taken with prior permission of DUHS, ensuring compliance with all applicable security protocols.
- e. All SMD screens, projection equipment, and related infrastructure shall be installed & functional on the rehearsal day. The Contractor shall ensure uninterrupted live projection during the entire event.
- f. The Contractor shall be responsible for the editing, post-production, mixing, and delivery of photos & final videos with professional-grade title sequences, background music, transitions, and subtitles as approved by DUHS.
- g. All final photographs, albums, and video footage must be delivered to DUHS, within time communicated by the DUHS, after the event in both soft (digital) and hard (print) formats.
- h. The Contractor shall ensure color-corrected, high-resolution output and professionally edited content, free of duplication, distortion, or loss of quality.
- i. All digital and printed material produced under this Contract shall be the exclusive property of DUHS. The Contractor shall not retain, reproduce, distribute, or use any material for promotional purposes.
- j. DUHS reserves the right to penalize up to 25% of item value for substandard quality, delay in delivery, or failure to comply with approved specifications.
- k. The Contractor shall maintain full confidentiality of all event footage and data, ensuring that no content is shared, published, or distributed without DUHS authorization.

### **Technical Specifications of Goods / Services**

- l. The Contractor will ensure that the goods / services shall be provided exactly in accordance with the requirements of the DUHS.
- m. All quantities, specifications, and quality standards mentioned at **Annexure-A** shall form an integral and enforceable part of this Contract.
- n. The Contractor will responsible for providing goods/services for **DUHS Convocation 2025** as mentioned at **Annexure-A**.

### **1. (C) SCOPE OF WORK FOR LOT / GROUP / PACKAGE – C: -**

- a. The Contractor shall be responsible for the planning, execution, printing, delivery, and installation of all printed materials required for the DUHS Convocation 2025, in accordance with DUHS's approved designs, specifications, and standards.
- b. The Contractor shall ensure that all goods and services meet the quality, dimensions, paper weight, and finishing standards approved by DUHS, and that all materials are free from printing errors, color variation, or physical damage.
- c. The Event will be organized at Dow University of Health Sciences (Ojha Campus), SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi.
- d. The Contractor shall submit samples of all materials (including but not limited to cards, envelopes, ribbons, paper quality, printing finish, and lamination) for DUHS's approval prior to printing and installation. No material shall be printed or installed without approval from the DUHS.
- e. DUHS reserves the right to inspect, test, and reject any non-compliant printed material or service that fails to meet the approved standards, specifications, or requirements.
- f. All printing, delivery, and installation work must be completed within the time frame specified by DUHS. Delay, defective printing, or unsatisfactory workmanship shall result in penalty and/or replacement at the Contractor's cost, without prejudice to other remedies available under the Contract or SPP Rules, 2010 (as amended).
- g. All designs, layouts, templates, and printed content shall remain the exclusive property of DUHS. The Contractor shall not reproduce, distribute, or use the same for any other purpose.
- h. All deliveries shall be subject to inspection and acceptance by the DUHS.
- i. Rejected materials must be replaced immediately at the Contractor's expense.
- j. Printing quality must comply with DUHS-approved color schemes, logos, and branding guidelines.

### **Technical Specifications of Goods / Services**

- k. The Contractor will ensure that the goods / services shall be provided exactly in accordance with the requirements of the DUHS.
- l. All quantities, specifications, and quality standards mentioned at Annexure-A shall form an integral and enforceable part of this Contract.
- m. The Contractor will responsible for providing goods/services for **DUHS Convocation 2025** as mentioned at **Annexure-A**.

### **2. TERMS AND CONDITIONS OF CONTRACT:-**

- 2.1. The Contractor shall ensure that all goods / services shall be provided exactly in accordance with the requirements of the DUHS and in timely manner.

- 2.2. The Contractor shall provide goods/services in accordance with the Scope of Work as defined in this bidding document.
- 2.3. The Contractor shall deploy adequate and trained manpower for service delivery.
- 2.4. The Contractor expressly acknowledges that, prior to submitting its bid, it had carefully examined, investigated, and considered all relevant factors, conditions, requirements, and circumstances pertaining to the Contract. Accordingly, the Contractor shall not be entitled, during the term of this Agreement, to make any claim for additional payment, financial adjustments, or extensions of time on account of its failure to duly account for such factors, conditions, requirements, or circumstances at the time of bidding.
- 2.5. The Contractor shall bear full responsibility for all deliveries and deliverables to the DUHS. The Contractor shall not claim or charge on account of logistics, transportation, loading/unloading, insurance, freight, labor costs or any other charges. No separate claims on these heads will be entertained.
- 2.6. Any additional payment, apart from the goods/services defined in Scope of Work, shall include all those other goods/services which are not mentioned in the scope of work. Work orders or service orders for such additional goods/services may be awarded at the lowest verified rates whether quoted by the successful bidder or another eligible local vendor. Such payments shall be made separately at the quoted rates of bidder/vendors.
- 2.7. DUHS reserves the right to increase, decrease, or drop any quantity or service originally specified in the Format for Quoting the Rates/Bid Form/Price Schedule/Annexure-H/Schedule of Requirements/BOQ, without change in unit price or other terms and conditions during the contract period.
- 2.8. The Contractor shall be solely responsible for health, safety, and compensation of its employees in case of illness, injury, or accident during service. DUHS shall not be a party to such claims.
- 2.9. The Contractor shall maintain a clean, safe, and hazard-free event area throughout the event and ensure compliance with all applicable health, safety, and environmental standards.
- 2.10. The Contractor shall be fully responsible for any loss, damage, injury, or harm caused to DUHS, its employees, students, guests, participants, property, or facilities arising from or in connection with the Contractor's performance, negligence, misconduct, defective materials, or acts or omissions of its staff and agents.
- 2.11. The Contractor shall comply with all applicable Pakistani laws, permits, codes, and regulations, as well as DUHS's internal rules and policies.

### **3. PERIOD OF CONTRACT & COMMENCEMENT OF SERVICES:-**

- 3.1. This Contract shall remain valid for the specific purpose of organizing and managing the DUHS Convocation 2025. The duration of the Contract shall cover the entire period from the date of signing of the Contract until the satisfactory completion of all post-convocation activities.
- 3.2. The Contractor shall commence services immediately upon issuance of the Purchase/Work Order by DUHS and shall ensure that all works/services are completed within the time frame specified by the DUHS.
- 3.3. The contract shall automatically expire upon completion of all obligations by the parties under the contract agreement.

#### **4. PERFORMANCE SECURITY:-**

- 4.1. The Successful Bidder/ Contractor shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favor of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of ninety (90) days beyond the date of completion / expiry of the contract (Annexure-E). No interest will be paid on Performance Security.
- 4.2. Bid Security of successful bidder/ Contractor shall be returned after receipt of Performance Security / Guarantee.
- 4.3. **Forfeiture of Performance Security / Guarantee:** The Performance Security/Guarantee submitted by the Contractor shall be liable to forfeiture, in whole or in part, under the following circumstances:
  - a. If the Contractor, fails to commence, deliver, or maintain the required services/goods, or provides unsatisfactory services/goods, breaching the Contract Agreement/Work Order and/or failing to perform within the stipulated timelines.
  - b. In case of such failure, DUHS reserves the right to obtain the required goods/services from the next advantageous bidder or any alternate source at the Contractor's risk and cost, without further reference. Any additional expenses incurred by DUHS shall be recovered from the Performance Security and/or any sums payable to the Contractor.
  - c. If any loss or damage is caused to DUHS by the Contractor or its staff/agents, DUHS shall have the right to recover the cost of such loss or damage, including repair, replacement expenses, from the Contractor by way of deduction from the Performance Security or through any other legal remedies available under the Contract or applicable law.
  - d. If the Contractor fails to settle any dues, claims, or recoveries lawfully payable to DUHS under the Contract, such amounts shall be adjusted against the Performance Security and/or other payments due to the Contractor.
- 4.4. **Refund of Performance Security / Guarantee:** After successful completion of services in contractual period, performance security / guarantee will be refunded, without any interest, within six months if contract not extended for a further period.

#### **5. CANCELLATION / POSTPONEMENT OF EVENT:-**

- 5.1. In the event the Convocation is cancelled or postponed by DUHS due to administrative, security, weather, or any other justifiable reason, all obligations under this Contract shall be suspended and settled with mutual consent of both parties in good faith.

#### **6. GOVERNING LAW & RESOLUTION OF DISPUTES:-**

- 6.1. This Contract shall be governed by and construed in accordance with the laws of Islamic Republic of Pakistan.
- 6.2. Any dispute or difference or liability of whatsoever nature arising out of the contract shall be first settled amicably by the parties (through the Registrar, DUHS and CEO/Head of the Contractor). In the event, parties are unable to amicably resolve the dispute, the dispute shall be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law where each party will bear their own cost. The seat/place of arbitration shall be at Karachi, Pakistan.
- 6.3. Parties agree that the courts of Karachi, Pakistan shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Contract or its subject matter or formation.

**7. CONFIDENTIALITY:-**

- 7.1. DUHS and Contractor acknowledge and agree to maintain the confidentiality of any information exchanged during the provision of services under this contract, in compliance with applicable laws and regulations.

**8. ENTIRE AGREEMENT:-**

- 8.1. This Contract constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether oral or written.

**9. INDEMNITY:-**

- 9.1. The Contractor undertakes and agrees to indemnify and hold harmless DUHS and its employees from and against all claims, demands, liabilities, damages and expenses of any nature whatsoever, arising out of or resulting from this contract whether due to performance / non-performance or poor performance of any works/services/goods under this Contract by the Contractor, its employees or its agents.
- 9.2. Both parties shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep each other indemnified against all penalties and liability of any kind for breach of any of the same.

**10. SEVERABILITY:-**

- 10.1. In case any portion of this Contract becomes illegal or unenforceable either by the force of law, the remainder of this Contract shall continue in full force and effect. The parties may mutually negotiate the terms effected by such a severance.

**11. ASSIGNMENT & SUBCONTRACTING:-**

- 11.1. The Contractor shall not assign, transfer, or subcontract, in whole or in part, any of its rights, obligations, or responsibilities under this Contract. Any such assignment, transfer, or subcontracting shall be deemed null and void and shall constitute a material breach of this Contract. In such event, DUHS shall have the right to terminate the Contract forthwith, forfeit the Performance Security, recover damages, and initiate blacklisting proceedings under Rule 19 of the Sindh Public Procurement Rules, 2010 (as amended).

**12. INDEPENDENT:-**

- 12.1. This Contract in no way creates an employer-employee or partnership or agency relationship between the Parties.

**13. FORCE MAJEURE:-**

- 13.1. Neither party shall be held liable for any failure or delay in fulfilling its obligations under this Contract if such failure or delay is caused by circumstances of Force Majeure, which are beyond the reasonable control and without the fault or negligence of the affected party. Force Majeure events may include, but are not limited to: acts of God, natural disasters, declared war, armed conflict, revolution, civil commotion, acts of terrorism, sabotage, explosions, or other events of a similar nature directly impacting the parties.
- 13.2. Force Majeure shall not include strikes or industrial disputes limited to the Contractor's own workforce, or arising from the Contractor's failure to manage its labor relations. Nationwide strikes, citywide shutdowns, or government-declared closures that are demonstrably beyond the Contractor's control may, however, be considered Force Majeure.

- 13.3. The party affected by a Force Majeure event shall promptly notify the other party in writing, providing reasonable evidence of the event and its expected duration.

**14. WAIVER:-**

- 14.1. Failure by either Party to enforce any provision of this Contract shall not constitute a waiver of the right to enforce that provision or any other provision in the future. No waiver of any provision of this Contract shall be effective unless it is in writing and signed by the Party waiving the provision.

