



BIDDING DOCUMENT
Single Stage - Two Envelope Bidding Procedure

**PROCUREMENT OF
SERVICES FOR CONVOCATION 2017**

N.I.T No. DUHS/DP/2017/- 25 Dated 27 July 2017



Dow University of Health Sciences

PROCUREMENT OF SERVICES FOR CONVOCATION 2017

NIT No. DUHS/DP/2017/25 Dated 27 July 2017

SCOPE OF WORK

Dow University of Health Sciences (DUHS), Karachi intends to avail services / works/ items of high standard meeting our prime and basic specifications from the eligible bidders to provide the “**SERVICES FOR CONVOCATION 2017**”.

DUHS expects that aspirant Service Providers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting documents according to the requirement.

TERMS & CONDITIONS

- 1) Bids should be submitted in accordance with SPPRA Rules 46 (2) – Single Stage Two Envelope Procedure:
 - (a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - (b) Envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
 - (c) Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
 - (d) Envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened;
 - (e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - (f) No amendments in the technical proposal shall be permitted during the technical evaluation;
 - (g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
 - (j) Bid found to be the lowest evaluated or best evaluated bid shall be accepted.
- 2) The committee in the presence of the bidders or their authorized representatives, who may like to be present, will open the bids.
- 3) The Bids shall be evaluated in accordance with the specified evaluation criteria.

- 4) Minimum qualifying marks / points / percentage is 70%.
- 5) In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
- 6) Any Bid not received as per terms and conditions of the Bid Document is liable to be ignored. Offer shall not be considered if:
 - i. Bid received without original bid document purchase receipt.
 - ii. Bid received without prescribed Bid Security.
 - iii. Bid received after the time and date fixed for the bid opening.
 - iv. Unsigned Bid.
 - v. Ambiguous Bid.
 - vi. Conditional Bid.
 - vii. Bid from a firm blacklisted, suspended or removed from the approved list.
 - viii. Bid through telegram.
 - ix. Bid with shorter bid validity period.
 - x. Bid not conforming to the technical requirements.
- 7) The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.
- 8) Language of the Bid: The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case for purposes of interpretation of the Bid, the translated version shall prevail.
- 9) **Technical Proposal should have the following documents:**
 - i. Original bid document purchase receipt else the bids will be rejected. For alternate offer a separate Original bid document purchase receipt of Tender Fee amounting to Rs. 2,000/- (Non-Refundable) shall be submitted, otherwise both Proposals will be ignored.
 - ii. Photocopy of Pay Order / Demand Draft of Bid Security should be attached after hiding the amount in figure and words of the Pay Order / Demand Draft, otherwise the bid will not be considered.
 - iii. Copy of the Price Schedule without showing the rates.
 - iv. Complete Profile of the Bidder with legal status, organization structure and nature of business.
 - v. Valid License for the relevant business (if applicable)
 - vi. A certificate / affidavit that firm (or consortium) is not black listed by any Government / Semi Government / Autonomous Body etc. and not involved in any kind of insolvency litigation.
 - vii. Documentary evidence in support of evaluation and qualification criteria.

- 10) **Financial Proposals should have the following documents:**
 - i. Original Pay Order / Demand Draft of Bid Security.
 - ii. Original copy of the Financial Proposals with Quoted price and prescribed certificate.
 - iii. The price quoted shall be in Pak Rs. on **delivered duty paid (DDP) Basis** at Consignee's End.
- 11) DUHS will evaluate and compare the bids on the basis of a group OR a combination of groups OR as total of groups OR itemized basis.
- 12) The service provider will sign the copy of the Work Order as acknowledgement.
- 13) The date of event or execution will be mentioned in Work Order.
- 14) Place of event will be specified in the Work Order unless otherwise informed accordingly.
- 15) Schedule of work and time-line will be framed with mutual consultation of the concerned Department and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the DUHS.
- 16) 10% liquidity damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- 17) The quality of Convocation must be of prime quality. Material e.g. tent, marquee, crockery, edible items & ancillary articles / services must be of high quality.
- 18) Physical inspection will be carried out by DUHS authority. Ordered material is subject to final inspection at the time of delivery.
- 19) All items / goods must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- 20) All the items must be delivered at site of the DUHS who will sign the receipt with stamp on delivery note.
- 21) DUHS reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- 22) That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- 23) Invoice / Bill, Purchase Order & Delivery Challan / Completion Certificate should be submitted to DUHS.
- 24) Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- 25) All rules, regulations and policies will be governed in accordance to the SPPRA & DUHS.
- 26) Bids shall remain valid for 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.
- 27) The bidders shall quote their prices inclusive of all applicable duties and Taxes/ Logistic / Transportation and all other expenses.

