

# **DOW UNIVERSITY OF HEALTH SCIENCES**



## **BIDDING DOCUMENT**

**Single Stage – Two Envelope Procedure**  
As per Rule 46 (2) of SPPR, 2010 (Amended upto date)

**IFB / NIT No. DUHS/W&S/2022/770    Dated: 27-08-2022**

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**PROCUREMENT OF EVENT  
MANAGEMENT SERVICES FOR  
7<sup>th</sup> ALL PAKISTAN DUHS – DICE 2022  
EXHIBITION**  
(Ref. No. DUHS/W&S-NIT/2022/089)

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## NOTICE INVITING TENDER (NIT)

No. DUHS/W&S/2022/770, Dated: 27-08-2022

Dow University of Health Sciences (DUHS), Karachi invites the bids for following services from well-reputed Agencies / Companies / Firms / Event Managers / Organizers / having registration with Federal Board of Revenue (FBR), Income Tax Department, Sindh Revenue Service Board and Sales Tax.

S. NO	NAME OF BID	BID REFERENCE NO.
01	Hiring of Security Services Company.	DUHS/W&S-NIT/2022/085
02	Hiring of Janitorial Services for Health facilities of DUHS along with Dow Lab. Collections Points in Karachi city and across Sindh Province besides Quetta & Hub city of Baluchistan Province.	DUHS/W&S-NIT/2022/086
03	Hiring of Janitorial Services for Academic and Administration Blocks of DUHS.	DUHS/W&S-NIT/2022/087
04	Hiring of Services of Human Resource Outsourcing Firms (HR Firms) For Providing Skilled, Semi-Skilled & Unskilled Human Resource.	DUHS/W&S-NIT/2022/088
05	Procurement of Event Management Services for 7 <sup>th</sup> All Pakistan DUHS – DICE 2022 Exhibition.	DUHS/W&S-NIT/2022/089

Tender Fee	<b>Rs. 2,000/- (Rupees Two Thousand Only)</b> Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.
Bidding Procedure	<b>Single Stage – Two Envelope Procedure</b>
Bid Security	<b>2.5% of the total bid value in the form of CDR / Bank Guarantee / Demand Draft / Pay Order in favor of Dow University of Health Sciences with the Financial Bid.</b>
Purchasing Date & Time	<b>31-08-2022 to 16-09-2022 (11 a.m to 02 p.m)</b>
Bids Delivery & Opening Date & Time (Sr. 1 & 2)	<b>17-09-2022 at 11:00 a.m &amp; 11:30 a.m.</b>
Bids Delivery & Opening Date & Time (Sr. 3 to 5)	<b>17-09-2022 at 11:00 a.m &amp; 12:00 p.m.</b>

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.

**DIRECTOR**  
Works & Services Department,  
Dow University of Health Sciences, Karachi

## **1. Background:**

Dow University of Health Sciences (DUHS) in collaboration with DICE Foundation, USA is going to organize 7th All Pakistan DUHS – DICE Health Innovation Exhibition 2022. The idea of the event is to bring innovative concepts and new inventions in health industry as well as to motivate academia, entrepreneurs, expatriates and government to promote this platform and to create a positive and promising image of Pakistan health industry in eyes of global community.

## **2. Objectives:**

DUHS intends to engage a professional event management firm to plan and organize the **7<sup>th</sup> All Pakistan DUHS – DICE 2022 Exhibition for 01 days**. DUHS expects that aspirant Service Providers should furnish all the required documents to ensure a transparent and genuine presentation.

## **3. Venue for the Event:**

Event will be organized at the **DOW University Ojha Cricket Ground, Karachi**.

## **4. Scope of Work:**

The successful bidder will be responsible for planning, execution and monitoring of a successful exhibition. Scope of work will be inclusive of preparation of venue for the event, logistical arrangements relevant to the planning and execution of the event, stage branding etc.

## **Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The datasheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

## **Applicability of Sindh Public Procurement Rules, 2010 (**

This Bidding Process will be governed under Sindh Public Procurement Rules, 2010, as amended from time to time and instructions of the Government of the Sindh received during the completion of the project.

# 1. Invitation to Bid

## 1.1 SPPRA Rules to be followed

Sindh Public Procurement Rules, 2010 will strictly be followed.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Sindh Public Procurement Rules, 2010 (Amended upto date).

## 1.2 Mode of Advertisement(s)

As per Rule 17 (1A)&2, this Tender is being placed online at SPPRA's website, as well as being advertised in 3 widely circulated dailies of English, Urdu and Sindhi Languages.

As per Rule 17 (4), this Tender is also placed online at the website of Dow University of Health Sciences (DUHS) Karachi. The tender document is available at the office of Director Planning & Development Department, 5TH Floor Administration Building, Dow University of Health Sciences (DMC Campus), Baba-e-Urdu Road near Civil Hospital, Karachi and the same may be obtained subject to the payment of cost of printing and provision of the document which is Rs. 2,000/-.

## 1.3 Procedure of Open Competitive Bidding

Bids will be selected in accordance with the Rule 46 (2) of Sindh Public Procurement Rules, 2010, as a Single Stage – Two Envelope Bidding procedure. The bidding process will be as under:

- i. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and technical proposal.
- ii. Envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- iii. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
- iv. Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.
- v. Procuring agency shall evaluate the technical proposal in manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
- vi. No amendments in the technical proposal shall be permitted during the technical evaluation.
- vii. Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicate to the bidders in advance.
- viii. Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidder.
- ix. The Bids shall be evaluated on most advantageous bid basis.

