



## **BIDDING DOCUMENT**

*Single Stage – One Envelope Bidding Procedure*

*As per Rule 46(1) of SPP Rules, 2010 (Amended upto date)*

**IFB / NIT No. DUHS/P&D/2023/11370, Dated: March 10, 2023**

**HIRING OF SERVICES FOR DEVELOPING  
AND MAINTAINING THE FIXED ASSET  
REGISTER & TAGGING OF FIXED ASSETS.  
(REF NO: DUHS/W&S-NIT/109)**

**OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT  
DOW UNIVERSITY OF HEALTH SCIENCES,  
BABA-E-URDU ROAD, BESIDES CIVIL HOSPITAL, KARACHI**

## **BID DATA SHEET**

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) / Terms & Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in ITB / T&C.

<b>1.</b>	<b>Name of Procuring Agency:</b>	Dow University of Health Sciences, Karachi (DUHS)
<b>2.</b>	<b>Name of Contract:</b>	Procurement of Services for developing and maintaining tagging the fixed asset register & tagging of fixed assets <b>(REF NO: DUHS/W&amp;S-NIT/109)</b>
<b>3.</b>	<b>Tender Reference No.</b>	No. DUHS/P&D/2023/11370, Dated: March 10, 2023
<b>4.</b>	<b>Obtaining &amp; submission of Bidding Document: Address:</b>	Dow University of Health Sciences (DMC Campus), Planning & Development Department Admin Block 5 <sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi. Phone No. + 92-21-38771000 & 99215754-5 Ext 5820
<b>5.</b>	<b>Language of the Bid:</b>	English
<b>6.</b>	<b>Currency of the Bid:</b>	The price quoted shall be in Pakistani Rupee on DDP Basis
<b>7.</b>	<b>Bid Prices:</b>	The price shall be fixed during the contract period
<b>8.</b>	<b>Bid Security:</b>	The amount of bid security shall not be less than Rs 5% of the total contract value
<b>9.</b>	<b>Bid Validity Period:</b>	90 days
<b>10.</b>	<b>Tender Purchasing date:</b>	From the date of publishing to 05-04-2023 (10 a.m to 02 p.m)
<b>11.</b>	<b>Deadline for bid submission:</b>	<b>Date:</b> 06-04-2023 <b>Time:</b> upto 11:00 Hrs.
<b>12.</b>	<b>Date, Time and Place of Bid opening:</b>	Dow University of Health Sciences (DMC Campus), Planning & Development Department Admin Block 5 <sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi.
<b>13.</b>	<b>Performance Security:</b>	Amount of Performance Security shall not be less than 10% of the total contract value
<b>14.</b>	<b>Alternate Bid:</b>	Not Allowed
<b>15.</b>	<b>Joint Venture / Consortium Bid:</b>	Not Allowed

## INSTRUCTIONS TO THE BIDDERS

### 1. **GENERAL**

#### 1.1 **Introduction**

Dow University of Health Sciences, Karachi hereafter referred to as “**DUHS**” desires to hire professional services for developing and maintaining the Fixed Asset Register along with Fixed Asset Tagging.

DUHS’s Fixed Assets consists of land, Buildings, Plant and Machinery, Electrical Network, Vehicles, Furniture & Fixtures, Hospital & Medical Equipment, Laboratory & Radiology Equipment, Library Books, Computer & IT Infrastructure Office Equipment and Furniture / Fixture distributed across the geographic area of operation of the DUHS within the Sindh & Baluchistan province.

It is advised to the bidders to familiarize themselves with the geographic spread of the operation of DUHS, and shall assess the quantum of work accordingly. Under any circumstances, no additional payment shall be paid by the DUHS, over and above the contractual admissible fees agreed at the time of issuing the Letter of Intent or Work Order (All printing cost of tags and out-of-city expenses such as expenses on traveling (by road or train), boarding & lodging will be borne by DUHS on actual basis).

