


## BID EVALUATION REPORT

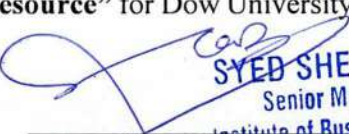
1. Name of Procuring Agency: **Dow University of Health Sciences, Karachi**
2. Tender Reference No: **NIT Ref No: DUHS/P&D/2023/11524, Dated 23-Aug-2023  
Tender Reference No DUHS/W&S-NIT/123**
3. Tender Description: **Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.**
4. Method of Procurement: **Single Stage – Two Envelope, Clause 46(2) of SPPRA Rule 2010 (Amended Up to Date)**
5. Tender Published: **a. DUHS and SPPRA websites NIT # NIT # T00573-23-0003  
b. Daily Dawn (English language newspaper)  
c. Daily Jang (Urdu language newspaper)  
d. Daily Awami Awaz (Sindhi language newspaper) on 25<sup>th</sup> Aug, 2023 (Copy attached)**
6. Total Bid Documents Sold: **Three (03) Nos.**
7. Total Bids Received: **Two (02) Nos.**
8. Technical Bid Opening date: **Sep 14, 2023 at 11:30 am.**
9. No. of Bid technically qualified: **One (01)**
10. Financial Bid Opening date: **Sep 25, 2023 at 1:00 pm.**
11. Technical Evaluation Report: **Attached Annexure-1**
12. Mandatory Criteria Report: **Attached Annexure-2**
13. Purchase Proposal Summary **Attached Annexure-3**


### Recommendations & Remarks:


In the light of entire evaluation results only a Single Bidder has technically & financially Qualified in the bidding Process. Therefore it is recommended that contract may be awarded to **M/s. Rondon Enterprises (Pvt) Ltd** for the “**Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource**” for Dow University of Health Sciences.

  
Mr. Khalil Ur Rehman (Member)  
General Manager Finance,  
Dow University of Health Sciences

  
Mr. Muhammad Hanif (Member)  
Additional Director Finance,  
Dow University of Health Sciences  
Karachi

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

  
Mr. Pir Muzaffar Ali Shah  
(Secretary / Member)  
Director Planning & Development,  
Dow University of Health Sciences

  
Prof. Muhammad Saeed Quraishy  
VICE CHANCELLOR  
Dow University of Health Sciences

  
PROF. DR. NAZLI HOSSAIN  
PRO-VICE CHANCELLOR  
Professor of Obstetrics  
Pro-Vice Chancellor,  
Dow University of Health Sciences  
Karachi



## PURCHASE PROPOSAL SUMMARY

### Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.

NIT No: DUHS/P&D/2023/11524, Ref No: DUHS/W&S-NIT/123 dated 23-Aug-2023

S#	Break-up of Payment	M/s. Rondon Enterprises (Pvt) Ltd % Or Amount / Employee / Month
1	Handling charges of HR Firm including Employee's Insurance coverage cost against death (Natural & Accidental) and injury. PEPM	2.5% (Rs. 625 + 0.8% Rs. 200/- Total Charges 3.3% Rs. 825/- PEPM)
2	SESSI Contribution Mandatory deduction as per Govt. Rate. PEPM	6% (Rs 1500/-PEPM)
3	EOBI Contribution Mandatory deduction as per Govt. Rate. PEPM	5% (Rs 1250/-PEPM)
4	Sindh Sales Tax PEPM Mandatory deduction as per Govt. Rate	13%. Rs. 130/-
5	Income Tax PEPM-Mandatory deduction as per Govt. Rate	4%. Rs.45/-
6	Each Employee Gratuity PEPM Mandatory as per prevailing Labor Laws	8.33% (Rs 2083/- PEPM)
7	Other Charges (if any, provide details).	-
8	Other Charges (if any, provide details).	-
Note : EOBI / SESSI / Sales Tax / Income Tax / Gratuity and other Government deductions will be paid at Actual.		
REMARKS		Accepted & Recommended for Award of Contract.

### Financial Proposal Recommendation / Remarks

In the light of entire evaluation results only a Single Bidder has technically & financially Qualified in the bidding Process. Therefore it is recommended that contract may be awarded to **M/s. Rondon Enterprises (Pvt) Ltd** for the "Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource" for Dow University of Health Sciences.

  
Mr. Khalil Ur Rehman (Member)  
General Manager Finance,  
Dow University of Health Sciences

  
Mr. Muhammad Hamid  
(Member) Director  
Additional Director Finance  
Dow University of Health  
Sciences


  
SYED SHERAZ HUSSAIN  
Senior Manager Finance  
Institute of Business Administration  
Karachi

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

  
Pir Muzaffar Ali Shah  
Director  
Planning & Development  
Dow University of Health Sciences

Mr. Pir Muzaffar Ali Shah  
(Secretary / Member)  
Director Planning & Development,  
Dow University of Health Sciences

  
PROF. DR. NAZLI HOSSAIN  
PRO-VICE CHANCELLOR  
Meritorious Professor of Obstetrics  
Prof. Nazli Hossain (Chairperson)  
Pro-Vice Chancellor,  
Dow University of Health Sciences  
Karachi

  
Prof. Muhammad Saeed Quraishy  
VICE CHANCELLOR  
Dow University of Health Sciences



**MINUTES OF FINANCIAL BID OPENING MEETING**

**Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.**

**NIT Ref No: DUHS/P&D/2023/11524, Tender Reference No DUHS/W&S-NIT/123**

Date & Time: 25<sup>th</sup> Sep, 2023 at 1:00 p.m.

