

# **BID EVALUATION REPORT**

1. Name of Procuring Agency: **DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI**
2. Tender Reference No: **NIT # DUHS/W&S/2025/1580, Dated: 16<sup>th</sup> October, 2025  
(REF. NO. DUHS/W&S-NIT/182)**
3. Tender Description: **PROCUREMENT OF SERVICES FOR CONVOCATION 2025  
(VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT,  
PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)**
4. Method of Procurement: **Single Stage – Two Envelope, Clause 46(2) of SPPRA Rules 2010  
(Amended Up to Date)**
5. Tender Published: **a. DUHS website and SPPRA websites EPADS ID # S-251095162  
b. Dawn (English language newspaper)  
c. Daily Jang (Urdu language newspaper)  
d. Daily Awami Awaz (Sindhi language newspaper)  
on 17<sup>th</sup> October, 2025 (Copies attached)**
6. Total Bid Documents Sold: **Four (04) Nos.**
7. Technical Bids Opening date: **3<sup>rd</sup> November, 2025 at 11:30 am.**
8. Total Bids Received: **Four (04) Bids for Different Lots.**
9. No. of Bid Technically Qualified: **Three (03) Nos.**
10. Technical Evaluation Criteria Report: **Attached as Annexure-1**
11. Mandatory Evaluation Report: **Attached as Annexure-2**
12. Financial Bids Opening date: **15<sup>th</sup> November, 2025 at 11:30 am.**
13. No. of Bid Financially Qualified: **Two (02) bids for two (02) Different Lots.**
14. Financial Proposals Summary: **Attached as Annexure-3**

## **Recommendations & Remarks:**

Based on the comprehensive evaluation results, including technical and financial assessments, the following bids for two different lots has been accepted for "Procurement of Services for Convocation 2025 (Venue Setup, Furniture / Fixture, Food, Refreshment, Photography, Videography, Printing Material etc.)" as mentioned below:

- M/s. Darbar Caterers & Decorators (Pvt) Ltd for Lot/ Group/Package – A Only
- M/s. The Times Press (Pvt) Ltd for Lot/ Group/Package – C Only


  
**HASSAN MEMON**  
ACCOUNTS OFFICER  
Dow University of Health Sciences


**Mr. Hassan Memon**  
(Secretary / Member)  
Accounts Officer, Finance Directorate,  
Dow University of Health Sciences


  
**Mustafa Ali**  
Project Accounts Officer  
Development Department  
(Member)  
Dow University of Health Sciences  
Project Accounts Officer,  
Dow University of Health Sciences

  
**Mr. Syed Sheraz Hussain**  
(External Member)  
Senior Manager Finance, Institute of  
Business Administration (IBA)

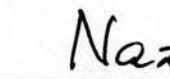
  
**SYED SHERAZ HUSSAIN**  
Senior Manager Finance  
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Karachi

  
**Mr. Ahmed Shah**  
(Member)  
Assistant Internal Audit Officer,  
Dow University of Health Sciences

  
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**Prof. Shahriyar Ghazanfar**  
WRCSEd, FCPS  
Department of Surgery  
Dow Medical College & Civil Hospital  
Dow University of Health Sciences  
Karachi.

**Prof. Shahriyar Ghazanfar**  
(Chairman)  
Professor of Surgery,  
Dow University of Health Sciences

  
**Prof. Nazli Hossain**  
VICE CHANCELLOR  
Dow University of Health Sciences  
Karachi-Pakistan



**PURCHASE PROPOSAL / RECOMMENDATIONS**  
**LOT / GROUP / PACKAGE – A**  
**COMPLETE VENUE SETUP FOR CONVOCATION**  
**(VENUE SETUP, FURNITURE / FIXTURE, FOOD & REFRESHMENT)**  
**FOR 6000 GUESTS**

REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162

		M/s. Darbar Caterers & Decorators (Pvt) Ltd			
S#	Description	Quantity	Units	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	840	5,040,000
A-2.	Canopy/frill pleated marquee for Line-up Area and main entrance decoration including chandelier as per attached layout drawings.	1	No.	400,000	400,000
A-3.	Partition wall between Governor, Vice Chancellor and Faculty Changing Room	1	No.	225,000	225,000
A-4.	Covered Prayers Area for Ladies	1	No.	140,000	140,000
A-5.	Covered Medical Camp Area	1	No.	40,000	40,000
A-6.	Head Table to seat 9 persons on stage 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.	70,000	70,000
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.	400,000	400,000
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.	375,000	750,000
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	1,150,000	1,150,000
A-10.	Presidential Chair	1	No.	5,000	5,000
A-11.	Semi - Presidential Chair	2	Nos.	5,000	10,000
A-12.	VVIP Chairs	6	Nos.	4,500	27,000
A-13.	Sofa Sets Double Seater (White Leatheride) for VVIPs Guests duly Cordoned- off	100	Guests	2,600	260,000
A-14.	Center Tables with fresh flowers for Sofa Sets	15	Nos.	2,500	37,500
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	1,800	540,000

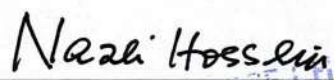
  
**HASSAN MEMON**  
 ACCOUNTS OFFICER  
 Dow University of Health Sciences  
 Karachi.


**Mr. Hassan Memon**  
 (Secretary / Member)  
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 Dow University of Health Sciences

  
**Mustafa Ali**  
 Project Accounts Officer  
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**Mr. Mustafa Ali**  
 (Member)  
 Project Accounts Officer,  
 Dow University of Health Sciences