- x. The envelope No.1 should contain the complete Technical Bid and undertaking for technical proposal submission.
- xi. The envelope No. 2 will contain only the financial bid.
- xii. The bidder shall seal the Technical and Financial Bids in separate envelopes and keep them in a bigger sealed Envelope. The envelope shall:
  - a) Bear the name and address of the Bidder;
  - b) Bear the specific identification Name and Number of this bidding process indicated in the NIT; and
  - c) Bear the purchaser's name and address i.e. Dow University of Health Sciences (DMC Campus), Planning & Development Department, 5TH Floor Administration Building, Baba-e-Urdu Road near Civil Hospital, Karachi and a statement: "DO NOT OPEN BEFORE," the specified time and date.
  - d) If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- xiii. The bidder must quote his price as per format. The rate(s) quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words.

The service provider will also sign an undertaking with the DUHS in which the completion of work will be ensured as per **Annex-A**.

## **2. Bidding Details (Instructions to Bidders)**

The Bids shall be evaluated in accordance with the specified evaluation / eligibility / qualification / responsiveness criteria and terms & conditions of the bidding document.

All bids must be accompanied by Bid Security (Earnest Money), as per provisions of this tender document clause "Bid Security" in favor of "**Dow University of Health Sciences, Karachi**". The complete bids as per required under this tender document, must be delivered to the given address, date and time, late bids shall not be considered.

The committee in the presence of the bidders or their authorized representatives, who may like to be present, will open the bids publicly at the prescribed time, date and venue.

In case the last date of bid submission falls in/within the official holidays/weekends of the DUHS, the last date for submission of the bids shall be the next working day.

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the Goods/ Items must be received in writing to the DUHS maximum 5 days prior to opening of bids. Any query received after said date may not be entertained. All queries shall be responded to within due time.

The bidder shall submit bid which comply with the Bidding Document. **Alternative bids and options shall not be considered.**

The attention of bidders is drawn to the provisions of this tender document Clause regarding "**Determination of Responsiveness of Bid**" and "**Rejection / Acceptance of the Tender**" for making their bids substantially responsive to the requirements of the Bidding Document.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract / Letter of Acceptance awarded under this Bid Process will be entertained by the DUHS. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Competent Authority (DUHS) will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the DUHS. Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Competent Authority (DUHS) will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items / services within the specified time period will in evoke penalty as specified in this document.

## TERMS AND CONDITIONS OF THE TENDER

### 3. Definitions

- 3.1 In this document, unless there is anything repugnant in the subject or context:
- 3.2 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Competent Authority (DUHS) or the Contractor.
- 3.3 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- 3.4 "Client" means the Project lead of technical / concerned wing of the DUHS for whose' particular project the Goods/Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- 3.5 "Bidder/Tenderer" means the interested Firm/ Company/ Partnership/ individual/ Supplier/ Distributors/service provider that may provide or provides the required good /services.
- 3.6 "Commencement Date of the Contract" means the date of signing of the Contract between the Competent Authority (DUHS) and the Contractor.
- 3.7 "Contract" means the agreement entered into between the DUHS and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments there to and all documents incorporated by reference there in.
- 3.8 "Contractor / Vendor" means the Bidder/Tenderer whose bid has been accepted and awarded Letter of Acceptance or for a specific item followed by the signing of Contract/Purchase & Work Order.
- 3.9 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.10 "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- 3.11 "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 3.12 "Day" means calendar day.
- 3.13 "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, any defects and damages in Goods and Services provided, under the Contract.
- 3.14 "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Competent Authority (DUHS) in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 3.15 "Goods/Services" means items/materials/services which the Contractor is required to supply to the DUHS under this Contract.
- 3.16 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, partnership, individual etc., having legal capacity.
- 3.17 "Prescribed" means prescribed in the Tender Document.
- 3.18 "Competent Authority" means the Dow University of Health Sciences (DUHS) or any other person for the time being or from time to time duly appointed in writing by the Competent Authority of DUHS to act as Authorized Representative for the purposes of the Contract.
- 3.19 "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.



- 3.20 "Services" means after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the DUHS under the Contract.
- 3.21 "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 3.22 "Works" means work to be done by the Event Management Services under the Contract.
- 3.23 "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.

#### 4. **Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

#### 5. **Notice**

- 5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the contractor, the client, the same shall be:
- 5.1.1 In writing;
- 5.1.2 issued within reasonable time;
- 5.1.3 served by sending the same by courier or registered post or by email to their principal office in Pakistan or such other address as they shall notify for the purpose; and
- 5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be Construed accordingly.

#### 6. **Tender Scope**

Dow University of Health Sciences (DUHS), (herein after referred to as "the Competent Authority of DUHS") invites requests for Proposals (hereinafter referred to as "the Tenders") for procurement of Event Management Services as mentioned at **Annexure - A**.

#### 7. **Tender Eligibility/Qualification Criteria**

- 7.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:
- 7.1.1 Has a registered/incorporated/established company/firm/company/organization/ sole-proprietor etc. in Pakistan with relevant business experience of last three (03) years as on;
- 7.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those firms/companies/partnership/individual which are validly registered with sales services tax and income tax departments and having sound financial strengths can participate);
- 7.1.3 Has valid Registration of Sales Services Tax (SRB) and National Tax Number(FBR);
- 7.1.4 Have managed at least 2 projects / events of similar nature for government organization /public or private sector universities during the last 5 years.**
- 7.1.5 Has submitted bids for complete / all items of **Annexure-A (Technical Specifications of Goods / Services)** for Event Management Services;
- 7.1.6 Financial audited reports and Income Tax Return Forms for last three years.
- 7.1.7 Is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper amounting to Rs. 100/- is mandatory);
- 7.1.8 Confirms to the clause of "Responsiveness of Bid" given herein this tender document.
- 7.1.9 Goods and Services can only be supplied / sourced / routed from "origin" in "eligible" Member countries.
- a. Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
- b. "Origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing,

processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

- 7.1.10 Existing and any past service providers are only eligible for bidding upon providing Satisfactory Performance Certificates for respective periods of services from the Office of the Registrar duly signed and stamped. No other certificates will be accepted for eligibility.