**15. PAYMENT: -**

- 15.1. Payment shall be processed within ninety (90) days from the date of submission of complete and verified bills, subject to satisfactory completion of services/works/goods and fulfillment of all contractual obligations.
- 15.2. All prices must be in Pakistani Rupees (PKR), inclusive of all applicable taxes, duties, levies, and charges. DUHS will deduct applicable taxes, duties and other levies at source. Errors in calculation of taxes, duties, levies, and charges shall be borne by the contractor. **The price shall be fixed during the contract period.** However, subsequent exemption / reduction in tax rate / reduced rates in indirect taxes during contract period will be adjusted accordingly.
- 15.3. The Contractor shall submit the following documents along with the invoice for processing of payment:
- Duly verified completion certificate or satisfactory performance report issued by the authorized representative of DUHS for the relevant scope of work or event segment.
  - Invoice and covering letter, both duly signed and stamped by the authorized signatory of the Contractor.
  - Copy of the Contract Agreement on valid stamp paper, duly signed by both parties.
  - Evidence/supporting documents for all claims, including photographs, delivery challans, attendance logs, or other proof of service delivery.
  - Any other supporting details/documents as may be required by DUHS for verification or audit purposes.
- 15.4. DUHS reserves the right to withhold or adjust payment in case of non-performance, substandard quality, delayed delivery, or breach of contract terms.
- 15.5. If any loss or damage is caused to DUHS by the Contractor or its staff/agents, DUHS shall have the right to recover the cost of such loss or damage, including repair or replacement expenses, from the Contractor by way of deduction from any pending bills, or through any other legal remedies available under the Contract or applicable law.
- 15.6. In the event of delay in delivery, setup, or completion of any activity beyond the prescribed schedule, DUHS shall impose a penalty / liquidated damages at the rate of 0.25% of the total Contract or Purchase Order value for each hour of delay, subject to a maximum of 5% of the total Contract or Purchase Order value.
- 15.7. In case of substandard quality of goods or services, DUHS may impose a penalty up to 25% of the value of the affected item(s) or service(s), in addition to any other corrective action or replacement at the Contractor's cost.

**D. BIDDING PROCEDURE AND AWARD OF CONTRACT:-**

**1. OBTAINING OF BIDDING DOCUMENT: -**

- 1.1. Bidding Document can be obtained from Dow University of Health Sciences (DMC Campus), Facilitator / Coordinator, Procurement Committee-Services, Admin Block 5<sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi against non-refundable payment of Rs. 5,000/- (in shape of Pay Order in favor of "Dow

University of Health Sciences, Karachi”) from the date of publishing of this NIT in the print media, up to day before the date of opening of bid. No tender document shall be sold on the date of opening of bid.

## **E-BIDDING**

- 1.2. Bidding documents are also available on Sindh Public Procurement Regulatory Authority’s EPADS at <https://portalsindh.eprocure.gov.pk/#/> and University website <https://duhs.edu.pk> on the payment noted above (non- refundable) on any working day except the day of opening of tenders.

## **2. BIDDING PROCEDURE: -**

- 2.1. Bids are invited as per Single Stage – Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended up to Date).

## **3. INSTRUCTIONS TO THE BIDDERS: -**

- 3.1. Bidders must carefully read the Notice Inviting Tender (NIT) and all sections of the Bidding Document to fully understand requirements before submission.
- 3.2. The Bid Form/Price Schedule must be completed in all respects, free from overwriting, double writing, crossed, erasures, confusion or conditional terms. Rates shall be quoted clearly in digits and words.
- 3.3. The Bid Form/Price Schedule shall be placed in the Financial Proposal.
- 3.4. Each document submitted by the bidder shall be signed and stamped by the bidder.
- 3.5. Bids must be uploaded on SPPRA’s EPADS system under the Single Stage – Two Envelope Procedure.
- 3.6. The Original Bid Security and Tender Fee must be submitted in sealed envelope to Dow University of Health Sciences (DMC Campus), Facilitator / Coordinator, Procurement Committee-Services, Admin Block 5th Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital, Karachi.
- 3.7. Technical Proposals must include all documents required for evaluation criteria. Financial Proposals shall include only the bid form/price schedule, and bid security.
- 3.8. Conditional, alternative, telegraphic, incomplete, late, or non-compliant bids, bids not accompanied by Bid Security, bids for partial / limited items / limited groups shall be rejected. Joint ventures or consortium bids are not permitted.
- 3.9. Bids submitted by any bidder who stands blacklisted, debarred, suspended, and declared ineligible by any Federal, Provincial, or Local Government department, agency, regulatory authority, or by any national or international organization, whether public or private shall be rejected.
- 3.10. The bidder must nominate an authorized representative with name, designation, contact number, email, and address for communication during the procurement process.
- 3.11. No alteration or modification of bids shall be allowed after opening. However, DUHS may seek written clarification of ambiguities, provided such clarification does not change the substance of the bid.
- 3.12. Bids will be evaluated strictly in accordance with the criteria, terms, and conditions of this bidding document. In case of discrepancies, the Bidding Documents shall prevail over the NIT.
- 3.13. DUHS will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- 3.14. It is the bidder’s responsibility to examine, investigate and consider all factors, conditions, requirements, and circumstances before submitting the bid. No claims for additional payment, financial adjustments, or extensions of time shall be entertained later.
- 3.15. DUHS may require the bidder to provide proof of salary slips or other evidence to verify genuine employment of staff.
- 3.16. **The bidder must submit its bid on a complete Lot / Group / Package basis as defined in Annexure-A (Technical Specifications of Goods / Services).**
- 3.17. The bidding process shall be conducted strictly in accordance with the Sindh Public Procurement Rules, 2010 (as amended up to date) and any subsequent instructions issued by the Government of Sindh.
- 3.18. Bidders are advised to ensure that all required information, undertakings, and documentary evidence are submitted in the prescribed format.

**4. CLARIFICATION AND AMENDMENT OF BIDDING DOCUMENT:-**

- 4.1. A prospective bidder may request clarification of the bidding documents in writing at least five (05) calendar days before the deadline for bid submission, as per Rule 23(1) of SPP Rules, 2010 (amended).
- 4.2. DUHS shall respond in writing to requests for clarification received in time. Copies of the response will be shared with all bidders who obtained the bidding documents.
- 4.3. At any time before the deadline for submission, DUHS may issue an addendum/corrigendum/modify bidding document on its own initiative or in response to a clarification. All such amendments shall be binding on bidders, and DUHS may extend the deadline to allow bidders reasonable time to comply.

**5. LANGUAGE OF DOCUMENTS:-**

- 5.1. All bids and related correspondence shall be in English. Proposals must be submitted on the bidder's official letterhead, signed and stamped on each page by the person(s) authorized to sign/endorse, and accompanied by relevant technical literature in English.

**6. VALIDITY OF BIDS:-**

- 6.1. Bids shall remain valid for ninety (90) days from the date of opening of Technical Proposals. Bids with a shorter validity shall be rejected.

**7. SUBMISSION & OPENING OF BIDS:-**

- 7.1. Bids shall be submitted online through EPADS (eprocure.gov.pk) before the deadline stated in the NIT.
- 7.2. **The bidder must submit its bid on a complete Lot / Group / Package basis as defined in Annexure-A (Technical Specifications of Goods / Services). Partial, selective, or limited bids for any items/services within a Lot / Group / Package shall not be accepted. Each bidder must quote for all items/services included in the respective Lot / Group / Package.**
- 7.3. Technical Proposals will be opened online first and evaluated without reference to price and technical evaluation report shall be communicated to the bidders at least Seven (07) days prior to opening of Financial Proposal.
- 7.4. Financial Proposals of only technically qualified bidders will then be opened online through EPADS.
- 7.5. Financial Proposals of disqualified bidders shall not be opened and sealed envelope of bid security shall be returned to the bidder.
- 7.6. If a Financial Proposal is mistakenly enclosed in the Technical Proposal, the entire bid shall be rejected.
- 7.7. If any bidder elects to submit alternative bid(s) / proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway
- 7.8. Bids with vague conditions such as "subject to prior confirmation", "subject to immediate acceptance" etc. shall be rejected.
- 7.9. DUHS shall upload the Final Bid Evaluation Report on the websites of the Authority (EPADS) and DUHS, and shall also intimate all bidders, at least three (3) working days prior to the issuance of the Letter of Acceptance.
- 7.10. During the tender opening meetings, no bidder or its representative shall be permitted to keep or use any digital

or electronic recording device (including cameras, mobile phones, or audio recorders) inside the tender opening venue.

## **8. BID EVALUATION CRITERIA:-**

- 8.1. The evaluation process shall be conducted **Lot / Group / Package basis** in accordance with Rule 46(2) of the Sindh Public Procurement Rules, 2010 (as amended) under the Single Stage – Two Envelope Procedure.
- 8.2. The Technical Evaluation shall be carried out on mandatory requirement and a scoring system based on the criteria defined in this Bidding Document. Bidders must achieve at least **seventy percent (70%)** of the total marks and fulfill all mandatory requirements to qualify for further evaluation process.
- 8.3. Only those bidders who fulfill all mandatory requirements (includes achieving score 70% or above) shall be declared Technically Qualified.
- 8.4. Financial Proposals of only Technically Qualified bidders shall be opened; others shall be returned unopened.
- 8.5. The contract shall be awarded to the Lowest Evaluated Responsive Bidder strictly in accordance with Rule 46 of SPPRA Rules, 2010 (Amended).

## **9. EVALUATION OF TECHNICAL PROPOSAL:-**

- 9.1. Bidders must fulfill all mandatory requirements as specified in the bidding documents.
- 9.2. Failure to meet any mandatory requirement shall result in disqualification and rejection of the bid as non-responsive.
- 9.3. A bid shall be declared responsive if it complies with all mandatory requirements, terms and conditions of the bidding document and SPPRA Rules, 2010 (Amended).
- 9.4. Only technically qualified bidders shall be considered for financial evaluation.
- 9.5. **Mandatory Requirement:** The bidder who meets the following mandatory requirements (includes achieving score 70% or above) would be declared **technically qualified** for further evaluation as per the Evaluation Criteria specified in this bidding document. **Submission of verifiable documentary evidence against each requirement is compulsory, noncompliance will lead to disqualification.** Bidder shall be bound to produce the original documents for verification at the request of DUHS. If the bidder fails to produce the original documents within the prescribed time schedule their bid will be rejected.

### **FOR ALL LOT / GROUP/ PACKAGE**

| <b>Sr. No.</b> | <b>Description</b>                                                                                                                                             |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.             | Tender Fee: Original to be submitted at DUHS before tender opening. A scanned copy must be attached in the Technical Proposal.                                 |
| 2.             | Bid Security: Original to be submitted at DUHS before tender opening. A scanned copy ( <b>with hidden amount</b> ) must be attached in the Technical Proposal. |
| 3.             | Complete bidding document, duly signed and stamped on each page as acceptance of all terms and conditions.                                                     |
| 4.             | Valid NTN / Income Tax Registration Certificate with online verification showing "Active Taxpayer" status (FBR).                                               |
| 5.             | Valid Sindh Sales Tax (SST-SRB) Registration Certificate with online verification showing "Active Taxpayer" status applicable for Services Only.               |
| 6.             | Valid Sales Tax (GST-FBR) Registration with online verification showing "Active Taxpayer" status applicable for supply of Goods Only.                          |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | Copy of CNIC of the authorized signatory of the bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8.  | Duly signed and stamped Compliance Certificate (as per <b>Annexure-C</b> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9.  | Bidder must be registered/incorporated / established company/firm / company/organization / sole- proprietor etc. in Pakistan with relevant business experience (credible documentary evidence must be provided).                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10. | Average Annual Turnover in the last <b>three (03)</b> financial years supported by Income Tax Returns (ITR – FBR) ( <b>Annexure-G</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11. | Affidavit on Stamp Paper as per Specimen give at <b>Annexure-I</b> that the bidder is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. <b>In case involved in any litigation process, proof of dispute resolution is required.</b>                                                                                                                                                                                                                                                                                                                                     |
| 12. | Experience of minimum 02 Convocation of 4000 or more guests in public and/or private sector universities during the last 5 years ( <b>Applicable for Lot / Group / Package – A Only</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13. | Valid Press and Publication Declaration Certificate in favor of the bidder ( <b>Applicable for Lot / Group / Package – C Only</b> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 14. | Must have existing workshop & outlets with valid addresses & contact numbers. ( <b>Applicable for Lot / Group / Package – B Only</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 15. | Bidders achieving minimum 70% marks / points in Technical Evaluation Criteria will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of claim.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 16. | Existing and any past service providers are only eligible for bidding upon providing Satisfactory Performance Certificates of recent or past contracts for respective periods of services from the Office of the Registrar, DUHS duly signed and stamped. No other certificates will be accepted for eligibility & participation in the tender process.                                                                                                                                                                                                                                                                                                                                     |
| 17. | An Undertaking/Affidavit on the firm's official letterhead, duly signed and stamped by the authorized representative, confirming that the work will be executed strictly in accordance with the Technical Specifications prescribed in Annexure-A and Scope of Work of the bidding document, and that all goods, items, and services shall fully conform to the required standards and specifications without deviation. The bidder shall further certify that completion of the entire scope of work within the stipulated period to the satisfaction of DUHS, and accept that failure to comply may result in penalties under the relevant clauses of the contract ( <b>Annexure-F</b> ). |