  
**SYED SHERAZ HUSSAIN**  
 Senior Manager Finance  
 Institute of Business Administration  
 Karachi.  
**Mr. Syed Sheraz Hussain**  
 (External Member)  
 Senior Manager Finance, Institute of  
 Business Administration (IBA)

  
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 Assistant Internal Audit Officer  
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**Mr. Ahmed Shah**  
 (Member)  
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**Prof. Nazli Hossain**  
 VICE CHANCELLOR  
 Dow University of Health Sciences


  
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 MRCS Ed, FCPS  
 Department of Surgery  
 Dow Medical College & Civil Hospital  
 Dow University of Health Sciences  
 Karachi.  
**Prof. Shahriyar Ghazanfar**  
 (Chairman)  
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M/s. Darbar Caterers & Decorators (Pvt) Ltd					
S#	Description	Quantity	Units	Rate (PKR.)	Amount (PKR.)
A-16.	Foamy Chairs with Bows and Chair Covers For Students and Faculty (according to colors of Institutes)	3000	Guests	165	495,000
A-17.	Acrylic Chairs with Foamy Seat for parents (3000 Guests+ 1000 Seats for Lunch area)	4000	Nos.	195	780,000
A-18.	Duct Type Air Condition System (50 Ton) with Generator & Fuel.	10	Nos.	210,000	2,100,000
A-19.	Power Generators with fuel to support the load of entire setup & pandal.	2	Nos.	105,000	210,000
A-20.	Pedestal Fans (Good Quality & <b>Soundless</b> )	250	Nos.	800	200,000
A-21.	Water Dispensers (15 for Pindal and 10 for Lunch area)	25	Nos.	3,000	75,000
A-22.	Disposable Glasses	5000	Nos.	12	60,000
A-23.	Mobile Wash Rooms	22	Nos.	25,000	550,000
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.	7,000	259,000
A-25.	<b>Standing-up Wooden Direction Signs Boards</b> Size 3' x 5' or better, 6 feet tall	40	Nos.	4,000	160,000
A-26.	Pair of Line Array Speakers	3	Pairs	130,000	390,000
A-27.	Pair of SP-4 Speakers	6	Pairs	18,000	108,000
A-28.	02 Wireless and 02 Cordless Mics	2	Sets	1,500	3,000
A-29.	Rostrums with 02 Podiums Mics	4	Nos.	12,000	48,000
A-30	<b>FOOD With buffet arrangement along with Food Stations, Waiter Service, Crockery, and Cutlery</b> • Chicken Qorma (must be having big chicken pieces) • Peas + Potato Pulao • Naan+taftan • Gulab Jaman • Cold Juices 250 ml Hilal (Fresher) or equivalent Local Brand	4500	Guests	1,100	4,950,000
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> • Mutton Qorma • Fish Fried • Beef Bihari Kabab • Chicken Biryani • Nan and Taftan • Fresh Salad Bar, • Raita & Chutneys • Kulfi Falooda • Running Coffee, Kashmiri Tea, Green Tea Station, Cold Drinks (open all the time)	250	Guests	3,600	900,000
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.	525	2,362,500
<b>TOTAL AMOUNT FOR LOT/ GROUP / PACKAGE A</b>					<b>22,745,000</b>
<b>Remarks</b>					<b>Accepted and Recommended for Award of Contract.</b>

#### Purchase Proposal /Recommendation / Remarks:

It is recommended that contract may be awarded to **M/s. Darbar Caterers & Decorators (Pvt) Ltd** at total value of **Rs 22,745,000/-** accepted and recommended for award of contract for Lot / Group / Package – A (Complete Venue Setup, Furniture / Fixture, Food & Refreshment) for DUHS Convocation 2025.

  
**HASSAN MEMON**  
ACCOUNTS OFFICER  
Dow University of Health Sciences  
Karachi.

Mr. Hassan Memon  
(Secretary / Member)  
Accounts Officer, Finance Directorate,  
Dow University of Health Sciences

  
**Mustafa Ali**  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

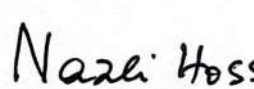
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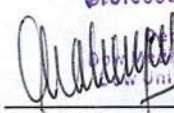
  
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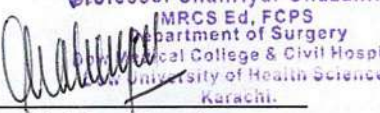
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Dow University of Health Sciences



  
**Prof. Nazli Hossain**  
VICE CHANCELLOR  
Dow University of Health Sciences  
Karachi-Pakistan

  
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(Chairman)  
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**COMPARATIVE STATEMENT OF FINANCIAL PROPOSALS****LOT / GROUP / PACKAGE – C (PRINTING MATERIAL)**

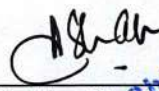
REF. NO. DUHS/W&amp;S-NIT/182, NIT # DUHS/W&amp;S/2025/1580 EPADS ID # S-251095162