#### 1.2 **Scope of Work**

- 1.2.1 The bidder will develop and maintain the Fixed Asset Register reconciled with Books of Accounts & General ledger along with physical verification & proper tagging of all assets.
- 1.2.2 The bidder has to ensure that all the assets owned by and assets in operation for the purpose and activities of the Institute are recorded and documented in the Books of the Institute as of the given date.
- 1.2.3 In addition to that it must ensure that the values are derived by applying, International Accounting Standards and other statutory parameters. Also, depreciation is charged as per the guideline given by IAS. The firm should physically verify the asset, put unique identification number preferably QR Or Barcode enabled and prepare the list of (a) Assets created out of Govt. Grant and (b) Assets created out of project fund separately, location-wise.
- 1.2.4 Bidder would be hired as per evaluation criteria of this document to provide services as mentioned in **Annexure – C**.
- 1.2.5 Bidding shall be conducted under "**Single Stage – One Envelopes**" as procedure laid down in SPPRA Rules 2010 (Amended upto date). The contract shall be awarded as per the evaluation criteria mentioned in this document.
- 1.2.6 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

### 1.3 Source of Funds

- 1.3.1 Dow University of Health Sciences (DUHS), Karachi has allocated funds towards the cost of “Services for Tagging of Fixed Asset” from its own resources.

### 1.4 Obtaining of Bidding Document: -

- 1.4.1 Bidding Document containing detailed terms & conditions can be obtained at the date, time and place / address given in the Bid Data. No tender document shall be sold on the date of opening of bid.
- 1.4.2 Bidding Document can also be downloaded from the Official website of DUHS i.e. <https://www.duhs.edu.pk/> or Sindh Public Procurement Authority i.e. <http://ppms.pprasindh.gov.pk>, in this situation, the bidder is required to enclose bidding documents cost of Rs. 2,000/- non-refundable as a pay order in favour of Dow University of Health Sciences Karachi.
- 1.5 Bidding Procedure: -
- 1.5.1 Bids are invited as per Single Stage – One Envelope Procedure in accordance with rule sub rule 1 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended upto date).

## 2. ELIGIBLE BIDDERS

The bids which meet the following **Mandatory Criteria** would be declared responsive for further evaluation as per Evaluation Criteria specified in this bidding document. **Requisite documents must be attached in respect thereof:**

- 2.1 The firm should be based in Karachi or should have a branch in Karachi.
- 2.2 The firm should be registered with The Institute of Chartered Accountants of Pakistan
- 2.3 They firm must have National Tax Number (NTN) and Sales Service Tax (SST) Registration.
- 2.4 Companies must be available on ‘List of Active Tax Payers’ of FBR (for Income Tax) and SRB (For Sales Tax) websites
- 2.5 The firm should have been in operation for at least 5 years after its registration.
- 2.6 Bidder’s experience of completing the minimum five (05) projects for providing the services for tagging fixed assets during the last three (03) years ending on the deadline for bid submission, in Public and Private Sector Universities / Government / Semi-Government organizations (supported with purchase order / contract award / contract agreement / satisfactory performance certificate).
- 2.7 **Presence of QR Code Tagging Software modern and specialized software** (*Credible documentary evidence must be provided*)
- 2.8 Average annual turnover in preceding 3 financial years should not be less than
- 2.9 Rs. 10.000 million demonstrated through annual income tax returns
- 2.10 The Bidder should accept Tender Terms & Conditions **Annexure – B**
- 2.11 Bidder / Company Profile / Details **Annexure - D**
- 2.12 The Bidder should have submitted / filed Income Tax return / Sales Tax Return for last three years i.e. FY 2018-19, FY 2019-20 and FY 2020-21. **Annexure – E**
- 2.13 Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any government / semi government Department as per Specimen at **Appendix – 1**.

## 3. COST OF TENDERING

- 3.1 The bidder shall bear all costs associated with the preparation and submission of its documents, while DUHS, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### **4. CLARIFICATIONS OF TENDERING DOCUMENTS**

- 4.1 A prospective bidder requiring any clarification(s) may notify to DUHS or an Officer authorized on its behalf in writing. The DUHS or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before **05 calendar days** or more to the deadline set for the submission of bids. Copies of DUHS response will be forwarded to prospective bidders (if not already clarified in the tender document or deemed necessary for the bidder).

