

# **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/2025/1640**

**Dated: 29<sup>th</sup> December, 2025**

### **PROVISION OF LAUNDRY SERVICES**

**(REF NO: DUHS/W&S-NIT/185)**

## 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/2025/1640

Dated: 29<sup>th</sup> December, 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 #	DESCRIPTION	METHOD OF PROCUREMENT
1.	PROVISION OF LAUNDRY SERVICES (REF. NO. DUHS/W&S-NIT/185)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
2.	REPAIR AND MAINTENANCE SERVICE FOR PASSENGER LIFTS AND PATIENTS/ BED LIFTS (REF. NO. DUHS/W&S-NIT/186)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
3.	HIRING OF BUSINESS SMS SERVICES (REF. NO. DUHS/W&S-NIT/187)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
4.	PROVISION OF PRIMARY 4G INTERNET GSM CONNECTIVITY (REF. NO. DUHS/W&S-NIT/188)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
5.	(RE-TENDER) REPAIR AND MAINTENANCE SERVICES FOR UNINTERRUPTED POWER SUPPLIES (UPS) (REF. NO. DUHS/W&S-NIT/190)	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/- (Rupees Five Thousand Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.</b>
<b>Security</b>	<b>Bid Security and Performance Security as mentioned in the bidding document.</b>

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 **19-01-2026 at 10:00 Hrs.** Manual bids, shall not be accepted. Electronic Bids will be opened on **19-01-2026 at 11:30 Hrs.** For any query related to e-bidding, please Contact to the facilitator /Coordinator, Procurement Committee Services at Admin Block 5<sup>th</sup> floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi, 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 / Demand Draft / Bank Guarantee 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 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 online on the next working day at the same time. 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>	Provision of Laundry Services
<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), Facilitator / Coordinator, Procurement Committee-Services, Admin Block 5 <sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi. 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 amounting to <b>Rs. 700,000/- (Rupees Seven Hundred Thousand Only)</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 (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 (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>Period of Contract:</b>	The initial contract shall be signed for a period of twelve (12) months. It may be extended till the finalization of new tender on same terms & conditions or renewed once for an additional period of twelve (12) months, subject to: (i) the Contractor's / Service Provider's satisfactory performance during the preceding contract period, (ii) a pre-renewal performance evaluation conducted by DUHS, and (iii) mutual written consent of both parties. All terms and conditions of the contract shall remain unchanged during the renewal period, except that the contract rates may be increased by upto ten percent (10%) annually.
<b>16.</b>	<b>Performance Security:</b>	The amount of Performance Security shall be <b>ten percent (10%) of the total contract value for one (01) year (12 months).</b>

# **BIDDING DOCUMENT**

## **PROVISION OF LAUNDRY SERVICES**

### **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.

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

The objective of this Contract is to ensure the efficient, hygienic, and uninterrupted provision of laundry services by engaging an experienced service provider to deliver comprehensive, reliable, and timely services, thereby maintaining institutional hygiene standards, ensuring continuous availability of clean linens and uniforms, minimizing operational disruptions, and supporting overall healthcare and academic operations.

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

#### **1. SCOPE OF WORK: -**

- 1.1. The Contractor shall provide comprehensive Laundry Services for different locations (hospitals/institutes/hostels/departments) of Dow University of Health Sciences (DUHS), Karachi, seven (07) days a week, 365 days a year, ensuring hygienic, safe, and uninterrupted operations. The Contractor shall strictly adhere to all Laundry Protocols prescribed by DUHS from time to time, particularly regarding collection, washing, drying, ironing, handling, storage and delivery processes.
- 1.2. The Contractor shall collect soiled linen from designated points at least three times daily or as per mutually agreed timings, and deliver clean, dry, and ironed linen within eight (08) hours of collection. Emergency laundry services shall be provided round the clock (24/7) when required. The Contractor shall maintain an adequate on-site inventory of consumables and tools, ensuring uninterrupted service coverage.
- 1.3. The Contractor shall be responsible for the repair, upkeep, and safe operation of all laundry equipment and premises, maintaining it in proper working condition throughout the contract period. All maintenance, safety, and operational procedures shall comply with occupational health and safety standards.
- 1.4. The Contractor shall ensure the deployment of adequate and trained manpower in all shifts, under the supervision of competent staff stationed within DUHS premises. The Contractor shall ensure strict adherence to PPE use, staff training, and safety drills.