S#	Description	Quantity	Units	M/s. The Times Press (Pvt) Ltd		M/s. Shan Printing Express	
				Rate	Amount	Rate	Amount
C-1.	<b>Printing of Invitation Cards with Envelopes</b> Size: 5.5" x 8.25" Card: 130 gram Art Card Printing: 4 + 2 Envelope: 6" x 9", 4 Color printing Material: IVORY CARD or ALABASTER CARD (Ink stamp friendly material)	2000	Nos.	30	60,000	45	90,000
C-2.	<b>Printing of Convocation Book</b> Size: A4 No. of pages: 210 (± 15 Pages) Paper: 113-gram Matt paper Printing: 4 + 4 Title Card: 300 grams Art Card with Matt Lamination Spot UV Binding: Hot Glue Binding Envelope: 90 gram Off-Set, White Color + 4 color printing.	2000	Nos.	820	1,640,000	825	1,650,000
C-3	<b>Degree Card with Ribbon</b> Size: Legal Size; 145-gram card / paper, 2 Color Printing Degree Ribbon: Blue Ribbon Bow	1500	Nos.	30	45,000	87	130,500
C-4.	<b>Printing of Back-Drop for Main Stage</b> Size: 10' x 60' 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.	1	No.	59600	59,600	210,000	210,000
C-5.	<b>Printing of Back-Drop for Media Wall Pictures</b> Size: 10' x 30' 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.	1	No.	22500	22,500	80,000	80,000
C-6.	<b>Printing of Pena flex with Convocation Design &amp; Announcement</b> Size: 3' x 6'	10	Nos.	990	9,900	1,100	11,000
C-7.	<b>Certificates for volunteers</b> Size: 11" x 9"	500	Nos	49	24,500	58	29,000
C-8	<b>Car Stickers</b> VIP Car Parking To be placed inside windshield (visible from outside) Material: Transparent polyester/ vinyl, reverse printed Size: Approx. 4 x 4 Inch or 4 x 6 Inch	100	Nos.	75	7,500	200	20,000
C-9.	<b>Volunteers' Hanging Cards</b> Card Material: 300-350 gm art card / laminated card stock (matte or gloss finish) Size: Approx. 4 x 6 inch (100 x 150 mm) Printing: Full Color, single or double-sided. Ribbon: Durable satin/ polyester ribbon with "Dow University of Health Sciences" printed repeatedly.	400	Nos	125	50,000	325	130,000
<b>TOTAL AMOUNT FOR LOT/ GROUP / PACKAGE C</b>					<b>1,919,000</b>		<b>2,350,500</b>
<b>Remarks</b>				<b>Accepted and Recommended (Lowest Evaluated Responsive Bidder)</b>		<b>Not Recommended</b>	


**Purchase Proposal / Recommendation / Remarks:**

It is recommended that a contract may be awarded to M/s.The Times Press (Pvt) Ltd at total value of Rs. 1,919,000/- being the most advantageous bid accepted in the bidding process for Lot / Group / Package – C (Printing Material) for DUHS Convocation 2025.


  
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Karachi.  
Mr. Hassan Memon  
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**Mr. Ahmed Shah**  
(Member)  
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Karachi

  
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(Chairman)  
Professor of Surgery,  
Dow University of Health Sciences



## MINUTES OF FINANCIAL E-BIDS OPENING MEETING

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

**REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162**


The bids were submitted online through EPADS SPPRA and the procurement committee online open the financial bid of technically qualified bidders as on 15<sup>th</sup> November, 2025 11:30 a.m. for "Procurement of Services for Convocation 2025 (Venue Setup, Furniture / Fixture, Food, Refreshment, Photography, Videography, Printing Material etc." Ref. No. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162

#### **PROCUREMENT COMMITTEE (SERVICES):**


1. **Prof. Shahriyar Ghazanfar** (Chairman)  
Professor of Surgery,  
Dow University of Health Sciences
2. **Mr. Hassan Memon** (Secretary / Member)  
Accounts Officer, Finance Directorate,  
Dow University of Health Sciences
3. **Mr. Mustafa Ali** (Member)  
Project Accounts Officer,  
Dow University of Health Sciences
4. **Mr. Ahmed Shah** (Member)  
Assistant Internal Audit Officer,  
Dow University of Health Sciences
5. **Mr. Syed Sheraz Hussain** (External Member)  
Senior Manager Finance,  
Institute of Business Administration (IBA) Karachi.


After the entire mandatory and technical evaluation of all participated bidders the three (03) had technically qualified from the four (04) who submit their online bids for different Lots. The technical evaluation criteria report attached as annexure-1 and the mandatory evaluation report attached as annexure 2. The financial proposals summary report attached as annexure 3. Sealed envelope of 5% bid security of all technically qualified bidders were opened as on 15<sup>th</sup> November, 2025 at 11:30 a.m. which were documented in the Bid Evaluation Report (BER).

  
**Mustafa Ali**  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

  
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## Summary of Financial Proposals:

After the financial evaluation and arithmetic calculations, the details of financial bids / proposals submitted by the bidders are as under:

S. No	Name of Bidders	Total Bid Amount (Including all applicable taxes, duties, levies, insurance, freight / transportation, insurance, delivery and other charges. e.g (SST, GST, WHT)	Bid Security (5%)	Name of Bank, Pay Order No & Date	Remarks
1.	M/s. Darbar Caterers & Decorators (Pvt) Ltd	Rs. 22,745,000/ For Lot A Only	Rs. 1,150,000/-	UBL Bank P.O # 19570721 Date 01-11-2025	Accepted and Recommended for Award of Contract for Lot A Only.
2.	M/s. The Times Press (Pvt) Ltd	Rs. 1,919,000/- For Lot C Only	125,000/-	Habib Metropolitan Bank P.O # 18400864 Date 31-10-2025	Accepted and Recommended for Award of Contract for Lot C Only.
3.	M/s. Shan Printing press	Rs. 2,350,500/- For Lot C Only	118,000/-	Bank Al Habib P.O # 12035968 Date 03-11-2025	Not Recommended

## Recommendations & Remarks:

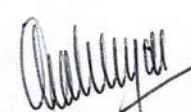
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- M/s. Darbar Caterers & Decorators (Pvt) Ltd for Lot/ Group/Package – A Only
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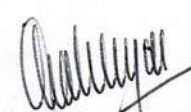
  
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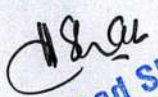
  