Venue: **Office of the Director Planning & Development 5th Floor Admin Block DMC Campus near Civil Hospital Karachi.**

A meeting of the Procurement Committee was to open and evaluate the financial bids for “Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.”

**NIT Ref No: DUHS/P&D/2023/11524, Tender Reference No DUHS/W&S-NIT/123**

The participants include:

**PROCUREMENT COMMITTEE (SERVICES):**

- 1. Prof. Nazli Hossain** (Chairperson)  
Pro-Vice Chancellor  
Dow University of Health Sciences
- 2. Mr. Pir Muzaffar Ali Shah**  
(Secretary / Member)  
Director Planning & Development,  
Dow University of Health Sciences
- 3. Mr. Muhammad Hanif** (Member)  
Additional Director Finance,  
Dow University of Health Sciences
- 4. Mr. Khaleel Ur Rehman** (Member)  
General Manager Finance,  
Dow University of Health Sciences
- 5. Mr. Syed Sheraz Hussain**  
(External Member)  
Senior Manager Finance,  
Institute of Business Administration (IBA) Karachi.

Meeting started with recitation from the Holy QURAN. Chair welcomed the participants and then commenced the proceedings. Before opening of financial proposals, the Technical Evaluation result containing scores/marks obtained by all companies were also shared with their representatives. Sealed Financial proposals of only a Single (01) technically qualified firm was opened in the presence of their representative.

The rates quoted by the technically qualified bidder were read aloud along with his submitted bid security via Payorder # BC 6322190 of MCB Bank dated 12-Sep-2023 of Rs. 500,000/-. Each rate in the Purchase Proposal Summary was confirmed from the original bid by the committee and recommendations were made, which were documented in the Bid Evaluation Report (BER).

  
**Pir Muzaffar Ali Shah**  
Director  
Planning & Development  
Dow University of Health Sciences

  
**Muhammad Hanif**  
Additional Director Finance  
Dow University of Health Sciences  
Karachi

  
**PROF. DR. NAZLI HOSSAIN**  
PRO-VICE CHANCELLOR  
Meritorious Professor of Obstetrics  
& Gynecology  
Dow University of Health Sciences  
Karachi

  
**Khaleel Ur Rehman**  
General Manager Finance  
Dow University Hospital  
Dow University of Health Sciences

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







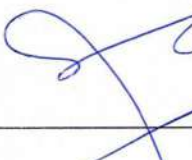
## Purchase Proposal Summary:

S.No	Break-up of Payment	M/s. Rondon Enterprises (Pvt) Ltd % Or Amount / Employee / Month
1	Handling charges of HR Firm including Employee's Insurance coverage cost against death (Natural & Accidental) and injury. PEPM	2.5% (Rs. 625 + 0.8% Rs. 200/- <b>Total Charges 3.3% Rs. 825/- PEPM)</b>
2	SESSI Contribution Mandatory deduction as per Govt. Rate. PEPM	6% (Rs 1500/-PEPM)
3	EOBI Contribution Mandatory deduction as per Govt. Rate. PEPM	5% (Rs 1250/-PEPM)
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7	Other Charges (if any, provide details).	-
8	Other Charges (if any, provide details).	-
<b>Note :EOBI / SESSI / Sales Tax / Income Tax / Gratuity and other Government deductions will be paid at Actual</b>		
<b>REMARKS</b>		<b>Accepted &amp; Recommended for Award of Contract.</b>

### Recommendations & Remarks:

In the light of entire evaluation results only a Single Bidder has technically & financially Qualified in the bidding Process. Therefore it is recommended that contract may be awarded to **M/s. Rondon Enterprises (Pvt) Ltd** for the **"Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource"** for Dow University of Health Sciences.

Meeting ended with the vote of thanks to and from the chair.

S. NO	NAME OF MEMBERS	SIGNATURE
1	<b>Prof. Nazli Hossain</b> (Chairperson) <b>Pro-Vice Chancellor,</b> Dow University of Health Sciences	 <b>PROF. DR. NAZLI HOSSAIN</b> PRO-VICE CHANCELLOR Mentorious Professor of Obstetrics & Gynecology Dow University of Health Sciences Karachi.
2	<b>Mr. Pir Muzaffar Ali Shah</b> (Secretary / Member) Director Planning & Development, Dow University of Health Sciences	 <b>Pir Muzaffar Ali Shah</b> Director Planning & Development Dow University of Health Sciences
3	<b>Mr. Muhammad Hanif</b> (Member) Additional Director Finance Dow University of Health Sciences	 <b>Muhammad Hanif</b> Additional Director Finance Dow University of Health Sciences Karachi
4	<b>Mr. Khaleel Ur Rehman</b> (Member) General Manager Finance, Dow University of Health Sciences	 <b>KHALEEL UR REHMAN</b> General Manager Finance Dow University Hospital Dow University of Health Sciences
5	<b>Mr. Syed Sheraz Hussain</b> (External Member) Senior Manager Finance, Institute of Business Administration (IBA) Karachi.	 <b>SYED SHERAZ HUSSAIN</b> Senior Manager Finance Institute of Business Administration Karachi





DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI

DATED 25-SEP-2023

RECORD OF FINANCIAL BID OPENING

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

NIT # DUHS/P&D/2023/11524 (TENDER REF NO: DUHS/W&S-NIT/123)

Note :The following Financial Bid was received by the closing deadline fixed on 14-Sep-2023 at 11:00 a.m and Technical bids were publicly opened on 25-Sep-2023 at 12:00 P.m