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

- 2.1. **Detergent/Washing Material:** The Contractor shall use only prime-quality detergent/washing material as approved by DUHS. In case it becomes necessary/unavoidable to use any material other than the approved, prior permission shall be obtained from the DUHS.
- 2.2. **Collection of linen:** The Contractor shall collect soiled linen from 10 to 20 designated locations, as notified by DUHS Management, at 8:00 a.m., 12:00 noon, and 4:00 p.m., or as per mutually agreed timings. All soiled linen shall be collected in designated soiled-linen bags and transported to the allotted laundry premises for washing and drying. The Contractor shall issue a receipt for each collection and

delivery of linen, duly acknowledged by the concerned DUHS staff, which shall form the basis for recordkeeping and payment verification. The Contractor shall maintain a proper record of all collection and delivery of linens (department wise) on daily and monthly basis. The quantity of linen may vary daily, depending on operational requirements. In case of any emergency or urgent demand, the Contractor shall provide laundry services on an immediate and round-the-clock (24/7) basis without interruption

- 2.3. **Delivery of Linen:** The contractor shall be responsible for washing all laundry within 8 hours of collection and must ensure that infected linen undergoes the required process and standard time to become infection-free. The delivery of washed linen shall be made to the designated locations (as communicated by the management) at the mutually agreed time.
- 2.4. **Infected or Blood-Stained Linen:** Infected or blood-stained linen shall be collected separately and disinfected by submerging in an approved disinfectant solution before washing. Such linen shall be washed separately and never mixed with general laundry to maintain infection control standards.
- 2.5. **Transportation and Handling:** The Contractor shall ensure safe transportation of both soiled and clean linen using covered and separate trolleys or bags to prevent contamination or deterioration. Blankets shall be distributed in protective shopping bags to maintain cleanliness and hygiene.
- 2.6. **Loss or Damage of Linen:** Any loss/damage to the linen during working process will be indemnified by the contractor, who shall be liable to pay at the rate of existing book value of the lost / damaged items. Contractor will be responsible for the repair of minor wear and tear of the laundry.
- 2.7. **Penalty for Deficiencies:** In case of substandard washing, delayed service, supply of wet linen, or any other lapse in performance, a penalty may be imposed, as determined by DUHS. The amount of penalty shall be decided based on the nature and severity of the deficiency, without prejudice to any other action or remedy available to DUHS under the terms of the Contract or applicable law.
- 2.8. **Laundry Premises and Utilities:** DUHS will provide laundry premises along with utilities (Electricity, Gas, and Water). However, in case of significant excess consumption beyond approved usage, the differential cost may be charged to the Contractor. All costs (other than utilities), safety, and risk management responsibilities shall rest solely with the Contractor. The Contractor shall maintain the premises in good order, ensure adequate security and fire safety measures, and comply with all applicable health, safety, and environmental requirements. DUHS shall not be liable for any loss, damage, or incident arising from the Contractor's use of the premises. In case of negligence, misconduct or default resulting in damage to DUHS assets, the cost of such damage shall be recovered or adjusted from the Contractor's bills and/or Performance Security.
- 2.9. **Cleanliness and Housekeeping:** The Contractor shall maintain the laundry premises in immaculate condition at all times. Failure to do so shall result in a penalty deduction of 5% of the monthly billed amount.
- 2.10. **Maintenance of Laundry Equipment / Machinery:**
  - a. DUHS will provide laundry equipment and machinery for use.
  - b. Contractor is responsible for all repair, maintenance, and replacement of parts to keep equipment operational.
  - c. Respective DUHS Engineer will supervise, verify, and approve all maintenance or replacement work.
  - d. Contractor must:
    - Notify DUHS promptly of faults or breakdowns.
    - Keep all equipment in good working condition.
    - Return equipment in proper condition at contract end, any damage / expenses / repair due on equipment or any other liabilities will be paid by the contractor.
    - Ensure strict compliance with occupational safety protocols, including the use of PPE and

conducting regular safety drills and staff training. Failure to ensure safety compliance may result in financial penalties or termination of contract.

