

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/2026/1772

Dated: 22nd April, 2026

**HIRING OF SERVICES OF HUMAN RESOURCE
OUTSOURCING FIRMS (HR FIRMS) FOR PROVIDING
SKILLED, SEMI-SKILLED AND UNSKILLED HUMAN
RESOURCE**

(REF NO: DUHS/W&S-NIT/201)

NOTICE INVITING TENDER (NIT)



OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES

Baba-e-Urdu Road, Karachi. Direct No. 92-21- 99216065
Website: www.duhs.edu.pk E-mail: rahim.khan@duhs.edu.pk

NIT No. DUHS/W&S/2026/1772

Dated: 22 April 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. No.	NAME OF WORK	METHOD OF PROCUREMENT
1.	HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRMS (HR FIRMS) FOR PROVIDING SKILLED, SEMI-SKILLED AND UNSKILLED HUMAN RESOURCE (REF. NO. DUHS/W&S-NIT/201)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended up to date)
2.	HIRING OF SECURITY SERVICES COMPANY. (REF. NO. DUHS/W&S-NIT/202)	
3.	HIRING OF TRANSPORT SERVICES FOR RIVA WATER PLANT. (REF. NO. DUHS/W&S-NIT/203)	
4.	PROVISION OF SECONDARY 4G INTERNET GSM CONNECTIVITY. (REF NO: DUHS/W&S-NIT/205)	
5.	(RE-RE-TENDER) REPAIR AND MAINTENANCE SERVICE FOR PASSENGER LIFTS AND PATIENTS/ BED LIFTS. (REF NO: DUHS/W&S-NIT/206)	

Tender Fee	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.
Security	Bid Security and Performance Security as mentioned in the bidding document.

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

The electronics bids must be submitted using EPADS before closing time **11-05-2026** at **10:00 Hrs.** Manual bids, shall not be accepted. Electronic Bids will be opened on **11-05-2026** at **11:30 Hrs.** For any query related to e-bidding, please Contact to the facilitator /Coordinator, Procurement Committee Services at Admin Block 5th 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.

1.	Name of Procuring Agency:	Dow University of Health Sciences (DUHS)
2.	Bidding Procedure:	Single Stage – Two Envelope through online EPADS
3.	Name of Contract:	Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled and Unskilled Human Resource
4	Tender fee:	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.
5.	Submission of Tender fee & Bid Security Address:	Dow University of Health Sciences (DMC Campus), Facilitator / Coordinator, Procurement Committee-Services, Admin Block 5 th Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi. Phone No. 021-38771000 Extension 5820, 5907
6.	Language of the Bid:	English.
7.	Currency of the Bid:	The price quoted shall be in Pakistani Rupee.
8.	Bid Security:	The amount of bid security shall be amounting to Rs. 500,000/- (Rupees Five Hundred Thousand Only) 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.
9.	Bid Validity Period:	90 days
10.	Tender Purchasing date:	As per NIT
11.	Deadline for bid submission:	As per NIT (Online through EPADs at https://eprocure.gov.pk/)
12.	Date and Time of Bid opening:	As per NIT (Online through EPADs at https://eprocure.gov.pk/)
13.	Alternate Bid:	Not Allowed
14.	Joint Venture / Consortium Bid:	Not Allowed
15.	Period of Contract:	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 HR Firm'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 and service charges shall remain unchanged during the renewal period.
16.	Performance Security:	The amount of Performance Security shall be amounting to Rs. 1,500,000/- (Rupees One Million & Five Hundred Thousand Only).

BIDDING DOCUMENT

HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRMS (HR FIRMS) FOR PROVIDING SKILLED, SEMI-SKILLED AND UNSKILLED HUMAN RESOURCE

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 main objective of contract is to hire a reputed and experienced Human Resource Firm (hereinafter called “HR FIRM”) for providing skilled, semi-skilled and unskilled human resources for main campuses and constituent institutes of DUHS.

