

# **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/2026/1673**

**Dated: 9<sup>th</sup> February, 2026**

### **HIRING OF EXTERNAL AUDIT FIRM**

**(REF NO: DUHS/W&S-NIT/189)**

## 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/2026/1673

Dated: 9<sup>th</sup> February, 2026

## 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. | <b>HIRING OF EXTERNAL AUDIT FIRM.</b><br>(REF. NO. DUHS/W&S-NIT/189)  | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 2. | <b>PROCUREMENT OF BALANCING MODERNIZATION REPLACEMENT AT DOW INSTITUTE OF LIFE SCIENCES (D.I.L.S) ON TURNKEY BASIS.</b><br>(REF. NO. DUHS/W&S-NIT/197)<br><b>Estimated Cost PKR. 396.50 Million</b> | Single Stage – Single Envelope Procedure as per rule 46 (1) of SPP Rules 2010 (Amended upto date)     |
| 3. | <b>(RE-TENDER) REPAIR AND MAINTENANCE SERVICE FOR PASSENGER LIFTS AND PATIENTS/ BED LIFTS.</b><br>(REF. NO. DUHS/W&S-NIT/198)<br><b>Estimated Cost PKR. 4.488 Million</b>                           | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 4. | <b>(RE-TENDER) HIRING OF BUSINESS SMS SERVICES.</b><br>(REF. NO. DUHS/W&S-NIT/199)  | 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](http://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 **02-03-2026** at **10:00 Hrs.** Manual bids, shall not be accepted. Electronic Bids will be opened on **02-03-2026** 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. 5814 / 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. Name of Procuring Agency:</b>                            | Dow University of Health Sciences (DUHS)  |
| <b>2. Bidding Procedure:</b>                                   | Single Stage – Two Envelope through online EPADS  |
| <b>3. Name of Contract:</b>                                    | Hiring of External Audit Firm   |
| <b>4. 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. 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.<br>Phone No. 021-38771000 Extension 5820, 5907               |
| <b>6. Language of the Bid:</b>                                 | English.  |
| <b>7. Currency of the Bid:</b>                                 | The fees quoted shall be in Pakistani Rupee.  |
| <b>8. Bid Security:</b>  | The amount of bid security shall be <b>Rs. 150,000/- (Rupees One Hundred Fifty 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. Bid Validity Period:</b>                                 | 90 days   |
| <b>10. Tender Purchasing date:</b>                             | As per NIT  |
| <b>11. Deadline for bid submission:</b>                        | As per NIT<br>(Online through EPADs at <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> )  |
| <b>12. Date and Time of Bid opening:</b>                       | As per NIT<br>(Online through EPADs at <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> )  |
| <b>13. Alternate Bid:</b>                                      | Not Allowed   |
| <b>14. Joint Venture / Consortium Bid:</b>                     | Not Allowed   |
| <b>15. Period of Contract:</b>                                 | This Contract shall remain valid for the specific purpose of the audit. The duration of the Contract shall cover the entire period from the date of signing of the Contract until the completion of all obligations under this contract.                            |
| <b>16. Performance Security:</b>                               | The amount of Performance Security shall be <b>five percent (5%) of the contract value.</b>   |

## **BIDDING DOCUMENT**

### **HIRING OF EXTERNAL AUDIT FIRM**

#### **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.

DUHS offices are based in Karachi at the following addresses:

#### **Head Office:**

Baba-e-Urdu Road, Karachi- 74200 - Pakistan

#### **Ojha Campus/Dow University Hospital**

SUPARCO Road, Gulzar-e-Hijri, Scheme No. 33, Karachi - Pakistan

DUHS website: <http://www.duhs.edu.pk/>

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

The objective of this Contract is to hire a competent External Auditor/External Audit Firm (“Firm”) to audit and express a professional opinion on the financial statements of the Dow University of Health Sciences (DUHS) in accordance with applicable auditing standards and regulatory requirements.