9.6. **Technical Evaluation Criteria (FOR LOT / GROUP/ PACKAGE – A ONLY)**

| S# | Description                                                                                                                           | Ranges                                              | Marks Division | Total Marks |
|----|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------|-------------|
| 1. | Average Annual Turnover during the last 03 financial years demonstrated through Annual FBR-Income Tax Returns.                        | Less than PKR 20 Million                            | 00             | <b>20</b>   |
|    |                                                                                                                                       | PKR 20 Million or more but less than PKR 30 Million | 10             |             |
|    |                                                                                                                                       | PKR 30 Million or more but less than PKR 40 Million | 15             |             |
|    |                                                                                                                                       | PKR 40 Million or more                              | 20             |             |
| 2. | Total Assets (upto last financial year) demonstrated through Annual FBR-Income Tax Return.                                            | Less than PKR 20 Million                            | 00             | <b>10</b>   |
|    |                                                                                                                                       | PKR 20 Million or more but less than PKR 30 Million | 05             |             |
|    |                                                                                                                                       | PKR 30 Million or more but less than PKR 40 Million | 07             |             |
|    |                                                                                                                                       | PKR 40 Million or more                              | 10             |             |
| 3. | Human Resource / Total Number of employees (supported with contracts OR appointment orders OR current salary slips OR Employee Cards) | Less than 10 Persons                                | 00             | <b>10</b>   |
|    |                                                                                                                                       | 10-20 Persons                                       | 03             |             |
|    |                                                                                                                                       | 21-30 Persons                                       | 06             |             |
|    |                                                                                                                                       | Above 30 Persons                                    | 10             |             |

|                                     |                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |    |            |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----|------------|
| 4.                                  | Bidder's experience of organizing the <b>EVENTS OF CONVOCATION</b> during the last <u>05 years</u> in Public and Private Sector Universities / Degree Awarding Institutes / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate) | 5,000 or more Guests (6 marks for each event)                          | 30 | <b>30</b>  |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | 4,000 or more Guests but less than 5000 Guest (5 marks for each event) | 20 |            |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | Less than 4000 Guests                                                  | 00 |            |
| 5.                                  | Bidder's experience of organizing the <b>OTHER EVENTS</b> during the last <u>05 years</u> in Public and Private Sector Universities / Degree Awarding Institutes / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate)          | 3,000 or more Guests (5 marks for each event)                          | 20 | <b>20</b>  |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | 2,000 or more Guests but less than 3000 Guest (3 marks for each event) | 15 |            |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | 1,000 or more Guests but less than 2000 Guest (2 marks for each event) | 10 |            |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | 500 or more Guests but less than 1000 Guest (1 marks for each event)   | 05 |            |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | Less than 500 Guests                                                   | 00 |            |
| 6.                                  | Establishment of the Firm/ company/ partnership/ sole- proprietor. Submit documentary evidences and proof                                                                                                                                                                                                                                                       | Less than 3 years                                                      | 00 | <b>10</b>  |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | 3-5 years                                                              | 05 |            |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | 6-10 years                                                             | 07 |            |
|                                     |                                                                                                                                                                                                                                                                                                                                                                 | Above 10 years                                                         | 10 |            |
| <b>TOTAL MAXIMUM MARKS / POINTS</b> |                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |    | <b>100</b> |

9.7. **Technical Evaluation Criteria (FOR LOT / GROUP/ PACKAGE – B & C ONLY)**

| S# | Description                                                                                                    | Ranges                                              | Marks Division | Total Marks |
|----|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------|-------------|
| 1. | Average Annual Turnover during the last 03 Financial years demonstrated through Annual FBR- Income Tax Return. | Less than PKR 5 Million                             | 00             | <b>30</b>   |
|    |                                                                                                                | PKR 5 Million or more but less than PKR 10 Million  | 10             |             |
|    |                                                                                                                | PKR 10 Million or more but less than PKR 20 Million | 20             |             |
|    |                                                                                                                | PKR 20 Million or more                              | 30             |             |
| 2. | Total Assets (upto last financial year) demonstrated through Annual FBR- Income Tax Return.                    | Less than PKR 3 Million                             | 00             | <b>15</b>   |
|    |                                                                                                                | PKR 3 Million or more but less than PKR 5 Million   | 05             |             |
|    |                                                                                                                | PKR 5 Million or more but less than PKR 10 Million  | 10             |             |
|    |                                                                                                                | PKR 10 Million or more                              | 15             |             |
| 3. | Human Resource / Total Number of employees (supported with contracts OR appointment orders OR employee cards)  | Less than 05 Persons                                | 00             | <b>10</b>   |
|    |                                                                                                                | 05-10 Persons                                       | 03             |             |
|    |                                                                                                                | 11-20 Persons                                       | 06             |             |
|    |                                                                                                                | Above 20 Persons                                    | 10             |             |

|                              |                                                                                                                                                                                                                                                                                                                                   |                                                                                                       |    |     |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----|-----|
| 4.                           | Bidder's experience for providing the quoted services / material during the last <u>05 years</u> in Public and Private Sector Universities / Government / Semi- Government organizations (supported with purchase order / contract award / contract agreement / advance acceptance letter / satisfactory performance certificate) | Purchase Orders / Contracts of Rs. 3 million or above (10 marks for each)                             | 30 | 30  |
|                              |                                                                                                                                                                                                                                                                                                                                   | Purchase Orders / Contracts of Rs. 2 million or above but less than Rs. 3 million (7 marks for each)  | 21 |     |
|                              |                                                                                                                                                                                                                                                                                                                                   | Purchase Orders / Contracts of Rs. 1 million or above but less than Rs 2 million (5 marks for each)   | 15 |     |
|                              |                                                                                                                                                                                                                                                                                                                                   | Purchase Orders / Contracts of Rs. 0.5 million or above but less than Rs 1 million (2 marks for each) | 10 |     |
|                              |                                                                                                                                                                                                                                                                                                                                   | Purchase Orders / Contracts of Less than Rs. 0.5 million                                              | 00 |     |
| 5.                           | Establishment of the Firm/company/ partnership / sole- proprietor                                                                                                                                                                                                                                                                 | Less than 3 years                                                                                     | 00 | 15  |
|                              |                                                                                                                                                                                                                                                                                                                                   | 3-5 years                                                                                             | 5  |     |
|                              |                                                                                                                                                                                                                                                                                                                                   | 6-10 years                                                                                            | 10 |     |
|                              |                                                                                                                                                                                                                                                                                                                                   | Above 10 years                                                                                        | 15 |     |
| TOTAL MAXIMUM MARKS / POINTS |                                                                                                                                                                                                                                                                                                                                   |                                                                                                       |    | 100 |

9.8. The Technical Proposal shall comprise the following:

- Technical Proposal Submission Form duly signed and stamped by authorized representative (**Annexure-B(1)**)
- All documents required for Technical Evaluation Criteria (scoring purpose).
- All documents required against all mandatory requirements.

#### **10. EVALUATION OF FINANCIAL PROPOSALS:-**

- Financial Proposals of only technically qualified bidders will be opened online through EPADS.
- Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- Prices must be quoted in Pakistani Rupees (PKR), inclusive of all applicable taxes, duties, levies, insurance, freight/transportation, insurance, delivery and other charges. DUHS will deduct applicable taxes, duties and other levies at source.
- The Evaluation of Financial Proposal will be conducted on quoted prices inclusive of all applicable taxes, duties, levies, and charges. Errors in calculation of applicable taxes, duties, levies and charges shall be borne by the bidder. **The price shall be fixed during the contract period. Where no price is entered for any item, it shall be presumed free of charge.** However, subsequent exemption / reduction in tax rate / reduced rates in indirect taxes during contract period will be adjusted accordingly.
- Evaluation shall be conducted on a complete Lot / Group / Package basis. Partial or incomplete bids shall be rejected.
- The bidder shall quote the price on the prescribed Bid Form / Price Schedule (Annexure-H) and shall sign a

certificate to the effect that the goods and services shall be provided strictly in accordance with the specifications and requirements of the Procuring Agency. In case of any deviation (only higher specification than required), the bidder shall clearly state it separately, describing the nature of deviation; otherwise, it shall be presumed that the offer conforms fully to the prescribed requirements. Submission of offers with lower specifications shall not be permitted or accepted. DUHS reserves the right to reject, without liability, any bid or item not conforming to the required specifications or scope of work defined in this Bidding Document.

- 10.7. Arithmetic errors shall be corrected as follows:
  - a. Discrepancy between amount in figures and words → amount in words shall prevail
  - b. Discrepancy between unit rate and total → unit rate shall prevail
  - c. Discrepancy in sum of itemized amounts and total tender price → sum of itemized amounts shall prevail
  - d. Corrected amounts shall be binding, and evaluation shall be based on the Evaluated Total Tender Price.
- 10.8. The lowest evaluated bidder meeting all requirements shall be considered for award of contract.
- 10.9. In case of tie among two or more bidders in financial bid with identical offered rate, the procuring agency may either cancel the bidding process or award the contract to the bidder securing the higher technical evaluation score, provided all other terms and conditions are satisfactorily met.
- 10.10. The Financial Proposal shall comprise the following:
  - d. Financial Proposal Submission Form duly signed and stamped by authorized representative **(Annexure-B(2))**
  - e. Bid Form / Price Schedule **(Annexure-H)**
  - f. Bid Security (scanned) as per the bidding document.

## **11. AWARD OF CONTRACT:-**

- 11.1. DUHS shall award the contract to the bidder offering the lowest evaluated responsive bid, subject to fulfillment of all terms and codal formalities.
- 11.2. DUHS shall notify the successful bidder in writing, through hand delivery / registered post / courier / email, of the acceptance of its bid (the “Letter of Acceptance”). The issuance of the Letter of Acceptance shall confirm DUHS’s decision to award the contract; however, the contract shall become effective and enforceable only upon the successful bidder’s submission of the prescribed Performance Security and execution of the formal Contract Agreement.
- 11.3. Within seven (07) days successful bidder shall execute and sign the Contract Agreement with DUHS on stamp paper of appropriate value in accordance with the prevailing Government rules/rates under the Stamp Act, 1899. All applicable stamp duties and service charges, including those under Article 22 (Contract) of the Stamp Act, 1899, shall be borne solely by the bidder.
- 11.4. Failure of the successful bidder to furnish the Performance Security and/or to execute the Contract Agreement within seven (07) days shall entitle DUHS to cancel the award, forfeit the Bid Security and/or Performance Security, and take any other action deemed appropriate under SPPRA Rules, 2010 (Amended), including awarding the contract to the next lowest evaluated responsive bidder.
- 11.5. Integrity Pact (Annexure-J) and Contract Form (Annexure-K) must be duly signed and submitted.
- 11.6. The Successful Bidder shall not alter, amend, or delete any clause of the Draft Contract Agreement. Minor rephrasing for clarity may be permitted only with the prior written approval of DUHS, provided that such modification does not affect the intent, substance, rights, obligations, or cost and financial interests of DUHS in any manner.

- 11.7. The Successful bidder shall submit the Performance Security / Guarantee and Bid Security of successful bidder shall be returned after receipt of Performance Security / Guarantee.

**12. RIGHT TO ACCEPT OR REJECT BIDS:-**

- 12.1. DUHS reserves the right to accept or reject any bid any or all bids or annul the bidding process at any time before award, as per Rule 25 of SPP Rules 2010 (amended), without any liability to bidders.

**13. REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES: -**

- 13.1. Redressal of Grievances & settlement of dispute will be made as per Rule 31 of SPPRA Rule-2010 (Amended up to date).