#### **5. AMENDMENT OF TENDER DOCUMENT**

- 5.1 At any time prior to the deadline for submission of bids, the DUHS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing corrigendum / addendum.
- 5.2 Any corrigendum / addendum thus issued shall form eternal part of the tender document. To offer bidders a reasonable time frame in which to take a Corrigendum / addendum into account in preparing their bids, the DUHS may at its discretion extend the deadline for submission of bids.

#### **6. LANGUAGE OF DOCUMENTS**

- 6.1 Bid Documents and related correspondence will always be in the English language.
- 6.2 The bid should have a covering letter on printed letterhead of the firm. All pages of the bid shall be initiated / signed and shall bear official seal of the person(s) authorized to sign/endorse.
- 6.3. All the relevant technical literature in English Language should be attached with the bid.

#### **7. PRICE**

- 7.1 Price / bid offer should be quoted in Pak Rupees as per format given at Annexure–J.
- 7.2 The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.
- 7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (e.g., SST/GST, Income Tax, Withholding Tax etc.).
- 7.4 If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes during the contract period shall be passed on to the Procuring Agency.
- 7.5 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

#### **8. BID SECURITY / EARNEST MONEY**

- 8.1 The bidder shall furnish a bid security/ earnest money equivalent to **Rs 5% of total bid value** /- in the form of Pay Order/ Call Deposit/ Bank Guarantee in favor of Dow University of Health Sciences, Karachi as per **Annexure – H**.
- 8.2 Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the DUHS as non-responsive.
- 8.3 The bid security / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
- 8.4 The bid security/ earnest money of the successful bidder will be returned after completion of contract period.

8.5 **The security deposit may be forfeited / confiscated:**

- i. If a bidder withdraws his bid during the period of bid validity.
- ii. If the bidder does not accept the correction of his bid price.
- iii. In the case of a successful bidder, if he fails to sign the contract agreement.
- iv. If the bidder fails to provide the requisite Services.
- v. If the bidder fails to fulfill the requirements upon which he has given certificates / affidavits etc.

9. **VALIDITY OF BIDS**

9.1 All bids shall remain valid for **90 days** from the date of opening of bids.

10. **CLARIFICATIONS / CORRECTIONS OF BID**

10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.

10.2 Arithmetical errors will be rectified on the following basis:

- i. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
- ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

11. **RESPONSIVENESS OF BIDS**

11.1 The valid bid security / earnest money is submitted

11.2 The bid is valid till required period.

11.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc.

11.4 Compliance to all important terms and conditions of tender document on specified formats.

11.5 The bidder is eligible for tendering and possesses the requisite experience.

11.6 The bid does not deviate from basic requirements.

11.7 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.

11.8 The bid is generally in order etc.

12. **SUBMISSION OF BIDS**

Bids should be submitted in accordance with SPPRA Rules as per Single Stage – One Envelope Procedure in accordance with rule sub rule 1 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended upto date).

- (a) The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “**ORIGINAL BID**” and “**ONE COPY**”. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring agency at the address given in the BDS, and carry statement “**Do Not Open Before. 06-04-2023 at 11:30 AM**”.
- (b) The Bidder shall have prepared an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each “**ORIGINAL BID**” and “**COPY OF BID**” as appropriate. In the event of any discrepancy between them, the original shall govern.
- (c) The original and the copy or copies of the bid shall be typed or written in indelible ink

and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

- (d) Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

12.1 In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.

12.2 In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

### **13. DEADLINE FOR SUBMISSION OF BID DOCUMENTS**

13.1 The bids shall be delivered at Dow University of Health Sciences (Ojha Campus), Procurement Directorate at Library Block, SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi., on or before at 11:00 am on dated: 06-04-2023.

### **14. LATE BIDS**

14.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribes by the Procuring agency shall be rejected and returned unopened to the bidder

### **15. OPENING OF BID**

15.1 The Procuring agency shall open all bids in the presence of bidder's representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance

15.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presences or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate will be announced at the opening.

15.3 The DUHS reserves the right to reject any one or all bids / proposals or scrap / cancel the tender as per relevant SPPRA Rules 2010 (Amended upto date).

### **16. EVALUATION OF BIDS**

16.1 A bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non- conformity.

16.2 The relevant Committee will evaluate and compare only the bids previously determined to be substantially responsive. The bids can be evaluated as a whole or separately.