BIDDERS ATTENDANCE SHEET

Table with 6 columns: NO., FIRM / COMPANY NAME, REPRESENTATIVE NAME, CONTACT NUMBERS, COMPANY'S EMAIL ADDRESS, SIGNATURE. Row 1: 1, Ron Don Enterprises (Pvt), M. Bushan, 0344252209, [Signature]

Mr. Khalil Ur Rehman (Member) General Manager Finance, Dow University of Health Sciences

Mr. Muhammad Hanif (Member) Additional Director Finance, University of Health Sciences Karachi

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

Mr. Pir Muzaffar Ali Shah (Secretary / Member) Director Planning & Development, Dow University of Health Sciences

Prof. Nazli Hossain (Chairperson) Pro-Vice Chacellor, Dow University of Health Sciences

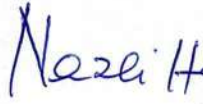



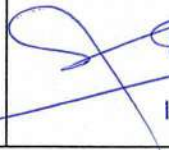


**DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI**  
**ATTENDANCE SHEET**  
**PROCUREMENT COMMITTEE-SERVICES**

**FINANCIAL BID OPENING DATE 25-SEP-2023 AT 12:00 P.M**

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

**NIT # DUHS/P&D/2023/11524 (TENDER REF NO: DUHS/W&S-NIT/123)**

S. NO	NAME OF MEMBERS	DESIGNATION	SIGNATURE
1	Prof. Nazli Hossain (Chairperson)	Pro-Vice Chancellor , Dow University of Health Sciences	 <b>PROF. DR. NAZLI HOSSAIN</b> PRO-VICE CHANCELLOR Meritorious Professor of Obstetrics & Gynecology Dow University of Health Sciences Karachi
2	Mr. Pir Muzaffar Ali Shah (Secretary / Member)	Director Planning & Development, Dow University of Health Sciences	 <b>Pir Muzaffar Ali Shah</b> Director Planning & Development Dow University of Health Sciences
3	Mr. Khaleel Ur Rehman (Member)	General Manager Finance, Dow University of Health Sciences	 <b>KHALEEL UR REHMAN</b> General Manager Finance Dow University Hospital Dow University of Health Sciences
4	Mr. Muhammad Hanif (Member)	Additional Director Finance Dow University of Health Sciences	 <b>Muhammad Hanif</b> Additional Director Finance Dow University of Health Sciences Karachi
5	Mr. Syed Sheraz Hussain (External Member)	Senior Manager Finance, Institute of Business Administration (IBA) Karachi.	 <b>SYED SHERAZ HUSSAIN</b> Senior Manager Finance Institute of Business Administration Karachi



## MINUTES OF TECHNICAL BID OPENING MEETING

### **Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource. NIT Ref No: DUHS/P&D/2023/11524, Tender Reference No DUHS/W&S-NIT/123**

**Held at VC Board Room 4<sup>th</sup> Floor Admin Block  
DOW University of Health Sciences (DMC Campus), Near Civil Hospital Karachi  
On 14<sup>th</sup> Sep 2023 at 11:30 a.m.**

A meeting of the Procurement Committee was held to open and evaluate the technical bids for the above said tender at DUHS, Karachi.

**“Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.”** NIT Ref No: DUHS/P&D/2023/11524, Dated 23-Aug-2023  
Tender Reference No DUHS/W&S-NIT/123

The participants include:

#### PROCUREMENT COMMITTEE (SERVICES):

- 1. Prof. Nazli Hossain** (Chairperson)  
Pro-Vice Chancellor  
Dow University of Health Sciences
- 2. Mr. Pir Muzaffar Ali Shah**  
(Secretary / Member)  
Director Planning & Development,  
Dow University of Health Sciences
- 3. Mr. Muhammad Hanif** (Member)  
Additional Director Finance,  
Dow University of Health Sciences
- 4. Mr. Khaleel Ur Rehman** (Member)  
General Manager Finance,  
Dow University of Health Sciences
- 5. Mr. Syed Sheraz Hussain**  
(External Member)  
Senior Manager Finance,  
Institute of Business Administration (IBA) Karachi.

#### PARTICIPANT BIDDERS WITH NAME OF REPRESENTATIVE

1. Mr. Asad Ali M/s. ENCON
2. Mr. Muhammad Athar M/s. RONDON Enterprises (Pvt) Ltd

  
**Pir Muzaffar Ali Shah**  
Director  
Planning & Development  
Dow University of Health Sciences

  
**Muhammad Hanif**  
Additional Director Finance  
Dow University of Health Sciences  
Karachi

  
**KHALEEL UR REHMAN**  
General Manager Finance  
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**PROF. DR. NAZLI HOSSAIN**  
PRO-VICE CHANCELLOR  
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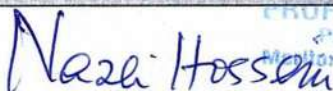
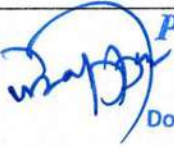


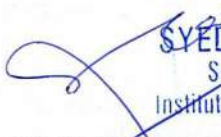
Meeting started with recitation from the Holy QURAN. Chair welcomed the participants and then commenced the proceedings. Forum was apprising that the Notice Inviting Tender, NIT Ref No: DUHS/P&D/2023/11524, Dated 23-Aug-2023 Tender Reference No DUHS/W&S-NIT/123 , was hoisted on the DUHS, SPPRA websites NIT # T00573-23-0003, DUHS websites, and the same was published in 3 widely circulated leading daily newspaper of English, Urdu and Sindhi languages viz. Daily Dawn, Daily Jang and Daily Awami Awaz on 25-Aug 2023.