- 28) Related work may be alter, remove, added or deleted to scope if considered essential to complete related task assigned.
- 29) The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial and stamped it, else the offer will not be entertained.
- 30) The rates of each item should be written in figures. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
- 31) The bidder must be registered with GST / SST and Income Tax Departments.
- 32) The firm must be a valid license holder for the relevant business (if applicable).
- 33) The Bidder shall furnish, as part of its proposal, a Bid Security @ 5% of total bid value in the shape of Pay Order or Bank Draft in favor of Dow University of Health Sciences, Karachi. The Bid Security shall remain valid for a period of 28 days beyond the bid validity period. The Bid Security is refundable to unsuccessful bidders but will be confiscated in case the bidder backs out or fails to abide by any condition of the agreement.
- 34) Expenses incurred on maintenance of equipment / Ancillaries (if any) will be borne by the bidder.
- 35) Conditional Bids against the Rules / policy will not be considered / entertained / accepted.
- 36) The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the bidder / suppliers.
- 37) Sindh Sales Tax will be paid on applicable items only by the company / firm / agency.
- 38) Required documents shall be submitted, if the bidders / Suppliers require Tax exemption facility regarding non deduction of Advance Income.
- 39) DUHS reserves the right to accept or reject any or all bids or terminate proceedings at any stage in accordance to the rules and regulations framed by SPPRA. DUHS also reserve the right to issue work order for all the items to any lowest responsive bidder on lump sum basis.
- 40) DUHS reserves the right to increase / decrease or delete the quantities of goods / services at the time of award of contract and also reserves the right to enhance the quantity of goods / services without any change in unit price or other terms and conditions of goods at any time during contract period without assigning any reason and bidder will abide the instructions.
- 41) The DUHS reserves the right to purchase full or part of the services or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010 (Amended 2013/14).
- 42) The successful bidders will have to deposit the performance security in the shape of a Pay Order / Demand Draft @ 5% value of the contract amount. The Performance Security shall extend at least three months beyond the Date of Delivery / Completion of work / Contract. After the acceptance of the Bid, a

- work order may be issued during the bid validity period and if offer is not accepted by the Bidder, the Bid Security shall be forfeited by the DUHS.
- 43) Bid Security will be released to the bidder after deposit of requisite performance security. The performance security will be released within 30 days after successful completion of contract period.
 - 44) Bidders shall purchase separate tender documents and furnish original Tender Purchase Receipt and prescribed Bid Security for each alternate offer in case they want to submit alternate offer. All the bids with alternate offers without separate Tender Purchase Receipt (original) and prescribed Bid Security shall not be considered and both bids, original and alternate will be rejected.
 - 45) Bidders, whose bids are accepted, shall have to sign a written contract with the University on the judicial stamp paper amounting to Rs. 500/-.
 - 46) The Bidder shall pay Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899 @ 0.35% of total value of work order.
 - 47) The Bidder shall quote the bids on the attached Price Schedules only, and shall sign the certificate given therein to the effect that the services shall be provided exactly in accordance with the requirements of the DUHS. In case there is any deviation, it should be clearly stated by the Bidder separately, describing deviation from Specifications, otherwise it would be presumed that offer is strictly in accordance with the requirement and specifications.
 - 48) Bidder should quote their firm and final rates.
 - 49) Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of bids shall be entertained.
 - 50) The bidder shall have to accept any further conditions introduced by the Government during the period of contract.
 - 51) An affidavit on legal stamp paper of Rs. 100/- to effect that the Bidder has not been blacklisted in the past on any ground by any Government (Federal or Provincial), a local body or a public sector organization. The Bidder will be debarred from the bidding process for submitting a false statement.
 - 52) Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
 - 53) Bidder shall comply with all Pakistani Laws, other, permits, codes and regulation applicable to the bidder's performance of services.
 - 54) The contract will be awarded to the technically lowest evaluated responsive bidder.
 - 55) Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended - 2013/14).
 - 56) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the DUHS and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.