16.3 It will be examined in detail whether the services offered by the bidder complies with the provisions of this tender document. For this purpose, the bidder's data will be compared with the tender document eligibility and mandatory criteria along with visit to bidder facilities / offices for physical inspection.

16.4 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation / stipulation shall be taken by the bidder.

16.5 Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by DUHS, provided such waiver does not prejudice or affect the relative ranking of any other bidder.

## **17. CLARIFICATION OF BIDS**

- 17.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

## **18. PRELIMINARY EXAMINATION**

- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## **18. PROCESS TO BE CONFIDENTIAL**

- 17.1. No bidder shall contact DUHS on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- 17.2 Any effort by a bidder to influence DUHS in the evaluation, comparison or selection decision may result in the rejection of its bid.

## **19. COMPLIANCE CERTIFICATE**

- 19.1 The bidder should agree with the terms and conditions as mentioned in Annexure – A.

## **20. AWARD CRITERIA**

- 20.1 The contract will be awarded to substantially lowest bidder provided that; such bidders have been determined to be technically qualified to satisfactory perform the contract. The selected bidder will have to furnish a **performance security @ 10% of bid value-** valid for the period of the contract as per Annexure – I.
- 20.2 The DUHS reserves the right to accept or reject any submitted bid, as per SPPRA Rules 2010 (Amended up to date) and to annul the tendering process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the DUHS's action.



**21. PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

21.1 The Procuring agency reserves the right to accept or reject any bid, as per SPPRA Rules 2010 (Amended up to date) and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

**22. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES**

22.1 The Procuring agency reserves the right to increase or decrease the quantity of goods and services originally specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions.

**23. REQUIREMENT / FORMAT OF BID**

23.1 All bidders shall quote their **firm and final rates** including all the taxes, duties, levies etc. on the format given at **Annexure – J** and attach the requisite **Bid Security / Earnest Money** in the form of a Pay Order / Demand Draft / Bank Guarantee as per this Tender Document requirement / obligations.

**24. NOTIFICATION OF AWARD OF CONTRACT**

24.1 Prior to expiration of the bid validity period, the purchaser will notify the successful bidder in writing about the acceptance of the offer delivery by hand or by registered letter or by Courier or by email. The notification of award will constitute the formation of the contract.

**25. CONTRACT AGREEMENT**

25.1 Subject to the fulfillment of all codal formalities, the purchaser will award the contract to successful bidder whose bid has determined to be qualified to perform the contract satisfactorily. Both parties i.e. Purchaser and Bidder will sign the Contract Agreement on the stamp paper with stamp duties as per prevailing Govt. Rules. The expenditure involved on the said contract agreement will be borne by the bidder.

25.2 DUHS reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit/ Performance Bond and any amount due to the service provider. The bidder shall reproduce draft contract agreement provided by DUHS on stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates. Bidder shall pay the prevailing Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.

25.3 The bidder shall not alter/add/delete any article, clause or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article or chapter with the consent of the DUHS for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the DUHS.

25.4 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

**26. PERFORMANCE SECURITY**

26.1 The successful bidders must deposit the requisite amount of Performance Security equivalent to 10% of the total bid amount within Seven (07) days in the form of Call Deposit / Bank Draft / Pay Order / Bank Guarantee issued by a scheduled bank of Pakistan, in favour of the Dow University of Health Sciences, Karachi. The Performance Security submitted should be valid for 28 days beyond the contract expiry period. No interest will be paid on Performance Security / Bid Security.

## 26.2 **Forfeiture of Performance Security**

- a) In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
- b) In that event, supply of the said services may be taken from the next lowest bidder vide the same Work Order at contractors' risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due of which may become due to the contractors.
- c) If any equipment / instrument or property of DUHS is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.

25.1 Refund of Performance Security: After successful completion of services in contractual period, performance security will be refunded within the six months if not extended for further period.

## 27. **REDRESSAL**

27.1 Redressal of Grievances & settlement of dispute will be as per SPPRA Rule- 2010 (Up to date)

## 28. **ARBITRATION**

28.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the DUHS and CEO of the company / firm / agency for arbitration / settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.