**14. REQUIREMENT / FORMAT OF BID:-**

- 14.1. All bidders shall quote firm and final rates inclusive of all applicable taxes, duties, levies, and charges strictly on the format provided at Annexure-H. Each bid must be accompanied by the requisite Bid Security / Earnest Money in the form of Deposit at Call, Pay Order, Demand Draft, or Bank Guarantee, as prescribed in this Tender Document.

**15. BID SECURITY:-**

- 15.1. The Bidder shall furnish, as part of its bid, a Bid Security in the amount specified in the Bid Data Sheet, in the form of Deposit at Call, Pay Order, Demand Draft, or Bank Guarantee (Annexure-D), issued by a scheduled bank in Pakistan, in favor of Dow University of Health Sciences (DUHS), Karachi. The Bid Security shall remain valid for at least twenty-eight (28) days beyond the bid validity period. No interest shall be payable on the Bid Security.
- 15.2. The Bid Security must be attached with the Financial Proposal, while a scanned copy (with amount concealed) shall be attached with the Technical Proposal.
- 15.3. Any bid not accompanied by a valid Bid Security in the prescribed form shall be rejected as non-responsive.
- 15.4. The Bid Securities of unsuccessful bidders shall be returned upon award of the contract to the successful bidder or upon expiry of the validity of the Bid Security, whichever is earlier.
- 15.5. The Bid Security of the successful bidder shall be returned only after submission of the required Performance Security and execution of the formal Contract Agreement.
- 15.6. The Bid Security may be forfeited/confiscated in the following cases:
- If a bidder withdraws or modifies its bid during the bid validity period.
  - If the bidder does not accept the correction of the quoted amount following the correction of arithmetic errors.
  - If the successful bidder fails to furnish the required Performance Security or sign the Contract Agreement within the prescribed period.
  - If the successful bidder fails to commence or provide the requisite goods/services as per contract.
  - If a bidder has been found black listed by any agency of Federal or Provincial Government.
  - If it is established that the bidder submitted false, misleading, or forged documents/certificates/affidavits to qualify.

**16. REJECTION / DISQUALIFICATION OF BIDS:-**

- 16.1. A bid shall be rejected, declared non-responsive, or the bidder disqualified at any stage of the process, if:
- a. The bid is substantially non-responsive to the requirements of this Tender Document.
  - b. The bidder makes false, forged, misleading, or materially incorrect representations in forms, statements, certificates, or attachments submitted as proof of eligibility/qualification.
  - c. The bid is against the applicable laws, rules, regulations, codes, permits, or policies of Pakistan.
  - d. The bidder has a conflict of interest, whether direct or indirect, with DUHS.
  - e. The bidder is found to have engaged in “Corrupt and Fraudulent Practices” in competing for or executing the contract.
  - f. The bidder attempts to unduly influence the bid evaluation or contract award process.
  - g. The bid is submitted in any form or manner other than that prescribed, including failure to use the required forms, annexures, schedules, or submission mode.
  - h. The bid is unsigned, incomplete, partial, conditional, ambiguous, alternative, late, or otherwise non-compliant.
  - i. The bid is subjected to unauthorized interlineations, cuttings, corrections, erasures, or overwriting.
  - j. The financial proposal is included in the technical proposal, contrary to Rule 46(2) of SPP Rules, 2010 (Amended).
  - k. The bid validity period is shorter than that prescribed in the Tender Document.
  - l. The bid is submitted for partial or limited items/services instead of the complete scope specified.
  - m. The bid is not accompanied by a valid Bid Security in the prescribed form, amount, or validity period.
  - n. The bidder withdraws, modifies, or fails to maintain its bid during the bid validity period.
  - o. The bidder refuses to accept the corrected bid price after arithmetic error corrections.
  - p. The successful bidder fails to furnish the required Performance Security or sign/execute the Contract Agreement within the prescribed period.
  - q. The bidder fails to provide verifiable proof against the mandatory requirements (technical proposal).
  - r. The bidder fails to commence or provide the requisite goods/services as per contract.
  - s. The bidder or its directors/partners are blacklisted, debarred, suspended, or declared ineligible by any Federal, Provincial, or Local Government department, agency, regulatory authority, or by any national or international organization, whether public or private.
  - t. The bid contains vague terms such as “subject to prior confirmation” or “subject to immediate acceptance.”
  - u. The bid contains unworkable, unrealistic, or excessively high rates inconsistent with prevailing market conditions.
  - v. The bid includes any financial conditions, implications, or terms contrary to the Tender Document, Government financial rules, or applicable procurement regulations.
  - w. There exists any discrepancy, non-conformity, inconsistency, informality, or irregularity between the bidding documents and the bidder’s submitted proposal
  - x. Any other ground for rejection provided under the Sindh Public Procurement Rules, 2010 (Amended up to date), or provided in the bidding document or identified by DUHS during evaluation, that renders the bid non-responsive.

## ANNEXURE-A

### TECHNICAL SPECIFICATIONS OF GOODS/SERVICES

#### LOT / GROUP / PACKAGE – A

#### **COMPLETE VENUE SETUP FOR CONVOCATION (VENUE SETUP, FURNITURE / FIXTURE, FOOD & REFRESHMENT) FOR 6000 GUESTS**

**Full Setup should be ready 2 DAYS BEFORE Convocation Ceremony at 9 a.m. (for rehearsals).**

| <b>S#</b> | <b>Descriptions</b>                                                                                                                                                                                                                                                                                                                                                                                                | <b>Required Quantity</b> |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| A-1.      | Convocation Pandal including stages, food areas and VIP area made by trussing with wall panels & covering the entire pandal with Marquee of same color to provide full shade and protection from sunlight for all guests. Foyer area with wall paneling. The decoration theme should be according to the color Scheme / Theme specified by the Chairperson of the Convocation and as per attached layout drawings. | 6000 Guests              |
| A-2.      | Canopy/frill pleated marquee for Line-up Area and main entrance decoration including chandelier as per attached layout drawings.                                                                                                                                                                                                                                                                                   | 1 No.                    |
| A-3.      | Partition wall between Governor, Vice Chancellor and Faculty Changing Room                                                                                                                                                                                                                                                                                                                                         | 1 No.                    |
| A-4.      | Covered Prayers Area for Ladies                                                                                                                                                                                                                                                                                                                                                                                    | 1 No.                    |
| A-5.      | Covered Medical Camp Area                                                                                                                                                                                                                                                                                                                                                                                          | 1 No.                    |
| A-6.      | Head Table to seat <b>9 persons</b> on stage<br>Stairs with railing (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)                                                                                                                                                                                                                    | 1 No.                    |
| A-7.      | Arrangement on Main Stage (already available at site Size: 60'L x 24.5'W x 5'H) With neat & clean Carpet, Branding and paneling for stage walls, Stairs, and railings on both sides of Main Stage, Tables with Fresh Flower Arrangements for the main stage and VIP area. Chairs should be proper polished and in good condition.                                                                                  | 1 No.                    |
| A-8.      | Side Stages Size 40' x 60', 6 feet height Sitting arrangement on both sides of stage with wooden floors, stairs with railings                                                                                                                                                                                                                                                                                      | 2 Nos.                   |
| A-9.      | Spotless Carpeting in Entire pandal of 6000 Guests including food area, skirts duly stitched. Red runners in walkways where required (As per approved sample and as per attached layout drawings.) Carpeted area towards pandal area                                                                                                                                                                               | 1 Setup                  |
| A-10.     | Presidential Chair                                                                                                                                                                                                                                                                                                                                                                                                 | 1 No.                    |
| A-11.     | Semi - Presidential Chair                                                                                                                                                                                                                                                                                                                                                                                          | 2 Nos.                   |
| A-12.     | VVIP Chairs                                                                                                                                                                                                                                                                                                                                                                                                        | 6 Nos.                   |
| A-13.     | Sofa Sets Double Seater (White Leatheride) for VVIPs Guests duly Cordoned- off                                                                                                                                                                                                                                                                                                                                     | 100 Guests               |
| A-14.     | Center Tables with fresh flowers for Sofa Sets                                                                                                                                                                                                                                                                                                                                                                     | 15 Nos.                  |
| A-15.     | Complete Grand Table setup, paneling carpeting, A/C Setup, Crockery, Cutlery, VIP Chairs and trussing & covering, for VIP Guests along with waiter services and lunch Setting.                                                                                                                                                                                                                                     | 300 Guests               |
| A-16.     | Foamy Chairs with Bows and Chair Covers<br>For Students and Faculty (according to colors of Institutes)                                                                                                                                                                                                                                                                                                            | 3,000 Guests             |
| A-17.     | Acrylic Chairs with Foamy Seat for parents<br>(3000 Guests+ 1000 Seats for Lunch area)                                                                                                                                                                                                                                                                                                                             | 4000 Nos.                |
| A-18.     | Duct Type Air Condition System (50 Ton) with Generator & Fuel.                                                                                                                                                                                                                                                                                                                                                     | 10 Nos.                  |
| A-19.     | Power Generators with fuel to support the load of entire setup & pandal.                                                                                                                                                                                                                                                                                                                                           | 02 Nos.                  |
| A-20.     | Pedestal Fans (Good Quality & <b>Soundless</b> )                                                                                                                                                                                                                                                                                                                                                                   | 250 Nos.                 |
| A-21.     | Water Dispensers (15 for Pandal and 10 for Lunch area)                                                                                                                                                                                                                                                                                                                                                             | 25 Nos.                  |
| A-22.     | Disposable Glasses                                                                                                                                                                                                                                                                                                                                                                                                 | 5000 Nos.                |
| A-23.     | Mobile Wash Rooms                                                                                                                                                                                                                                                                                                                                                                                                  | 22 Nos.                  |
| A-24.     | <b>SIGN BOARDS</b> for each Program with seating arrangement to guide students to sit<br>3'(w)x 4'(h)x 6'(tall) (As per approved Sample)                                                                                                                                                                                                                                                                           | 37 Nos.                  |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| A-25. | <b>Standing-up Wooden Direction Signs Boards</b><br>Size 3' x 5' or better, 6 feet tall                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 40 Nos.       |
| A-26. | Pair of Line Array Speakers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 3 Pairs       |
| A-27. | Pair of SP-4 Speakers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 6 Pairs       |
| A-28. | 02 Wireless and 02 Cordless Mics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 Sets        |
| A-29. | Rostrums with 02 Podiums Mics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 04 Nos.       |
| A-30  | <b>FOOD With buffet arrangement along with Food Stations, Waiter Service, Crockery, and Cutlery</b> <ul style="list-style-type: none"> <li>• Chicken Qorma (must be having big chicken pieces)</li> <li>• Peas + Potato Pulao</li> <li>• Naan+taftan</li> <li>• Gulab Jaman</li> <li>• Cold Juices 250 ml Hilal (Fresher) or equivalent Local Brand</li> </ul>                                                                                                                                                                             | 4500 Guests   |
| A-31  | <b>Post Convocation Dinner / Lunch for Organizers With VVIP Decor Setup, Including Trussing, VIP Wooden Chairs, Tables, Sofas, Crockery, Cutlery, Stage, Waiter Service etc.</b> <ul style="list-style-type: none"> <li>• Mutton Qorma</li> <li>• Fish Fried</li> <li>• Beef Bihari Kabab</li> <li>• Chicken Biryani</li> <li>• Nan and Taftan</li> <li>• Fresh Salad Bar,</li> <li>• Raita &amp; Chutneys</li> <li>• Kulfi Falooda</li> <li>• Running Coffee, Kashmiri Tea, Green Tea Station, Cold Drinks (open all the time)</li> </ul> | 250<br>Guests |
| A-32  | Coffee, tea, and green tea station including Refreshment Pack (Cup Cake-medium size + Peanuts small pack + Chocolate brownie Granula bar (45 gm) from Nutrilov / Nature Valley or any other local brand) for the convocation day                                                                                                                                                                                                                                                                                                           | 4500 Nos.     |

### **CERTIFICATE**

It is to certify that the goods / services shall be provided exactly in accordance with the requirements of the procuring agency.