The receipt of bid was closed at 11:00 a.m on 14<sup>th</sup> Sep, 2023 as per scheduled date and time. There had only Two (02) Bidders submitted their bids from Three (03) bidders who purchased the bidding documents:

It was briefed to the participant that initially, only Technical Bid / Proposal will be opened and evaluated in a manner prescribed in bidding documents, without reference to the price and reject any proposal which does not conform to the specified requirements. Financial Bid / Proposal of technically qualified bid shall be opened publicly at a time, date and venue announced and communicated to the bidder in advance. Financial Bid / Proposal found technically disqualified / non-responsive shall be returned un-opened to the respective bidder(s). Accordingly, prior to evaluate bid in depth, preliminary examination of the bid was made by the procurement committee.

Bidder was informed that the detailed technical evaluation will be carried-out and communicate, and there after Financial Bid will be opened in presence of the bidder's representative(s).

Meeting ended with the vote of thanks to and from the chair.

S. NO	NAME OF MEMBERS	SIGNATURE
1	<b>Prof. Nazli Hossain</b> (Chairperson) <b>Pro-Vice Chancellor,</b> Dow University of Health Sciences	 PROF. DR. NAZLI HOSSAIN PRO-VICE CHANCELLOR Honourous Professor of Obstetrics & Gynecology Dow University of Health Sciences Karachi.
2	<b>Mr. Pir Muzaffar Ali Shah</b> (Secretary / Member) Director Planning & Development, Dow University of Health Sciences	 <b>Pir Muzaffar Ali Shah</b> Director Planning & Development Dow University of Health Sciences
3	<b>Mr. Muhammad Hanif</b> (Member) Additional Director Finance Dow University of Health Sciences	 <b>Muhammad Hanif</b> Additional Director Finance Dow University of Health Sciences Karachi.
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5	<b>Mr. Syed Sheraz Hussain</b> (External Member) Senior Manager Finance, Institute of Business Administration (IBA) Karachi.	 <b>SYED SHERAZ HUSSAIN</b> Senior Manager Finance Institute of Business Administration Karachi



**Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.  
NIT Ref No: DUHS/P&D/2023/11524, Tender Reference No DUHS/W&S-NIT/123**

Annexure - 2

**ELIGIBILITY CRITERIA FOR HR FIRM (MANDATORY REQUIREMENT)**

S. NO:	HR FIRMS applying for being selected under the RFP must fulfill the following eligibility criteria:	M/s. Ron Don Enterprises (Pvt) Ltd	M/s. Encon
1.	HR FIRM blacklisted by any ministry/department of Govt/Provincial/Federal Govt, FIA/NAB or convicted by court shall not be eligible. HR FIRM also should not have defaulted either in works or in financial progress in any of their works with the Government departments or agencies. HR FIRM also should not be in litigation with DUHS. In this regard an Affidavit to be submitted on Rs. 100 stamp paper.	Attached	Attached
2.	Having minimum experience of five (5) years in similar nature of services.	Attached	Similar nature of Services Not Attached
3.	HR FIRM should have audited financial statement for the last three years from reputable audit firms.	Attached	Attached
4.	Average annual turnover (total income) in preceding three (3) years (on closing of last fiscal year) should be at least Rs. 100.000 million. demonstrated through Income Tax Returns (ITR – FBR), with audited statement of accounts details to be submitted	Attached	Returns not match with the Audited Statement & Average Annual Turnover less than 100M
5.	Reference letters or Job Completion certificates / POs / works order /agreements of any two (2) ongoing or completed projects having accumulated yearly contract value of <b>Rs. 100.000</b> million or above for providing the HR Services during the last 5 years.	Attached	Not Attached
6.	Having the valid Sindh Sales Tax (SST) Registration Certificate.	Attached	Attached
7.	HR FIRM must be available on 'List of Active Tax Payers' of FBR (for Income Tax) and SRB (For Sales Tax) websites.	Attached	Attached
8.	Having the valid certificate of Registration of Employees Old-Age Benefit Institution (EOBI).	Attached	Attached
9.	Having the valid certificate of Social Security Registration of employees.	Attached	Attached but not authentic
10.	HR FIRM must attach the valid documentary evidence in support of eligibility / qualification and evaluation criteria and conformity with required terms and conditions of Scope of Work / Services given in the Tender Document.	Attached	Not Attached
11.	HR FIRM must have secured minimum 70 qualification marks in Technical Evaluation as described in Section II, Para 19.	Secured More than 70 Marks	Obtain Less than 70 Marks
12.	Bidders past experience for Hiring of Services of Human Resource outsourcing firms (HR Firms) for providing skilled, Semi-Skilled and Unskilled Human Resource. Original satisfactory performance certificate with agreement, Work order must be attached as an evidence.	Attached	Have no Relevant Experience of HR Firm
13.	Existing and any past service providers are only eligible for bidding upon providing Satisfactory Performance Certificates of recent contracts for respective periods of services from the Office of the Registrar duly signed and stamped. No other certificates will be accepted for eligibility.	Attached	Not Applicable
14.	Undertaking on Rs. 100/- stamp paper by the company 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 company ineligible to work with DUHS	Attached	Attached
15.	One (1) original and One (1) copy of Technical proposal should be submitted separately and clearly marking each "ORIGINAL BID" and "COPY OF BID."	Attached	Attached
<b>Results</b>		<b>Technically Qualified</b>	<b>Technically Disqualified</b>