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Department of Surgery  
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Annexure-2			
PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)			
REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162			
EVALUATION OF TECHNICAL PROPOSAL (MANDATORY REQUIREMENTS)-LOT-A			
S.No	Description	M/s. Darbar Caterers & Decorators Pvt Ltd	M/s. Badar Expo Solutions
1.	Tender Fee: Original to be submitted at DUHS before tender opening. A scanned copy must be attached in the Technical Proposal.	Attached	Attached
2.	Bid Security: Original to be submitted at DUHS before tender opening. A scanned copy (with hidden amount) must be attached in the Technical Proposal.	Attached	Attached
3.	Complete bidding document, duly signed and stamped on each page as acceptance of all terms and conditions.	Attached	Not Attached
4.	Valid NTN / Income Tax Registration Certificate with online verification showing "Active Taxpayer" status (FBR).	Attached	Attached
5.	Valid Sindh Sales Tax (SST-SRB) Registration Certificate with online verification showing "Active Taxpayer" status applicable for	Attached	Attached
6.	Valid Sales Tax (GST-FBR) Registration with online verification showing "Active Taxpayer" status applicable for supply of Goods	Attached	Attached
7.	Copy of CNIC of the authorized signatory of the bid.	Attached	Attached
8.	Duly signed and stamped Compliance Certificate (as per Annexure-C).	Attached	Attached
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).	Attached	Attached
10.	Average Annual Turnover in the last three (03) financial years supported by Income Tax Returns (ITR – FBR) (Annexure-G)	Attached	Attached
11.	Affidavit on Stamp Paper as per Specimen give at Annexure-I 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. In case involved in any litigation process, proof of dispute resolution is required.	Attached	Attached
12.	Experience of minimum 02 Convocation of 4000 or more guests in public and/or private sector universities during the last 5 years (Applicable for Lot / Group / Package – A Only)	Attached	Only One Convocation (DUHS Convocation, 2023) is considered. Rest of all certificates are neither pertaining to the last five years nor number of participants are mentioned in the attached documents.
13.	Valid Press and Publication Declaration Certificate in favor of the bidder (Applicable for Lot / Group / Package – C Only).	Not applicable	Not applicable
14.	Must have existing workshop & outlets with valid addresses & contact numbers. (Applicable for Lot / Group / Package – B Only)	Not applicable	Not applicable
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. (LOT-A)	Secured more than 70 marks	Obtained less than 70 marks
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.	Attached	Not Attached (Certificate is not issued from the Registrar Office, DUHS)
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 (Annexure-F).	Attached	Attached
Results		Technically Qualified	Technically Disqualified

  
**HASSAN MEMON**  
 ACCOUNTS OFFICER  
 Dow University of Health Sciences  
 Karachi.

  
**Mustafa Ali**  
 Project Accounts Officer  
 Planning & Development Department  
 Dow University of Health Sciences

  
**Ahmed Shah**  
 Assistant Internal Audit Officer  
 Dow University of Health Sciences (DUHS)  
 Karachi


  
**SYED SHERAZ HUSSAIN**  
 Senior Manager Finance  
 Institute of Business Administration  
 Karachi

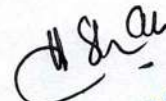
  
**Professor Shahriyar Chazantir**  
 MRCS Ed, FCPS  
 Department of Surgery  
 Dow Medical College & Civil Hospital  
 Dow University of Health Sciences  
 Karachi.

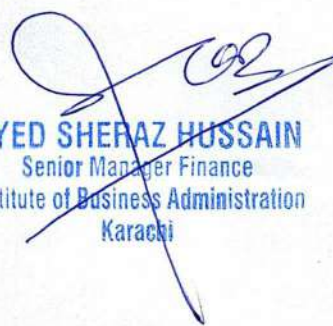


PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)								
REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162								
Technical Evaluation Criteria (FOR LOT / GROUP/ PACKAGE – A ONLY)								
S.No	Description	Ranges	Marks Division	Total Marks	M/s. Darbar Caterers & Decorators Pvt Ltd		M/s. Badar Expo Solutions	
					Marks	Comments	Marks	Comments
1.	Average Annual Turnover during the last 03 financial years demonstrated through Annual FBR-Income Tax Returns.	Less than PKR 20 Million	00	20				
		PKR 20 Million or more but less than PKR 30 Million	10		20	-	20	-
		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	10				
		PKR 20 Million or more but less than PKR 30 Million	05		10	-	10	-
		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	10				
		10-20 Persons	03		10	-	0	Documentary evidence as per criteria is not shared. Only CVs of staff have been shared which are not required / acceptable as per criteria.
		21-30 Persons	06					
		Above 30 Persons	10					
4.	Bidder's experience of organizing the EVENTS OF CONVOCATION during the last 05 years in Public and Private Sector Universities / Degree Awarding Institutes / Government / Semi- Government organizations (supported with purchase	5,000 or more Guests (6 marks for each event)	30	30				
		4,000 or more Guests but less than 5000 Guest	20		30	-	6	Only One Convocation (DUHS Convocation, 2023) is considered. Rest of all certificates are neither pertaining to the last five years nor number of participants are mentioned in the attached
		Less than 4000 Guests	00					
5.	Bidder's experience of organizing the OTHER EVENTS during the last 05 years 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	20				Only two (02) Events have been considered.
		2,000 or more Guests but less than 3000 Guest	15		20	-	6	1. Iqra University 2. Sindh Livestock Exhibition & Seminar Cultural Show. Rest of all certificates are neither pertaining to the last five years nor number of participants are mentioned in the attached documents.
		1,000 or more Guests but less than 2000 Guest	10					
		500 or more Guests but less than 1000 Guest	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	10				
		3-5 years	05		10	-	10	-
		6-10 years	07					
		Above 10 years	10					
TOTAL MAXIMUM MARKS / POINTS				100	100		52	