- Bear full responsibility for all medical, legal, and compensatory liabilities in case of injury or accident arising from use of premises or equipment malfunction or mishandling, keeping DUHS fully indemnified.
  - Allow DUHS to inspect, audit, or verify maintenance and safety records at any time during the contract period.
- e. All repairs, replacements, and new parts require written DUHS approval and must be genuine, new, and OEM-certified, refurbished or counterfeit parts are not allowed and all costs are borne by the contractor.
  - f. DUHS may inspect and audit maintenance and safety records anytime.
  - g. All replaced parts must be handed over to DUHS staff against a receipt.
  - h. A maintenance log must be maintained and signed by the respective DUHS Engineer.
  - i. No equipment may be removed from DUHS premises without written permission.

2.11. **Manpower and Supervision:**

- a. The Contractor shall ensure the deployment of adequate and trained manpower for uninterrupted operations in all shifts. Managers/Supervisors must be deployed within DUHS premises to ensure smooth operations.
- b. The contractor shall provide the shift details and complete information about the persons deployed.
- c. The Contractor's staff shall remain under his supervision and control only.
- d. No employer-employee relationship shall exist between DUHS and the Contractor's staff and the contractor shall be liable for payment of their wages etc. and all other dues.
- e. The Contractor shall ensure that all staff deployed are medically fit, properly trained, and maintain good conduct. DUHS reserves the right to restrict entry of any personnel found negligent or unfit for duty.
- f. All Contractor staff shall strictly follow DUHS's instructions and comply with workplace rules, regulations, safety standards, and precautions.
- g. The Contractor shall supply and maintain such sufficient instruments, tools / gadgets, for the use of his staff that is required to enable them to fulfill their duties as per contract.
- h. The Contractor shall provide free of cost uniforms, identification cards, and Personal Protective Equipment (PPE) (safety helmets, gloves, glasses, shoes etc.) to all staff of Contractor deployed at DUHS, and ensure their proper use.
- i. 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.
- j. The Contractor shall be liable for any loss or damage caused to DUHS by its staff, DUHS shall have the right to recover the cost of such loss or damage, including repair or replacement expenses, from the Contractor in additions to other remedies available under the Contract or applicable law.

2.12. **Quality of Service:** The Contractor shall ensure that all linen is washed, dried, and ironed to the complete satisfaction of the DUHS. The quality of detergent, washing process, handling, and final finish shall meet DUHS standards of hygiene and presentation. DUHS shall have the right to inspect laundry operations at any time, including standards of washing and ironing, quality of detergents and materials, cleanliness of the area, and completion of daily workload. The decision of DUHS regarding the quality of service shall be final and binding. Deficiencies must be rectified immediately at the Contractor's cost.

2.13. 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.

2.14. 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.

- 2.15. DUHS reserves the right, at any time during the contract period, to increase, decrease, add, or omit any category of services/items or quantities originally specified in the Bid Form / Price Schedule / Annexure-H / Schedule of Requirements / BOQ, based on actual operational requirements. Such variations shall not affect the quoted unit rates or other terms and conditions of the contract. The quantities indicated in the bidding documents are estimates only and payment shall be made strictly on the basis of actual services rendered.
- 2.16. The Contractor shall be liable for any damage or loss caused to DUHS property, employees, students or patients due to negligence or defective work. DUHS reserves the right to recover such cost by deduction from any payable dues, Performance Security, or through other legal means.
- 2.17. The Contractor shall comply with all applicable Pakistani laws, permits, licenses, codes, government directives and regulations, as well as DUHS's internal rules and policies.

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

- 3.1. The initial contract shall be signed for a period of twelve (12) months. It may be extended till the finalization of new tender on same terms & conditions or renewed once for an additional period of twelve (12) months, subject to: (i) the Contractor's / Service Provider's satisfactory performance during the preceding contract period, (ii) a pre-renewal performance evaluation conducted by DUHS, and (iii) mutual written consent of both parties. All terms and conditions of the contract shall remain unchanged during the renewal period, except that the contract rates may be increased by upto ten percent (10%) annually.
- 3.2. Services shall be commenced from the effective date of 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, or provides unsatisfactory services, breaching the Contract Agreement/Work Order and/or failing to perform within the stipulated timelines.
  - b. In case of above mentioned failure, DUHS reserves the right to obtain the required 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, 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 the Performance Security, any pending bills, 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 three months if contract not extended for a further period.