Signed & Date:

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

**ANNEXURE-A**

**TECHNICAL SPECIFICATIONS OF GOODS/SERVICES**

**LOT / GROUP / PACKAGE – B**

**PHOTOGRAPHY, VIDEOGRAPHY AND LIVE PROJECTION**

**Whole Event photographic coverage on high resolution digital format (Unlimited Shots) minimum with 6 Photographers & 6 Videographers**

| <b>S#</b> | <b>Descriptions</b>                                                                                                                                                                                                                                                                                                       | <b>Required Quantity</b> |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| B-1.      | 1 Batch Group Photograph for each of the student (size 10"x 12")                                                                                                                                                                                                                                                          | 1500 Nos.                |
| B-2.      | 1 photograph of the student at the stage with degree (size 5" x 7")                                                                                                                                                                                                                                                       | 1500 Nos.                |
| B-3.      | 1 Profile portrait of the student with Convocation Gown (size 10" x 12")                                                                                                                                                                                                                                                  | 1500 Nos.                |
| B-4.      | 2 Group photographs of the Institutes, matte mounted frame Size 16" x 20"<br>(1 for concerned Institute 1 for Registrar Office)                                                                                                                                                                                           | 80 Nos.                  |
| B-5.      | Group shoot of committees with matte mount frame (Size 16" x 20")                                                                                                                                                                                                                                                         | 40 Nos.                  |
| B-6.      | Event Photograph's soft copy on DVD or USB or Hard Drive and Executive Albums                                                                                                                                                                                                                                             | 4 Nos.                   |
| B-7.      | Finished and agreed HD Video of the Event USB or Hard Drive (2 Nos.).<br>5 Cameras ENG film production on HD (DSLM Mirror less Camera) wide screen format<br>Jimmy JIB & Tracking Dolly with HD Camera<br>Required Service: Production, Post Production on IMAC (Recommended for HD), title, sub-title, background music. | 01 Job                   |
| B-8.      | SMD Screens Size 10' x 20' Mounted inside of the Tent with live & playback with all cabling, networking, monitoring operators' services etc.<br><b>These should be installed &amp; functional on the rehearsal day.</b>                                                                                                   | 06 Nos.                  |

**CERTIFICATE**

It is to certify that the goods / services shall be provided exactly in accordance with the requirements of the procuring agency.

Signed & Date:

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

**ANNEXURE-A****TECHNICAL SPECIFICATIONS OF GOODS/SERVICES****LOT / GROUP / PACKAGE – C****PRINTING MATERIAL**

| S#   | Descriptions                                                                                                                                                                                                                                                                                                                     | Required Quantity |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| C-1. | <b>Printing of Invitation Cards with Envelopes</b><br>Size: 5.5” x 8.25”<br>Card: 130 gram Art Card<br>Printing: 4 + 2<br>Envelope: 6” x 9”, 4 Color printing<br>Material: IVORY CARD or ALABASTER CARD<br><b>(Ink stamp friendly material)</b>                                                                                  | 2000<br>Nos.      |
| C-2. | <b>Printing of Convocation Book</b><br>Size: A4<br>No. of pages: 210 ( $\pm$ 15 Pages)<br>Paper: 113-gram Matt paper<br>Printing: 4 + 4<br>Title Card: 300 grams Art Card with Matt Lamination Spot UV<br>Binding: Hot Glue Binding<br>Envelope: 90 gram Off-Set, White Color + 4 color printing.                                | 2000<br>Nos.      |
| C-3  | <b>Degree Card with Ribbon</b><br>Size: Legal Size; 145-gram card / paper, 2 Color Printing<br>Degree Ribbon: Blue Ribbon Bow                                                                                                                                                                                                    | 1500<br>Nos.      |
| C-4. | <b>Printing of Back-Drop for Main Stage</b><br><b>Size: 10’ x 60’</b><br>With approved design and theme with installation, fixing in wooden or iron frame complete job in all respects as per satisfaction of site in charge.                                                                                                    | 01 No.            |
| C-5. | <b>Printing of Back-Drop for Media Wall Pictures</b><br><b>Size: 10’ x 30’</b><br>With approved design and theme with installation, fixing in wooden or iron frame complete job in all respects as per satisfaction of tshe Site In charge.                                                                                      | 01 No.            |
| C-6. | <b>Printing of Pena flex with Convocation Design &amp;Announcement</b><br><b>Size: 3’ x 6’</b>                                                                                                                                                                                                                                   | 10 Nos.           |
| C-7. | <b>Certificates for volunteers</b><br><b>Size: 11” x 9”</b>                                                                                                                                                                                                                                                                      | 500 Nos           |
| C-8  | <b>Car Stickers</b><br>VIP Car Parking<br>To be placed inside windshield (visible from outside)<br>Material: Transparent polyester/ vinyl, reverse printed<br>Size: Approx. 4 x 4 Inch or 4 x 6 Inch                                                                                                                             | 100 Nos.          |
| C-9. | <b>Volunteers’ Hanging Cards</b><br>Card Material: 300-350 gm art card / laminated card stock (matte or gloss finish)<br>Size: Approx, 4 x 6 inch (100 x 150 mm)<br>Printing: Full Color, single or double-sided.<br>Ribbon: Durable satin/ polyester ribbon with <b>“Dow University of Health Sciences”</b> printed repeatedly. | 400 Nos           |

**CERTIFICATE**

It is to certify that the goods / services shall be provided exactly in accordance with the requirements of the procuring agency.

Signed & Date:

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

**TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / DUHS)

Dear Sir,

We, the undersigned, having examined the Bidding Documents, including Addenda/Corrigenda Nos. \_\_\_\_\_ **[Insert numbers and dates]**, hereby submit our Technical Proposal for \_\_\_\_\_ **[insert title of assignment]** in accordance with your IFB/NIT/Tender Document No. \_\_\_\_\_ **[Insert number]** dated \_\_\_\_\_ **[insert date]**. We further confirm that our Technical Proposal has been duly uploaded on the SPPRA EPADS portal within the prescribed time.

We confirm our unconditional acceptance of the terms and conditions of the Bidding Documents and undertake to provide the required Services/Goods in full conformity with the specified scope and obligations; and, if our bid is accepted, we further undertake to deliver the Services/Goods strictly in accordance with the Bidding Documents, furnish the prescribed Performance Security/Guarantee in the required form, amount, and time, and abide by this bid for the Bid Validity Period, during which it shall remain binding upon us.

We confirm that the issuance of the Letter of Acceptance shall constitute DUHS's decision to award the contract, effective and enforceable only upon submission of the prescribed Performance Security and execution of the formal Contract Agreement, and further affirm that we are not blacklisted, debarred, suspended, or declared ineligible by any Federal, Provincial, or Local Government department, agency, regulatory authority, or by any national or international organization, whether public or private, have not engaged in and shall not engage in "Corrupt and Fraudulent Practices", and fully comply with the eligibility requirements of the Bidding Documents and applicable laws of Pakistan.

We acknowledge DUHS's absolute right to accept or reject any bid, annul the procurement process at any stage, and/or accept the bid deemed most advantageous, without incurring any liability to us or defraying any costs associated with the preparation or submission of this Proposal.

We undertake that, in competing for (and, if awarded, in executing) the Contract, we shall strictly observe the laws of Pakistan, including those relating to fraud and corruption. We confirm that we meet all the eligibility requirements of the Bidding Documents and that neither we, nor any of our affiliates, have been blacklisted, debarred, suspended, or declared ineligible by any Federal, Provincial, or Local Government department, agency, regulatory authority, or by any national or international organization, whether public or private on charges of "Corrupt and Fraudulent Practices". We further pledge not to engage in any such practices during the procurement or execution of the Contract.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / DUHS)

Dear Sir,

We, the undersigned, having submitted our Technical Proposal for \_\_\_\_\_ **[insert title of assignment]** in response to your IFB/NIT/Tender Document No. \_\_\_\_\_ **[Insert number]** dated \_\_\_\_\_ **[insert date]**, hereby submit our Financial Proposal.

Our attached Financial Proposal amounts to PKR \_\_\_\_\_ **[insert amount in figures]** (Pak Rupees \_\_\_\_\_ **[insert amount in words]**), inclusive of all applicable taxes, duties, levies, and charges as required under the Bidding Documents. This Proposal shall remain binding upon us for the entire Bid Validity Period.

We confirm that no commissions, gratuities, or unlawful payments have been, or shall be, made by us to any person or agency in connection with this Proposal or the execution of the Contract.

We further declare that neither we, nor any proposed Sub-Contractors, have been blacklisted, debarred, suspended, or declared ineligible by any Federal, Provincial, or Local Government department, agency, regulatory authority, or by any national or international organization, whether public or private on charges of engaging in "Corrupt and Fraudulent Practices". We pledge not to indulge in such practices in competing for or executing the Contract and confirm our awareness of the relevant provisions of the Bidding Documents.

We understand that DUHS is not bound to accept the lowest or any Proposal received and reserves the right to annul the procurement process without incurring any liability to us.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal***

**GENERAL COMPLIANCE CERTIFICATE**  
**DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**

**(On PKR 100/- Stamp Paper)**

[Location, Date]

To: [Name and address of Employer]

Tender Reference No. \_\_\_\_\_

Name of Contract: \_\_\_\_\_

Dear Sir,

I/we carefully gone through the all Terms & Conditions/Clauses as mentioned in the above referred DUHS Tender document. I/we declare that all the Terms & Conditions /Clauses of this Tender are acceptable to my company/firm/sole proprietor. I /we further certify that I'm an authorized signatory of my company/firm/sole proprietor and am, therefore, competent to make this declaration.

Yours faithfully,

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**FORMAT OF BANK GUARANTEE BID SECURITY****Bank Guarantee No.:****Dated of issue:****Valid up to:****Value (Rs.):**

To: [Name &amp; Address of the Procuring Agency]

Dear Sir,

**WHEREAS** M/s \_\_\_\_\_ (hereinafter called “the Bidder”) has submitted its bid dated \_\_\_\_\_ for \_\_\_\_\_ [insert title of assignment / procurement reference] against your Tender / NIT No. \_\_\_\_\_ dated \_\_\_\_\_;

**AND WHEREAS** the Dow University of Health Sciences (Procuring Agency) requires the Bidder to furnish a Bid Security in the form of a Bank Guarantee for the sum of Rs. \_\_\_\_\_ (in figures) / (Rupees \_\_\_\_\_ in words) as security against the conditions of the bidding process;

**NOW, THEREFORE,** WE \_\_\_\_\_ [Name of Bank], having our registered office at \_\_\_\_\_ [Address], hereby unconditionally and irrevocably undertake and bind ourselves to pay to Dow University of Health Sciences, on its first written demand, without cavil, argument, or need to prove or substantiate its demand, any sum up to the maximum amount of Rs. \_\_\_\_\_ (in figures) / (Rupees \_\_\_\_\_ in words), in the event that the Bidder:

- Withdraws or modifies its bid during the bid validity period.
- Does not accept the correction of the quoted amount following the correction of arithmetic errors.
- Fails to furnish the required Performance Security or sign the Contract Agreement within the prescribed period.
- Fails to commence or provide the requisite services as per contract.
- Has been found black listed by any agency of Federal or Provincial Government.
- Has submitted false, misleading, or forged documents/certificates/affidavits to qualify.

This Guarantee shall remain valid up to twenty-eight (28) days beyond the bid validity period, i.e., until \_\_\_\_\_ [insert expiry date]. Any demand for payment under this Guarantee must be received by us on or before the said expiry date.

We further undertake to extend the period of this Guarantee if such extension is required beyond the above date and as so desired by the Bidder. This Guarantee is irrevocable and unconditional and shall remain in force until the return of the original Guarantee to the Bank by DUHS or expiry as stated above, whichever is earlier.

*Yours faithfully,****Name of the Bank:******Authorized officer's Signature & Seal:***

## FORMAT OF BANK GUARANTEE FOR PERFORMANCE SECURITY

**Bank Guarantee No.:**

**Dated of issue:**

**Valid up to:**

**Value (Rs.)**

To: [Name & Address of the Procuring Agency]

Dear Sir,

**Whereas** \_\_\_\_\_ [Name of Bidder/Supplier] (hereinafter called the Contractor) has undertaken, in pursuance of Tender / Contract No. \_\_\_\_\_ **[number]** dated \_\_\_\_\_ **[date]**, to provide \_\_\_\_\_ **[description of services/goods/works]** (hereinafter called the Contract).