  
**HASSAN MEMON**  
 ACCOUNTS OFFICER  
 Dow University of Health Sciences  
 Karachi.

  
**Mustafa Ali**  
 Project Accounts Officer  
 Planning & Development Department  
 Dow University of Health Sciences

  
**Ahmed Shah**  
 Assistant Internal Audit Officer  
 Dow University of Health Sciences (DUHS)  
 Karachi

  
**SYED SHERAZ HUSSAIN**  
 Senior Manager Finance  
 Institute of Business Administration  
 Karachi

  
**Professor Shahryar Ghazanfar**  
 MRCS Ed FCPS  
 Department of Surgery  
 Dow Medical College & Civil Hospital  
 Dow University of Health Sciences  
 Karachi



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

**REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162**

**EVALUATION OF TECHNICAL PROPOSAL (MANDATORY REQUIREMENTS)-LOT-B**

S.No	Description	M/s. Badar Expo Solutions
1.	Tender Fee: Original to be submitted at DUHS before tender opening. A scanned copy must be attached in the Technical Proposal.	Attached
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.	Attached
3.	Complete bidding document, duly signed and stamped on each page as acceptance of all terms and conditions.	Not Attached
4.	Valid NTN / Income Tax Registration Certificate with online verification showing "Active Taxpayer" status (FBR).	Attached
5.	Valid Sindh Sales Tax (SST-SRB) Registration Certificate with online verification showing "Active Taxpayer" status applicable for Services Only.	Attached
6.	Valid Sales Tax (GST-FBR) Registration with online verification showing "Active Taxpayer" status applicable for supply of Goods Only.	Attached
7.	Copy of CNIC of the authorized signatory of the bid.	Attached
8.	Duly signed and stamped Compliance Certificate (as per <b>Annexure-C</b> ).	Attached
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).	Attached
10.	Average Annual Turnover in the last <b>three (03)</b> financial years supported by Income Tax Returns (ITR – FBR) ( <b>Annexure-G</b> )	Attached
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>Incase involved in any litigation process, proof of dispute resolution is required.</b>	Attached
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> )	Not Applicable
13.	Valid Press and Publication Declaration Certificate in favor of the bidder ( <b>Applicable for Lot / Group / Package – C Only</b> ).	Not Applicable
14.	Must have existing workshop & outlets with valid addresses & contact numbers. ( <b>Applicable for Lot / Group / Package – B Only</b> )	Not Attached relevant document. The documents provided pertains to the warehouse; however, the requirement was for a photography workshop. Moreover, Mr. Mustafa, Manager Operations Warehouse, has been working since 2011, but his name is not included in the HR portfolio shared by the bidder.
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.	Secured more than 70 marks
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	Not Applicable
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> ).	Attached
	<b>Result</b>	<b>Technically Disqualified</b>

**HASSAN MEMON**  
ACCOUNTS OFFICER  
Dow University of Health Sciences  
Karachi.

**Mustafa Ali**  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

**Ahmed Shah**  
Assistant Internal Audit Officer  
Dow University of Health Sciences (DUHS)  
Karachi

**SYED SHERAZ HUSSAIN**  
Senior Manager Finance  
Institute of Business Administration  
Karachi

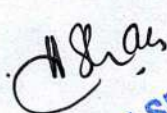
**Professor Shahrlyar Ghazanfar**  
MRCS Ed. FCPS  
Department of Surgery  
Dow Medical College & Civil Hospital  
Dow University of Health Sciences  
Karachi.




PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)					
REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162					
TECHNICAL EVALUATION CRITERIA (FOR LOT / GROUP/ PACKAGE – B ONLY)					
S#	Description	Ranges	Marks Division	Total Mark	M/s. Badar Expo Solutions
1.	Average Annual Turnover during the last 03 Financial years demonstrated through Annual FBR- Income Tax Return.	Less than PKR 5 Million	00	30	30
		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	15	15
		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	10	0 (Documentary evidence as per criteria is not shared. Only CVs of staff have been shared which are not required / acceptable as per criteria.)
		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 05 years 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	27
		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	15
		3-5 years	5		
		6-10 years	10		
		Above 10 years	15		
TOTAL MAXIMUM MARKS / POINTS				100	87

  
**HASSAN MEMON**  
 ACCOUNTS OFFICER  
 Dow University of Health Sciences  
 Karachi.

  
**Mustafa Ali**  
 Project Accounts Officer  
 Planning & Development Department  
 Dow University of Health Sciences

  
**Ahmed Shah**  
 Assistant Internal Audit Officer  
 Dow University of Health Sciences (DUHS)  
 Karachi.

  
**SYED SHERAZ HUSSAIN**  
 Senior Manager Finance  
 Institute of Business Administration  
 Karachi

  
**Professor Shahryar Ghazanifar**  
 MRCS Ed. FCPS  
 Department of Surgery  
 Dow Medical College & Civil Hospital  
 Dow University of Health Sciences  
 Karachi