**5. CANCELLATION / TERMINATION OF CONTRACT:-**

- 5.1. **Termination For Default:** DUHS reserves the right to cancel or terminate the Contract, in whole or in part, at its sole discretion, with thirty (30) days' written notice, in any of the following cases, and DUHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation/termination of the contract:
- Failure to provide services as per the Contract Agreement/Work Order within the stipulated period or failure to perform any contractual obligation.
  - Failure to maintain satisfactory performance levels despite written notice.
  - Violation of any material term or condition of the Contract.
  - Loss or damage caused by the Contractor or its staff.
  - If the Contractor becomes bankrupt, insolvent, or enters into composition with creditors.
  - If the contractor, in the judgment of the DUHS has engaged in "Corrupt and Fraudulent Practices" in competing for or in executing the Contract.  
"For the purposes of this Bidding Document and the resulting Contract, the term "Corrupt and Fraudulent Practices" shall have the meaning assigned to it under the Sindh Public Procurement Rules, 2010 (as amended up to date)"
- 5.2. In case of termination for default, DUHS shall be entitled to:
- Forfeit the Performance Security in part or full;
  - Recover the damages besides forfeiture of Performance Security / Guarantee.
  - Obtain the required services from the next advantageous bidder or alternate sources at the Contractor's risk and cost;
  - Recover any additional costs or loss or damages incurred from the Contractor's Performance Security or any other dues payable to the Contractor.
- 5.3. **Termination for Convenience:** DUHS may, at its sole discretion and without assigning any reason, terminate the Contract with thirty (30) days' notice.
- 5.4. **Blacklisting:** In addition to termination, DUHS reserves the right to recommend blacklisting of the Contractor under Rule 19 of the Sindh Public Procurement Rules, 2010 (as amended up to date), subject to due process of law.
- 5.5. **Preservation of Rights:** Cancellation, termination, forfeiture, or blacklisting shall not prejudice or affect any rights, remedies, or claims already accrued to DUHS under the Contract or applicable law.

**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. 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 up to date, 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 & its employees and agents 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 services 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 up to date).

**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. Performance obligations may be suspended for the period of delay caused by Force Majeure, but resume as soon as reasonably practicable after the event has ceased.

**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. The Contractor shall submit verified bills in the first week of each month for the preceding month, based on actual work completed and verified by the designated DUHS officer. Payments shall be released within ninety (90) days after verification as per agreed prices at Annexure-H.
- 15.2. All prices must be in Pakistani Rupees (PKR), inclusive of all applicable taxes, duties, levies, and charges (Annexure-H). If taxes are not specifically mentioned, the price shall be deemed inclusive of all applicable taxes, duties and levies as per prevailing laws. 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 required to submit the following documents along with bill:
- a. The contractor shall submit his bill in the prescribed form duly approved by competent authority.
  - b. Invoice with covering letter, both duly signed and stamped by authorized officer.
  - c. Copy of Contract Agreement on Stamp Paper duly signed by Contractor and The Registrar.
  - d. Original satisfactory performance certificate issued by the competent person of the relevant site.
  - e. Evidence / support of all claims in bills.
  - f. Any other details/documents, if required by DUHS.
- 15.4. If any loss or damage is caused to DUHS by the Contractor or its staff, 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.

**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 tender.

## **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. Bid Security and Tender Fee must be submitted 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 scanned 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 technical staff.
- 3.16. The interested bidders may visit the site and physically inspect / survey the DUHS premises before submitting the tender.

## **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 up to date).
- 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. 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.
- 7.3. Financial Proposals of only technically qualified bidders will then be opened online through EPADS.
- 7.4. Financial Proposals of disqualified bidders shall not be opened and bid security shall be returned to the bidder.
- 7.5. If a Financial Proposal is mistakenly enclosed in the Technical Proposal, the entire bid shall be rejected.
- 7.6. If any bidder elects to submit alternative bid(s) / proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway
- 7.7. Bids with vague conditions such as "subject to prior confirmation", "subject to immediate acceptance" etc. shall be rejected.
- 7.8. 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.