All terms & conditions must be complied with.

BID DATA SHEET

The following specific data for the goods / services to be procured shall complement, supplement, or amend the provisions in the Terms and Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in Terms and Conditions.

Name of Procuring Agency:	Dow University of Health Sciences, Karachi.
Name of Contract:	Procurement of Services for Convocation 2017
Bidding Procedure	Bids shall be accepted under the Single Stage - Two Envelope Procedure.
Language of Bid	Language of the bid shall be English
Bid Price	The price quoted shall be in Pak Rs. on delivered duty paid (DDP) Basis at Consignee's End.
Bid Security	The Bid Security shall not be less than 5% of the total Bid price in Pak Rupees.
Bid Validity	Bid validity period shall be 90 days.
Alternate Bids	Bidders shall purchase separate tender documents and furnish original Tender Purchase Receipt and prescribed Bid Security for each alternate offer in case they want to submit alternate offer. All the bids with alternate offers without separate Tender Purchase Receipt (original) and prescribed Bid Security shall not be considered and both bids, original and alternate will be rejected.
Identification of bidding process	Procurement of Services for Convocation 2017 No. DUHS/DP/2017/- 25 Dated 27 July 2017
Place of submission of Bids	Dow University of Health Sciences (Ojha Campus), Procurement Directorate, Library Building, SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi.
Deadline for Bid Submission	16 August 2017 at 11:00 a.m.
Place, Date and time of Bid opening	Place: Dow University of Health Sciences (Ojha Campus), Procurement Directorate, Library Building, SUPARCO Road, off Main University Road, Gulzar-e-Hijri, Scheme No. 33, Karachi. Date: 16 August 2017 at 11:00 a.m. Time: 11:30 a.m.
Performance Security	The successful Bidder shall furnish the Performance Security equivalent to 5% of the total Contract amount from any scheduled banks in shape of Pay Order / Demand Draft.

TECHNICAL EVALUATION / QUALIFICATION CRITERIA (FOR GROUP – A)

- a. Total point for Technical Proposal: 100
 b. Minimum qualifying percentage is 70%.
Bidders who secured less than 70% will be categorically disqualified for further process.

1. Years in business: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- | | | |
|------|----------------------|----------|
| i. | 25 + Years: | 10 Marks |
| ii. | 16 - 25 Years: | 05 Marks |
| iii. | 10 - 15 Years: | 02 Marks |

2. No. of Convocations of at least 1000 persons: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- | | | |
|------|-------------|----------|
| i. | 10 + | 10 Marks |
| ii. | 5 – 9 | 05 Marks |
| iii. | 2 – 4 | 02 Marks |

3. Experience in Catering: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- | | | |
|------|----------------------|----------|
| i. | 25 + Years: | 10 Marks |
| ii. | 16 - 25 Years: | 05 Marks |
| iii. | 10 - 15 Years: | 02 Marks |

4. Corporate Clientele List: *(please tick appropriate area)*
(please attach list with contact details & date of last event) :
Note : Please provide supporting documents of your claims.

- | | | |
|------|------------------------|----------|
| i. | 40 + Clients: | 15 Marks |
| ii. | 20 - 40 Clients: | 07 Marks |
| iii. | 10 - 19 Clients: | 02 Marks |

5. Firm / Company own the following facilities: 20 Marks
(please tick appropriate area) each carries TWO marks
Note : Please provide supporting documents of your claims.