## 29. **APPLICABLE LAWS**

29.1 The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi – Pakistan shall have exclusive jurisdiction.

## 30. **FORCE MAJEURE**

30.1 The Bidder shall not be liable for forfeiture of its Performance Guaranty/ Bid Security, or termination / blacklisting for default if and to the extent that this delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this Clause Force Majeure means an act of God or an event beyond the control of the Bidder and not involving the Bidder's fault or negligence directly or indirectly purporting to mal-planning, mismanagement and /or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Bidder shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee, constituted for redressing grievances, will examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and will submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable' alternative means for performance not prevented by the Force Majeure event.

30.2 The Bidder shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

**GENERAL COMPLIANCE CERTIFICATE**

The bid is accompanying with all the requisite documents mentioned in bidding document and bid evaluation criteria.

The following be signed and attached with the bid as a general compliance to tender document requirements, if agreed upon:

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**  
**(On PKR 100/- Stamp Paper)**

[Location, Date]

To: [Name and address of Employer]

**Re: NO. DUHS/P&D/2023/11370, DATED: MARCH 10, 2023, FOR “HIRING OF SERVICES FOR DEVELOPING AND MAINTAINING THE FIXED ASSET REGISTER & TAGGING OF FIXED ASSETS”.**

Dear Sir,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred DUHS Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company 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:

## **SCOPE OF WORK**

1. **The scope of work is broadly classified into four categories, the details scope of work included in each Category are as follows:**

### **1.1 PHYSICAL VERIFICATION OF ASSETS**

- Perform 100% physical verification of all fixed assets considering cut-off date of physical verification from July 01, 2019 to the satisfaction of the DUHS.
- Land and building details are to be included along with the area measurement dimensions and agreeing to Agreement / Deeds.

### **1.2 PREPARATION OF FIXED ASSET REGISTER (FAR)**

- The firm should check existing FAR and compile the Fixed Asset Register as per TR 6 of ICAP, the International Accounting Standards, Common Formats of Accounts as prescribed by IASB and amended from time to time and applicable other statutory parameters.
- The fixed asset register will be prepared in a computer-based format for which the soft and hard copy will be provided to the DUHS.
- Depreciation will be calculated at the rates approved by DUHS Management.
- Classify the assets into categories and assign them unique IDs. Data entered in fixed asset register includes but not limited to the following:

#### **Asset Register Template:**

- Serial Number;
- City;
- Building;
- Institute;
- Department;
- Campus;
- Status: Owned / Leased & Active / Retired;
- Description of the asset;
- Registration Number (in case of vehicle);
- Make & Model (where applicable);
- Tag Number;
- Asset Category (As mentioned below);
- Date of acquisition;
- Original cost;
- Depreciation / Amortization charged on an annual basis;
- Accumulated depreciation / Amortization charge;
- Net book value;
- Impairment Loss (if applicable);
- Ready for Disposal;
- Sale price;
- Gain / Loss;
- Grant Funded (Agency name); and
- Project Funded (Project name).

#### **Asset Categories - Tangible:**

- Land (Lease Hold);
- Land (Free Hold);
- Building (Lease Hold);
- Building (Free Hold);
- Plant & Machinery;
- Furniture & Fixtures;
- Hospital & Medical Equipment;
- Laboratory / Radiology Equipment;
- Office Equipment;
- Vehicles;
- Library Books;
- Computer & Communication Equipment; and
- Sport Goods
- **Intangible:** Software Application (FAMS).

### **1.3 LOCATION WISE SCOPE**

- The selected firm has to cover all locations includes:
- Dow university of Health Sciences – Main Campus, Ojha Campus and allied locations;
- Boys, Girls Hostel and Staff Town
- TB Clinics – Malir & Nazimabad and
- Dow Lab collection points all over Sindh & Baluchistan
- DIDC, Gulistan-e-Jauhar
- Sind Infectious Disease, Nipa

The assets are mostly located in the Main & Ojha Campuses. In addition to that the Institute has small collection centers at Sindh & Baluchistan.