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

1. SCOPE OF WORK: -

- 1.1. Dow University of Health Sciences (DUHS) intends to engage a reputable and experienced Human Resource Firm (hereinafter referred to as the “HR Firm”) for the provision and management of skilled, semi-skilled, and unskilled human resources, as per the requirements of DUHS, across its main campuses, constituent institutes, laboratories, and collection centers. Such personnel may include, but shall not be limited to, laboratory and healthcare professionals, teaching and non-teaching staff, technical and non-technical personnel, paramedical staff, administrative and support staff, as well as clerical and non-clerical personnel. The categories of positions may include, inter alia, Phlebotomists, Porters, Naib Qasids, Receptionists, Medical Officers/Doctors, Administrators, Assistants, Attendants, Technicians, Electricians, Lift Operators, Loaders, Malis, and any other personnel as may be required by DUHS from time to time.
- 1.2. The HR Firm shall maintain a diverse and adequate pool of qualified candidates for various positions as required by DUHS and shall designate a dedicated Point of Contact (POC) for coordination of all matters.
- 1.3. The HR Firm shall:
 - i. Provide suitable and qualified personnel as requested by DUHS;
 - ii. Ensure services are rendered on a six (6) day working week basis or as notified by DUHS;
 - iii. Maintain confidentiality of DUHS information;
 - iv. Ensure full legal compliance of its employees;
 - v. Bear exclusive responsibility for employer-employee relationship with its personnel.
- 1.4. DUHS shall:
 - i. Provide applicable internal policies and regulations to the HR Firm;
 - ii. Provide, to deployed personnel, necessary equipment, materials, workspace and software licenses required for performance of duties;
 - iii. Inform the HR Firm of any amendments in policies;
 - iv. Make payments in accordance with agreed contractual terms.

2. GENERAL TERMS AND CONDITIONS:-

Recruitment and Selection:

- 2.1. Upon receipt of a formal requisition from DUHS, the HR Firm shall:
 - i. Conduct preliminary screening and shortlisting in accordance with the criteria provided by DUHS;
 - ii. Carry out background verification, reference checks and verification of educational credentials (reference checks may be waived for fresh graduates where applicable);
 - iii. Submit shortlisted candidates within fourteen (14) days of the requisition.
- 2.2. Final selection shall be made exclusively by DUHS after interview. The HR Firm shall not issue any offer prior to completion of background and credential verification.
- 2.3. The HR Firm shall issue the offer letter within twenty-four (24) hours of DUHS' written selection decision and shall obtain acceptance from the candidate within twenty-four (24) hours thereafter. The joining date shall be communicated to DUHS immediately.
- 2.4. Employment contracts shall be executed between the HR Firm and the selected personnel. The tenure of engagement, including renewal or extension, shall be at the sole discretion of DUHS. All personnel shall be subject to a probation period of three (3) months from the date of joining.

Payroll and Compensation:

- 2.5. The salary structure shall be determined by DUHS in accordance with applicable pay grades and government-prescribed minimum wage rates.
- 2.6. The HR Firm shall:
 - i. Process payroll and submit a detailed invoice (including salaries and service charges) to DUHS on or before the 20th of each month for verification;
 - ii. *Disburse salaries through bank transfer only;*
 - iii. Ensure salaries are credited to employees' bank accounts no later than the 5th of each month;
 - iv. Maintain sufficient funds to ensure timely salary disbursement, irrespective of any delay in payment by DUHS.
- 2.7. The HR Firm shall provide monthly bank statements and disbursement sheets to DUHS for verification. DUHS reserves the right to audit payroll records at any time.
- 2.8. All salaries, benefits, overtime, taxes, statutory contributions and other emoluments payable to personnel shall be the sole responsibility of the HR Firm. DUHS shall bear no liability whatsoever in this regard.

Statutory Compliance:

- 2.9. The HR Firm shall comply with all applicable federal and provincial laws of Pakistan, including labor and employment laws, permits, codes, and regulations, as well as DUHS's internal rules and policies.
- 2.10. Without limitation, the HR Firm shall ensure registration and compliance under The Employees' Old-Age Benefits Act, 1976, The Provincial Employees' Social Security Ordinance, 1965, The Workers' Children (Education) Ordinance, 1972 and any other applicable laws. Documentary evidence of compliance shall be provided to DUHS.
- 2.11. The HR Firm shall be solely responsible for payment of all statutory contributions, including but not limited to EOBI, Social Security, gratuity, group life insurance, health insurance and any other mandatory benefits. DUHS shall not be responsible for any liability whatsoever.

Insurance and Liability:

- 2.12. All personnel/employees provided/deployed by HR Firm under this contract are the employees of HR Firm not the DUHS. Nothing in this Agreement shall be construed as creating an employer-employee

relationship between DUHS and the personnel deployed by the HR Firm. DUHS shall not be responsible for any statutory, contractual or financial liabilities of the HR Firm toward its employees.