And whereas it has been stipulated in the said Contract that the Contractor shall furnish to the Dow University of Health Sciences, Karachi (hereinafter called the Procuring Agency) a Performance Security by a scheduled bank for an amount equivalent to \_\_\_\_\_ percent (\_\_\_\_%) of the total Contract Price, as security for compliance with the Contractor's performance obligations in accordance with the Contract.

And whereas we, \_\_\_\_\_ **[Name of Bank]**, having our registered office at \_\_\_\_\_ **[address of bank]**, (hereinafter called the Guarantor), have agreed to issue this irrevocable and unconditional Performance Guarantee on behalf of the Contractor.

Now therefore, we hereby unconditionally and irrevocably undertake and guarantee, on behalf of the Contractor, to pay to the Procuring Agency, upon its first written demand declaring the Contractor to be in default under the Contract, without demur, cavil, argument, or requiring the Procuring Agency to initiate any proceedings against the Contractor, any sum or sums not exceeding in total the guaranteed amount of \_\_\_\_\_ **[amount in words and figures]**. The amount stated in such written demand shall be conclusive evidence of the amount payable by us under this Guarantee.

This Performance Guarantee shall remain valid and in full force until ninety (90) days after the completion/expiry of the Contract Period, or until all obligations under the Contract have been duly fulfilled and discharged, whichever is later.

We further undertake to extend the validity of this Guarantee if so required by the Procuring Agency, provided such request is received by us before the expiry date of this Guarantee.

This Guarantee shall be governed by and construed in accordance with the laws of Pakistan.

*Yours faithfully,*

**Name of the Bank:**

**Authorized officer's Signature & Seal:**

**UNDERTAKING / AFFIDAVIT**  
**(On Bidder's / Company's / firm's Letterhead)**

We, M/s \_\_\_\_\_, having office at \_\_\_\_\_, do hereby solemnly affirm and undertake that:

- a. All goods, items, and services to be supplied and executed under this tender shall strictly conform to the Technical Specifications prescribed in Annexure-A and Scope of Work in the Bidding Document, without any deviation.
- b. We further undertake to complete the entire scope of work within the prescribed timeline and to the complete satisfaction of Dow University of Health Sciences (DUHS).
- c. We accept that any failure, deficiency, or deviation from the approved specifications and requirements shall entitle DUHS to impose penalties and recover losses in accordance with the terms and conditions of the bidding document.
- d. This undertaking is given in good faith and without any reservation, and we affirm that all information and documents submitted with our bid are true and correct to the best of our knowledge.

For and on behalf of:

M/s \_\_\_\_\_  
 Authorized Signatory: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 CNIC No.: \_\_\_\_\_  
 Stamp & Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Place: \_\_\_\_\_

**DECLARATION OF ANNUAL TURNOVER  
AND INCOME TAX RETURN**  
(On Bidder / Company / firm's Letterhead)

[Location, Date]

To: [Name and address of Employer]

**Tender Reference No.** \_\_\_\_\_

**Name of Contract:** \_\_\_\_\_

Dear Sir,

I/we hereby declare that, my/our firm's Annual Turnover in the last three (03) financial years is as follow:

| <b>F. Y. ONE</b>   | <b>F. Y. TWO</b>   | <b>F. Y. THREE</b> |
|--------------------|--------------------|--------------------|
| PKR_____ (Million) | PKR_____ (Million) | PKR_____ (Million) |

I/we hereby declare that our firm had filed Income Tax Returns for last the three (03) financial years. Copies of Income Tax Returns (ITR – FBR) are attached for ready reference.

Yours faithfully,

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal***

***Enclosed: As above***

## **BID FORM / PRICE SCHEDULE**

### **Important Note / Instructions:**

1. Bids to be submitted on the letterhead duly signed and stamped.
2. The Quoted Unit Price for each individual Items/unit/feet/job Rate should be lump-sum and final and must be inclusive of all kinds applicable taxes, duties, levies, logistics, freight/transportation/ delivery, loading/unloading, insurance, labor costs or any other charges.
3. DUHS reserve exclusive rights to drop / delete OR increase / decrease the quantity of Items/unit/feet/job mentioned below.

## **LOT / GROUP / PACKAGE – A**

### **COMPLETE VENUE SETUP FOR CONVOCATION (VENUE SETUP, FURNITURE / FIXTURE, FOOD & REFRESHMENT) FOR 6000 GUESTS**

**Full Setup should be ready 2 DAYS BEFORE Convocation Ceremony at 9 a.m. (for rehearsals).**

| S#    | Descriptions                                                                                                                                                                                                                                                                                                                                                                                                       | Required Quantity | Rate PKR | Amount PKR |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|------------|
| A-1.  | Convocation Pandal including stages, food areas and VIP area made by trussing with wall panels & covering the entire pandal with Marquee of same color to provide full shade and protection from sunlight for all guests. Foyer area with wall paneling. The decoration theme should be according to the color Scheme / Theme specified by the Chairperson of the Convocation and as per attached layout drawings. | 6000 Guests       |          |            |
| A-2.  | Canopy/frill pleated marquee for Line-up Area and main entrance decoration including chandelier as per attached layout drawings.                                                                                                                                                                                                                                                                                   | 1 No.             |          |            |
| A-3.  | Partition wall between Governor, Vice Chancellor and Faculty Changing Room                                                                                                                                                                                                                                                                                                                                         | 1 No.             |          |            |
| A-4.  | Covered Prayers Area for Ladies                                                                                                                                                                                                                                                                                                                                                                                    | 1 No.             |          |            |
| A-5.  | Covered Medical Camp Area                                                                                                                                                                                                                                                                                                                                                                                          | 1 No.             |          |            |
| A-6.  | Head Table to seat <b>9 persons</b> on stage<br>Stairs with railing (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)                                                                                                                                                                                                                    | 1 No.             |          |            |
| A-7.  | Arrangement on Main Stage (already available at site Size: 60'L x 24.5'W x 5'H) With neat & clean Carpet, Branding and paneling for stage walls, Stairs, and railings on both sides of Main Stage, Tables with Fresh Flower Arrangements for the main stage and VIP area. Chairs should be proper polished and in good condition.                                                                                  | 1 No.             |          |            |
| A-8.  | Side Stages Size 40' x 60', 6 feet height Sitting arrangement on both sides of stage with wooden floors, stairs with railings                                                                                                                                                                                                                                                                                      | 2 Nos.            |          |            |
| A-9.  | Spotless Carpeting in Entire pandal of 6000 Guests including food area, skirts duly stitched. Red runners in walkways where required (As per approved sample and as per attached layout drawings.) Carpeted area towards pandal area                                                                                                                                                                               | 1 Setup           |          |            |
| A-10. | Presidential Chair                                                                                                                                                                                                                                                                                                                                                                                                 | 1 No.             |          |            |
| A-11. | Semi - Presidential Chair                                                                                                                                                                                                                                                                                                                                                                                          | 2 Nos.            |          |            |
| A-12. | VVIP Chairs                                                                                                                                                                                                                                                                                                                                                                                                        | 6 Nos.            |          |            |
| A-13. | Sofa Sets Double Seater (White Leatheride) for VVIPs Guests duly Cordoned- off                                                                                                                                                                                                                                                                                                                                     | 100 Guests        |          |            |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |  |  |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|--|
| A-14. | Center Tables with fresh flowers for Sofa Sets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15 Nos.      |  |  |
| A-15. | Complete Grand Table setup, paneling carpeting, A/C Setup, Crockery, Cutlery, VIP Chairs and trussing & covering, for VIP Guests along with waiter services and lunch Setting.                                                                                                                                                                                                                                                                                                                                                             | 300 Guests   |  |  |
| A-16. | Foamy Chairs with Bows and Chair Covers For Students and Faculty (according to colors of Institutes)                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3,000 Guests |  |  |
| A-17. | Acrylic Chairs with Foamy Seat for parents (3000 Guests+ 1000 Seats for Lunch area)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4000 Nos.    |  |  |
| A-18. | Duct Type Air Condition System (50 Ton) with Generator & Fuel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10 Nos.      |  |  |
| A-19. | Power Generators with fuel to support the load of entire setup & pandal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 02 Nos.      |  |  |
| A-20. | Pedestal Fans (Good Quality & <b>Soundless</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 250 Nos.     |  |  |
| A-21. | Water Dispensers (15 for Pindal and 10 for Lunch area)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 25 Nos.      |  |  |
| A-22. | Disposable Glasses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5000 Nos.    |  |  |
| A-23. | Mobile Wash Rooms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 22 Nos.      |  |  |
| A-24. | <b>SIGN BOARDS</b> for each Program with seating arrangement to guide students to sit 3'(w)x 4'(h)x 6'(tall) (As per approved Sample)                                                                                                                                                                                                                                                                                                                                                                                                      | 37 Nos.      |  |  |
| A-25. | <b>Standing-up Wooden Direction Signs Boards</b><br>Size 3' x 5' or better, 6 feet tall                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 40 Nos.      |  |  |
| A-26. | Pair of Line Array Speakers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 3 Pairs      |  |  |
| A-27. | Pair of SP-4 Speakers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 6 Pairs      |  |  |
| A-28. | 02 Wireless and 02 Cordless Mics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 Sets       |  |  |
| A-29. | Rostrums with 02 Podiums Mics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 04 Nos.      |  |  |
| A-30  | <b>FOOD With buffet arrangement along with Food Stations, Waiter Service, Crockery, and Cutlery</b> <ul style="list-style-type: none"> <li>• Chicken Qorma (must be having big chicken pieces)</li> <li>• Peas + Potato Pulao</li> <li>• Naan+taftan</li> <li>• Gulab Jaman</li> <li>• Cold Juices 250 ml Hilal (Fresher) or equivalent Local Brand</li> </ul>                                                                                                                                                                             | 4500 Guests  |  |  |
| A-31  | <b>Post Convocation Dinner / Lunch for Organizers With VVIP Decor Setup, Including Trussing, VIP Wooden Chairs, Tables, Sofas, Crockery, Cutlery, Stage, Waiter Service etc.</b> <ul style="list-style-type: none"> <li>• Mutton Qorma</li> <li>• Fish Fried</li> <li>• Beef Bihari Kabab</li> <li>• Chicken Biryani</li> <li>• Nan and Taftan</li> <li>• Fresh Salad Bar,</li> <li>• Raita &amp; Chutneys</li> <li>• Kulfi Falooda</li> <li>• Running Coffee, Kashmiri Tea, Green Tea Station, Cold Drinks (open all the time)</li> </ul> | 250 Guests   |  |  |

|                                                                                                                                                                   |                                                                                                                                                                                                                                  |           |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|--|
| A-32                                                                                                                                                              | Coffee, tea, and green tea station including Refreshment Pack (Cup Cake-medium size + Peanuts small pack + Chocolate brownie Granula bar (45 gm) from Nutrilov / Nature Valley or any other local brand) for the convocation day | 4500 Nos. |  |  |
| <b>GRAND TOTAL (Including all applicable taxes, duties, levies, insurance, freight/transportation, insurance, delivery and other charges. e.g (SST, GST, WHT)</b> |                                                                                                                                                                                                                                  |           |  |  |
| Amount in Words                                                                                                                                                   |                                                                                                                                                                                                                                  |           |  |  |
| <b>BID SECURITY / EARNEST MONEY</b>                                                                                                                               |                                                                                                                                                                                                                                  |           |  |  |

**Note:** Kindly mention only rates (%) of applicable indirect taxes which are included in the quoted price.

| Indirect Tax | Rate (%) |
|--------------|----------|
|              |          |
|              |          |
|              |          |

### **CERTIFICATE**

It is to certify that the goods / services shall be provided exactly in accordance with the requirements of the procuring agency.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

## **BID FORM / PRICE SCHEDULE**

### **Important Note / Instructions:**

1. Bids to be submitted on the letterhead duly signed and stamped.
2. The Quoted Unit Price for each individual Items/unit/feet/job Rate should be lump-sum and final and must be inclusive of all kinds applicable taxes, duties, levies, logistics, freight/transportation/delivery, loading/unloading, insurance, labor costs or any other charges.
3. DUHS reserve exclusive rights to drop / delete OR increase / decrease the quantity of Items/unit/feet/job mentioned below.

