



Dow University of Health Sciences

Baba-e-Urdu Road, Besides Civil Hospital, Karachi

N.I.T No. DUHS/DP/2016/ 10 Dated 02 September 2016 PROCUREMENT OF SERVICES FOR CONVOCATION 2016

DATE OF SUBMISSION OF TENDER: 10 September 2016 at 11:00 HRS.
DATE OF OPENING OF TENDER: 10 September 2016 at 11:30 HRS.
At Dow University of Health Sciences, Ojha Campus, Prof. Masood Hameed Khan Library
Block, Suparco Road, off Main University Road, Gulzar-e-Hijri, Scheme # 33, Karachi.

SCOPE OF WORK

The interested bidders will provide the “SERVICES FOR CONVOCATION 2016” to Dow University of Health Sciences (DUHS), Karachi.

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) In case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
- 5) 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.
- 6) 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.
- 7) **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. List of similar services provided to Public Sector Organizations including details of the services currently in operation.
 - vii. 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.
 - viii. Last three years audited financial statements
 - ix. Key professional staff qualification.
 - x. Company Staff List with details of Workshop etc.
 - xi. Income Tax Certificate and SST Certificate.
 - xii. Letter from Bank showing the monthly turn-over of the bidder.
- 8) **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.
- 9) Procuring Agency will evaluate and compare the bids on package basis exclusively. Itemized bids will not be considered and rejected as non responsive.

- 10) Bid will be valid for 90 days from the date of opening bids. The bidders shall quote their prices inclusive of all applicable duties and Taxes / Logistic Charges etc. and all other expenses.
- 11) The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it duly stamped, else the offer will not be entertained.
- 12) The rates of each item should be written in figures as well as in words. 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.
- 13) The bidder must be registered with GST / SST and Income Tax Departments (copies to be attached).
- 14) The firm must be a valid license holder for the relevant business (if applicable).
- 15) The firm should have a minimum of five (05) years' experience of similar assignments in the public sector organizations, including details of the services currently in operation and should have a proper setup / office at Karachi.
- 16) Last three years financial statements.
- 17) List of company profile with staff details.
- 18) Each offer will accompany pay order or bank draft of the **5%** of the proposed bid as Bid Security in favor of Dow University of Health Sciences, Karachi. 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.
- 19) Expenses incurred on maintenance of equipment / Ancillaries (if any) will be borne by the bidder.
- 20) Bidder will follow the disciplinary rules of the DUHS.
- 21) Conditional Bids against the Rules / policy will not be considered / entertained / accepted.
- 22) 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.
- 23) Required documents shall be submitted, if the bidders / Suppliers require Tax exemption facility regarding non deduction of Advance Income.
- 24) During the currency of the contract, the firm will provide **SERVICES FOR CONVOCATION 2016** as per terms and conditions, to be settled later on in the shape of contract agreement.
- 25) 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.

- 26) 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).
- 27) 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. 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 PA.
- 28) 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.
- 29) 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.
- 30) Bidders, whose bids are accepted, shall have to sign a written contract with the University on the judicial stamp paper amounting to Rs. 500/-. The Bidder shall pay Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.
- 31) 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 PA. 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.
- 32) Bidder should quote their firm and final rates.
- 33) 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.
- 34) The bidder shall have to accept any further conditions introduced by the Government during the period of contract.
- 35) 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.
- 36) Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
- 37) Bidder shall comply with all Pakistani Laws, other, permits, codes and regulation applicable to the bidder's performance of services.

- 38) The contract will be awarded to the technically lowest evaluated responsive bidder.
- 39) Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended - 2013/14).

All terms & conditions must be complied with.

ELIGIBILITY CRITERIA

1.	Name of the Firm	
2.	Address (Telephone, Fax & E-mail)	
3.	Year in business <i>(Attach documentary evidence)</i>	
4.	SST Registration No. <i>(Attach documentary evidence)</i>	
5.	Income Certificate Tax No. (Annual Turnover supported by Income Tax Return)	
6.	Registration/Licences No. (if applicable) <i>(Attach documentary evidence)</i>	
7.	Whether Pay Order, for the Bid Security enclosed?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
8.	Clientage <i>(Attach as separate Annexure, if necessary)</i>	
10.	Experience related to similar assignments <i>(Attach as separate Annexure, if necessary)</i>	
11.	Managerial Capability a) Total No. of Permanent Staff: b) Total No. of Contract/Project Staff: <i>(Attach as separate Annexure, if necessary)</i>	a) _____ b) _____
12.	Assignment in Hand (Presently) <i>(Attach as separate Annexure, if necessary)</i>	
15.	Banker's Name & Contact Details	
16.	Contact Person Date: _____	<hr style="width: 80%; margin: 0 auto;"/> <i>Name & Designation</i> <hr style="width: 80%; margin: 0 auto;"/> <i>Authorized Signature & Stamp</i>