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

**REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162**

**EVALUATION OF TECHNICAL PROPOSAL (MANDATORY REQUIREMENTS)-LOT-C**

S.No	Description	M/s. Badar Expo Solutions	M/s. The Times Press (Pvt) Ltd	M/s. Shan Printing Press
1.	Tender Fee: Original to be submitted at DUHS before tender opening. A scanned copy must be attached in the Technical Proposal.	Attached	Attached	Attached
2.	Bid Security: Original to be submitted at DUHS before tender opening. A scanned copy (with hidden amount) must be attached in the Technical Proposal.	Attached	Attached	Attached
3.	Complete bidding document, duly signed and stamped on each page as acceptance of all terms and conditions.	Not Attached	Attached	Attached
4.	Valid NTN / Income Tax Registration Certificate with online verification showing "Active Taxpayer" status (FBR).	Attached	Attached	Attached
5.	Valid Sindh Sales Tax (SST-SRB) Registration Certificate with online verification showing "Active Taxpayer" status applicable for Services Only.	Not Applicable	Not Applicable	Not Applicable
6.	Valid Sales Tax (GST-FBR) Registration with online verification showing "Active Taxpayer" status applicable for supply of Goods	Attached	Attached	Attached
7.	Copy of CNIC of the authorized signatory of the bid.	Attached	Attached	Attached
8.	Duly signed and stamped Compliance Certificate (as per Annexure-C).	Attached	Attached	Attached
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).	Attached	Attached	Attached
10.	Average Annual Turnover in the last three (03) financial years supported by Income Tax Returns (ITR – FBR) (Annexure-G)	ITR-FBR Attached	ITR-FBR Attached	ITR-FBR Attached
11.	Affidavit on Stamp Paper as per Specimen give at Annexure-I 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. In case involved in any litigation process, proof of dispute resolution is required.	Attached	Attached	Attached
12.	Experience of minimum 02 Convocation of 4000 or more guests in public and/or private sector universities during the last 5 years (Applicable for Lot / Group / Package – A Only)	Not applicable	Not applicable	Not applicable
13.	Valid Press and Publication Declaration Certificate in favor of the bidder (Applicable for Lot / Group / Package – C Only).	Certificate Not Attached (Memorandum of Understanding is shared which is signed with Independent Music Group (SMC-Pvt) Ltd and it is an agreement not a certificate from the regulatory body for consideration)	Attached	Attached
14.	Must have existing workshop & outlets with valid addresses & contact numbers. (Applicable for Lot / Group / Package – B Only)	Not applicable	Not applicable	Not applicable
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.	Secured more than 70 marks	Secured more than 70 marks	Secured more than 70 marks
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.	Not applicable	Not applicable	Not applicable
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 (Annexure-F).	Attached	Attached	Attached
	<b>Results</b>	<b>Technically Disqualified</b>	<b>Technically Qualified</b>	<b>Technically Qualified</b>

**HASSAN MEMON**  
ACCOUNTS OFFICER  
Dow University of Health Sciences  
Karachi.

**Mustafa Ali**  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

**Ahmed Shah**  
Assistant Internal Audit Officer  
Dow University of Health Sciences  
Karachi.

**SYED SHERAZ HUSSAIN**  
Senior Manager Finance  
Institute of Business Administration  
Karachi

**Professor Shahriyar Ghazanfar**  
MRCS Ed. FCPS  
Department of Surgery  
Dow Medical College & Civil Hospital  
Dow University of Health Sciences  
Karachi



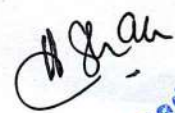
Annexure-1

PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)							
REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162							
TECHNICAL EVALUATION CRITERIA (FOR LOT / GROUP/ PACKAGE – C ONLY)							
S#	Description	Ranges	Marks Division	Total Marks	M/s. The Times Press (Pvt) Ltd	M/s. Shan Printing press	M/s. Badar Expo Solutions
1.	Average Annual Turnover during the last 03 Financial years demonstrated through Annual FBR- Income Tax Return.	Less than PKR 5 Million	00	30	30	30	30
		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	15	15	15	15
		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	10	6	0 (Documentary evidences are not attached)	0 (Documentary evidences as per criteria are not attached. Only CVs of staff have been shared which are not required / acceptable as per criteria.)
		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 05 years 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	30	30	20
		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	15	15	15
		3-5 years	5				
		6-10 years	10				
		Above 10 years	15				
TOTAL MAXIMUM MARKS / POINTS				100	96	90	80

  
**HASSAN MEMON**  
 ACCOUNTS OFFICER  
 Dow University of Health Sciences  
 Karachi.

  
**Mustafa Ali**  
 Project Accounts Officer  
 Planning & Development Department  
 Dow University of Health Sciences

  
**Professor Shahriyar Ghazanfar**  
 MRCS Ed. FCPS  
 Department of Surgery  
 Dow Medical College & Civil Hospital  
 Dow University of Health Sciences  
 Karachi

  
**Ahmed Shah**  
 Assistant Internal Audit Officer  
 Dow University of Health Sciences (DUHS)  
 Karachi.

  
**SYED SHERAZ HUSSAIN**  
 Senior Manager Finance  
 Institute of Business Administration  
 Karachi



## MINUTES OF TECHNICAL E-BIDS OPENING MEETING

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

**REF. NO. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162**

The bids were submitted online through EPADS SPPRA and the procurement committee open the technical bids online as on 03<sup>rd</sup> November-2025 at 11:30 a.m. for "Procurement of Services for Convocation 2025 (Venue Setup, Furniture / Fixture, Food, Refreshment, Photography, Videography, Printing Material etc.)"  
Ref. No. DUHS/W&S-NIT/182, NIT # DUHS/W&S/2025/1580 EPADS ID # S-251095162

#### **PROCUREMENT COMMITTEE (SERVICES):**


1. **Prof. Shahriyar Ghazanfar** (Chairman)  
Professor of Surgery,  
Dow University of Health Sciences
2. **Mr. Hassan Memon** (Secretary / Member)  
Accounts Officer, Finance Directorate,  
Dow University of Health Sciences
3. **Mr. Mustafa Ali** (Member)  
Project Accounts Officer,  
Dow University of Health Sciences
4. **Mr. Ahmed Shah** (Member)  
Assistant Internal Audit Officer,  
Dow University of Health Sciences
5. **Mr. Syed Sheraz Hussain** (External Member)  
Senior Manager Finance,  
Institute of Business Administration (IBA) Karachi.