- 2.13. The HR Firm shall ensure that all deployed personnel are covered by insurance against death (natural and accidental) and injury in accordance with applicable law. The cost of such coverage shall be included in the service fee.
- 2.14. The HR Firm shall be solely responsible for health, safety, and compensation of its employees in case of illness, injury, or accident arising during service. DUHS shall not be a party to such claims.
- 2.15. The HR Firm shall be exclusively responsible for paying the salary and other emoluments to which each HR Firm's employee is entitled under his agreement with the HR Firm. For the sake of clarity, it is specifically provided that the DUHS shall not be liable to any HR Firm's employee for salaries, overtime, benefits, contributions, workmen's compensation charges and taxes etc. or for the reimbursement of any expenses, or for any other amount on any other account. All claims made by HR Firm's employees shall be dealt with exclusively by the HR Firm. None of the HR Firm's employees shall be entitled to seek employment of the DUHS merely on the ground that he had been engaged by the HR Firm during the tenure of this Agreement or was engaged by the HR Firm for the provision of the services to DUHS.
- 2.16. The HR Firm shall be liable for any loss or damage caused to DUHS by its personnel, DUHS shall have the right to recover the cost of such loss or damage, including repair or replacement expenses, from the HR Firm in additions to other remedies available under the Contract or applicable law.

Deployment and Records:

- 2.17. Personnel may be deployed at any DUHS campus, institute, and laboratory or collection center.
- 2.18. The HR Firm shall maintain complete and updated records of each employee, including but not limited to bio-data, CNIC, photographs, educational documents, employment history, references, contact details and leave records. Such records shall be securely maintained and made available to DUHS upon request within two (2) working days.
- 2.19. The HR Firm shall, upon reasonable prior written notice, permit the DUHS or its authorized representatives to inspect, examine, and audit the HR Firm's operations, books, records, and documents strictly to the extent directly related to the Services under this Agreement. Such inspection or audit shall be conducted during normal business hours and in a manner that does not unreasonably interfere with the HR Firm's operations.
- 2.20. Personnel shall be entitled to leave in accordance with DUHS Leave Policy, as communicated to the HR Firm.

Discipline, Replacement and Termination:

- 2.21. All personnel provided by HR Firm shall strictly follow DUHS's instructions and comply with workplace rules, regulations, safety standards, and precautions.
- 2.22. In the event any personnel:
 - i. Acts in a manner prejudicial to DUHS' interests;
 - ii. Commits misconduct, insubordination or policy violation; or
 - iii. Performs unsatisfactorily,

the HR Firm shall, upon written notice from DUHS, take immediate remedial action and, where required, withdraw and replace such personnel without delay.

- 2.23. Termination of employment shall be executed by the HR Firm upon recommendation of DUHS. DUHS reserves the right to require immediate replacement.
- 2.24. In case any personnel resigns or discontinues employment, the HR Firm shall provide a suitable replacement within a reasonable time as specified by DUHS.

Performance Evaluation and Contract Renewal:

- 2.25. DUHS shall evaluate the performance of deployed personnel.
- 2.26. Renewal, extension, non-renewal and salary revision shall be at the sole discretion of DUHS based on performance and institutional requirements.
- 2.27. The HR 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 HR 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.
- 2.28. DUHS reserves the right to increase or decrease the number of outsources employees during the contract period.

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 HR Firm'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 and service charges shall remain unchanged during the renewal period.
- 3.2. Services shall be commenced from the effective date of contract agreement.

4. PERFORMANCE SECURITY:-

- 4.1. The Successful Bidder/ HR 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/ HR Firm shall be returned after receipt of Performance Security / Guarantee.
- 4.3. **Forfeiture of Performance Security / Guarantee:** The Performance Security/Guarantee submitted by the HR Firm shall be liable to forfeiture, in whole or in part, under the following circumstances:
- If the HR 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.
 - 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 HR 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 HR Firm.
 - If any loss or damage is caused to DUHS by the HR 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 HR 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.

- d. If the HR Firm 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 HR Firm.

- 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/Work Order 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 HR Firm or its staff.
 - e. If the HR Firm becomes bankrupt, insolvent, or enters into composition with creditors.
 - f. If the HR 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 HR Firm's risk and cost;
 - d. Recover any additional costs or loss or damages incurred from the HR Firm's Performance Security or any other dues payable to the HR 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. **Blacklisting:** In addition to termination, DUHS reserves the right to recommend blacklisting of the HR Firm 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 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. DUHS and HR Firm 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 HR 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 HR 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 HR 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.