**Note:** Verifiable documentary proof for all above requirements is a mandatory requirement, noncompliance will lead to disqualification.

## **8. Tender Cost**

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the DUHS shall in no case be responsible / liable for those costs / expenses.

## **9. Joint Venture / Consortium**

- 9.1 Joint venture / consortium is not eligible for this tender.

## **10. Examination of the Tender Document**

- 9.2 The Tenderer is expected to examine the Tender Document, including all instructions, terms and conditions. In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

## **11. Clarification of the Tender Document**

- 11.1 The Tenderer may require further information or clarification of the Tender Document as per the Rule 23 of SPPRA Rules, 2010.
- 11.2 Bidders should note that during the period from the receipt of the bid and until further notice from the Contact given herein in this document, all queries should be communicated via the Primary Contact and in writing only.

## **12. Amendment of the Tender Document**

- 12.1 The Competent Authority (DUHS) may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 12.2 The Competent Authority (DUHS) shall notify the amendment(s) in writing to the prospective Tenderers as per SPPRA Rules, 2010.
- 12.3 The Competent Authority (DUHS) may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per SPPRA Rules, 2010 (Amended upto date).

## **13. Preparation / Submission of Tender**

### **14.**

- 14.1 The Tenderer may submit bid for in all items of Annexure-A (**Technical Specifications of Goods / Services**) under this tender (bids for partial / limited items shall not be considered).
- 14.2 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the DUHS, shall be in English.
- 14.3 The bidders shall submit technical and financial proposals under Rule 46 (2) of SPPRA Rules, 2010 “Single Stage Two Envelope bidding procedure”.
- 14.3.1 Envelopes shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion; one (1) original and two (2) copies of both proposals. The original and all copies of the Technical proposal shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. Original & copies of the document should be separately clearly marking each “ORIGINAL BID” and “COPY OF BID,” as appropriate. In the event of any discrepancy between them, the original shall govern.

- 14.3.2 Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; the soft copy of technical proposal only should also be provided in the form of USB showing the name of the company
- 14.4 Technical Proposal shall comprise the following:
- 14.4.1 Technical Proposal Form(**Annexure-B**);
- 14.4.2 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) and Affidavit (Integrity Pact) (**Annexure-G &H**)
- 14.4.3 Covering letter duly signed and stamped by authorized representative.(**Annexure-E**)
- 14.4.4 Certificate of Company/Firm Registration/Incorporation/partnership/ individual under the laws of Pakistan.
- 14.4.5 Evidence of eligibility of the Tenderer and the Goods /Services.
- 14.4.6 Evidence of conformity of the Goods / the Services to the Tender Document.
- 14.4.7 Submission of undertaking on legal valid and attested stamp paper of Rs.100/-that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- 14.4.8 Valid Registration Certificate for Income Tax – FBR& Sales Services Tax (SRB)
- 14.4.9 Power of Attorney, if an authorized representative is appointed(Annexure-F)
- 14.4.10 Photocopy of the Bid Security shall be attached with the Technical Proposal after hiding the amount
- 14.5 The Financial Proposal shall comprise the following:
- 14.5.1** Financial Proposal Submission Form (**Annexure-C**)
- 14.5.2** Price Schedule Financial Cost Sheet (**Annexure-D**)
- 14.5.3 Bid Security (Earnest Money), as per provisions of the clause Bid Security of this document.
- 14.6 The Tenderer shall seal the Original Technical Proposal with 02 copies separately in an envelope duly marked as under:Original Technical Tender for Tender Name. [Name of Tender]  
[Name of the Competent Authority]  
[Address of the DUHS]  
[Name of the Tenderer] [Address of the Tenderer] [Phone No. of the Tenderer]
- 14.7 The Tenderer shall seal the Original Financial proposal with 02 copies separately in an envelope duly marked as under:Technical & Financial Proposal for Tender Name. [Name of Tender]  
[Name of the Competent Authority]  
[Address of the DUHS]  
[Name of the Tenderer] [Address of the Tenderer] [Phone No. of the Tenderer]
- 14.8 The Tenderer shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:
- Original Tender for Tender Name. [Name of Tender]  
Strictly Confidential  
[Name of the Competent Authority]  
[Address of the DUHS]  
[Name of the Tenderer] [Address of the Tenderer] [Phone No. of the Tenderer]
- 14.9 The bids shall be delivered at the office of Director Planning & Development Department, 5TH Floor Administration Building, Dow University of Health Sciences (DMC Campus), Baba-e-Urdu Road near Civil Hospital, Karachi, as prescribed in NIT. No late bid shall be accepted.

- 14.10 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.

## 15. Tender Price

- 15.1 The quoted price shall be:
- 15.1.1 best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation /escalation;
  - 15.1.2 in Pak Rupees;
  - 15.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.;
  - 15.1.4 Including all charges up to the delivery point at the consignee's end or any designated area within the premises of Karachi.
- 15.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the ~~do~~ requirements.
- 15.3 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