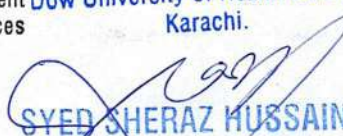
#### **PARTICIPANT BIDDERS WHO SUBMITTED THEIR ONLINE BIDS**

1. M/s. Darbar Caterers & Decorators Pvt Ltd
2. M/s. Badar Expo Solutions
3. M/s. The Times Press (Pvt) Ltd
4. M/s. Shan Printing press

Notice Inviting Tender, NIT # DUHS/W&S/2025/1580, Dated: 16<sup>th</sup> October, 2025 Ref. No. DUHS/W&S-NIT/182, was hoisted on the SPPRA website <https://sindh.eprocure.gov.pk/> EPADS ID # S-251095162, DUHS website and the same was published in 03 widely circulated leading daily newspaper of English, Urdu and Sindhi languages viz. Dawn, Daily Jang and Daily Awami Awaz on 17<sup>th</sup> October, 2025.


  
**Mustafa Ali**  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

  
**HASSAN MEMON**  
ACCOUNTS OFFICER  
Dow University of Health Sciences  
Karachi.

  
**SYED SHERAZ HUSSAIN**  
Senior Manager Finance  
Institute of Business Administration  
Karachi

  
**Ahmed Shah**  
Assistant Internal Audit Officer  
Dow University of Health Sciences (DUHS)  
Karachi

Page 1 of 2

  
**Professor Shahriyar Ghazanfar**  
MRCS Ed, FCPS  
Department of Surgery  
Dow Medical College & Civil Hospital  
Dow University of Health Sciences  
Karachi



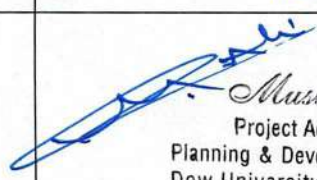




The online receipt of bids was closed at 10:00 a.m. as on 03<sup>rd</sup> November, 2025 as per scheduled date and time. The technical bids were opened online through EPADS, four (04) bidders had submitted their online bids details as below:

- M/s. Darbar Caterers & Decorators Pvt Ltd Quoted for Lot/ Group/Package – **A only**
- M/s. Badar Expo Solutions Quoted for Lot/ Group/Package – **A, B & C**
- M/s. The Times Press (Pvt) Ltd Quoted for Lot/ Group/Package – **C Only**
- M/s. Shan Printing press Quoted for Lot/ Group/Package – **C Only**

As per the bid evaluation criteria only technical bids were opened and evaluated, without reference to the price and reject any proposal which does not fulfilled the mandatory Criteria of the bidding document.

Financial Bids / Proposals of technically qualified bids shall be opened through online on EPADS system. Financial Bid / Proposal found technically disqualified / non-responsive their bids securities shall be returned unopened to the respective bidder(s). Accordingly, prior to evaluate bid in depth, preliminary examination of the bids were made by the procurement committee.

S. NO	NAME OF MEMBERS	SIGNATURE
1	<b>Prof. Shahriyar Ghazanfar</b> (Chairman) Professor of Surgery, Dow University of Health Sciences	 <b>Professor Shahriyar Ghazanfar</b> MRCS Ed, FCPS Department of Surgery Dow Medical College & Civil Hospital Dow University of Health Sciences Karachi.
2	<b>Mr. Hassan Memon</b> (Secretary / Member) Accounts Officer, Finance Directorate, Dow University of Health Sciences	 <b>HASSAN MEMON</b> ACCOUNTS OFFICER Dow University of Health Sciences Karachi.
3	<b>Mr. Mustafa Ali</b> (Member) Project Accounts Officer, Dow University of Health Sciences	 <b>Mustafa Ali</b> Project Accounts Officer Planning & Development Department Dow University of Health Sciences
4	<b>Mr. Ahmed Shah</b> (Member) Assistant Internal Audit Officer, Dow University of Health Sciences	 <b>Ahmed Shah</b> Assistant Internal Audit Officer Dow University of Health Sciences (DUHS) Karachi.
5	<b>Mr. Syed Sheraz Hussain</b> (External Member) Senior Manager Finance, Institute of Business Administration (IBA) Karachi.	 <b>SYED SHERAZ HUSSAIN</b> Senior Manager Finance Institute of Business Administration Karachi



## CERTIFICATE

This is to certify that the prices are comparable with the Provision of market rates in respect of the technically qualified bids for the “**PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.)**” In respect of NIT # DUHS/W&S/2025/1580 dated 16<sup>th</sup> October, 2025, Ref. No. DUHS/W&S-NIT/182, EPADS ID # S-251095162, for which technical E-bids were opened online as on 03<sup>rd</sup> November, 2025 at 11:30 a.m. and financial E-bids of technically qualified bidders were opened online as on 15<sup>th</sup> November, 2025 at 11:30 a.m.