### **1.4 ASSETS TAGGING**

- The successful bidder has to develop a meaning code series with consent of DUHS management to generate fixed asset tag number containing essential assets attributes of the fixed assets so physically verified.
- Fix QR code / Barcode enabled code on each item of the asset as arranged by the successful bidder.
- Supply QR code / Barcode tags as specified by DUHS and tag all the identified assets.
- QR code / Barcode Enabled system with the capability to be scaled to all buildings within the campus.
- Barcodes printed should be easily scan able by QR /Barcode gun or reader.
- Printed letters and barcode should be non-erasable.
- Should be compatible with assets codes as in DUHS Financial Management System.
- Should accommodate DUHS Logo in full colour.
- Should be Bar coded with both human and Machine-readable description.
- QR/ Barcodes sticker should have high-bond adhesive that fuses permanently to most surfaces i.e. metallic, plastic, wooden & Aluminum etc.
- Bidder should provide samples together with the Bid document.
- Bidders are requested to submit with their offers the detailed specifications, Product Brochures and samples for the products they intend to supply

**2. DELIVERABLE: The deliverable shall be classified as following:**

- Methodology for determination of historical cost of the fixed assets.
- Methodology for reconciliation or write-off of the value of asset to match the value with books of accounts,
- Tagged all Fixed Assets category wise at across, all the mentioned locations
- Provide free and un-conditional use of the software used if any, for scanning and reporting purposes and the software should seamlessly integrate with the existing ERP of the Institute i.e. MD365
- Successful bidder will be liable to arrange barcode labels which must include resist resin ribbon thus protecting and enabling the durability of asset tags.
- Provision of QR/ Barcode printer for printing of barcode labels & tags
- Provision of Specialized Scanning Gun/Reader for reading QR/Barcode tags.
- Deployment of Specialized man force/ team that can conduct tagging exercise with required skills and experience.
- Methodology and formats for updating of fixed asset register.
- **Reports:** The successful bidder shall submit Institute wise fixed assets register incorporating inter alia the discrepancies observed during the process of physical verification of fixed assets and its related reconciliation with the financial records, impairment of assets, if any on the balance sheet date with necessary details of rectification entries to be passed by the accounting unit has to be made out separately. The report shall also include under column (define in Asset Register templet) together with their Asset ID, Description, Cost, Book Value, Accumulated Depreciation & WDV as on the reporting date.

**3. COMPLETION TIME**

Work has to be completed within Three (3) months from the date of issue of the work order.

**4. CONFIDENTIALITY**

The bidder shall ensure that all employees performing, the services shall not any time during the validity of the contract agreement or thereafter, will not disclose any information whatsoever, to any person, as to be affairs of the DUHS or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services. If in the opinion of the DUHS Management there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of DUHS management.

**5. RESPONSIBILITIES OF THE BIDDER**

- a. In addition to the services to be performed by the bidder specified above, the bidder shall provide at additional cost to the DUHS such supervision of its employees as in necessary to adequately fulfill its obligation.
- b. The personnel of the bidder shall not in any manner indulge in any unionism nor have any linked activity with DUHS employees.
- c. The bidder is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the DUHS management regarding their service matters that is the sole responsibility of the bidder.
- d. The DUHS may refuse to accept services from any of the employees of the bidder, whose work has been found unsatisfactory or not in the accordance with the requirements of this document.

**6. RESTRICTION OF ASSIGNMENT /TAKE OVER**

- a) The bidder shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the bidder shall entitle the DUHS to terminate its services forthwith.
- b) If the bidder makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the DUHS shall be entitled to terminate its services forthwith.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:



**BIDDER PROFILE / DETAILS**

1.	Registered Company Name	
2.	Company Registration Number with Institute of chartered Accountants	
3.	Date of Registration	
4.	National Tax Number	
5.	General Sales Tax Number	
6.	Sindh Sales Tax Number	
7.	Number of Partners	
8.	Years of Operation of Company after its Registration	
9.	Details of Technical Staff to be assigned for the project	
10.	Bank Name and Branch	
11.	Bank Account Number	
12.	Additional Professional Registration Details (if any):	
13.	Physical address	
14.	Postal address	
15.	Telephone Number	
16.	Fax Number	
17.	E-mail address	
18.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
19.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
20.	Any other relevant detail	

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**DECLARATION OF ANNUAL TURNOVER AND INCOME TAX  
RETURN**

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

[Location, Date]

To: [Name and address of Employer]