**8. BID EVALUATION CRITERIA:-**

- 8.1. The Technical Evaluation shall be carried out on a Mandatory Requirement only. No scoring or weightage system shall be applied. Financial Proposals of only those bidders who meet all mandatory requirements shall be opened.
- 8.2. The contract shall be awarded to the Lowest Evaluated Responsive Bidder strictly in accordance with Rule 46 of SPPRA Rules, 2010 (Amended up to date).

**9. EVALUATION OF TECHNICAL PROPOSAL (MANDATORY REQUIREMENTS):-**

- 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 up to date).

- 9.4. Only technically qualified bidders shall be considered for financial evaluation.
- 9.5. **Mandatory Requirement:** The bidder who meets the following mandatory requirements 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.

S. No.	Requirement
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 must be attached in the Technical Proposal.
3	Attach this complete bidding document, duly signed and stamped by the bidder on each page as acceptance of all terms and conditions of this bidding document.
4	Valid NTN / Income Tax Registration Certificate with online verification showing "Active Taxpayer" status (FBR).
5	Valid Sindh Sales Tax (SST-SRB) Registration Certificate along with online verification showing "Active Taxpayer" status.
6	Copy of CNIC of the authorized signatory of the bid.
7	Compliance Certificate duly signed and stamped as per <b>Annexure-B</b> .
8	Complete profile and history of the bidder, including registered office address, details of Directors/owners with CNICs and contact details ( <b>Annexure-C</b> ).
9	Bidder must be in business for at least the last <b>five (05) years</b> (credible documentary evidence must be provided).
10	Bidder must have a functional Laundry facility/setup in Karachi (documentary proof required such as <b>address, photographs, list of equipment etc.</b> ).
11	Affidavit on Stamp Paper as per Specimen give at <b>Annexure-I</b> .
12	Average Annual Turnover in the last <b>three (03) financial years</b> should not be less than <b>PKR 15 million</b> supported by Income Tax Returns (ITR – FBR).
13	Bidder must have at least <b>Fifteen (15) Human Resource / Total Number of employees</b> (supported with contracts OR appointment orders OR current salary slips OR Employee Cards)
14	The bidder must have successfully completed at least <b>three (03) projects</b> of similar nature (Laundry Services) during the last <b>five (05) years</b> , in a Hospital (minimum 100-bedded) or a Hotel (minimum 3-star category with at least 100 beds). The projects may be from the Government, Semi-Government, Autonomous Bodies, Universities, or Private Sector ( <b>Annexure-F</b> ). Following documentary evidences of each project ( <b>with clearly mentioning tenure of contract along with indicating the number of hospital beds or hotel star category and bed strength</b> ) must be provided for consideration : <b>(1) Contract Agreement or Workorders (2) Performance Certificates</b> NOTE: Agreement / Work Order(s) and Performance Certificate must be for the period at least 12 months. If the ORIGINAL project period is more than 12 months then it would be considered a single project only. Extensions of project cannot be considered as a separate project.
15	Existing or past contractors / service providers of DUHS must submit Performance Certificate(s) <b>issued by the Registrar, DUHS for their period of contract/services at DUHS, clearly mentioning the period covered.</b> No other certificate will be accepted.

## 10. EVALUATION OF FINANCIAL PROPOSALS:-

- 10.1. Financial Proposals of only technically qualified bidders will be opened online through EPADS.
- 10.2. Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 10.3. Prices must be quoted in Pakistani Rupees (PKR), inclusive of all applicable taxes, duties, levies, and charges.

DUHS will deduct applicable taxes, duties and other levies at source.

- 10.4. The Evaluation of Financial Proposal will be conducted on quoted prices inclusive of all applicable taxes, duties, levies, and charges. If taxes are not specifically mentioned, the price shall be deemed inclusive of all applicable taxes, duties and levies as per prevailing laws. Errors in calculation of taxes, duties, levies, and charges shall be borne by the bidder. 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.
- 10.5. The lowest evaluated bidder meeting all requirements shall be considered for award of contract.
- 10.6. In case of tie among two or more bidders in financial bid with identical offered rate, the procuring agency may cancel the tender process.