S. NO	NAME OF MEMBERS	SIGNATURE
1	<b>Prof. Shahriyar Ghazanfar</b> (Chairman) Professor of Surgery, Dow University of Health Sciences	 <b>Professor Shahriyar Ghazanfar</b> MRCS Ed, FCPS Department of Surgery Dow Medical College & Civil Hospital Dow University of Health Sciences Karachi.
2	<b>Mr. Hassan Memon</b> (Secretary / Member) Accounts Officer, Finance Directorate, Dow University of Health Sciences	 <b>HASSAN MEMON</b> ACCOUNTS OFFICER Dow University of Health Sciences Karachi.
3	<b>Mr. Mustafa Ali</b> (Member) Project Accounts Officer, Dow University of Health Sciences	 <b>Mustafa Ali</b> Project Accounts Officer Planning & Development Department Dow University of Health Sciences
4	<b>Mr. Ahmed Shah</b> (Member) Assistant Internal Audit Officer, Dow University of Health Sciences	 <b>Ahmed Shah</b> Assistant Internal Audit Officer Dow University of Health Sciences (DUHS) Karachi.
5	<b>Mr. Syed Sheraz Hussain</b> (External Member) Senior Manager Finance, Institute of Business Administration (IBA) Karachi.	 <b>SYED SHERAZ HUSSAIN</b> Senior Manager Finance Institute of Business Administration Karachi



Mustafa Ali  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

HASSAN MEMON  
ACCOUNTS OFFICER  
Dow University of Health Sciences  
Karachi.

Ahmed Shah  
Assistant Internal Audit Officer  
Dow University of Health Sciences (DHS)  
Karachi.

Professor Shahriyar Ghazali  
MRCS Ed, FC  
Department of  
Dow Medical College  
University of Health Sciences  
Karachi

SYED SHERAZ MUSSAIN  
Senior Manager Finance  
Institute of Business Administration  
Karachi

## BIDDING PROCESS

Procurement Activity ①

Committee

PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE...

PROCUREMENT COMMITTEE  
(SERVICES)

Q Show

Name of Procurement: PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.) (REF. NO. DHS/WS-10/1)

2) Category: Non-Consulting Services | Method: Open Competitive Bidding | Procurement Procedure: Single Stage Two Envelope | Estimated Cost: PKR.28,000,000.00

Publish Date: 17/10/2025 | Bid Opening Date & Time: 03/11/2025, 10:30 AM | Validity Date: 01/02/2026 | Tentative Notice Date: 17/10/2025 | Tentative Contract Award Date: 30/11/2025 | Tentative Closing Date: 30/12/2025

Financial Bid Opening Date: 15/11/2025 | Financial Bid Opening Time: 11:30 AM

Bidders List

X Rule 25: Rejection of Bids

Bid Validity Request

Q Show Clarification(s)

Clarification(s)

Bid Opening

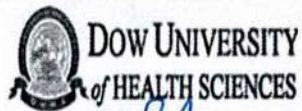
Technical Evaluation

Financial Bid Opening

Final Evaluation

Award of Contract

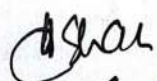




  
**Mustafa Ali**  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

  
**HASSAN MEMON**  
ACCOUNTS OFFICER  
Dow University of Health Sciences  
Karachi.

• NIT # DUHS/W&S/2025/1580 Dated: 16th October, 2025

  
**Ahmed Shah**  
Assistant Internal Audit Officer  
Dow University of Health Sciences (DUHS)  
Karachi.

- 1 - (Click here to download the Bidding Documents) - REPAIR AND MAINTENANCE SERVICES FOR AIR CONDITIONING AND OPERATION, REPAIR & MAINTENANCE OF PACKAGE UNITS (REF. NO. DUHS/W&S-NIT/180)
- 2 - (Click here to download the Bidding Documents) - OPERATION, REPAIR AND MAINTENANCE OF CENTRAL HVAC SYSTEM (CHILLER PLANTS, COOLING TOWERS, VRF UNITS, AHUs, DX CONDENSING UNITS, FCUs & ALLIED EQUIPMENT) (REF. NO. DUHS/W&S-NIT/181)



**Professor Shahriyar Ghazanfar**  
MRCS Ed. FRCPS  
Department of Surgery  
Dow Medical College & Civil Hospital  
Dow University of Health Sciences  
Karachi.

  
**SYED SHERAZ HUSSAIN**  
Senior Manager Finance  
Institute of Business Administration  
Karachi

✓ 3 - (Click here to download the Bidding Documents) - PROCUREMENT OF SERVICES FOR CONVOCATION 2025 (VENUE SETUP, FURNITURE / FIXTURE, FOOD, REFRESHMENT, PHOTOGRAPHY, VIDEOGRAPHY, PRINTING MATERIAL ETC.) (REF. NO. DUHS/W&S-NIT/182)





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## 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&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 (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) (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.) (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.

**HASSAN MEMON**  
ACCOUNTS OFFICER  
Dow University of Health Sciences  
Karachi

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

**Mustafa Ali**  
Project Accounts Officer  
Planning & Development Department  
Dow University of Health Sciences

**Ahmed Shah**  
Assistant Internal Audit Officer  
Dow University of Health Sciences (DUMS)  
Karachi

**Dr. Ghazanfar Ghazanfar**  
MRCS Ed, FCPS  
Department of Surgery  
Dow Medical College & Civil Hospital  
Dow University of Health Sciences  
Karachi

**SYED SHEHAB HUSSAIN**  
Senior Manager Finance  
Institute of Business Administration  
Karachi



عوامی حقن جی ترجمان، کمپیوٹر تی پیرین، مکمل اخبار

ABC CERTIFIED

کراچی، حیدرآباد ۽ سکرمان مک ٹی وقت شایع ٹینڈر

Daily AWAMI AWAZ روزانی

عوامی آواز

سال 36 شمارہ 283 جمعہ 17 آکٹوبر 2025 ع 23 ربیع الثانی 1447 هـ صفحہ 08 قیمت 40 روپيا

**OFFICE OF THE DIRECTOR WORKS & SERVICES**  
**DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI.**  
 Baba-e-Urdu Road, Karachi, Direct No. 92-21- 99216065  
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