## 16. Bid Security (Earnest Money) & Performance Guarantee:

- 16.1 The Tenderer shall furnish the Bid Security (Earnest Money) asunder:
- 16.1.1 **equivalent to 2.5%** of the total value of bid;
  - 16.1.2 denominated in Pak Rupees;
  - 16.1.3 As part of financial bid envelope, failing which will cause rejection of bid;
  - 16.1.4 in the form of a Bank Draft / Pay Order issued by a scheduled bank of Pakistan, in favour of the Dow University of Health Sciences, Karachi;
  - 16.1.5 have a minimum validity period of ninety (90) days from the last date for submission of the Tender
- 16.2 The Bid Security shall be forfeited by the DUHS, on the occurrence of any / all of the following conditions:
- 16.2.1 If the Tenderer with draws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
  - 16.2.2 If the Tenderer does not accept the corrections of his Total Tender Price; or
  - 16.2.3 If the Tenderer, having been notified of the acceptance of the Tender by the Competent Authority (DUHS) during the period of the Tender validity, fails or refuses to deliver the required Goods/Items / Services or fulfill the order placed within the stipulated time period.
- 16.3 The Bid security shall be returned to the unsuccessful Tenderer after the completion of said procurement process. The Bid Security shall be returned to the successful Tenderer upon complete delivery of Goods/Items and issuance of satisfactory certificate by the team of the Competent Authority (DUHS).
- 16.4 Within seven (07) days after the receipt of LOA from the Competent Authority, the successful Bidder shall furnish the Performance Security. The value of **Performance Security shall be 05%** of the Contract Amount issued by any scheduled bank of Pakistan. The Performance Security shall be valid after the three months of completion of the assignment or any such extended period as decided by DUHS.
- 16.5 Forfeiture of Performance Security
- 16.5.1 In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
  - 16.5.2 In that event, supply of the said services may be taken from the next advantageous bidder vide the same Work Order at contractor's 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.
  - 16.5.3 If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.
- 16.6 **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.

## **17. Tender Validity**

17.1 The Tender shall have a minimum validity period of **NINETY (90) days** from the last date for submission of the Tender. The Competent Authority may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

## **18. Modification / Withdrawal of the Tender**

18.1 The Tenderer may, by written notice served on the Competent Authority (DUHS), modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

18.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

## **19. Opening of the Tender**

19.1 Tenders (Technical Bids) shall be opened at 12:00 PM on the last date of submission of bids as per NIT in the presence of the Tenderer(s) for which they shall ensure their presence without further invitation, as per provision of Rule-40(4) of SPPRA Rules, 2010. In case the last date of bid submission falls in / within the official holidays / weekends of the Competent Authority, the last date for submission of the bids shall be the next working day.

19.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Competent Authority may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

19.3 No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location.

## **20. Clarification of the Tender**

20.1 The Competent Authority (DUHS) shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the Competent Authority (DUHS).

## **21. Determination of Responsiveness of the Bid (Tender)**

21.1 The Competent Authority (DUHS) shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

- 21.1.1 Meets the eligibility criteria given herein in this tender document.
- 21.1.2 Meets the Technical Specifications for the Goods/Items/Services Supplies;
- 21.1.3 Meets the delivery period / point for the Goods/Items/Services;
- 21.1.4 in compliance with the rate and limit of liquidated damages;
- 21.1.5 offers fixed price quotations as required at **Annexure-A (Technical Specifications of Goods / Services)**;
- 21.1.6 is accompanied by the required Bid Security as part of financial bid;
- 21.1.7 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
- 21.1.8 Confirms to all terms and conditions of the Tender Document, without material deviation or reservation.

21.2 A material deviation or reservation is one which affects the scope, quality or performance of the Services /Goods or limits the DUHS's rights or the Tenderer's obligations under the Contract.

21.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation.

## 22. Correction of errors / Amendment of Tender

- 22.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 22.1.1 If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
- 22.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
- 22.1.3 If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 22.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 22.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 22.4 No credit shall be given for offering delivery period earlier than the specified period.

## 23. Penalties/Liquidated Damages:

- 23.1 In case of late delivery beyond the presented period, penalty / liquidated damages shall be charged @ 0.25% of the Contract/Purchase Order price for each hour delay up to 05% of the Purchase Order price. Completion time as per contract/purchase order.

## 24. CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

### (a) Minimum eligibility criteria:

Sr. No.	Description	Requirements
1.	<b>LEGAL</b>	<b>Mandatory</b>
	a. Registration or proof of Business (Minimum Last 3Years)	Mandatory
	b. Valid Income Tax Registration (FBR) (Active Taxpayer)	Mandatory
	c. Valid Sales Services Tax (SST-SRB) Registration (Active Taxpayer)	Mandatory
	d. Undertaking on Rs. 100 Judicial Paper that the tenderer / bidder is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	Mandatory
	e. Minimum 03 years relevant experience	Mandatory
	f. Minimum 02 projects / event of similar nature for government departments / organizations / company / Authorities / Autonomous bodies during the last 5 years	Mandatory
	g. Existing and any past service providers are only eligible for bidding upon providing Satisfactory Performance Certificates for respective periods of services from the Office of the Registrar duly signed and stamped. No other certificates will be accepted for eligibility.	Mandatory
	h. Financial audited statement of accounts and Income Tax Return Forms for last three years. Minimum annual turnover should not be less than 20 Million in last fiscal years	Mandatory
2.	<b>TECHNICAL SPECIFICATIONS OF THE REQUIRED ITEMS (AS per Annexure-A)</b>	<b>Mandatory</b>

	a. Conformity with required Technical Specification of the Items, Goods, Services.	Mandatory
	b. Valid ISO certification	Mandatory

**b) Evaluation of Bids: -**

- a. Bids/Offers including Technical Proposal/Financial Proposals of only eligible bidders to be evaluated by the Committee constituted by the DUHS for the purpose.
- b. The Committee may seek the clarification from the bidder in writing or oral as the case may be, in case of committee deemed fit, however any clarification shall not be changing the sanctity of original bid.
- c. The Bids/Offers shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder.

**c) Technical Proposal Evaluation:**

- d. **THE BIDS SHALL BE EVALUATED ON MOST ADVANTAGEOUS BID BASIS.** The bidder which attains the highest combined weighted technical and financial score according to the following criteria shall be selected.
- e. The Bids shall be evaluated on complete Lot / Group / Package basis reflected in the Bid Form / Price Schedule. Bids for partial / limited item(s) shall not be considered and rejected.
- f. The following merit point system for weighing evaluation factors / criteria will be applied for technical proposals.
- g. Bidders achieving **minimum 70% overall points / marks** will be considered only for further process. Documentary evidence must be attached in support of your claim.
- h. Only those Financial Proposals will be announced / considered which were technically qualified by the Committee.