### **LOT / GROUP / PACKAGE – B** **PHOTOGRAPHY, VIDEOGRAPHY AND LIVE PROJECTION**

**Whole Event photographic coverage on high resolution digital format (Unlimited Shots) minimum with 6 Photographers & 6 Videographers**

| S#                                                                                                                                                                | Descriptions                                                                                                                                                                                                                                                                                                              | Required Quantity | Rate PKR | Amount PKR |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|------------|
| B-1.                                                                                                                                                              | 1 Batch Group Photograph for each of the student (size 10" x 12")                                                                                                                                                                                                                                                         | 1500 Nos.         |          |            |
| B-2.                                                                                                                                                              | 1 photograph of the student at the stage with degree (size 5" x 7")                                                                                                                                                                                                                                                       | 1500 Nos.         |          |            |
| B-3.                                                                                                                                                              | 1 Profile portrait of the student with Convocation Gown (size 10" x 12")                                                                                                                                                                                                                                                  | 1500 Nos.         |          |            |
| B-4.                                                                                                                                                              | 2 Group photographs of the Institutes, matte mounted frame Size 16" x 20" (1 for concerned Institute 1 for Registrar Office)                                                                                                                                                                                              | 80 Nos.           |          |            |
| B-5.                                                                                                                                                              | Group shoot of committees with matte mount frame (Size 16" x 20")                                                                                                                                                                                                                                                         | 40 Nos.           |          |            |
| B-6.                                                                                                                                                              | Event Photograph's soft copy on DVD or USB or Hard Drive and Executive Albums                                                                                                                                                                                                                                             | 4 Nos.            |          |            |
| B-7.                                                                                                                                                              | Finished and agreed HD Video of the Event USB or Hard Drive (2 Nos.).<br>5 Cameras ENG film production on HD (DSLM Mirror less Camera) wide screen format<br>Jimmy JIB & Tracking Dolly with HD Camera<br>Required Service: Production, Post Production on IMAC (Recommended for HD), title, sub-title, background music. | 01 Job            |          |            |
| B-8.                                                                                                                                                              | SMD Screens Size 10' x 20' Mounted inside of the Tent with live & playback with all cabling, networking, monitoring operators' services etc.<br><b>These should be installed &amp; functional on the rehearsal day.</b>                                                                                                   | 06 Nos.           |          |            |
| <b>GRAND TOTAL (Including all applicable taxes, duties, levies, insurance, freight/transportation, insurance, delivery and other charges. e.g (SST, GST, WHT)</b> |                                                                                                                                                                                                                                                                                                                           |                   |          |            |
| Amount in Words                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                           |                   |          |            |
| <b>BID SECURITY / EARNEST MONEY</b>                                                                                                                               |                                                                                                                                                                                                                                                                                                                           |                   |          |            |

**Note:** Kindly mention only rates (%) of applicable indirect taxes which are included in the quoted price.

| Indirect Tax | Rate (%) |
|--------------|----------|
|              |          |
|              |          |
|              |          |

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**Authorized Signature [In full and initials]:**

**Name and Title of Authorized Signatory:**

**Name of Bidder:**

**Stamp / Seal:**

## **BID FORM / PRICE SCHEDULE**

### **Important Note / Instructions:**

1. Bids to be submitted on the letterhead duly signed and stamped.
2. The Quoted Unit Price for each individual Items/unit/feet/job Rate should be lump-sum and final and must be inclusive of all kinds applicable taxes, duties, levies, logistics, freight/transportation/delivery, loading/unloading, insurance, labor costs or any other charges.
3. DUHS reserve exclusive rights to drop / delete OR increase / decrease the quantity of Items/unit/feet/job mentioned below.

## **LOT / GROUP / PACKAGE – C** **PRINTING MATERIAL**

| S#   | Descriptions                                                                                                                                                                                                                                                                                 | Required Quantity | Rate PKR | Amount PKR |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|------------|
| C-1. | <b>Printing of Invitation Cards with Envelopes</b><br>Size: 5.5" x 8.25"<br>Card: 130 gram Art Card<br>Printing: 4 + 2<br>Envelope: 6" x 9", 4 Color printing<br>Material: IVORY CARD or ALABASTER CARD<br><b>(Ink stamp friendly material)</b>                                              | 2000 Nos.         |          |            |
| C-2. | <b>Printing of Convocation Book</b><br>Size: A4<br>No. of pages: 210 (± 15 Pages)<br>Paper: 113-gram Matt paper<br>Printing: 4 + 4<br>Title Card: 300 grams Art Card with Matt Lamination Spot UV<br>Binding: Hot Glue Binding<br>Envelope: 90 gram Off-Set, White Color + 4 color printing. | 2000 Nos.         |          |            |
| C-3  | <b>Degree Card with Ribbon</b><br>Size: Legal Size; 145-gram card / paper, 2 Color Printing<br>Degree Ribbon: Blue Ribbon Bow                                                                                                                                                                | 1500 Nos.         |          |            |
| C-4. | <b>Printing of Back-Drop for Main Stage</b><br><b>Size: 10' x 60'</b><br>With approved design and theme with installation, fixing in wooden or iron frame complete job in all respects as per satisfaction of the Site in charge.                                                            | 01 No.            |          |            |
| C-5. | <b>Printing of Back-Drop for Media Wall Pictures</b><br><b>Size: 10' x 30'</b><br>With approved design and theme with installation, fixing in wooden or iron frame complete job in all respects as per satisfaction of site in charge.                                                       | 01 No.            |          |            |
| C-6. | <b>Printing of Pena flex with Convocation Design &amp; Announcement</b><br><b>Size: 3' x 6'</b>                                                                                                                                                                                              | 10 Nos.           |          |            |
| C-7. | <b>Certificates for volunteers</b><br><b>Size: 11" x 9"</b>                                                                                                                                                                                                                                  | 500 Nos           |          |            |
| C-8  | <b>Car Stickers</b><br>VIP Car Parking<br>To be placed inside windshield (visible from outside)<br>Material: Transparent polyester/ vinyl, reverse printed<br>Size: Approx. 4 x 4 Inch or 4 x 6 Inch                                                                                         | 100 Nos.          |          |            |

|                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                           |         |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--|--|
| C-9.                                                                                                                                                              | <b>Volunteers' Hanging Cards</b><br>Card Material: 300-350 gm art card / laminated card stock (matte or gloss finish)<br>Size: Approx, 4 x 6 inch (100 x 150 mm)<br>Printing: Full Color, single or double-sided.<br>Ribbon: Durable satin/ polyester ribbon with “Dow University of Health Sciences” printed repeatedly. | 400 Nos |  |  |
| <b>GRAND TOTAL (Including all applicable taxes, duties, levies, insurance, freight/transportation, insurance, delivery and other charges. e.g (SST, GST, WHT)</b> |                                                                                                                                                                                                                                                                                                                           |         |  |  |
| Amount in Words                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                           |         |  |  |
| <b>BID SECURITY / EARNEST MONEY</b>                                                                                                                               |                                                                                                                                                                                                                                                                                                                           |         |  |  |

**Note:** Kindly mention only rates (%) of applicable indirect taxes which are included in the quoted price.

| Indirect Tax | Rate (%) |
|--------------|----------|
|              |          |
|              |          |
|              |          |

### **CERTIFICATE**

It is to certify that the goods / services shall be provided exactly in accordance with the requirements of the procuring agency.

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**AFFIDAVIT**  
**(Must be Printed on Rs. 200/- Stamp Paper)**

We, M/s. \_\_\_\_\_, through our authorized signatory, hereby undertake that:

- a. Our company/firm is neither blacklisted, debarred, suspended, nor declared ineligible by any Federal, Provincial, or Local Government department, agency, regulatory authority, or by any national or international organization, whether public or private.
- b. Neither our company/firm nor any of its directors, owners, or partners has ever been awarded any punishment by any Court of Law.
- c. We confirm that all information and documents submitted along with our bid/offer are true, correct, complete, and genuine.
- d. If at any stage (before or after award of contract) any information or document submitted by us is found to be false, fabricated, forged, bogus, or misleading, or if any criminal proceedings are initiated or established in any Court of Law during the contract period, Dow University of Health Sciences (DUHS) shall have the right to terminate our services immediately without assigning any reason, declare us blacklisted, and forfeit our Bid / performance security and any payments due, without any liability on its part and without prejudice to any other remedies available to DUHS under the applicable law or the Contract..

For and on behalf of M/s. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Company Seal/Stamp

Date: \_\_\_\_\_

**Witnesses:**

\_\_\_\_\_ (Name, CNIC, Signature)

\_\_\_\_\_ (Name, CNIC, Signature)

Sworn and signed before me this \_\_\_\_ day of \_\_\_\_\_, 20 at \_\_\_\_\_.

**ATTESTED**

**(Oath Commissioner / Notary Public)**

**INTEGRITY PACK**  
**(AFFIDAVIT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.**  
**PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

**Tender Reference Number:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
**Contract Value:** \_\_\_\_\_  
**Contract Title:** \_\_\_\_\_

**M/s.** \_\_\_\_\_ (the Service Provider/Contractor), hereby declare and undertake that:

- a. We have not obtained, induced, or attempted to obtain the procurement of any contract, right, interest, privilege, or other obligation or benefit from Dow University of Health Sciences (DUHS) or any of its administrative/financial offices or departments through any "Corrupt and Fraudulent Practices".
- b. Without limiting the generality of the foregoing, we represent and warrant that we have fully disclosed and declared all charges, brokerage, commission, fees, taxes, or levies paid or payable to anyone in relation to this procurement and we have not given, nor agreed to give, and shall not give or agree to give, directly or indirectly, to any person within or outside Pakistan (including affiliates, agents, associates, brokers, consultants, directors, promoters, shareholders, sponsors or subsidiaries), any commission, gratification, bribe, kickback, finder's fee, or unlawful payment, whether described as consultancy fee or otherwise, with the object of obtaining or inducing this procurement or contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from DUHS except that which has been expressly declared pursuant hereto.
- c. We further certify that we have made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to this transaction with DUHS, and that we have not taken and will not take any action to circumvent this declaration, representation, or warranty.
- d. We accept full responsibility and strict liability for making any false declaration, misrepresentation, not making full disclosure, or taking any action likely to defeat the purpose of this declaration, representation and warranty. We agree that any contract, right, interest, privilege or other obligation or benefit obtained by us in violation hereof shall, without prejudice to any other rights and remedies available to DUHS under law or contract or other instrument, be voidable at the sole discretion of DUHS.
- e. Without limiting DUHS's rights and remedies, we further undertake to indemnify and compensate DUHS for any loss or damage it may incur on account of our "Corrupt and Fraudulent Practices". Such compensation shall not be less than the amount of any commission, gratification, bribe, gifts, or kickbacks given or offered by us, and may extend up to ten times such amount, as determined by DUHS in its sole discretion.

**Dow University of Health Sciences**  
**Signature & Seal**

**(Name of Supplier/Contractor/Consultant)**  
**Signature & Seal**

**FORM OF CONTRACT**  
**(Specimen purpose only)**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

**BETWEEN**

Dow University of Health Sciences, a premier institute of health sciences in Pakistan, established under the Dow University of Health Sciences Act 2004 having main campus at Baba-e-Urdu Road, Karachi, Pakistan, 74200; through its Registrar (hereinafter referred to as the “**Procuring Agency**” or “**DUHS**” which expression shall, unless repugnant to law or context, include its representatives, successors-in-interest and permitted assignees) OF THE FIRST PART.

**AND**

\_\_\_\_\_, a \_\_\_\_\_ incorporated/registered under the laws of Pakistan, having its principal place of business at \_\_\_\_\_, acting through its, duly authorized signatory, \_\_\_\_\_ (hereinafter referred to as the “**Contractor**” or “**Service Provider**” which expression shall, unless repugnant to law or context, include its representatives, successors-in-interest and permitted assignees) OF THE SECOND PART.