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

**Pir Muzaffar Ali Shah**  
Director  
Planning & Development  
Dow University of Health Sciences

**Muhammad Hanif**  
Additional Director Finance  
Dow University of Health Sciences  
Karachi

**KHALEEL UR REHMAN**  
General Manager Finance  
Dow University Hospital  
Dow University of Health Sciences

**PROF. DR. NAZETH HOSSAIN**  
PROVINCIAL CHANCELLOR  
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& Gynecology  
Dow University of Health Sciences  
Karachi



**Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.**

NIT Ref No: DUHS/P&D/2023/11524, Tender Reference No DUHS/W&S-NIT/123

**BID EVALUATION OF CRITERIA (TECHNICAL EVALUATION REPORT)**

Sr. No.	Evaluation Criteria The Procurement Committees of DUHS shall evaluate the proposals.	Marks	Total Marks	M/s. Ron Don Enterprises (Pvt) Ltd	M/s. Encon
a.	<b>Head office and Regional offices:</b> <i>(Please attach list of all offices with complete contact information &amp;</i>		10	8	4
	• Head Office with 4 or more regional offices	10			
	• Head Office with 3 regional offices	8			
	• Head Office with 2 regional offices	6			
	• Head Office with 1 regional office	4			
b.	<b>Reference, Past Experience &amp; Clientele</b>				
i.	<b>Experience in handling outsourcing HR Service contracts throughout Pakistan</b> <i>(Credible documentary evidence must be provided in the form work</i>		20	16	8
	• More than 15 years	20			
	• Between 13 – 15 years	16			
	• Between 9 – 12 years	12			
	• Between 5 – 8 years	8			
	• Less than 5 years	4			
ii.	<b>Number of projects having accumulated yearly contract value of 20 million or above for providing the HR Services during the last 3 years</b> <i>(Credible documentary evidence must be provided in the form or</i>		10	8	0
	• More than 10 Projects	10			
	• Between 8 – 10 Projects	8			
	• Between 5 – 7 Projects	6			
	• Between 2 – 4 Projects	4			
	• Less than 2 Projects	0			
iii.	<b>Maximum number of personnel provided for outsourcing services annually to largest client in last 3 years</b> <i>(please provide certificate in the form or work order, contract agreement, satisfactory performance in this regard, which will be</i>		20	20	
	• Above 600 Personnel	20			
	• Above 500 Personnel	16			
	• Above 400 Personnel	12			
	• Above 300 Personnel	8			
	• Below 200 Personnel	4			
c.	<b>HR Requirement &amp; Services</b>				
i.	<b>Availability of ERP/MIS System (modern and specialized HR software):</b>		10	10	10
	• Yes	10			
	• No	0			
ii.	<b>Relevant &amp; valid ISO Certification</b> <i>(Credible documentary evidence must be provided)</i>		10	10	10
	• Yes	10			
	• No	0			
d.	<b>Average Annual Turnover during last three (03) financial years</b> <i>(Audited Statements of Accounts and Income Tax Return Forms must be attached as supporting documents)</i>		20	15	0
	• Above 250 Million	20			
	• Above 200 Million	15			
	• Above 150 Million	10			
	• Above 100 Million	5			
	• Below 50 Million	00			
<b>Total Marks</b>			<b>100</b>	<b>87</b>	<b>32</b>

*Pir Muzaffar Ali*  
Director  
Planning & Development  
Dow University of Health Sciences Karachi

*Prof. Dr. Nazli Hossain*  
PRO-VICE CHANCELLOR  
Meritorious Professor of Obstetrics & Gynecology  
Dow University of Health Sciences

*Khaleel Ur Rehman*  
General Manager Finance  
Dow University Hospital  
Dow University of Health Sciences

*Syed Sheraz Hussain*  
Senior Manager Finance  
Institute of Business Administration  
Karachi





**DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI**

**DATED 14-SEP-2023**

**RECORD OF TECHNICAL BID OPENING**

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

**NIT # DUHS/P&D/2023/11524 (TENDER REF NO: DUHS/W&S-NIT/123)**

Note :The following Bid(s) were received by the closing deadline fixed on 14-Sep-2023 at 11:00 a.m and Technical bids were publicly opened on the same date at 11:30 a.m

**BIDDERS ATTENDANCE SHEET**

NO.	FIRM / COMPANY NAME	REPRESENTATIVE NAME	CONTACT NUMBERS	COMPANY'S EMAIL ADDRESS	SIGNATURE
1	EnCon	Abul Ali	03003765037	encon.info@gmail.com	<i>[Signature]</i>
2	Ron Don Extension <sup>(RDI)</sup>	M. Akbar	0300-2737742	mbarhan-1965@yahoo.com	<i>[Signature]</i>
3					
4					
5					
6					
7					

*[Signature]*  
**Mr. Khalil Ur Rehman**  
 (Member)  
 General Manager Finance,  
 Dow University of Health Sciences

*[Signature]*  
**Mr. Muhammad Hanif (Member)**  
 Additional Director Finance Dow  
 University of Health Sciences

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

*[Signature]*  
**Pir Muzaffar Ali Shah**  
 Director  
 Planning & Development  
 Dow University of Health Sciences

**Mr. Pir Muzaffar Ali Shah**  
 (Secretary / Member)  
 Director Planning & Development,  
 Dow University of Health Sciences