12.2. Neither Party shall use the name, logo, trademark, insignia or any other intellectual property of the other Party for advertising, promotional, marketing or publicity purposes, including but not limited to brochures, websites, social media platforms, or other marketing materials, without the prior written consent of the other Party.

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 HR Firm's own workforce, or arising from the HR Firm's failure to manage its labor relations. Nationwide strikes, citywide shutdowns, or government-declared closures that are demonstrably beyond the HR 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 monthly basis as per agreed prices/charges at Annexure-H.
- 15.2. All prices/charges must be in Pakistani Rupees (PKR), inclusive of all applicable taxes, duties, levies, and charges. If taxes are not specifically mentioned, the price/charges 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 HR Firm. **The price/charges 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 HR Firm required to submit the following documents along with bill:
 - a. Attendance Report of each employee duly signed by HOD of said Department/ Institute/ College.
 - b. The HR Firm shall submit his bill in the prescribed form duly approved by DUHS.
 - c. Invoice with covering letter, both duly signed and stamped by authorized officer.
 - d. Copy of Contract Agreement on Stamp Paper duly signed by HR Firm and The Registrar.
 - 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 HR 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 HR 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 5th 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.

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. Financial Proposals of disqualified bidders shall not be opened and bid security shall be returned to the bidder.
- 7.4. If a Financial Proposal is mistakenly enclosed in the Technical Proposal, the entire bid shall be rejected.
- 7.5. If any bidder elects to submit alternative bid(s) / proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway
- 7.6. Bids with vague conditions such as "subject to prior confirmation", "subject to immediate acceptance" etc. shall be rejected.
- 7.7. 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 mandatory requirement and a scoring system based on the criteria defined in this Bidding Document. Bidders must achieve at least seventy percent (70%) of the total marks and fulfill all mandatory requirements to qualify for further evaluation process.
- 8.2. Only those bidders who fulfill all mandatory requirements (includes achieving score 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 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 (includes achieving score 70% or above) would be declared **technically qualified** for further evaluation as per the Evaluation Criteria specified in this bidding document. **Submission of verifiable documentary evidence against each requirement is compulsory, noncompliance will lead to disqualification.** Bidder shall be bound to produce the original documents for verification at the request of DUHS. If the bidder fails to produce the original documents within the prescribed time schedule their bid will be rejected.

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 duly signed and stamped as per Annexure-B .
8	Complete profile and history of the bidder, including registered office address, details of Directors/owners with CNICs and contact details (Annexure-C).
9	Bidder must be in business for at least the last five (05) years (credible documentary evidence must be provided).
10	Undertaking on stamp paper by the bidder to the effect that employee is paid monthly wages, not less than the minimum wages fixed by the Government of Sindh from time to time. Any violation at any stage in this regard will render the bidder ineligible to work with DUHS.
11	Affidavit on Stamp Paper as per Specimen given at Annexure-I .
12	Average Annual Turnover in the last three (03) financial years should not be less than PKR 50 million supported by Income Tax Returns (ITR – FBR).
13	The bidder must have the valid certificate of Social Security Registration of Employee.
14	The bidder must have the valid certificate of Registration of Employees Old-Age Benefit Institution (EOBI).
15	The bidder must have ongoing or completed at least two (02) projects having contract value of Rs. 50 million or above regarding the HR Services for providing the human resources during the last five (05) years in Govt./Semi-Govt./Autonomous Bodies/Universities/Hospitals/Private Sector/Banking Sector (Annexure-F). Job Completion certificates / POs / works order /agreements of each project with clearly mentioning tenure of contract must be provided for consideration. 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.
16	Existing or past HR Firms / Service Providers of DUHS must submit Performance Certificate(s) issued by the Registrar Office, DUHS, for their period of contract/services at DUHS, clearly mentioning the period covered. No other certificate will be accepted.
17	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.