- | | | | | |
|-----|-------------|---------------------------|----------|--|
| i. | Chef – 4 + | Yes _____ | No _____ | |
| | | (if yes, how many chefs?) | | |
| ii. | Cook – 12 + | Yes _____ | No _____ | |
| | | (if yes, how many cooks?) | | |

- iii. Helper – 10 + Yes _____ No _____
(if yes, how many helpers?)
- iv. Factory (Kitchen) Yes _____ No _____
(if yes, how many sq. yards?)
- v. Warehouse / Store Yes _____ No _____
(if yes, how many sq. yards?)
- vi. Banquet Hall (AC) Yes _____ No _____
(if yes, how many halls?)
- vii. Vehicles Truck Yes _____ No _____
(if yes, how many vehicles?)
- viii. Managing Staff 5 + Yes _____ No _____
(if yes, how many Managing Staff?)

6. Experience with DUHS: (please attach list) : *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- i. Convocation & Events 10 Marks
- ii. Convocation Only 07 Marks
- iii. Class Events Only 05 Marks

7. Experience in Corporate Event Management: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- i. 10 + Years 15 Marks
- ii. 5 - 9 Years 08 Marks
- iii. 2 - 4 Years 03 Marks

8. Annual Revenue (July 2016-June 2017): *(please tick appropriate area)*
Note : Please provide bank statement / Income Tax Return Form / audited statements.

- i. Rs. 20 + Million 10 Marks
- ii. Rs. 10 million – Rs. 20 million 05 Marks

TECHNICAL EVALUATION / QUALIFICATION CRITERIA (FOR GROUP – B)

- a. Total point for Technical Proposal: 100
 b. Minimum qualifying percentage is 70%.
Bidders who secured less than 70% will be categorically disqualified for further process.

1. Years in business: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- | | | |
|------|----------------------|----------|
| i. | 20 + Years: | 10 Marks |
| ii. | 16 - 20 Years: | 05 Marks |
| iii. | 10 - 15 Years: | 02 Marks |

2. No. of Convocations of at least 1000 persons: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- | | | |
|------|-------------|----------|
| i. | 10 + | 10 Marks |
| ii. | 5 – 9 | 05 Marks |
| iii. | 2 – 4 | 02 Marks |

3. Experience in similar services: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- | | | |
|------|----------------------|----------|
| i. | 20 + Years: | 10 Marks |
| ii. | 16 - 20 Years: | 05 Marks |
| iii. | 10 - 15 Years: | 02 Marks |

4. Corporate Clientele List: *(please tick appropriate area)*
(please attach list with contact details & date of last event) :
Note : Please provide supporting documents of your claims.

- | | | |
|------|------------------------|----------|
| i. | 40 + Clients: | 15 Marks |
| ii. | 20 - 40 Clients: | 07 Marks |
| iii. | 10 - 19 Clients: | 02 Marks |

5. Firm / Company own the following facilities: 20 Marks
(please tick appropriate area) each carries TWO marks
Note : Please provide supporting documents of your claims.

- | | | | |
|-----|---------------------|---------------------------|----------|
| i. | Photographers – 6 + | Yes _____ | No _____ |
| | | (if yes, how many chefs?) | |
| ii. | Videographers – 4 + | Yes _____ | No _____ |
| | | (if yes, how many cooks?) | |

- iii. Helper – 10 + Yes _____ No _____
(if yes, how many helpers?)
- iv. Photo Studios Yes _____ No _____
(if yes, how many sq. yards?)
- vi. Managing Staff 5 + Yes _____ No _____
(if yes, how many Managing Staff?)

6. Experience with DUHS: (please attach list) : *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- i. Convocation & Events 10 Marks
- ii. Convocation Only 07 Marks
- iii. Class Events Only 05 Marks

7. Experience in Corporate Event Management: *(please tick appropriate area)*
Note : Please provide supporting documents of your claims.

- i. 10 + Years 15 Marks
- ii. 5 - 9 Years 08 Marks
- iii. 2 - 4 Years 03 Marks

8. Annual Revenue (July 2016-June 2017): *(please tick appropriate area)*
Note : Please provide bank statement / Income Tax Return Form / audited statements.