*[Signature]*  
**PROF. DR. NAZLI HOSSAIN**  
 PRO-VICE CHANCELLOR  
 Meritorious Professor of Obstetrics  
 & Gynecology  
 Dow University of Health Sciences  
 Karachi  
**Prof. Nazli Hossain (Chairperson)**  
 Pro-Vice Chacellor,  
 Dow University of Health Sciences



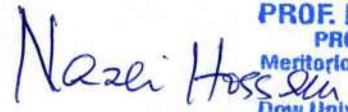


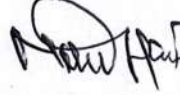
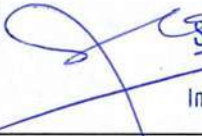


**DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI**  
**ATTENDANCE SHEET**  
**PROCUREMENT COMMITTEE-SERVICES**

**TECHNICAL BID OPENING DATE 14-SEP-2023 AT 11:30 A.M**

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

**NIT # DUHS/P&D/2023/11524 (TENDER REF NO: DUHS/W&S-NIT/123)**

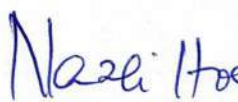




S. NO	NAME OF MEMBERS	DESIGNATION	SIGNATURE
1	Prof. Nazli Hossain (Chairperson)	Pro-Vice Chancellor , Dow University of Health Sciences	 <b>PROF. DR. NAZLI HOSSAIN</b> PRO-VICE CHANCELLOR Meritorious Professor of Obstetrics & Gynecology Dow University of Health Sciences Karachi
2	Mr. Pir Muzaffar Ali Shah (Secretary / Member)	Director Planning & Development, Dow University of Health Sciences	 <b>Pir Muzaffar Ali Shah</b> Director Planning & Development Dow University of Health Sciences
3	Mr. Khaleel Ur Rehman (Member)	General Manager Finance, Dow University of Health Sciences	 <b>KHALEEL UR REHMAN</b> General Manager Finance Dow University Hospital Dow University of Health Sciences
4	Mr. Muhammad Hanif (Member)	Additional Director Finance Dow University of Health Sciences	 <b>Muhammad Hanif</b> Additional Director Finance Dow University of Health Sciences Karachi
5	Mr. Syed Sheraz Hussain (External Member)	Senior Manager Finance, Institute of Business Administration (IBA) Karachi.	 <b>SYED-SHERAZ HUSSAIN</b> Senior Manager Finance Institute of Business Administration Karachi



## CERTIFICATE

This is to certify that the prices are comparable with the Provision of market rates in respect of the technically qualified bids for the **“Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.”**

In respect of NIT No: DUHS/P&D/2023/11524, Ref No: DUHS/W&S-NIT/123 dated 23-Aug-2023 for which Technical bids were opened on 14-Sep-2023 at 11:30 a.m. and Financial bid was opened on 25-Sep-2023 at 11:30 am.

S. NO	NAME OF MEMBERS	SIGNATURE
1	<b>Prof. Nazli Hossain</b> (Chairperson) Pro-Vice Chancellor Dow University of Health Sciences	 <b>PROF. DR. NAZLI HOSSAIN</b> PRO-VICE CHANCELLOR Marjorie Professor of Obstetrics & Gynecology Dow University of Health Sciences Karachi
2	<b>Mr. Pir Muzaffar Ali Shah</b> (Secretary / Member) Director Planning & Development, Dow University of Health Sciences	 <b>Pir Muzaffar Ali Shah</b> Director Planning & Development Dow University of Health Sciences
3	<b>Mr. Muhammad Hanif</b> (Member) Additional Director Finance Dow University of Health Sciences	 <b>Muhammad Hanif</b> Additional Director Finance Dow University of Health Sciences Karachi
4	<b>Mr. Khaleel Ur Rehman</b> (Member) General Manager Finance, Dow University of Health Sciences	 <b>KHALEEL UR REHMAN</b> General Manager Finance Dow University Hospital Dow University of Health Sciences
5	<b>Mr. Syed Sheraz Hussain</b> (External Member) Senior Manager Finance, Institute of Business Administration (IBA) Karachi.	 <b>SYED SHERAZ HUSSAIN</b> Senior Manager Finance Institute of Business Administration Karachi



### List of Notices Inviting Tender (NIT)

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Help Close

Action	NIT ID	Procurement Plan ID	Tender Title/Description	Reference No.	No. of Items/Schemes	Corrigendum	Status/Assignment	Action
	<a href="#">T00573-23-0003</a>	<a href="#">00573-23</a>	R, M AND O OF AIR CONDITION'S AND PACKAGE UNITS, O, R AND M OF GENERATORS, O, R AND M OF CENTRAL HVAC SYSTEM & (Re-Re-Tender) HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRMS	DUHS/P&D/2023/11524, Dated: August 23, 2023	4	1	Posted	Unpaid
	<a href="#">T00573-23-0005</a>	<a href="#">00573-23</a>	REPAIR & MAINTENANCE OF DOW COLLECTION LABS, ESTABLISHMENT OF NEW DOW COLLECTION LABS & HIRING OF SECURITY SERVICES COMPANY	No DUHS/P&D/2023/11536, Dated: 02-09-2023	3		Posted	Unpaid
	<a href="#">T00573-23-0004</a>	<a href="#">00573-23</a>	M&R DMC Campus / Boys & Girls Hostel & M&R Ojha Campus, DUHS, Karachi	DUHS/P&D/2023/11532, Dated: 28-08-2023	2		Posted	Unpaid
	<a href="#">T00573-23-0002</a>	<a href="#">00573-23</a>	RE-TENDER NOTICE RUNNING OF CANTEENS / CAFETERIAS ON RENTAL BASIS AT SINDH INFECTIOUS DISEASES HOSPITAL & RESEARCH CENTER AT NIPA, KARACHI	DIR(W&S)/SIDH/(RC-04)/2023-24, Dated: 14 July, 20	1		Posted	Unpaid
			RE-RE-TENDER HIRING OF					