**TECHNICAL PROPOSAL EVALUATION CRITERIA**

S#	Description	Ranges	Marks Division	Total Marks
1.	Average Annual Turnover during the last 03 financial years (As per ITR / Audited Statements of Accounts)	Above PKR 20 Million	10	<b>30</b>
		Above PKR 25 Million	20	
		Above PKR 30 Million	30	
2.	Total Assets (upto last financial year)(As per ITR / Audited Statements of Accounts)	Above PKR 20 Million	5	<b>15</b>
		Above PKR 30 Million	10	
		Above PKR 40 Million	15	
3.	Human Resource / Total Number of employees (supported with contracts or appointment orders & copies of salary slips).	10-20 Persons	05	<b>15</b>
		21-30 Persons	10	
		Above 30 Persons	15	
4.	Past experience of relevant projects during the last <u>05 years</u> in Public and Private Sector Universities / Government / Semi-Government organizations amounting to PKR 5 million or more	3-5 Projects	05	<b>20</b>
		6-10 Projects	10	
		Above 10 Projects	20	
5.	Establishment of the Firm/company/partnership/ sole-	3-4 years	15	<b>20</b>
		4-5 years	17	

proprietor	Above 5 years	20	
<b>TOTAL MARKS / POINTS</b>			<b>100</b>

**d) Financial Proposal Evaluation:**

- 23.1 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution / evaluation period shall be passed to the Procuring Agency.
- 23.2 Technically qualified/successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- 23.3 Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.
- 23.4 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 23.5 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution / evaluation period shall be passed to the Procuring Agency.
- 23.6 Marks obtained in the detailed technical evaluation will be carried forward band prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).
- 23.7 The formula for technical scoring is “Technical Marks / Score = Total Technical Marks of the respective bidder x 0.70”.
- 23.8 The formula for financial scoring is that the lowest bidder gets 30% Marks and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

**EXAMPLE:**

**TECHNICAL EVALUATION**

**The formula to calculate the technical points / marks / score of the bidder is given below:**

Technical Marks / Score = Total Technical Marks of respective bidder x 0.70

• **Solved Example of Financial Scoring:**

Technical scoring out of 100 = 85

Carried Forward & Prorated Technical scoring = 85 x 0.70

**FINANCIAL EVALUATION**

**The formula to calculate the Marks for the price by the bidders other than lowest bidder is given below:**

• **Financial Evaluation Score of individual quoted Product:**

= [Lowest quoted price of the item ÷ Next higher proposed price of the competing item] x Total Allocable financial score

• **Solved Example of Financial Scoring:**

*If the lowest quoted price of an item is Rs. 25 million the same lowest will obtain score as below:*

= [25 ÷ 25] x 25 = 25

= 25 marks being the lowest bidder for the quoted item

*If the next higher quoted price of the same item is Rs. 30 million the marks obtained will be:*

= [25 ÷ 30] x 25 = 20.83

*If the next higher quoted price of the same items is Rs. 37 million the marks obtained will be:*

= [25 ÷ 37] x 25 = 16.89 Marks and so on.



**i. Rejection / Acceptance of the Bid**

a. The Competent Authority (DUHS) shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The DUHS may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The DUHS shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The DUHS shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-25 of SPPRA Rules, 2010 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (AsperRule25ofSPPRA Rules, 2010).

b. The Tender shall be rejected if it is:

- i. substantially non-responsive in a manner prescribed in this tender document clause-20; or
- ii. submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
- iii. Against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.; or
- iv. Bids qualified by vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly
- v. incomplete, partial, conditional, alternative, late; or
- vi. requisite bid security is not submitted; or
- vii. the Tenderer refuses to accept the corrected Total Tender Price; or
- viii. the Tenderer has conflict of interest with the Competent Authority (DUHS); or
- ix. the Tenderer tries to influence the Tender evaluation / Contract award; or
- x. the Tenderer engages in corrupt or fraudulent practices in competing for Contract award; or
- xi. the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria(Clause-7); or
- xii. the Tenderer fails to meet the evaluation criteria requirements; or
- xiii. the tenderer has been blacklisted by any public or private sector organization; or
- xiv. The tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or
- xv. There is any discrepancy between bidding documents and bidder’s proposal i.e. any non-conform it you’re in consistency or informality or irregularity in the submitted bid; or
- xvi. The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document; or
- xvii. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
- xviii. If the rates quoted by vender are not workable or on higher side etc.

**j. Award Criteria**

- 26.1. At first step, eligible bidder(s)/tenderer(s) as per clause-23 (Minimum Eligibility Criteria) of this tender document fulfilling the qualification and technical evaluation criteria will stand technically qualified.
- 26.2. At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and successful bidder shall be selected on most advantageous bid the bidder which attain the highest combined weighted technical and financial scores according to criteria mentioned.

**k. Letter of Acceptance**

a. The Competent Authority (DUHS) shall issue the Acceptance Letter to the successful Tenderer, prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Framework Contract.

**l. Award of Contract & Contract Agreement**

- a. 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 the article 22-A (Contract) of the schedule of Stamp Act 1899. The expenditure involved on the said contract agreement will be borne by the bidder.

**m. Redressal of Grievances by the Procuring Agency**

- a. Redressal of Grievances & settlement of dispute will be as per Rule 31 of SPPRA Rule-2010.

**n. Arbitration**

- a. 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 there of shall be referred to the Registrar of the DUHS
- b. 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

**o. Applicable Laws**

- a. The Contract shall be governed by the Laws of Pakistan and the Courts of Pakistan shall have exclusive jurisdiction.