**RE: NO. DUHS/P&D/2023/11370, DATED: MARCH 10, 2023, FOR “HIRING OF SERVICES FOR DEVELOPING AND MAINTAINING THE FIXED ASSET REGISTER & TAGGING OF FIXED ASSETS”.**

Dear Sir,

1) I/we hereby declare that, our firm's Annual Turnover is as follow (Audit Reports attached):

F.Y ONE	F. TWO	F. Y. THREE
PKR_____ (Million)	PKR_____ (Million)	PKR_____ (Million)

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last 3 years i.e. \_\_\_\_\_. Supported by copy ITR/STR of 03 (three) years.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Encl: As above

**VALID LIST OF CLIENT'S  
DETAILS**  
**(On Bidder / Company / firm's Letterhead)**

[Location, Date]

To: [Name and address of Employer]

**RE: NO. DUHS/P&D/2023/11370, DATED: MARCH 10, 2023, FOR “HIRING OF SERVICES FOR DEVELOPING AND MAINTAINING THE FIXED ASSET REGISTER & TAGGING OF FIXED ASSETS”.**

Dear Sir,

I/we hereby mention following list of valid Clients details where our firm had provided services, supported by copy of agreements / orders / work orders for your reference:

Sr. No.	Client Name / End User	Nature of Client (Govt. / Semi Govt. / Private Sector)	Scope of Work / Specifications	Name & Location of Project	Year	Total Order Value (PKR)

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Encls: As above.

**DECLARATION FOR COMPLETION OF SIMILAR CONTRACTS WITH  
GOVERNMENT/ SEMI GOVERNMENT ORGANIZATION DURING LAST 10 YEARS**

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

[Location, Date]

To: [Name and address of Employer]

**RE: NO. DUHS/P&D/2023/11370, DATED: MARCH 10, 2023, FOR “FOR DEVELOPING AND MAINTAINING THE FIXED ASSET REGISTER & TAGGING OF FIXED ASSETS”.**

**Dear Sir,**

I/we hereby declare that, our firm M/s \_\_\_\_\_ was completed similar contract with following Government / Semi Government organizations during the last (10) ten years:

Sr. No.	Client Name / End User	Nature of Client (Govt. / Semi Govt.)	Scope of Work / Specifications	Name & Location of Project	Year	Total Order Value (PKR)

**I/We also enclosed herewith the attested copy of certificates which bear the name, address and telephone nos. of the authorized signatory.**

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Date:

Encls: As above.

**FORMAT OF BANK GUARANTEE FOR BID SECURITY**

Bank Guarantee No.: \_\_\_\_\_  
Dated of issue: \_\_\_\_\_  
Valid upto: \_\_\_\_\_  
Value (Rs.): \_\_\_\_\_

To: [Name & Address of the Procuring Agency]

Dear Sir,

WHEREAS M/s. \_\_\_\_\_ (hereinafter called the Bidder) have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favor in the sum of **[Amount of the Guarantee in Words and Figures]** against your tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ **for Hiring of services for Tagging of Fixed Assets.**

**WE HEREBY AGREE AND UNDERTAKE:**

- i To make unconditional payment to you on demand without further question or reference to the Bidder in case of withdrawal or modification of bid or any default or non- execution of the Contract or refusal to accept order by the Bidder from the date of opening of bids until the expiry of the validity of their offer.
- ii To keep this guarantee in full force from (date) \_\_\_\_\_ up to (date) \_\_\_\_\_ he dates until which the Bidder offer is valid.
- iii To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Bidder.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature & Seal: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Sworn & Sign before me

This day of .....

**FORMAT OF BANK GUARANTEE FOR PERFORMANCE BOND**

Bank Guarantee No.: \_\_\_\_\_

Dated of issue: \_\_\_\_\_

Valid upto: \_\_\_\_\_

Value (Rs.): \_\_\_\_\_

To: [Name & Address of the Procuring Agency]

Whereas **[Name of Bidder]** (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. **[number]** dated **[date]** to supply **[description of services]** (hereinafter called "the Contract").

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the Dow University of Health Sciences, Karachi with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as Security for compliance with the Bidder's performance obligations in accordance with the Contract.