9.6. **Technical Evaluation Criteria**

Sr. No.	Evaluation Criteria	Total Marks
1.	Head office and Regional offices: <i>(Please attach list of all offices with complete contact information & evidences e.g rental or property agreement)</i>	10
	• Head Office with 4 or more regional offices	10
	• Head Office with 3 regional offices	08
	• Head Office with 2 regional offices	06
	• Head Office with 1 regional office	04
2.	Experience in handling outsourcing HR Service contracts throughout Pakistan <i>(Credible documentary evidence must be provided(Registration Certificate from SECP,FBR)</i>	10
	• 10 years and above	10
	• 7 years or more but less than 10 years	08
	• 5 years or more but less than 7 years	05
	• Less than 5 years	00
3.	Number of projects having contract value of 15 million or above for providing the HR Services during the last 5 years in public sector government/semi NOTE: - If a contract extended by the employer(s) for next 12 month or more periods all such extensions shall be considered as a single Project. No point shall be given for extensions and less than 12 month's period <i>(Credible documentary evidence must be provided in the form of work order, contract agreement, satisfactory performance letter)</i>	20
	• More than 10 Projects	20
	• 8 – 10 Projects	15
	• 5 – 7 Projects	10
	• 2 – 4 Projects	05
	• Less than 2 Projects	00
4.	Maximum number of personnel provided for outsourcing services annually to largest client in last 3 years NOTE:- If a contract extended by the employer(s) for next 12 month or more periods all such extensions shall be considered as a single Project No point shall be given extensions & less than 12 month's period <i>(Credible documentary evidence must be provided in the form of work order, invoices, contract agreement, satisfactory performance in this regard, which will be subject to verification by the DUHS)</i>	20
	• 600 Personnel or above	20
	• 500 Personnel or more but less than 600 Personnel	16
	• 400 Personnel or more but less than 500 Personnel	12
	• 300 Personnel or more but less than 400 Personnel	08
	• Less than 300 Personnel	04
5.	Availability of ERP/MIS System (modern and specialized HR software): <i>(Credible documentary evidence must be provided)</i>	10
	• Yes	10
	• No	00
6.	Submission of EOBI and SESSI Contribution <i>(Credible documentary evidence submission of at least last three months Contributions to the Regulatory Bodies ie. EOBI and SESSI)</i>	10
	• EOBI	05
	• SESSI	05

7.	Average Annual Turnover during last three (03) financial years (Income Tax Return Forms must be attached as supporting documents)		
	• 250 Million or above	20	20
	• 200 Million or above but less than 250 Million	15	
	• 100 Million or above but less than 200 Million	10	
	• 50 Million or above but less than 100 Million	05	
	• Below 50 Million	00	
Total Marks			

- 9.7. The Technical Proposal shall comprise the following:
- Technical Proposal Submission Form duly signed and stamped by authorized representative **(Annexure-A(1))**
 - All documents required for Technical Evaluation Criteria (scoring purpose).
 - All documents required against all mandatory requirements.

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/Charges 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/charges inclusive of all applicable taxes, duties, levies, and charges. If taxes are not specifically mentioned, the price/charges 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/charges 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. Arithmetic errors shall be corrected as follows:
- Discrepancy between amount in figures and words → amount in words shall prevail
 - Discrepancy between unit rate and total → unit rate shall prevail
 - Discrepancy in sum of itemized amounts and total tender price → sum of itemized amounts shall prevail
 - Corrected amounts shall be binding, and evaluation shall be based on the Evaluated Total Tender Price.
- 10.6. The lowest evaluated bidder meeting all requirements shall be considered for award of contract.
- 10.7. In case of tie among two or more bidders in financial bid with identical offered rate, the procuring agency may either cancel the bidding process or award the contract to the bidder securing the higher technical evaluation score, provided all other terms and conditions are satisfactorily met.
- 10.8. The Financial Proposal shall comprise the following:
- Financial Proposal Submission Form duly signed and stamped by authorized representative **(Annexure-A(2))**
 - Bid Form / Price Schedule **(Annexure-H)**
 - Bid Security (scanned) as per the bidding document.

11. AWARD OF CONTRACT:-

- 11.1. DUHS shall award the contract to the bidder offering the lowest evaluated responsive bid, subject to fulfillment

of all terms and codal formalities.

- 11.2. 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 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.

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.	SECP Registration Number In case of Company	
5	Years of Operation of Business after its Registration	
6	No of Human Resource	
7.	Bank Name and Branch	
8.	Bank Account Number	
9.	Physical address	
10.	Postal address	
11.	Telephone Number	
12.	Focal Person Name & Contact No	
13.	E-mail address	
14.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
15.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
16.	Details of Directors/owners with CNICs and contact details (Attach as separate Annexure)	
17.	Whether Bid Security enclosed? (Yes / No)	
18.	Legal Status of Business (Sole Proprietorship/Partnership/Company etc)	
19	Business Website (if any)	
19.	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 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 / CLIENT 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 Govt./Semi-Govt./Autonomous Bodies/Universities/Hospitals/Private Sector/Banking Sector etc.