TECHNICAL EVALUATION CRITERIA

S#	EVALUATION CRITERIA	Points
1.	Incorporation Certificate issued by SECP Securities and Exchange Commission of Pakistan	15
2.	Registration by SECP a. No. Registration (0 Points) b. 1 Year (3 Points) c. 2 Year (6 Points) d. 3 Year (10 Points)	10
3.	ISO Certified	5
4.	Registration Certificate of EOBI for Permanent Employees	5
5.	Professional Tax Certificate & SST & Income Tax	10
6.	Audited Annual Financial Statements by an authorized Chartered Accountant Company. To evaluate the financial Position of the bidder. a. No. Audit Report (0 Points) b. 1 Year (3 Points) c. 2 Year (6 Points) d. 3 Year (10 Points)	10
7.	Conformity to the Procuring Agency 's Specifications a. Major Deviation (0 Points) b. Compliant with minor deviation (15 Points) c. Fully compliant (20 Points)	20
8.	Past Performance & Experience of event management/convocation a. 1 to 2 project completed satisfactorily (03 Points) b. 3 to 4 project completed satisfactorily (06 Points) c. 5 to 6 project completed satisfactorily (10 Points) d. 7 to 8 project completed satisfactorily (15 Points)	15
9.	Certificate / Affidavit that the firm (or consortium) is not black listed by any Government / Semi-Government / Autonomous Body etc., and is not involved in any kind of insolvency litigation.	05
10.	Networking setup across Pakistan (1 Point for each setup upto maximum 5 Points)	05
Total Points		100

NOTE:

- i. Financial Proposal of those bidders will be opened who will secure minimum 70% Points during the technical evaluation of the bid.
- ii. Supporting documents of your claim must be attached for above mentioned criteria.

FINANCIAL PROPOSAL
(PRICE SCHEDULE)

PACKAGE - A

Item No.	Description of Services / Items	Quantity
01.	<p><u>DECORATION & CONVOCATION PENDAL</u></p> <ul style="list-style-type: none"> • Marquee • Theater style sitting for 4,000 (metallic chairs) • Three stages • Fully carpeted • Four side wall paneling • Partition for vvip dining area • 40 lounge sofas (80 sitting) • Acrylic podium • Sound system (08 pair of sp-4) • 4 a/c cabinets for main stage (chief guest) • 200 fans for general public • 08 mist fans for each side stage • Fresh flower for all three stages <p>As per approved arrangement / design</p>	01 Job
02.	<p><u>FOOD FOR 4000 PARTICIPANTS</u></p> <ul style="list-style-type: none"> • Round table banquet for 100 guest with fresh flower • Buffet Dinner for 3,900 participants • Chicken biryani (must be having the full chicken) • Chicken quorma / karahi (must be having the full chicken) • Kheer • Gulab jamon • Nan • Taftan • Raita • Cold drink • Mineral water • 12 water dispenser with 36 of 19ltr.mineral water • 2 live Tandoors 	01 Job
03.	<p><u>PHOTOGRAPHY & LIVE PROJECTION</u></p> <p><u>Students Portraits</u></p> <ul style="list-style-type: none"> • Students Profile Portraits with Convocation Gown(10 x 12) • 1 group photograph (10 x 12), 1 degree receiving photograph (5 x 7) • Card Mount with DUHS Logo & Event Video on DVD (Printed DVD) 	01 Job

Item No.	Description of Services / Items	Quantity
	<p><u>Photographic Coverage</u></p> <ul style="list-style-type: none"> Event photographic coverage on high resolution digital format (Unlimited Shot) (4 Photographers) <p><u>Service Include</u></p> <ul style="list-style-type: none"> Shooting , all exposing material, digital finishing and soft copy on CD & 4 Executive Albums Group shoot of committee (20) copies with matt munt frame) <p><u>Live Projection</u></p> <ul style="list-style-type: none"> SMD 8 x 10 (2 Pcs.) For live & playback with all cabling, networking and operator 	
04.	<p><u>CONVOCAATION APPAREL</u></p> <ul style="list-style-type: none"> Student Gown Set 3 pcs. (1300 Nos.) Faculty Gown with Cap (200 Nos.) VVIP Gown with Cap (15 Nos.) Faculty Gown Washing, Packing and Repairing (200 Nos.) <p><i>All gowns should be approved sample</i></p>	01 Job
Total Package Cost DDP in Pak Rupees		
<p>Total Package amount in words (Rupees _____ only)</p> <p>_____</p>		

**Signed & Stamped
by the authorized person**

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: _____