**Pir Muzaffar Ali Shah**  
Director  
Planning & Development  
Dow University of Health Sciences

**Munira Hanif**  
Additional Director Finance  
Dow University of Health Sciences  
Karachi

**KHALEEL UR REHMAN**  
General Manager Finance  
Dow University Hospital  
Dow University of Health Sciences

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

**PROF. DR. NAZLI HOSSAIN**  
VICE CHANCELLOR  
Meritorious Professor of Obstetrics & Gynecology  
Dow University of Health Sciences  
Karachi





# DAWN

Friday  
August 25, 2023  
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Vol. LXXVII No. 232  
Regd. No. 20-022  
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**PROF. DR. NAZLI HOSSAIN**  
PRO-VICE CHANCELLOR  
Meritorious Professor of Obstetrics  
& Gynecology  
Dow University of Health Sciences  
Karachi



## OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT DOW UNIVERSITY OF HEALTH SCIENCES

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

Tel: 9215754-57 Ext:5811 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)

No. DUHS/P&D/2023/11524

Dated: August 23, 2023

### TENDER NOTICE

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University invites the sealed bids for following Services from well-reputed Companies / Bidders available on List of Active Tax Payers of FBR websites (for Income Tax) & SRB (For Sales Tax).

S. No	NAME OF WORK	METHOD OF PROCUREMENT
1.	REPAIR, MAINTENANCE AND OPERATION OF AIR CONDITION'S AND PACKAGE UNITS (REF NO: DUHS/W&S-NIT/120)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
2.	OPERATION, REPAIR AND MAINTENANCE OF GENERATORS (REF NO: DUHS/W&S-NIT/121)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
3.	OPERATION, REPAIR AND MAINTENANCE OF CENTRAL HVAC SYSTEM (CHILLER PLANTS, COOLING TOWERS, VRF UNITS, AHUs, DX CONDENSING UNITS, FCUs & ALLIED EQUIPMENT) (REF NO: DUHS/W&S-NIT/122)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
4.	HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRMS (HR FIRMS) FOR PROVIDING SKILLED, SEMI-SKILLED & UNSKILLED HUMAN RESOURCE. (REF NO: DUHS/W&S-NIT/123)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)

Tender Fee	Rs. 2,000/- (Rupees Two 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
Purchasing Date & Time	From the date of publishing to 13-09-2023 (10 a.m to 03 p.m)
Bids Delivery & Opening Date & Time	14-09-2023 at 11:00 a.m & 11:30 a.m

Detailed Specification are mentioned in the prescribed tender documents alongwith terms and conditions. Bidding documents can be download from SPPRA website or Dow University of Health Sciences, website. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will be rejected.

In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time.

The Dow University of Health Sciences, Karachi (DUHS) reserves the right to reject any or all the bids subject to the relevant provisions of SPP Rules 2010 (Amended upto date).

#### ADDRESS FOR PURCHASING OF BIDDING DOCUMENTS, SUBMISSION AND OPENING OF BIDS:

Office of the Director Planning & Development, Dow University of Health Sciences (DMC Campus), 5<sup>th</sup> Floor Administration Block, Baba-e-Urdu Road near Civil Hospital Karachi.

*Nash*

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

**Khaleel Rehman**  
General Manager  
Dow University of Health Sciences

**Ali Shah**  
Director  
Planning & Development  
Dow University of Health Sciences

**Muhammad Hanif**  
Additional Director Finance  
Dow University of Health Sciences  
Karachi

### DIRECTOR

Planning & Development  
Dow University of Health Sciences, Karachi





OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT  
DOW UNIVERSITY OF HEALTH SCIENCES

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

Tel: 9215754-57 Ext:5811 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)

No. DUHS/P&D/2023/11524

Dated: August 23, 2023

بیڈنگ نوٹس

ڈاؤ یونیورسٹی آف ہیلتھ سائنسز (DUHS)، کراچی ایک پبلک سیکٹور یونیورسٹی ہے، جو معروف کمپنیوں اور ایجنسیوں کے ذریعہ خدمات کے لیے، جو FBR ویب سائٹس (انکم ٹیکس کے لیے) اور SRB (برائے میٹریٹس) کے فعال ایجنسیوں کی فہرست پر دستیاب، سے سہ ماہی بولیوں کو کھولتی ہے۔