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:

F. Y. ONE	F. Y. TWO	F. Y. THREE
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)

Tender Reference No. _____

Name of Contract: _____

S#	Description of Services	Item Code	Expected No. of Employees	Average Monthly Salary (Minimum) (PKR)	Rate of Service/ Handling charges including insurance coverage cost (%)	Service/ Handling Charges Excluding Sales Tax (PKR)	Rate of Sales Tax (%)	Amount of Sales Tax (PKR)	Total Monthly Amount (PKR)
1	2	3	4	5	6	7 (4x5x6)	8	9 (7x8)	10. (7+9)
1	Service / Handling charges of HR Firm including Employee's Insurance coverage cost against death (Natural & Accidental) and injury	ITM-013989	500	40,000/-					
TOTAL MONTHLY AMOUNT (Including all applicable taxes, duties, levies, and charges e.g SST, WHT)									
TOTAL YEARLY AMOUNT (FOR 12 MONTHS)									
Amount in words:									

The service/ handling charges for providing skilled, semi-skilled and unskilled HR described in scope of work as per the requirement and conditions are as follows: -

S #	Break-up of Payment	% / Amount
1.	Service/ Handling charges of HR Firm including Employee's Insurance coverage cost against death (Natural & Accidental) and injury. Per Employee Per Month (PEPM)	
2.	Sindh Sales Tax PEPM (Mandatory deduction as per Govt. Rate)	
3.	SESSI Contribution PEPM (Mandatory deduction as per Govt. Rate)	6% / 2,400/-
4.	EOBI Contribution PEPM (Mandatory deduction as per Govt. Rate)	5% / 2,000/-
5.	Other Compulsory Deductions / Charges (if any, provide details)	

- The "service/handling charges of HR Firm per employee shall be quoted; however, EOBI / SESSI / SALES TAX and other compulsory deductions/ charges will be billed AT ACTUAL.
- Expected induction of employees 500 Nos. on third party arrangement.
- Average salary per employee Rs. 40,000/- per month (only for calculation purpose).
- Service / Handling charges is applicable on the net salary of employees.
- DUHS reserve the right to increase or decrease the number of outsources employees during the contract period.
- This rate is inclusive of all applicable taxes, other liabilities and payments that may arise from time to time.
- The bidder undertakes to claim no more than this percentage as charges for providing services as listed out above.
- Sales Tax and Income Tax from the income/handling charges of HR Firm will be deducted / withheld by DUHS at prescribe rate. Attach the tax exemption certificate (if any).

Bid Security = Rs. 500,000/-(Five Hundred Thousand Rupees Only)

We, hereby accept all the terms and conditions as given above.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

AFFIDAVIT
(Must be Printed 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 “**HR Firm**” 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 “HR Firm 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 HR 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 HR 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 _____ 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 HR Firm.
 - b. The Scope of Work (C-1) mentioned in the bidding document.
 - c. The Terms & Conditions of Contract (C-2 to C-15) mentioned in the bidding document.
 - 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 HR Firm the agreed price as per Price Schedule in consideration of the provision of the services, and the HR Firm agrees to provide the 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 HR 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:



DAWN



OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES

Baba-e-Urdu Road, Karachi. Direct No. 92-21- 89216065
 Website: www.duhs.edu.pk E-mail: rahim.khan@duhs.edu.pk

NIT No. DUHS/W&S/2026/1772

Dated: 22 April 2026

TENDER NOTICE

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Tender Fee	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.
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The electronics bids must be submitted using EPADS before closing time **11-05-2026** at **10:00 Hrs.** Manual bids shall not be accepted. Electronic Bids will be opened on **11-05-2026** at **11:30 Hrs.** For any query related to e-bidding, please Contact to the facilitator /Coordinator, Procurement Committee Services at Admin Block 5th 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.