## **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. Prior to the expiration of the original or extended bid validity period, 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. The 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 the stipulated time 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 up to date), 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 or delete any clause of the draft contract agreement. Minor rephrasing for clarity may be done with DUHS’s written approval, provided it does not adversely affect DUHS’s rights.
- 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 up to date), 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 & 32 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 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:
- The bid is substantially non-responsive to the requirements of this Tender Document.
  - The bidder makes false, forged, misleading, or materially incorrect representations in forms, statements, certificates, or attachments submitted as proof of eligibility/qualification.
  - The bid is against the applicable laws, rules, regulations, codes, permits, or policies of Pakistan.
  - The bidder has a conflict of interest, whether direct or indirect, with DUHS.
  - The bidder is found to have engaged in "Corrupt and Fraudulent Practices" in competing for or executing the contract.
  - The bidder attempts to unduly influence the bid evaluation or contract award process.
  - 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.
  - 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 up to date).
- 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 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. 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.



**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**

[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:***

**BIDDER PROFILE / DETAILS**  
**(On Bidder / Company / firm's Letterhead)**

1.	Registered Business Name	
2.	National Tax Number	
3.	Sindh Sales Tax Number (SRB)	
4.	Years of Operation of Business after its Registration	
5.	No of Human Resource	
6.	Bank Name and Branch	
7.	Bank Account Number	
8.	Physical address	
9.	Postal address	
10.	Telephone Number	
11.	Focal Person Name & Contact No	
12.	E-mail address	
13.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
14.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
15.	Details of Directors/owners with CNICs and contact details (Attach as separate Annexure)	
16.	Whether Bid Security enclosed? (Yes / No)	
17.	Legal Status of Business (Sole Proprietorship/Partnership/Company etc)	
18.	Any other relevant detail	

***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:**

**PROJECT / CONTRACT LIST**  
(On Bidder's / Company's / firm's Letterhead)

[Date]

To: [Name and address of Procuring Agency]

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

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

Dear Sir,

I / we hereby declare that we had successfully completed / ongoing following similar nature projects / contracts in a Hospital (minimum 100-bedded) or a Hotel (minimum 3-star category with at least 100 beds). The projects may be from the Government, Semi-Government, Autonomous Bodies, Universities, or Private Sector.

Copy of Agreements / Workorder(s) and satisfactory performance certificate are attached for your reference):

Sr. No.	Client Name / End User	Contact No.	Nature of Client (Public/Private Sector)	Scope of Work	Name & Location of Project	Year	Total yearly Contract value (PKR)

Yours faithfully,

***Authorized Signature [In full and initials]:******Name and Title of Authorized Signatory:******Name of Bidder:******Stamp / Seal:******Enclosed: As above***

**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**(TO BE SUBMITTED ON OFFICIAL LETTERHEAD  
OF THE COMPANY DULY SIGNED & STAMP)

S#	Description of Goods / Technical Specifications	Item Code	Yearly Quantity (approx.)	Rate per Unit PKR (Including taxes, duties, levies, and charges)	Total Amount PKR
1.	2.		3.	4.	5. (3 x 4)
<b>A.</b>	<b><u>LARGE ITEMS</u></b>				
1	Bed Sheet	ITM-014002	215,000		
2.	Patient Gown	ITM-014002	115,000		
3.	Patient Pajama	ITM-014002	105,000		
4.	I.C.U. / O. T. Shirt	ITM-014002	30,000		
5.	I.C.U. / O. T Pajama	ITM-014002	30,000		
6.	O. T. Gown	ITM-014002	52,000		
7.	Maternity Gown	ITM-014002	1000		
8.	O. T. Towel 60 x 90	ITM-014002	24,000		
9.	O. T. Towel 54 x 54	ITM-014002	45,000		
10.	Lab. Coat	ITM-014002	1,500		
11.	Porter Uniform Shirt	ITM-014002	8,000		
12.	Porter Uniform Pajama	ITM-014002	8,000		
13.	Pillow	ITM-014002	1,500		
<b>B.</b>	<b><u>SMALL ITEMS</u></b>				
14.	Pillow cover	ITM-014001	38,000		
15.	Paeds Shirts	ITM-014001	3,000		
16.	Paeds Pajama	ITM-014001	3,000		
17.	Draw Sheet	ITM-014001	3,500		
18.	Towel Large	ITM-014001	3,500		
19.	Towel Small	ITM-014001	700		
20.	O. T. Towel 36 x 36	ITM-014001	10,000		
21.	O. T. Towel 18 x 33	ITM-014001	4,500		
22.	Hole Sheet	ITM-014001	15,000		