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

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

- 1.1. The Firm shall conduct an independent statutory audit and express a professional opinion on the financial statements of Dow University of Health Sciences (DUHS) for the financial year ending 30 June, covering a period of three (03) financial years (FY 2023–24 to FY 2025–26). The audit shall be conducted in accordance with International Standards on Auditing (ISA), other applicable national and international professional auditing standards and applicable laws and regulatory requirements in Pakistan
- 1.2. A final signed statutory audit report with certified financial statements of DUHS, including all primary statements, notes, disclosures, and supporting schedules, and a management letter should be submitted by firm as per agreed timeline. A firm should also submit unit wise signed audited report & certified financial statements of following units:
  - a. Dow Medical College
  - b. Dow International Medical College
  - c. Dow Dental College
  - d. Dow International Dental College
  - e. Dr. Ishrat-ul-Ebad Khan Institute of Oral Health Sciences
  - f. Dow Institute of Nursing and Midwifery
  - g. Dow College of Pharmacy
  - h. Dow University Hospital
  - i. Dow Institute of Life Sciences
  - j. Dow Institute of Business and Health Management.
  - k. Sindh Infectious Disease Hospital & Research Center

- 1.3. The External Auditor will have to present the annual audit report to the Finance and Planning Committee and DUHS Syndicate and provide any clarifications required by the forum.
- 1.4. The audits should be carried out in accordance with the National and International Standards of Auditing (ISA). Sufficient audit evidence should be gathered to substantiate in all material respects for the accuracy and true and fair view of financial statements of the DUHS.
- 1.5. The External Auditor shall evaluate and assess DUHS internal control systems and procedures to ensure transparency, accountability, efficiency, and compliance across overall operations

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

- 2.1. The Firm 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 Firm 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.
- 2.2. The Firm shall bear full responsibility for all deliveries and deliverables to the DUHS. The Firm shall not claim or charge on account of any other charges. No separate claims will be entertained.
- 2.3. The Firm shall comply with all applicable Pakistani laws, permits, codes, and regulations.
- 2.4. The Firm should be registered with the Institute of Chartered Accountants of Pakistan and should appear on satisfactory QCR rating firm of ICAP.
- 2.5. The External Auditor should be experienced in applying ISA standards, whichever is applicable for the audit.
- 2.6. The Firm must employ adequate staff with appropriate professional qualifications and suitable experience with ISA standards, including experience in auditing the accounts of entities comparable in size and complexity to DUHS.
- 2.7. DUHS shall provide the External Auditor, upon request, copies of required documentation and access to the facilities for audit purposes. Such documents shall remain DUHS property and may not be used for any other purpose.
- 2.8. The Firm shall supply such sufficient gadgets and equipment, for the use of his staff that is required to enable them to fulfill their duties as per contract.
- 2.9. The Firm shall be solely responsible for health, safety, and compensation of its employees in case of illness, injury, or accident during service. DUHS shall not be a party to such claims.
- 2.10. The Firm 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 Firm in additions to other remedies available under the Contract or applicable law.
- 2.11. The External Auditor must be completely impartial and independent from all aspects of management or financial interests in the DUHS. The External Auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any person in the senior management of DUHS. The External Auditor should disclose any relationship that might possibly compromise his/her independence.

- 2.12. DUHS policy requires that firm provide professional, objective, and impartial advice and at all times hold the DUHS interests paramount, strictly avoid conflicts with the assignments or their own interests.
- 2.13. The External Auditor shall be solely responsible, at its own cost, for engaging and paying any specialists, experts, or consultants required for the completion of the audit assignment, including but not limited to actuaries, IT audit specialists, tax experts, or any other technical professionals. No separate or additional payment shall be made by DUHS on account of such engagements. DUHS's financial liability shall be strictly limited to the approved audit fee (Annexure-H) under the tender and the executed contract, and no claim for extra charges, reimbursements, or variations shall be entertained on any grounds.

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

- 3.1. This Contract shall remain valid for the specific purpose of the audit. The duration of the Contract shall cover the entire period from the date of signing of the Contract until the completion of all obligations under this contract.
- 3.2. The Firm shall commence audit immediately upon signing of engagement letter by DUHS and shall ensure that audit are completed within the time frame specified by the DUHS.
- 3.3. The contract shall automatically expire upon completion of all obligations by the parties under the contract agreement.

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

- 4.1. The Successful Bidder/ Firm 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/ Firm shall be returned after receipt of Performance Security / Guarantee.
- 4.3. **Forfeiture of Performance Security / Guarantee:** The Performance Security/Guarantee submitted by the Firm shall be liable to forfeiture, in whole or in part, under the following circumstances:
  - a. If the Firm, 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 such failure, DUHS reserves the right to obtain the required services from the next advantageous bidder or any alternate source at the Firm'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 Firm.
  - c. If any loss or damage is caused to DUHS by the Firm or its staff, DUHS shall have the right to recover the cost of such loss or damage, including repair or replacement expenses, from the Firm by way of deduction from the Performance Security, any pending bills, or through any other legal remedies available under the Contract or applicable law.
- 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:

- a. Failure to provide services as per the Contract Agreement/Engagement Letter within the stipulated period or failure to perform any contractual obligation.
- b. Failure to maintain satisfactory performance levels despite written notice.
- c. Violation of any material term or condition of the Contract.
- d. Loss or damage caused by the Firm or its staff.
- e. If the Firm becomes bankrupt, insolvent, or enters into composition with creditors.
- f. If the Firm, 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:

- a. Forfeit the Performance Security in part or full;
- b. Recover the damages besides forfeiture of Performance Security / Guarantee.
- c. Obtain the required services from the next advantageous bidder or alternate sources at the Firm's risk and cost;
- d. Recover any additional costs or loss or damages incurred from the Firm's Performance Security or any other dues payable to the Firm.

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. **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 agrees 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. Parties 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 Firm 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 firm, 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 the 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 Firm 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 Firm's own workforce, or arising from the Firm's failure to manage its labor relations. Nationwide strikes, citywide shutdowns, or government-declared closures that are demonstrably beyond the Firm'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. Payment shall be processed on the completion of audit of each financial year as per agreed fees at Annexure-H.
- 15.2. All fees must be in Pakistani Rupees (PKR), inclusive of all applicable taxes and charges. If taxes are not specifically mentioned, the fees shall be deemed inclusive of all applicable taxes as per prevailing laws. DUHS will deduct applicable taxes at source. Errors in calculation of taxes and charges shall be borne by the Firm. **The fees 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 Firm required to submit the following documents along with bill:
  - a. The Firm 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 Engagement Letter or Contract Agreement on Stamp Paper duly signed by Firm and The Registrar.
  - d. Original completion certificate issued by the Director Finance.
  - 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 Firm or its staff, DUHS shall have the right to recover the cost of such loss or damage, including repair or replacement expenses, from the Firm 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 tenders.

**2. BIDDING PROCEDURE: -**

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

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

- 3.1. Bidders must carefully read the Notice Inviting Tender (NIT) and all sections of the Bidding Document to fully understand requirements before submission.
- 3.2. The Bid Form/Price Schedule must be completed in all respects, free from overwriting, double writing, crossed, erasures, confusion or conditional terms. Rates shall be quoted clearly in digits and words.
- 3.3. The Bid Form/Price Schedule shall be placed in the Financial Proposal.
- 3.4. Each document submitted by the bidder shall be signed and stamped by the bidder.
- 3.5. Bids must be uploaded on SPPRA's EPADS system under the Single Stage – Two Envelope Procedure.
- 3.6. 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 staff.

#### **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 Evaluation shall be carried out on a Technical and Financial proposals submitted by the firms, based on QCBS (Quality and Cost Based Selection). The Technical Evaluation shall be carried out on mandatory requirement and a marks system based on the criteria defined in this Bidding Document. Bidders must achieve at least seventy percent (70%) of the total marks and fulfill all mandatory requirements to qualify for further evaluation process.
- 8.2. Only those bidders who fulfill all mandatory requirements (includes achieving marks 70% or above) shall be declared Technically Qualified.
- 8.3. Financial Proposals of only Technically Qualified bidders shall be opened; others shall be returned unopened.
- 8.4. The bidder which attains the highest combined weighted technical and financial score according to the criteria mentioned in the bidding document shall be selected.
- 8.5. The contract shall be awarded to the Most Advantageous Responsive Bidder with maximum accumulative scores (Technical Scores + Financial Scores).

## **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 (includes achieving marks 70% or above) would be declared **technically qualified** for further evaluation as per the Evaluation Criteria specified in this bidding document. **Submission of verifiable documentary evidence against each requirement is compulsory, noncompliance will lead to disqualification.** Bidder shall be bound to produce

the original documents for verification at the request of DUHS. If the bidder fails to produce the original documents within the prescribed time schedule their Bid will be rejected.

| 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 with online verification showing "Active Taxpayer" status.   |
| 6      | Copy of CNIC of the authorized signatory of the bid.  |
| 7      | Compliance Certificate on Stamp Paper duly signed and stamped as per <b>Annexure-B</b> .  |
| 8      | Complete profile and history of the bidder, including registered office address, details of Partners with CNICs and contact details ( <b>Annexure-C</b> ).  |
| 9      | Affidavit on Stamp Paper as per Specimen given at <b>Annexure-I</b> .   |
| 10     | The bidder must be a Member or Independent Correspondent firm of an International firm and must fall in Category A of the State Bank of Pakistan's Panel of Auditors maintained under Section 35(1) of Banking Companies Ordinance, 1962. |
| 11     | 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.         |
| 12     | The Audit firm should be registered with the Institute of Chartered Accountants of Pakistan and should appear on satisfactory QCR rating firm of ICAP (Documentary Evidence must be provided).  |