**TECHNICAL SPECIFICATIONS OF GOODS/SERVICES**  
**(GROUP / PACKAGE/  
 LOT) COMPLETE VENUE  
 SETUP FOR  
 7<sup>th</sup> ALL PAKISTAN DUHS – DICE 2022  
 EXHIBITION FOR 01 DAYS**

S #	Description	Qty.
<b>A.</b>	<b><i>Full Setup should be ready 1 DAYS BEFORE Event @ 12.00p.m</i></b>	
	<b><i>Exhibition Start at 8 a.m.</i></b>	
1.	<b>Frill Marquee 350*120</b> -With Wall Paneling for Exhibition	01 Setup
2.	<b>Shell Stall (3m x 3m):</b> - Spot Light (03 Nos. on each set) - Counter (01 No.) - Chairs (02 Nos.) - Company Fascia Name	250 Stalls
3.	<b>Business Centre Fabrication (9m x 9 m):</b> - Wooden Floor - Sound Setup SP2 or better - LED TV 42 inch (2 Nos.) - Round Table with 4 moveable Chairs (02 Sets) - Sofa Lounges (12 Seats) with 02 Tables	1 Setup
4.	<b>Electrical Work</b> - Lighting on in Each Stall 10 Ampere Maximum Load - Power Supply - Main-Power Supply - Sub Main-Power Supply - Circuits-Plug with box, wire & top pin, 10 Amp. - Circuit Breakers in each shop - Panel Boards - Main Panel - Chamber Boxes - Electrical Service	1 Job
5.	<b>Presidential Chair</b>	1 No.
6.	<b>Semi - Presidential Chair</b>	8 Nos.
7.	<b>Carpet (1 Time Used Carpet)</b> - Laying and Removing (as per sample approved)	49,000 sq/ft

<b>S #</b>	<b>Description</b>	<b>Qty.</b>
8.	<b>Carpet (New Carpet)</b> - Laying and Removing (as per sample approved)	49,000 sq/ft
9.	<b>Stage Setup</b> Including; - Carpet (size 80ft x 40ft) - Fresh Flowers Arrangements for main stage , VIP area and with 02 bouquet for guest	1 Nos.
10.	<b>Backup Generators</b> - 250 KVA for Lighting with Fuel	1 No.
11.	<b>Sofas sets (white leatherette)</b> - Double Seats with Centre tables VVIP duly Cordoned- off	50 Sets
12.	<b>Grand Table for VIP Guests</b> with waiter service	50 Guests
13.	<b>Round Table having 10 Chairs</b> around each table	10 Sets
14.	<b>Crockery / Linen / Cutlery / 9 Buffet Stations / Waiters</b> (For 350 Persons, 01 Day Job)	01 Job
15.	<b>Chairs with Chair Covers</b>	300 Nos.
16.	<b>Marketing &amp; PR Management</b> - Email Marketing - Branded SMS	01 Job
17.	<b>Water Dispenser</b>	05 Nos.
18.	<b>Shell Wall Separators for Dinner</b>	45 Meters
19.	<b>Table (2.5' x 4')</b> With Covers	20 Nos.
20.	<b>Shell Counter</b>	30 Nos.
21.	<b>Shell Chairs</b>	60 Nos.
22.	<b>Event Photography, Videography &amp; Post Production</b>	01 Job
23.	<b>SMD Screens</b> Size 40" x 12" with Trussing	01 No.
<b>B.</b>	<b>SOUND SYSTEM SETUP</b>	
24.	Pair of SP-4	03 Pairs
25.	02 Wireless and 02 Cordless Mics. Rostrum with 02 Podiums Mics	01 Setup
26.	Orchestra Band	01 Setup.
<b>C.</b>	<b>FOOD</b>	
27.	<b>Lunch Boxes: (for Guests)</b> - Chicken Pulao / Biryani - Slice juice	900 Nos.

<b>S #</b>	<b>Description</b>	<b>Qty.</b>
28.	<b>Hi-Tea:</b> <ul style="list-style-type: none"> <li>- Tea</li> <li>- Sandwiches (Assorted flavors)</li> <li>- One Bite Samosa</li> <li>- Cookies</li> <li>- Chocolate Mouse</li> </ul>	For 150 Persons
<b>D.</b>	<b>SOCIAL EVENING DINNER:</b>	
29.	<b>Dinner:</b> <ul style="list-style-type: none"> <li>- Bihari Tikka</li> <li>- Chicken Pulao</li> <li>- Chicken Korma</li> <li>- Ice-Cream</li> <li>- Naan / Taftan</li> <li>- Cold-Drink</li> </ul>	For 350 Persons
<b>E.</b>	<b>PRINTING MATERIAL</b>	
30.	Invitation Cards with Envelopes <ul style="list-style-type: none"> <li>- Size: 5'' x 7''</li> <li>- (as per sample approved)</li> </ul>	2,000 Nos.
31.	<b>Standees:</b> <ul style="list-style-type: none"> <li>- Size: 5' x 2'</li> <li>- (as per sample approved)</li> </ul>	30 Nos.
32.	<b>Certificates (Four Color)</b> <ul style="list-style-type: none"> <li>- (as per sample approved)</li> </ul>	1000 Nos.
33.	<b>Printing for Side Branding Panels / Separators / Media Wall</b> <ul style="list-style-type: none"> <li>- Size: 8' x 20'</li> <li>- Printing</li> <li>- Framing</li> <li>- Complete Installation</li> </ul>	45 Sets
33.	<b>Badges with Lanyards</b> <ul style="list-style-type: none"> <li>- (as per sample approved)</li> </ul>	450 Nos.
34.	<b>Back-Drop for Stage:</b> <ul style="list-style-type: none"> <li>- Size: 8' x 20'</li> <li>- Printing</li> <li>- Framing</li> <li>- Complete Installation</li> </ul>	02 Set
35.	<b>Branded Entrance Gate</b> <ul style="list-style-type: none"> <li>- (as per sample approved)</li> </ul>	01 No.