[“Procuring Agency or DUHS” and “Contractor or Service Provider” may hereinafter collectively be referred to as “Parties” and individually as a “Party” as and when the context of this Agreement]

**WHEREAS** the DUHS intends to hire Service Provider for \_\_\_\_\_  
**(TENDER REF: No. \_\_\_\_\_)**, Therefore, invited bids through **N.I.T No. \_\_\_\_\_**

**WHEREAS** the Contractor (successful bidder) submitted his bid vide \_\_\_\_\_ in accordance with the bid document and was selected as “successful bidder” pursuant to the bidding process, awarded the “Letter of Acceptance / Intent” (LoA/LoI) No. \_\_\_\_\_ to the Contractor on \_\_\_\_\_.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants contained herein, the parties agree as follows:

**(Section “C-SCOPE OF WORK AND TERMS & CONDITIONS OF CONTRACT from C-1: Scope of Work to C-15: Payment” of the bidding document)**

**(Signature of Contractor / Authorized Representative)**  
**DUHS)**

Name  
 Designation:  
 Address:  
 Seal:

**WITNESS – 1**

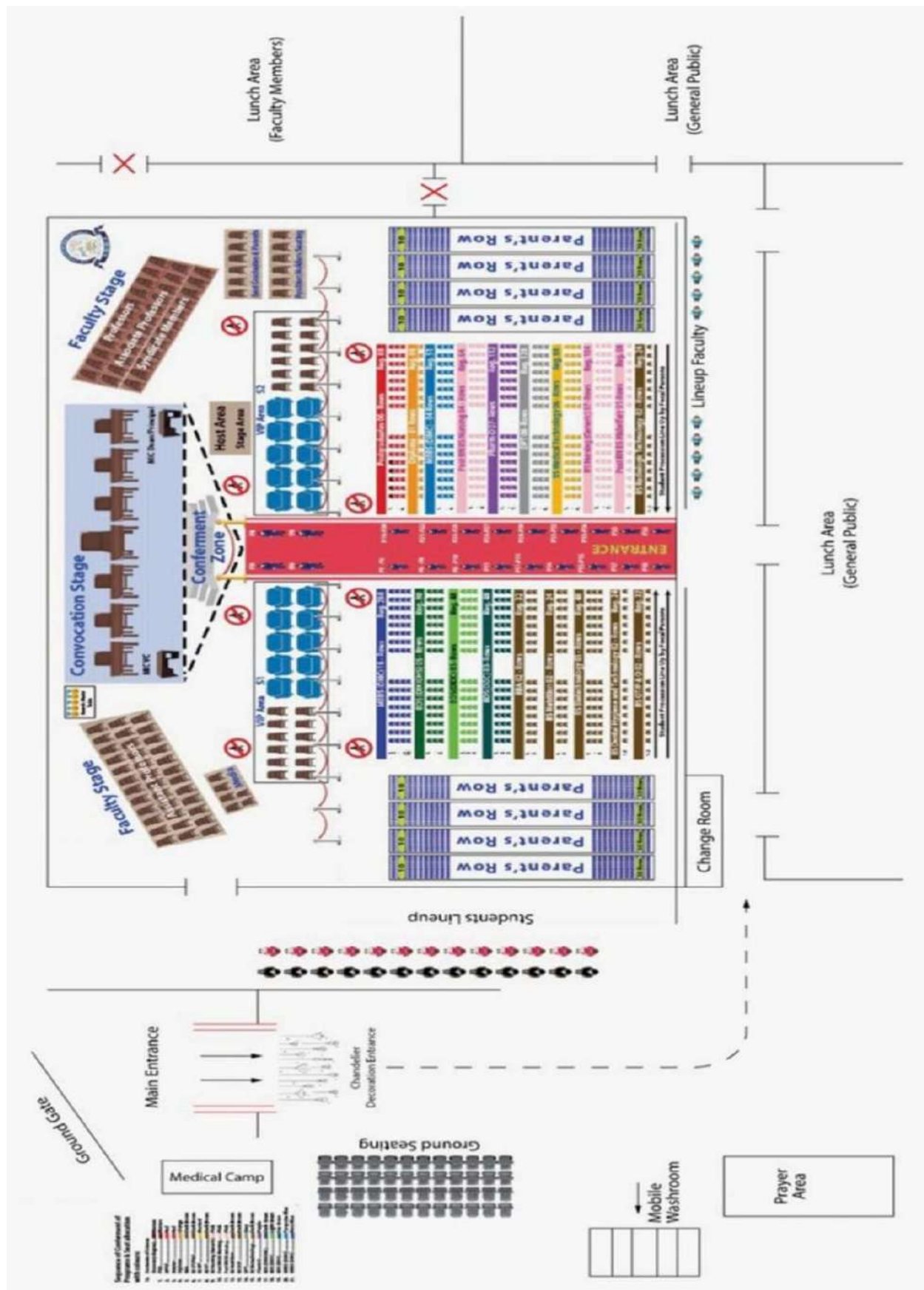
Name:  
 NIC:  
 Address:

**(Signature of Authorized Officer of the**

Name:  
 Designation  
 Address:  
 Seal

**WITNESS – 2**

Name:  
 CNIC:  
 Address:





# DAWN

Friday  
October 17, 2025  
Published: 20, 1447  
KARACHI  
Rs. 25.00  
32 Pages  
Vol. LXXX No. 284  
Page No. 55-59  
www.dawn.com



## OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI.

Baba-e-Urdu Road, Karachi. Direct No. 92-21- 99216065  
Website: [www.duhs.edu.pk](http://www.duhs.edu.pk) E-mail: [rahim.khan@duhs.edu.pk](mailto:rahim.khan@duhs.edu.pk)

NIT No. DUHS/W&amp;S/2025/1580

Dated: October 16, 2025

# TENDER NOTICE

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University that invites e-bids through E-Pak Acquisition & Disposable System (EPADS) from well-reputed Companies / Bidders/firms having registration with the Federal Board of Revenue (FBR), Income Tax Department, Sindh Revenue Service Board and Sales Tax.

| S. #              | NAME OF WORK                                                                                                                                                                            | METHOD OF PROCUREMENT                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1                 | REPAIR AND MAINTENANCE SERVICES FOR AIR CONDITIONING AND OPERATION, REPAIR & MAINTENANCE OF PACKAGE UNITS<br>(REF. NO. DUHS/W&S-NIT/180)                                                | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 2                 | OPERATION, REPAIR AND MAINTENANCE OF CENTRAL HVAC SYSTEM (CHILLER PLANTS, COOLING TOWERS, VRF UNITS, AHUs, DX CONDENSING UNITS, FCUs & ALLIED EQUIPMENT)<br>(REF. NO. DUHS/W&S-NIT/181) | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 3                 | PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)<br>(REF. NO. DUHS/W&S-NIT/182)     | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| <b>Tender Fee</b> | <b>Rs. 5,000/-</b> (Rupees Five Thousand Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.                              |                                                                                                       |
| <b>Security</b>   | Bid Security and Performance Security as mentioned in the bidding document.                                                                                                             |                                                                                                       |

E-Bidding documents as per detailed terms and conditions, specifications and requirements are available for the registered bidders on Sindh Public Procurement Regulatory Authority's EPADS at <https://portalsindh.eprocure.gov.pk/#/> and University website <https://duhs.edu.pk> on the payment noted above (non-refundable) on any working day except the day of opening of tenders.

The electronics bids must be submitted using EPADS before closing time **03-11-2025 at 10:00 Hrs.** Manual bids, shall not be accepted. Electronic Bids will be opened on **03-11-2025 at 11:30 Hrs.** For any query related to e-bidding, bidders may contact the Facilitator / Coordinator, Procurement Committee Services, Dow University of Health Sciences (DUHS), located at 5th Floor, Admin Block, DMC Campus, Baba-e-Urdu Road near Civil Hospital, Karachi at Phone No. 021-38771000 (Ext. 5820 / 5907). The Tender Fee (non-refundable) and Bid Security (refundable) shall be submitted in the form of a Pay Order or Demand Draft issued by a Scheduled Bank of Pakistan in favor of Dow University of Health Sciences, Karachi, and must be delivered to the above-mentioned office of the Facilitator / Coordinator, Procurement Committee Services, at the same address.

In case of any unforeseen situation resulting in the closure of the office on the date of opening or if Government declares Holiday the tenders shall be submitted/opened on the next working day at the same time & venue. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended up to date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under "Rule-25" of said Rules. In case of any ambiguity in between NIT and tender document, tender will be considered as senior.

## DIRECTOR

### Works & Services

### Dow University of Health Sciences, Karachi



FRIDAY OCTOBER 17, 2025



**OFFICE OF THE DIRECTOR WORKS & SERVICES**  
**DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI.**  
 Baba-e-Urdu Road, Karachi. Direct No. 92-21- 99216065  
 Website: www.duhs.edu.pk E-mail: rahim.khan@duhs.edu.pk

NIT No. DUHS/W&S/2025/1580

Dated: October 16, 2025

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| S. # | NAME OF WORK                                                                                                                                                                            | METHOD OF PROCUREMENT                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1    | REPAIR AND MAINTENANCE SERVICES FOR AIR CONDITIONING AND OPERATION, REPAIR & MAINTENANCE OF PACKAGE UNITS<br>(REF. NO. DUHS/W&S-NIT/180)                                                | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 2    | OPERATION, REPAIR AND MAINTENANCE OF CENTRAL HVAC SYSTEM (CHILLER PLANTS, COOLING TOWERS, VRF UNITS, AHUs, DX CONDENSING UNITS, FCUs & ALLIED EQUIPMENT)<br>(REF. NO. DUHS/W&S-NIT/181) | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 3    | PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)<br>(REF. NO. DUHS/W&S-NIT/182)     | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |

|                   |                                                                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tender Fee</b> | <b>Rs. 5,000/-</b> (Rupees Five Thousand Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi. |
| <b>Security</b>   | Bid Security and Performance Security as mentioned in the bidding document.                                                                                |

E-Bidding documents as per detailed terms and conditions, specifications and requirements are available for the registered bidders on Sindh Public Procurement Regulatory Authority's EPADS at <https://portalsindh.eprocure.gov.pk/#/> and University website <https://duhs.edu.pk> on the payment noted above (non-refundable) on any working day except the day of opening of tenders.

The electronics bids must be submitted using EPADS before closing time **03-11-2025** at **10:00 Hrs**. Manual bids, shall not be accepted. Electronic Bids will be opened on **03-11-2025** at **11:30 Hrs**. For any query related to e-bidding, bidders may contact the Facilitator / Coordinator, Procurement Committee Services, Dow University of Health Sciences (DUHS), located at 5th Floor, Admin Block, DMC Campus, Baba-e-Urdu Road near Civil Hospital, Karachi at Phone No. 021-38771000 (Ext. 5820 / 5907). The Tender Fee (non-refundable) and Bid Security (refundable) shall be submitted in the form of a Pay Order or Demand Draft issued by a Scheduled Bank of Pakistan in favor of Dow University of Health Sciences, Karachi, and must be delivered to the above-mentioned office of the Facilitator / Coordinator, Procurement Committee Services, at the same address.

In case of any unforeseen situation resulting in the closure of the office on the date of opening or if Government declares Holiday the tenders shall be submitted/opened on the next working day at the same time & venue. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended up to date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under "Rule-25" of said Rules. In case of any ambiguity in between NIT and tender document, tender will be considered as senior.

**DIRECTOR**

**Works & Services**

**Dow University of Health Sciences, Karachi**



**OFFICE OF THE DIRECTOR WORKS & SERVICES**  
**DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI.**  
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NIT No. DUHS/W&S/2025/1580 Dated: October 16, 2025

## TENDER NOTICE

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University that invites e-bids through E-Pak Acquisition & Disposable System (EPADS) from well-reputed Companies / Bidders/firms having registration with the Federal Board of Revenue (FBR), Income Tax Department, Sindh Revenue Service Board and Sales Tax.

| S. # | NAME OF WORK                                                                                                                                                                            | METHOD OF PROCUREMENT                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1    | REPAIR AND MAINTENANCE SERVICES FOR AIR CONDITIONING AND OPERATION, REPAIR & MAINTENANCE OF PACKAGE UNITS<br>(REF. NO. DUHS/W&S-NIT/180)                                                | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
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**DIRECTOR**  
**Works & Services**  
**Dow University of Health Sciences, Karachi**