### **TECHNICAL PROPOSAL EVALUATION CRITERIA**

| S#  | Evaluation Parameters/Sub-parameters  | Maximum Points |
|-----|---|----------------|
| 1.  | <b>Number of Statutory Audits Clients in last 3 years Government entities, Listed &amp; public companies (Annexure-F)</b> | <b>Max. 10</b> |
| 1.1 | 50 and above clients  | 10             |
| 1.2 | 25 and above but less than 50 clients   | 07             |
| 1.3 | 10 and above but less than 25 clients   | 05             |
| 1.4 | Below 10 Clients  | 00             |
| 2.  | <b>Number of Audit Partners<br/>(Credible documentary evidence must be provided)</b>                                      | <b>Max. 10</b> |
| 2.1 | 10 and above Partners   | 10             |
| 2.2 | Below 10 Partners   | 05             |
| 3.  | <b>Number of Professional Employees (ICAP/ACCA/ICMAP) of audit firm (Annexure-L)</b>                                      | <b>Max. 15</b> |
| 3.1 | 50 and above employees  | 15             |
| 3.2 | 30 and above but less than 50 employees   | 10             |
| 3.3 | Below 30 employees  | 05             |

|                             |   |                |
|-----------------------------|---|----------------|
| <b>4.</b>                   | <b>Number of registered ICAP student trainees<br/>(Credible documentary evidence of ICAP must be provided)</b>                        | <b>Max. 15</b> |
| 4.1                         | 350 and above student trainees  | 15             |
| 4.2                         | 250 and above but less than 350 student trainees  | 10             |
| 4.3                         | Below 250 student trainees  | 05             |
| <b>5.</b>                   | <b>International Association<br/>(Credible documentary evidence must be provided)</b>   | <b>Max. 10</b> |
| 5.1                         | Membership with any International Audit Firm  | 10             |
| 5.2                         | Affiliation/Network of any International Firm   | 05             |
| <b>6.</b>                   | <b>Availability of Audit Software<br/>(Credible documentary evidence must be provided)</b>  | <b>Max. 05</b> |
| 6.1                         | Yes   | 05             |
| 6.2                         | No  | 00             |
| <b>7.</b>                   | <b>External Audit Experience with Public Sector Universities &amp; Hospitals<br/>(Credible documentary evidence must be provided)</b> | <b>Max. 15</b> |
| 7.1                         | Yes   | 15             |
| 7.2                         | No  | 00             |
| <b>8.</b>                   | <b>Average Annual Turnover in the last three (03) financial years supported by<br/>Income Tax Returns (ITR – FBR) (Annexure-G).</b>   | <b>Max 20</b>  |
| 8.1                         | Rs. 300 million and above   | 20             |
| 8.2                         | Rs. 200 million and above but less than Rs. 300 million   | 15             |
| 8.3                         | Below Rs 200 million  | 10             |
| <b>TOTAL MARKS / POINTS</b> |   | <b>100</b>     |

9.6. The following merit point system for weighting evaluation factors / criteria will be applied for technical proposals.

9.7. Marks obtained in the detailed technical evaluation will be carried forward and prorated. The formula for technical points is "**Technical Score = Total Technical Marks / Points of the respective bidder x 0.80**".

**EXAMPLE:**

**TECHNICAL EVALUATION**

The formula to calculate the technical score of the bidder is given below: Technical Score = Total Technical Marks of respective bidder x 0.80

**Solved Example of Technical Scoring:** Technical marks out of 100 = 85 Marks

Carried Forward & Prorated Technical scoring = 85 Marks x 0.80 = 68 Score

**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. Fees must be quoted in Pakistani Rupees (PKR), inclusive of all applicable taxes and charges. DUHS will deduct applicable taxes at source.

10.4. The Evaluation of Financial Proposal will be conducted on quoted fees inclusive of all applicable taxes and charges. If taxes are not specifically mentioned, the fees shall be deemed inclusive of all applicable taxes as per prevailing laws. Errors in calculation of taxes and charges shall be borne by the bidder. The fees 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 formula for financial scoring is that the lowest bidder gets **20** Score and the other bidders score 20

multiplied by the ratio of the lowest bid divided by the quoted fee.