S #	Description	Qty.
<b>F.</b>	<b>Medals and Shields:</b> (as per sample approved)	
36.	<b>Mementos / Shields</b> (for Chief Guest, Key Sponsors) - DUHS Official Shield - (as per sample approved)	05 Nos.
37	<b>Mementos / Shields:</b> <b>For:</b> - CME Speakers - NIB Panelist - Industries Representatives - Event & Medial Partners - Organizing Committee Dice Team <b>Material</b> - Crystal Shield with Box - (as per sample approved)	50 Nos.
38	Security Guards Male 08 & Female 02	10 Nos.
39	Walk through Gate	02 Nos.

## IMPORTANT NOTE

1. Full Venue Setup should be ready at 9:00 p.m. **ONE DAY PRIOR TO EXHIBITION** (Stage Setup, Shell Stalls, Business Centre, Guest Chairs, Sofas, Flowers, Tables Mementos, Shields, etc. required).
2. Completed decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
3. Printing Material must be given as per the given schedule.

- .....
4. **DUHS will penalize 25% of the item value on substandard delivery of following items / services;**

S. No	Description
1.	<b>Food</b> i. Quality ii. Quantity iii. Heated
2.	<b>Crockery &amp; Cutlery (Ceramic &amp; Stainless Steel)</b> i. Neat & Clean ii. Free from cracks
3.	<b>Staff</b> i. Should be in proper uniform ii. Sufficient supporting staff to provide the excellent services to VIP guests.
4.	<b>Furniture Quality plus Carpet</b> i. Neat & Clean



**TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / DUHS)

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal/Tender Document No. \_\_\_\_\_ dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical and Financial Proposal sealed in one envelope.

We undertake, if our Proposal is accepted, to provide supply of \_\_\_\_\_ related to the assignment.

We also confirm that the any Government organization (Federal / Provincial / Local) has not declared us, or any, ineligible on charges of engaging incorrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

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

We remain, yours sincerely,

Authorized Signature

(Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To (Name and address of Client / Competent Authority (DUHS))

Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your Request for Proposal No. \_\_\_\_\_ dated (insert date) and our Technical Proposal. Our attached Financial Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date in dictated in \_\_\_\_\_ of the Proposal Data Sheet.

We also declare that the any Government organization (Federal / Provincial / Local) has not declared us or any Sub- Contractors for any part of the Contract, in eligible on charges of engaging incorrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant. Date:

**PRICE SCHEDULE / FINANCIAL COST SHEET**  
**(GROUP / PACKAGE/  
 LOT) COMPLETE VENUE  
 SETUP FOR  
 7<sup>th</sup> ALL PAKISTAN DUHS – DICE 2022  
 EXHIBITION FOR 01 DAYS**

S #	Description	Qty.	Rate (PRs.)	Amount (PRs.)
A.	<i>Full Setup should be ready 1 DAYS BEFORE Event @ 12.00p.m</i>			
	<i>Exhibition Start at 8 a.m.</i>			
1.	<b>Frill Marquee 350*120</b> -With Wall Paneling for Exhibition	01 Setup		
2.	<b>Shell Stall (3m x 3m):</b> - Spot Light (03 Nos. on each set) - Counter (01 No.) - Chairs (02 Nos.) - Company Fascia Name	250 Stalls		
3.	<b>Business Centre Fabrication (9m x 9 m):</b> - Wooden Floor - Sound Setup SP2 or better - LED TV 42 inch (2 Nos.) - Round Table with 4 moveable Chairs (02 Sets) - Sofa Lounges (12 Seats) with 02 Tables	1 Setup		
4.	<b>Electrical Work</b> - Lighting on in Each Stall 10 Ampere Maximum Load - Power Supply - Main-Power Supply - Sub Main-Power Supply - Circuits-Plug with box, wire & top pin, 10 Amp. - Circuit Breakers in each shop - Panel Boards - Main Panel - Chamber Boxes - Electrical Service	1 Job		
5.	<b>Presidential Chair</b>	1 No.		
6.	<b>Semi - Presidential Chair</b>	8 Nos.		
7.	<b>Carpet (1 Time Used Carpet)</b> - Laying and Removing (as per sample approved)	49,000 sq/ft		

<b>S #</b>	<b>Description</b>	<b>Qty.</b>	<b>Rate (PRs.)</b>	<b>Amount (PRs.)</b>
8.	<b>Carpet (New Carpet)</b> - Laying and Removing (as per sample approved)	49,000 sq/ft		
9.	Stage Setup Including; - Carpet (size 80ft x 40ft) - Fresh Flowers Arrangements for main stage , VIP area and with 02 bouquet for guest	1 Nos.		
10.	Backup Generators - 250 KVA for Lighting with Fuel	1 No.		
11.	<b>Sofas sets (white leatherette)</b> - Double Seats with Centre tables VVIP duly Cordoned- off	50 Sets		
12.	<b>Grand Table for VIP Guests</b> with waiter service	50 Guests		
13.	<b>Round Table having 10 Chairs</b> around each table	10 Sets		
14.	<b>Crockery / Linen / Cutlery / 9 Buffet Stations / Waiters</b> (For 350 Persons, 01 Day Job)	01 Job		
15.	<b>Chairs with Chair Covers</b>	300 Nos.		
16.	<b>Marketing &amp; PR Management</b> - Email Marketing - Branded SMS	01 Job		
17.	<b>Water Dispenser</b>	05 Nos.		
18.	<b>Shell Wall Separators for Dinner</b>	45 Meters		
19.	<b>Table (2.5' x 4')</b> With Covers	20 Nos.		
20.	<b>Shell Counter</b>	30 Nos.		
21.	<b>Shell Chairs</b>	60 Nos.		
22.	<b>Event Photography, Videography &amp; Post Production</b>	01 Job		
23.	<b>SMD Screens</b> Size 40" x 12" with Trussing	01 No.		
<b>B.</b>	<b>SOUND SYSTEM SETUP</b>			
24.	Pair of SP-4	03 Pairs		
25.	02 Wireless and 02 Cordless Mics. Rostrum with 02 Podiums Mics	01 Setup		
26.	Orchestra Band	01 Setup.		
<b>C.</b>	<b>FOOD</b>			
27.	<b>Lunch Boxes: (for Guests)</b> - Chicken Pulao / Biryani - Slice juice	900 Nos.		