- i. Rs. 20 + Million 10 Marks
- ii. Rs. 10 million – Rs. 20 million 05 Marks

FINANCIAL PROPOSAL
(PRICE SCHEDULE)

DUHS CONVOCATION 2017
Decoration, Catering, Photography etc. Services
Set-up for 5,500 Guests

GROUP – A

S#	Description	Qty.	Days	Rate (PRs.)	Amount (PRs.)
A.	COMPLETE VENUE SETUP INCLUDING: <i>Full Setup should be ready the day before Convocation Ceremony at 9 a.m. (for rehearsal)</i>				
1.	Frill Marquee with wall panels to cover entire Convocation Pandal for 5,500 Participants Tent Pole Cover, frill Marquee should be of the same color Foyer area with wall paneling. Main Entrance (as per approved design) Decoration theme should be according to the color scheme / Theme specified by Chairperson of Convocation.	1 Setup	2		
2.	Air Condition System A/C Ducts for Stage (Both sides)	2	1		
3.	Air Condition System 4 Ton Floor Standing ACs with complete in all respect to provide cooling for control of temperature in the Marquee of Convocation.	30	1		
4.	Presidential Chair	1	1		
5.	Semi - Presidential Chair	2	1		
6.	VVIP Chairs	6	1		
7.	Head Table to seat 9 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1		
8.	Stage made by truss or tables with 3 feet height and Size: 30' x 30' (with Carpet, Backdrop, Branding and paneling for stage walls and standees, Stairs on both sides of Main Stage, Fresh Flower Arrangements for main stage and VIP area.)	1	2		
9.	2 Side Stages Size 30' x 30': Sitting arrangement on both sides of stage with wooden floors/stairs	1	2		

S#	Description	Qty.	Days	Rate (PRs.)	Amount (PRs.)
10.	Sofas for 200 Guests and VVIP	200 Seats	2		
B.	METALLIC / ACRYLIC CHAIRS (FOAMY BACK & SEAT)				
11.	Chairs with bows and Chair Covers (according to colors of Institutes)	1500	2		
12.	Chairs with Chair Covers (for faculty/parents).	3700	2		
13.	Pedestal Fans (Good Quality & Soundless)	200	1		
14.	Center Tables with fresh flowers participants	20	1		
15.	Spotless Carpeting in main venue (Opposite to Stage till First line of Guest). Red runners in walk ways where required. (As per approved sample)	1	1		
C.	LIGHTING, LUMINARIES ETC.:				
16.	Lightning in Convocation marquee and Refreshment area (canopy style) (As per approved design)	1	1		
17.	Generator with fuel to cater the entire electricity requirement of the Pandal (250 KVA)	3	1		
D.	FOOD SETUP: (INCLUDING CROCKERY & CUTLERY) <i>Buffet Setup with Round Table (Chairs and seating arrangements); inside the Marquee with full plate, half plate, quarter plate, goblets/drinking glasses, table utensils (including forks, tea spoon, and allied crockery and cutlery); along with waiter services.</i>				
18.	VVIP guests enclosure (round table set-up with fresh flowers)	200	1		
19.	Guests / Faculty enclosure (buffet set-up)	900	1		
20.	Students / Parents enclosure (buffet set-up)	4500	1		
E.	FOOD MENU (3 COURSE MEAL) FOR 5,500 PARTICIPANTS:				
21.	Chinese Vegetable Fried Rice with Chicken Manchurian	1	1		
22.	Thai Chicken Curry	1	1		
23.	Vegetable Rolls	1	1		
24.	Baloo Shahi (best good quality)	1	1		
25.	Water Dispensers	200	1		
F.	SOUND SYSTEM SETUP				
26.	Pair of SP-4	6 Pairs	1		
27.	02 Wireless and 02 Cordless Mics	2 Sets	1		
28.	Rostrums with 02 Podiums Mics	04	1		