10.6. The formula to calculate the Score for the fee by the bidders other than lowest bidder is given below:  
**Financial Evaluation Score: [Lowest quoted fee ÷ Next higher quoted fee] x Total Allocable financial score**

**Solved Example of Financial Scoring:**

If the lowest quoted fee is Rs. 2 million the lowest will obtain score as below:

$$= [2 \div 2] \times 20 = 20 \text{ Score}$$

= 20 Score being the lowest bidder

If the next higher quoted fee is Rs. 3 million the score obtained will be:

$$= [2 \div 3] \times 20 = 13.33 \text{ Score}$$

If the next higher quoted fee is Rs. 4 million the score obtained will be:

$$= [2 \div 4] \times 20 = 10 \text{ Score and so on.}$$

10.7. The bidder which attains the highest combined weighted technical and financial score (Technical Score + Financial Score) shall be considered for award of contract.

10.8. In case of tie among two or more bidders in the combined score, the procuring agency may cancel the tender process or award the contract to the bidder securing the higher technical evaluation score, provided all other terms and conditions are satisfactorily met

**11. AWARD OF CONTRACT:-**

11.1. DUHS shall award the contract to the bidder who attains the highest combined weighted technical and financial score shall be considered for acceptance of the offer provided that it fulfills the laid down terms and conditions of the tender

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 according to SPPRA Rules 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 most advantageous 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 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 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:

- a. If a bidder withdraws or modifies its bid during the bid validity period.
- b. If the bidder does not accept the correction of the quoted amount following the correction of arithmetic errors.
- c. If the successful bidder fails to furnish the required Performance Security or sign the Contract Agreement within the prescribed period.
- d. If the successful bidder fails to commence or provide the requisite services as per contract.
- e. If a bidder has been found black listed by any agency of Federal or Provincial Government.
- f. If it is established that the bidder submitted false, misleading, or forged documents/certificates/affidavits to qualify.

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

16.1. A bid shall be rejected, declared non-responsive, or the bidder disqualified at any stage of the process, if:

- a. The bid is substantially non-responsive to the requirements of this Tender Document.
- b. The bidder makes false, forged, misleading, or materially incorrect representations in forms, statements,

certificates, or attachments submitted as proof of eligibility/qualification.

- c. The bid is against the applicable laws, rules, regulations, codes, permits, or policies of Pakistan.
- d. The bidder has a conflict of interest, whether direct or indirect, with DUHS.
- e. The bidder is found to have engaged in “Corrupt and Fraudulent Practices” in competing for or executing the contract.
- f. The bidder attempts to unduly influence the bid evaluation or contract award process.
- g. The bid is submitted in any form or manner other than that prescribed, including failure to use the required forms, annexures, schedules, or submission mode.
- h. The bid is unsigned, incomplete, partial, conditional, ambiguous, alternative, late, or otherwise non-compliant.
- i. The bid is subjected to unauthorized interlineations, cuttings, corrections, erasures, or overwriting.
- j. The financial proposal is included in the technical proposal, contrary to Rule 46(2) of SPP Rules, 2010 (Amended 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.

**ANNEXURE-A (1)**

**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:*

**ANNEXURE-A (2)**

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / DUHS)

Dear Sir,

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

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

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

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

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

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal*

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

**(On Stamp Paper)**

[Location, Date]

To: [Name and address of Procuring Agency]

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 Firm Name   |
| 2.  | National Tax Number  |
| 3.  | Sindh Sales Tax Number (SRB)   |
| 4.  | Years of Operation of Firm 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. | Details of partners with CNICs and contact details<br>(Attach as separate Annexure)        |
| 15. | Whether Bid Security enclosed? (Yes / No)  |
| 16. | 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 & 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 Firm) 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 Firm 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 Firm.