S. No	NAME OF WORK	METHOD OF PROCUREMENT
1.	REPAIR, MAINTENANCE AND OPERATION OF AIR CONDITION'S AND PACKAGE UNITS (REF NO: DUHS/AV&S-NIT/120)	Single Stage - Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
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شرائط و ضوابط کے ساتھ تجویز کردہ ٹینڈر دستاویزات میں تفصیلی اسٹیٹمنٹس کا ذکر کیا گیا ہے۔ بولی کے دستاویزات کو SPPRA کی ویب سائٹ یا ڈاؤ یونیورسٹی آف ہیلتھ سائنسز کی ویب سائٹ سے ڈاؤن لوڈ کیا جاسکتا ہے۔ شرط بولیاں، ٹیلی گرافک بولیاں، مطلوبہ رقم اور شکل کی بولی سیکورٹی کے ساتھ نہ ہونے والی بولیاں، مخصوص تاریخ اور وقت کے بعد موصول ہونے والی بولیاں اور بلیک لسٹڈ فرموں کی بولیاں مسترد کر دی جائیں گی۔ کسی بھی غیر متوقع صورتحال یا سرکاری تعطیل کے نتیجے میں دفتر کھولنے کی تاریخ پر بند ہونے کی صورت میں، بولیاں اگلے کام کے دن مقررہ وقت پر جمع کرائی جائیں گی۔ ڈاؤ یونیورسٹی آف ہیلتھ سائنسز (DUHS)، کراچی، SPP رولز 2010 (آج تک ترمیم شدہ) کی مختلف دفعات کے تحت کسی بھی یا تمام بولیوں کو مسترد کرنے کا حق محفوظ رکھتا ہے۔

بولی کے دستاویزات کی خریداری، جمع کرانے اور بولی کھولنے کا پتہ:

ڈائریکٹر پلاننگ & ڈیولپمنٹ، ڈاؤ یونیورسٹی آف ہیلتھ سائنسز (DMC) کیسپس، 5 ویں منزل ایڈمنسٹریشن بلاک، بابائے اردو روڈ نزد رسول، ہسپتال کراچی۔

ڈائریکٹر پلاننگ & ڈیولپمنٹ  
ڈاؤ یونیورسٹی آف ہیلتھ سائنسز، کراچی

PROF. DR. NAZLI HOSSAIN  
PRO-VICE CHANCELLOR  
Meritorious Professor of Obstetrics & Gynecology  
Dow University of Health Sciences  
Karachi

*(Signature)*

SYED SHERAZ HUSSAIN  
Senior Manager Finance  
Institute of Business Administration  
Karachi

*(Signature)*

TEL UR REHMAN  
Senior Manager Finance  
University Hospital  
Dow University of Health Sciences

Pir Muzaffar Shah  
Director  
Planning & Development  
Dow University of Health Sciences

Muhammad Harif  
Additional Director Finance  
Dow University of Health Sciences  
Karachi



**OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT**  
**DOW UNIVERSITY OF HEALTH SCIENCES**  
 Baba-e-Urdu Road, Karachi-74200 Pakistan,  
 Tel: 9215754-57 Ext:5811 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)  
 No. DUHS/P&D/2023/11524 Dated: August 23, 2023

**ٽينڊر نوٽيس**

ڊاٽو يونيورسٽي آف هيلٿ سائنسز (DUHS)، ڪراچي هڪ پبلڪ سيڪٽر يونيورسٽي آهي، کي سٺي شهرت جي حامل ڪمپنين/واڪڊينڊڙن کان هيٺ ڄاڻايل خدمتن جي لاءِ جيڪي FBR ويب سائٽس (براءِ انڪر ٽيڪس) ۽ SRB (براءِ سيلز ٽيڪس) جي فعال ٽيڪس ادا ڪندڙن جي فهرست تي دستياب. کان مهربند واک جي دعوت ڏني ٿي.

S. No	NAME OF WORK	METHOD OF PROCUREMENT
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شرط ۽ ضابطن سان گڏ تجزيو ڪيل ٽينڊر دستاويز ۾ تفصيلي صراحتن جو ذڪر ڪيل آهي. واک جا دستاويز SPPRA جي ويب سائٽ يا ڊاٽو يونيورسٽي آف هيلٿ سائنسز جي ويب سائٽ تان ڊائون لوڊ ڪري سگهجن ٿا. مشروط واک، ٽيليوگراف واک، اهڙا واک جن سان گڏ گهريل رقم تي مشتمل بڻ سڪيورٽي ۽ فارم نه هونديون اهڙا واک جيڪي مقرر ڪيل تاريخ ۽ وقت کانپوءِ وصول ٿيندا ۽ بليڪ لسٽ ٿيندڙن قومن جا واک رد ڪيا ويندا. ٽينڊر کولڻ جي تاريخ تي ڪنهن غير متوقع صورتحال يا سرڪاري موڪل جي صورت ۾ آفيس کليل نه هوندي ته واک اڳئين ڪم واري ڏينهن تي مقرر ڪيل وقت تي جمع ڪرايا/ کوليا ويندا. ڊاٽو يونيورسٽي آف هيلٿ سائنسز (DUHS) ڪراچي، SPP رولز 2010 (اڄ تائين ترميم ٿيل) جي لاڳاپيل شق تحت ڪنهن هڪ يا سمورن واکن کي رد ڪرڻ جو حق محفوظ رکي ٿي.

واک جي دستاويزن جي خريداري، جمع ڪرائڻ ۽ واک کولڻ جو پتو:

ڊفٽر ڊائريڪٽر پلاننگ ۽ ڊيولپمينٽ، ڊاٽو يونيورسٽي آف هيلٿ سائنسز (DMC) ڪيمپس، پنجنين ماڙ ايڊمنسٽريشن بلاڪ، باباءِ اردو روڊ ويجهو سول اسپتال، ڪراچي.

**ڊائريڪٽر**

پلاننگ اينڊ ڊيولپمينٽ  
 ڊاٽو يونيورسٽي آف هيلٿ سائنسز ڪراچي

**PROF. DR. NAZLI HOSSAIN**  
 PRO-VICE CHANCELLOR  
 Meritorious Professor of Obstetrics,  
 & Gynecology  
 Dow University of Health Sciences  
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