GROUP – B

S#	Description	Qty.	Days	Rate (PRs.)	Amount (PRs.)
G.	PHOTOGRAPHY, VIDEO AND LIVE PROJECTION Whole Event photographic coverage on high resolution digital format (Unlimited Shots), with (minimum 4 Photographers)				
29.	1 Batch Group Photograph for each of the student (size 10" x 12")	1500	1		
30.	1 photograph of the student at the stage with degree (size 5" x 7")	1500	1		
31.	1 official portrait of the student (size 10" x 12")	1500	1		
32.	2 Group photographs of the Institutes, matte mounted frame Size 16" x 20" (1 for concerned Institute 1 for Registrar Office)	20 Sets	1		
33.	Group shoot of committees with matte mount frame Size 16" x 20"	20	1		
34.	Card mount with DUHS Logo, Video-DVD for the University & each of the Students	1505	1		
35.	SMD Screens Size 8' x 12' Mounted inside of the Tent with live & playback with all cabling, networking and operators, as required.	2	1		
H.	CONVOCATION APPAREL / CONVOCATION GOWNS WITH CAPS (RENTAL) All gowns should be as per the approved sample				
36.	Chancellor	1	1		
37.	Pro-Chancellor	1	1		
38.	Vice-Chancellor	1	1		
39.	Pro-Vice Chancellor	2	1		
40.	Chairperson	1	1		
41.	Registrar, Controller of Exams	2	1		
42.	VIP Gowns	15	1		
43.	Professor, Associate Professor, Assistant Professor Gown	700	1		
44.	Students- according to colors of Institute (set of 3 Pcs.)	1500	1		
45.	Faculty Gown Washing, Packing and Repairing	700	1		

IMPORTANT NOTE

1. Venue should be ready at 09:00 a.m. for Rehearsal one day prior to Convocation. (Marquee Setup, Stage, Student Chairs, Sofas etc. required).
2. Venue should be ready and handed-over at 08:00 a.m. on convocation day.
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Grand Table for VIP Guests.
5. Kanats will be erected according to the need and requirement.

- a. **Please provide sample of Marque (Net not acceptable).**

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

S. No	Description
1.	Marquee i. No Patches ii. No Holes iii. Should be same as sample provided by the bidder iv. Not de-colored
2.	Food i. Quality ii. Quantity iii. Heated
3.	Crockery & Cutlery (Ceramic & Stainless Steel) i. Neat & Clean ii. Free from cracks
4.	Staff i. Should be proper uniform ii. Sufficient supporting staff to provide the excellent services to 5,500 guests.
5.	Furniture Quality plus Carpet i. Neat & Clean
6.	Air Condition & Pedestal Fans & Generators i. All Floor standing ACs & pedestal fans & Generators should be on optimum performance

INTEGRITY PACT

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

Note:

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

NOTICE INVITING TENDER (NIT)

No. DUHS/DP/2017/- 25 Dated 27 July 2017

Dow University of Health Sciences (DUHS), Karachi invites bids from well reputed Firms / Event Management Service Provider, registered with Sindh Sales Tax & Income Tax Departments for procurement of Services for Convocation 2017.

Tender Fee	Rs. 2,000/- (Rupees two thousand only) Non-Refundable
Bid Security	5% of the total bid value.
Purchasing Date & Time	1 August 2017 to 15 August 2017
Bids Delivery Date & Time	16 August 2017 at 11:00 a.m.
Bid Opening Date & Time	16 August 2017 at 11:30 a.m. 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.

Bidding document may be purchased by interested bidders on the submission of Income Tax and SST Certificates along with a written application to the address below and upon payment of a non-refundable fee i.e. Rs. 2,000/- (Rupees two thousand only) in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences. Bidding Documents are also available at DUHS and SPPRA websites.

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.

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 2013).

Director Procurement
Procurement Directorate at Library Building
Dow University of Health Sciences (Ojha Campus)
SUPARCO Road, off Main University Road,
Gulzar-e-Hijri, Scheme No. 33, Karachi.
Phone No. + 92-21-99261497
Email: director.procurement@duhs.edu.pk

CERTIFICATE

- We guarantee to provide the requisite service exactly in accordance with the requirements / specification in the invitation to this tender.
- We accept the terms and conditions of the contract as well as general provision applicable to Government contracts.

Signature: _____

Name: _____

C.N.I.C : _____

Designation: _____

Company Name: _____

Address: _____

Contact No.: _____

E-mail Address: _____