S #	Description	Qty.	Rate (PRs.)	Amount (PRs.)
28.	<b>Hi-Tea:</b> <ul style="list-style-type: none"> <li>- Tea</li> <li>- Sandwiches (Assorted flavors)</li> <li>- One Bite Samosa</li> <li>- Cookies</li> <li>- Chocolate Mouse</li> </ul>	For 150 Persons		
<b>D.</b>	<b>SOCIAL EVENING DINNER:</b>			
29.	<b>Dinner:</b> <ul style="list-style-type: none"> <li>- Bihari Tikka</li> <li>- Chicken Pulao</li> <li>- Chicken Korma</li> <li>- Ice-Cream</li> <li>- Naan / Taftan</li> <li>- Cold-Drink</li> </ul>	For 350 Persons		
<b>E.</b>	<b>PRINTING MATERIAL</b>			
30.	Invitation Cards with Envelopes <ul style="list-style-type: none"> <li>- Size: 5'' x 7''</li> <li>- (as per sample approved)</li> </ul>	2,000 Nos.		
31.	<b>Standees:</b> <ul style="list-style-type: none"> <li>- Size: 5' x 2'</li> <li>- (as per sample approved)</li> </ul>	30 Nos.		
32.	<b>Certificates</b> (Four Color) <ul style="list-style-type: none"> <li>- (as per sample approved)</li> </ul>	1000 Nos.		
33.	<b>Printing for Side Branding Panels / Separators / Media Wall</b> <ul style="list-style-type: none"> <li>- Size: 8' x 20'</li> <li>- Printing</li> <li>- Framing</li> <li>- Complete Installation</li> </ul>	45 Sets		
33.	<b>Badges with Lanyards</b> <ul style="list-style-type: none"> <li>- (as per sample approved)</li> </ul>	450 Nos.		
34.	<b>Back-Drop for Stage:</b> <ul style="list-style-type: none"> <li>- Size: 8' x 20'</li> <li>- Printing</li> <li>- Framing</li> <li>- Complete Installation</li> </ul>	02 Set		
35.	<b>Branded Entrance Gate</b> <ul style="list-style-type: none"> <li>- (as per sample approved)</li> </ul>	01 No.		

S #	Description	Qty.	Rate (PRs.)	Amount (PRs.)
<b>F.</b>	<b>Medals and Shields:</b> (as per sample approved)			
36.	<b>Mementos / Shields</b> (for Chief Guest, Key Sponsors) - DUHS Official Shield - (as per sample approved)	05 Nos.		
37	<b>Mementos / Shields:</b> <b>For:</b> - CME Speakers - NIB Panelist - Industries Representatives - Event & Medial Partners - Organizing Committee Dice Team <b>Material</b> - Crystal Shield with Box - (as per sample approved)	50 Nos.		
38	Security Guards Male 08 & Female 02	10 Nos.		
39	Walk through Gate	02 Nos.		
			<b>TOTAL</b>	
<b>AMOUNT IN WORDS</b>				
				<b>BID SECURITY 2.5%</b>

**Bid Valid as per given in the terms & conditions.**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Contact Information:** \_\_\_\_\_

**Official Stamp:**

**SIGNATURE OF BIDDER**

**Note:**

1. The Quoted Unit Price for each individual Items/unit/feet/ job Rate should be lump sum and final and must be inclusive of all kinds of applicable taxes.
2. The Bid Evaluation will be made on the basis of Total Cost of all individual Items/unit/feet/job Rate.
3. The Competent Authority (DUHS) reserve exclusive rights to increase/ decrease the quantity of Items/unit/feet/job mentioned above.

**FORMAT FOR COVERING LETTER**

To

(Name and address of Competent Authority of DUHS)

**Sub:** \_\_\_\_\_.

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department /Office.
- c) We agree to a bid by this proposal for the period of days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the (insert name of the Competent Authority (DUHS), incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) We understand that you are not bound to accept a most advantageous or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

\_\_\_\_\_  
Authorized Signatures with Official Seal

**INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY**

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution/document conveying such authority may be closed in lieu of the Power of Attorney.



**Format of Power-of-Attorney**

**POWER OF ATTORNEY**

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental our proposal for (name of the project) in response to the tenders invited by the (name of the Competent Authority DUHS) including signing and submission of all documents and providing information/responses to (DUHS) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by your afore said attorney shall and shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

For \_\_\_\_\_

(Signature)  
(Name, Designation and Address)  
Accepted

(Signature)  
(Name, Title and Address of the Attorney) Date:

**UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature

(Company Seal)

\_\_\_\_\_  
In the capacity of

Duly authorized to sign bids for and on behalf of:

**(To be submitted on legal stamp paper)**

**AFFIDAVIT**

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the bidder / company / firm / agency works;

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 there of 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 contractor 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 afore said 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) Not with standing 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.

**Note:**

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

\_\_\_\_\_  
**SIGNATURE & STAMP**

Subscribed and sworn tome this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Notary Public