Now therefore, we hereby unconditionally and irrevocably undertake and guarantee, on behalf of the Firm, to pay to the Procuring Agency, upon its first written demand declaring the Firm to be in default under the Contract, without demur, cavil, argument, or requiring the Procuring Agency to initiate any proceedings against the Firm, 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 have following Statutory Audits Clients in last 3 years Government Entities, Listed & Public Companies

| Sr. No. | Client Name | Location | Nature of Client<br>(Public/Private Sector) | Scope of Work | Financial Year | Engagement Letter Date |
|---------|-------------|----------|---|---------------|----------------|------------------------|
|         |             |          |   |               |                |                        |
|         |             |          |   |               |                |                        |
|         |             |          |   |               |                |                        |
|         |             |          |   |               |                |                        |
|         |             |          |   |               |                |                        |
|         |             |          |   |               |                |                        |
|         |             |          |   |               |                |                        |

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 Procuring Agency]

**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 FIRM DULY SIGNED & STAMP)

| Sr. No.  | Description                                | Item Code  | Fee including all taxes and charges except Sales Tax (PKR) | Out of Pocket Expenses (PKR) (20%) | Sindh Sales Tax on Fees + Out of Pocket Expense (PKR) (%) | Total Fee including all taxes and expenses (PKR) |
|--|--|------------|--|------------------------------------|---|--|
| 1  | 2  | 3          | 4  | 5 (4 x 20%)                        | 6 ((4+5) x --%)   | 7 (4+5+6)  |
| 1  | External Audit Services per Financial Year | ITM-023530 |  |                                    |   |  |
| <b>TOTAL AMOUNT IN FIGURES (Including all applicable taxes and expenses)</b> |  |            |  |                                    |   |  |
| <b>TOTAL AMOUNT IN WORDS</b>   |  |            |  |                                    |   |  |

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

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

*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 “**Firm**” 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 “Firm” 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 Firm for \_\_\_\_\_ (Tender Ref: No. \_\_\_\_\_), Therefore, invited bids through N.I.T No. \_\_\_\_\_

WHEREAS the Firm (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 Firm 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 \_\_\_\_\_.
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 Firm.
  - 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 Firm the agreed fee in consideration of the provision of the services, and the Firm agrees to provide the services to the Procuring Agency in consideration of the agreed fee.

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 Firm / 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:

**PROFESSIONAL EMPLOYEE LIST (ICAP/ACCA/ICMAP)**  
**(On Stamp Paper)**

[Date]

To: [Name and address of Procuring Agency]

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

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

Dear Sir,

I / we hereby declare that following professional employees (ICAP/ACCA/ICMAP) working in our audit firm:

| Sr. No. | Emp. ID | Registration Number | Name | Designation | CNIC | No of years of employment in firm |
|---------|---------|---------------------|------|-------------|------|-----------------------------------|
|         |         |                     |      |             |      |                                   |
|         |         |                     |      |             |      |                                   |
|         |         |                     |      |             |      |                                   |
|         |         |                     |      |             |      |                                   |
|         |         |                     |      |             |      |                                   |
|         |         |                     |      |             |      |                                   |
|         |         |                     |      |             |      |                                   |

Yours faithfully,

*Authorized Signature [In full and initials]:*

*Name and Title of Authorized Signatory:*

*Name of Bidder:*

*Stamp / Seal:*

*Enclosed: As above*



**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/2026/1673

Dated: 9<sup>th</sup> February, 2026

## **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. | <b>HIRING OF EXTERNAL AUDIT FIRM.</b><br>(REF. NO. DUHS/W&S-NIT/189)  | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 2. | <b>PROCUREMENT OF BALANCING MODERNIZATION REPLACEMENT AT DOW INSTITUTE OF LIFE SCIENCES (D.I.L.S) ON TURNKEY BASIS.</b><br>(REF. NO. DUHS/W&S-NIT/197)<br><b>Estimated Cost PKR. 396.50 Million</b> | Single Stage – Single Envelope Procedure as per rule 46 (1) of SPP Rules 2010 (Amended upto date)     |
| 3. | <b>(RE-TENDER) REPAIR AND MAINTENANCE SERVICE FOR PASSENGER LIFTS AND PATIENTS/ BED LIFTS.</b><br>(REF. NO. DUHS/W&S-NIT/198)<br><b>Estimated Cost PKR. 4.488 Million</b>                           | Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date) |
| 4. | <b>(RE-TENDER) HIRING OF BUSINESS SMS SERVICES.</b><br>(REF. NO. DUHS/W&S-NIT/199)  | 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 **02-03-2026** at **10:00 Hrs.** Manual bids, shall not be accepted. Electronic Bids will be opened on **02-03-2026** 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. 5814 / 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**



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DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI.**  
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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**

Daily **AWAMI AWAZ**

روزانی

# عوامي آواز

سال 37 - شماره 41 | ۱۴۴۷ھ شعبان ۲۱ | ۲۰۲۶ء فبراير ۱۰ء | صفحہ ۰۸ | قیمت 40 روپیا



OFFICE OF THE DIRECTOR WORKS & SERVICES  
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