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DIRECTOR
 Works & Services
 Dow University of Health Sciences, Karachi



OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES

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DIRECTOR
Works & Services
Dow University of Health Sciences, Karachi



کراچی، حیدرآباد، سکرمین، ہکتی وقت شایع ٹینڈر روزانی سنڈی اخبار

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OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES

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Works & Services
Dow University of Health Sciences, Karachi

ڪراچي 70 ڏينهن انگريزي
ماڙ عمارت تيار
ڪراچي (نيوز) ڪراچي جي علائق
آبپاري و غيرقانوني طور سرنگ
ڏينهن اندر 7 ماڙ عمارت تعمير ٿي
انڪشاف ٿيو جيڪا آسانيءَ سان
وڏي خطري جو سبب بڻجي سگهي
غيرقانوني تعمير ۽ آسانيءَ سان
خطري و رهن خلاف شهري زاهد
سنڌ هاءِ ڪورٽ سان رابطو
درخواست داخل ڪئي. درخواست
حڪومت، ايس سي سي اي
انڪورجمنٽ ۽ ليٽيم ڊيپارٽمينٽ
پٿاڻو ويو جڏهن ته ڊيپنڊن شاھ
شاھ نواز کي پڻ شامل ڪيو ويو
۽ موقوف اختيار ڪيو ويو ته
علائقي آگرا ناچ و مرزا اندر
پلاٽ نمبر 25 تي غيرقانوني
عمارت تعمير ڪئي وئي آهي
گلداز موجب / موصو صفحو 7

عوامي حقن جي ترجمان، ڪمپيوٽر تي پهرين مڪمل اخبار
ڪراچي، حيدرآباد ۽ سکر مان هڪ ئي وقت شايع ٿيندڙ

CERTIFIED
Daily AWAMI AWAZ
روزاني
عوامي آواز

Daily AWAMI AWAZ Karachi

سال 37 - شمارو 109 | خميس 23 اپريل 2026 ع 05 ذوالقعد 1447 هـ | صفحا 08 - قيمت 50 روپيا

ڪارروائي ڪرڻ و تباڪار نظر آهي
هنن مطالبو ڪيو ته سنڌ پبلڪ
اختياري فورڊ ٽوٽيس وٽي شهر
امان جي صورتحال بهتر بنائين
موترسائڪلن واپس ڪرائي
کي انصاف فراهم ڪن

خيرپور ۾ گولائي جو ڪا
مينيا ڦير ڦار خلاف احتجاج
خيرپور ۾ ۱۰ اڪٽوبر جي ڪو
تعلق رهواسي سيد نور محمد حسين
ڪلب خيرپور مساجدين (گهٽ)
ڪندي پٺڀرائي ڏيڻهجي ٿي
خدا بخش هيسائي و آهي
اپريل 28 11 تعلقه ڪوٽڊيڊ
جهن جو اڳ و ڪوٽ منهنجي پير
تي هيو جڏهن جو بعد و اسان
مٿس ڏاڍن ۽ ٻين ۽ ٻين
ٺاهي تي ڪارروائي ڪرڻ جي
ڪري ڏٺو اسان و پائڻا ڏٺو
ڀڳت ڪري اصل رڪارڊ جو پڻ
اسان سان گڏ 33 پنا خدا بخش
هيسائي جي ٺاهي تي ڪيا جا
سجائون تي ڪوٽڙا ۽ ان کان
ڏياري ان ڪي وارن لطف
فائدو عرف شمشاد ۽ مٿي جا
هن جي ٺاهي تي ڪوٽڙ ڪار
هيسائي برادر وڃي 3 اڻ
علائقي جي پائڻ سائڻ ڪي
آهي ۽ منهنجي زمين تي
قصور ڪري وٺا آهن

ڪعشتر ميرپور
شهرين کي صاف
چون هدا
ميرپور خاص ۾ ۱۰
جلال الدين مهر جو آه
صاف پاڻي جي فراهمي
انتظام جي پهرين
سلسلي ۾ ڪا رڳو
ويندي هن اها هدايت
عمريڪوٽ، لڙڪاڻو
پبلڪ هيلٿ آجڻ
آپسرن جي هڪ
ڪندي ڏسي ان
ميرپور خاص ۽
ميرپور خاص ۾
ڪري رهيا آهن
پلاٽ جي ضرورت
پاڻي جي فراهمي
رهيا آهن ايڪو
جيوت عمرڪو
جن مان 23 ٽي
خراب ٿيل پلا
اختياري کي
آهي ته 17
اسڪيمون
ڊرينيج پ
ايڪسپن
832 آر
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