And whereas we have agreed to provide a Guarantee: for the said Bidder

Therefore, we hereby unconditionally and irrevocably guarantee, on behalf of the Bidder, up to a total of **[Amount of the Guarantee in Words and Figures]** and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without requiring the Dow University of Health Sciences, Karachi to initiate action against the Bidder and without cavil or argument any sum or sums within the limits of **[Amount of Guarantee]** as aforesaid. The amount stated in the demand made under this guarantee shall be conclusive proof of the amount payable by the Guarantor under this guarantee.

The obligations of the Guarantor under this guarantee shall be valid for one month after the completion of contractual obligations by the Bidder to the Dow University of Health Sciences, Karachi for which this Guarantee is being given, and until all and any obligations and sums due have been paid in full.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer’s Signature & Seal: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Sworn & Sign before me

This day of .....

**FORMAT FOR QUOTING OF RATES**

[Location, Date]

To: [Name and address of Employer]

Dear Sir,

We, the undersigned, offer to provide the services for **[Insert title of assignment]** in accordance with your Notice Inviting Tender (NIT) / Request for Proposal (RFP) / Expression of Interest (EoI) No. **[Insert number]** dated **[Insert Date]** and our Technical Proposal. Our Financial Bid / Proposal is for the sum of **[Insert amount(s) in words and figures]**. This amount is inclusive of all the applicable taxes.

Our Financial Bid / Proposal shall be binding upon us up to expiration of the validity period of the Bid / Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Bid / Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**UNDERTAKING / CERTIFICATE**

**(Must be Printed on Rs. 100/- Stamp Paper)**

If provided information with the bid document found false, or any criminal proceedings found in any court of law, the services of the hired bidder will be immediately terminated without assigning any reason and making any refund / payment. Further, the performance security given by the firm will also be confiscated and the firm will be declared black listed.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**ATTESTED BY NOTARY PUBLIC**



**NON-BLACK-LISTING CERTIFICATE**

**(Must be Printed on Rs. 100/- Stamp Paper)**

CERTIFIED THAT M/S. ...., HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR ORGANIZATION IN PAKISTAN.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**ATTESTED BY NOTARY PUBLIC**

## **AFFIDAVIT INTEGRITY PACT**

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

M/s. \_\_\_\_\_, the service provider hereby declared that:

- (a) Its intention not to obtain the procurement / services / work of any contract, right, interest, privilege, or other obligation or benefit from the DUHS or any administrative or financial offices thereof or any other department under the control of the DUHS through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the bidder / company / firm / agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the DUHS directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the DUHS, except that which has been expressly declared pursuant hereto.
- (c) The bidder / company / firm / agency / accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract / order obtained aforesaid shall without prejudice to any other right & remedies available to the DUHS under any law, contract, or other instrument, be stand void at the discretion of the DUHS.
- (d) Notwithstanding any right and remedies exercised by the DUHS in this regard, bidder / company / firm / agency agrees to indemnify the DUHS for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the DUHS in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the bidder / company / firm / supplier / agency / service provider as aforesaid for the purpose of obtaining or inducing procurement / work / service or other obligation or benefit in whatsoever from the DUHS.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**Note:** This integrity pact is mandatory requirement other than auxiliary services / works.

**FORM OF CONTRACT**

**Specimen Purpose only**

THIS AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ 2023 between M/s. \_\_\_\_\_  
 \_\_\_\_\_ (Name and Address of the Contractor)  
 (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI (hereinafter referred to as the DUHS, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a service provider.

AND

WHEREAS the DUHS is procuring agency. The DUHS intends to Hire services for Tagging of Fixed Asset, therefore, invited bids through N.I.T No. \_\_\_\_\_ dated \_\_\_\_\_.

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

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in:

**(Conditions of Contract) of Tender Document.**

\_\_\_\_\_

\_\_\_\_\_  
 (Signature of Contractor / Authorized Representative)  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Seal: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Authorized Officer of the DUHS)  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Seal: \_\_\_\_\_

**WITNESS – 1**

**WITNESS – 2**

Name: \_\_\_\_\_  
 CNIC #: \_\_\_\_\_  
 Address: \_\_\_\_\_

Name: \_\_\_\_\_  
 CNIC #: \_\_\_\_\_  
 Address: \_\_\_\_\_