<b>C.</b>	<b><u>OTHER ITEMS</u></b>				
23.	Blanket	ITM-014003	40,000		
24.	Curtains	ITM-014003	2,500		
25.	Towel Sponges for bath	ITM-014003	1,000		
26.	Newborn Wrapping Sheets	ITM-014003	1,000		
27.	Infant Baby Gowns	ITM-014003	1,000		
28.	Cot Sheets	ITM-014003	1,000		
<b>TOTAL AMOUNT (Including all applicable taxes, duties, levies, and charges e.g SST, WHT) (ONE YEAR)</b>					
Amount in Words					

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

<b>Indirect Tax</b>	<b>Rate (%)</b>

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

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

***Name of Bidder:***

***Stamp / Seal:***

**AFFIDAVIT**  
**(Must be Printed on 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:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the bidding document referred to. This agreement shall be effective from \_\_\_\_\_ to \_\_\_\_\_.
2. The following documents shall be deemed to form and be read and construed as part of the Agreement, viz.:
  - a. The Bid form / Price schedule submitted by the Contractor.
  - b. The Scope of Work mentioned in the bidding document at C-1.
  - c. The Terms & Conditions of Contract mentioned in the bidding document at C-2 to C-15.
  - d. The Procuring Agency’s Notification of Award / Letter of Acceptance
  - e. All clauses of the Bidding Document.
3. The Procuring Agency agrees to pay the Contractor the agreed price in consideration of the provision of the goods and/or services, and the Contractor agrees to provide the goods and/or services to the Procuring Agency in consideration of the agreed price.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

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

**(Signature of Authorized Officer of the DUHS)**

Name  
 Designation:  
 Address:  
 Seal:

Name:  
 Designation  
 Address:  
 Seal

**WITNESS – 1**

Name:  
 NIC:  
 Address:

**WITNESS – 2**

Name:  
 CNIC:  
 Address:



# DAWN

Tuesday  
December 30, 2025  
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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](http://www.duhs.edu.pk) E-mail: [rahim.khan@duhs.edu.pk](mailto:rahim.khan@duhs.edu.pk)

NIT No. DUHS/W&S/2025/1640

Dated: 29<sup>th</sup> December, 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 #	DESCRIPTION	METHOD OF PROCUREMENT
1.	PROVISION OF LAUNDRY SERVICES (REF. NO. DUHS/W&S-NIT/185)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
2.	REPAIR AND MAINTENANCE SERVICE FOR PASSENGER LIFTS AND PATIENTS/ BED LIFTS (REF. NO. DUHS/W&S-NIT/186)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
3.	HIRING OF BUSINESS SMS SERVICES (REF. NO. DUHS/W&S-NIT/187)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
4.	PROVISION OF PRIMARY 4G INTERNET GSM CONNECTIVITY (REF. NO. DUHS/W&S-NIT/188)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
5.	(RE-TENDER) REPAIR AND MAINTENANCE SERVICES FOR UNINTERRUPTED POWER SUPPLIES (UPS) (REF. NO. DUHS/W&S-NIT/190)	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/- (Rupees Five Thousand Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.</b>
<b>Security</b>	<b>Bid Security and Performance Security as mentioned in the bidding document.</b>

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 **19-01-2026 at 10:00 Hrs.** Manual bids, shall not be accepted. Electronic Bids will be opened on **19-01-2026 at 11:30 Hrs.** For any query related to e-bidding, please Contact to the facilitator /Coordinator, Procurement Committee Services at Admin Block 5<sup>th</sup> floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi, 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 / Demand Draft / Bank Guarantee 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 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 online on the next working day at the same time. 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.

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)

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**DIRECTOR**

**Works & Services**

**Dow University of Health Sciences, Karachi**

روزاني  
عوامي آواز  
Daily AWAMI AWAZ

سال 36 شمارو 353 | 30 ڊسمبر 2025 | 09 رجب المرجب 1447ھ | صفحا 08 - قيمت 40 روپيا



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

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