

Dow University of Health Sciences Karachi



BIDDING DOCUMENT

Single Stage – Single Envelope Procedure

As per Rule 46 (1) of SPPRA, 2010 (Amended up to Date)

(RE-TENDER)

**HIRING OF AGENCY FOR
EMPLOYMENT VERIFICATION.**

(REF NO: DUHS/W&S-NIT/162)

N.I.T NO. DUHS/W&S/2024/1299

Published Date: 09th Nov, 2024

NOTICE INVITING TENDER (NIT)



OFFICE OF THE DIRECTOR WORKS & SERVICES DOW UNIVERSITY OF HEALTH SCIENCES

Baba-e-Urdu Road, Karachi-74200 Pakistan.
Tel: 9215754-57 Ext: 5814 Website: www.duhs.edu.pk

No. DUHS/W&S/2024/1299

Dated: November 8, 2024

TENDER NOTICE

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University that invites e-bids through E-Pak Acquisition & Disposable System (EPADS) from well-reputed Companies / Bidders/firms having registration with the Federal Board of Revenue (FBR), Income Tax Department, Sindh Revenue Service Board and Sales Tax for following works.

S. NO:	NAME OF WORK	METHOD OF PROCUREMENT
1.	(RE-TENDER) SUPPLY, FIXING, INSTALLATION & COMMISSIONING OF (132KW & 102KW) GRID TIED SOLAR SYSTEM AT (DIDC, DMC CAMPUS) & (IBDPS, GHIA CAMPUS), DUHS, KARACHI. (REF NO: DUHS/W&S-NIT/160)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
2.	(RE-TENDER) HIRING OF MOBILE APPLICATION DEVELOPMENT SERVICES. (REF NO: DUHS/W&S-NIT/161)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
3.	(RE-TENDER) HIRING OF AGENCY FOR EMPLOYMENT VERIFICATION. (REF NO: DUHS/W&S-NIT/162)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
4.	RUNNING OF GIRLS CANTEN ON A RENTAL BASIS AT DOW MEDICAL COLLEGE (DMC) CAMPUS DUHS KARACHI. (REF NO: DUHS/W&S-NIT/163)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)

Tender Fee:	Rs. 7,000/- (Seven Ten Thousand Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.
Security:	Bid Security and Performance Security as mentioned in the bidding document.

E-Bidding documents as per detailed terms and conditions, specifications and requirements are available for the registered bidders on Sindh Public Procurement Regulatory Authority's EPADS at <https://portalsindh.eprocure.gov.pk/#/> and University website <https://duhs.edu.pk> on the payment noted above (non-refundable) on any working day except the day of opening of tenders.

The electronics bids must be submitted using EPADS before closing time **02-12-2024** at 11.00 Hrs. Manual bids, shall not be accepted. Electronic Bids will be opened on **02-12-2024** at 11.30 Hrs., The tender fee (non-refundable) and earnest money of total bid (refundable) in the form of a Pay Order or Demand Draft issued by a Scheduled Bank of Pakistan in favor of Dow University of Health Sciences, Karachi should be submitted at the 5th Floor of Administration Block DMC Campus near Civil Hospital before the deadline for submission of Electronic Bids through EPADS.

In case of any unforeseen situation resulting in the closure of the office on the date of opening or if Government declares Holiday the tenders shall be submitted/opened on the next working day at the same time & venue. The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended upto date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under "Rule-25" of said Rules.

For any query for e-bidding, contact the Office of the undersigned (DMC Campus), 5th Floor Administration Block, Baba-e-Urdu Road near Civil Hospital Karachi.

DIRECTOR
Works & Services
Dow University of Health Sciences, Karachi

BID DATA SHEET

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

1.	Name of Procuring Agency:	Dow University of Health Sciences, Karachi (DUHS)
2.	Bidding Procedure:	Single Stage –Single Envelope Procedure
3.	Name of Contract:	Hiring of Agency for Employment Verification.
4	Tender fee:	Rs. 10,000/- (Ten Thousand Rupees Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.
5.	Submission of Tender fee & Bid Security Address:	Dow University of Health Sciences (DMC Campus), Planning & Development Department Admin Block 5 th Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi. Phone No. 021-38771000 Extension 5820
6.	Language of the Bid:	English
7.	Currency of the Bid:	The price quoted shall be in Pakistani Rupee on DDP Basis
8.	Bid Prices:	The price shall be fixed during the contract period.
9.	Bid Security:	The amount of bid security shall not be less than 3% of the total contract value in the form of a Call Deposit, Bank Draft or a Bank Guarantee issued by a scheduled bank of Pakistan, in favour of the Dow University of Health Sciences, Karachi.
10.	Tender Purchasing date:	As Per NIT
11.	Deadline for bid submission:	As Per NIT (Online through EPADS at https://eprocure.gov.pk/)
12.	Date, Time and Place of Bid opening:	As Per NIT (Online through EPADS at https://eprocure.gov.pk/)
13.	Alternate Bid:	Not Allowed
14.	Joint Venture / Consortium Bid:	Not Allowed
15.	Period of Contract:	Initially contract shall be signed for a period of 12 months (01 year), however, DUHS at its own discretion can extend the period of contract for a further One (01) year or till the finalization of new tender. The bidder shall provide the services for extended period without any increase in rates.
16	Performance Security:	The Successful bidder shall submit the <u>Performance Security / Guarantee not less than 6% of the total contract value of the 12 months (one year)</u> in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Dow University of Health Sciences,

BIDDING DOCUMENT

HIRING OF AGENCY FOR EMPLOYMENT VERIFICATION

1. Introduction: -

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University invites the sealed bids for **Hiring of Agency for Employment Verification** from the well reputed agencies who wish to offer verification Services for employees (New Induction as well as on board) to DUHS.

2. Purpose: -

2.1. The purpose of this Invitation for Bids (IFB) is to select a competent Agency for services including Police verification, Criminal Intelligence Check and Last Degree Verification for all DUHS employees (New Induction as well as on-board). The Services should be carried out in accordance with appropriate professional standards of a thorough verification process as applicable in Pakistan.

2.2. To enable you to submit a proposal, please find enclosed:

- Background
- Scope of the Work
- Evaluation of Bids / Proposals - (Technical and Financial)
- Access to Facilities and Documents
- Mode of Payment
- Guidelines

The bidder should follow the guidelines given in the bidding documents. The method of evaluation to be adopted in evaluating the bids/proposals will be based on enclosed Evaluation of bids / Proposals, with the technical evaluation being completed prior to any financial bids/proposals being opened and compared:

Please note that DUHS is not bound to select any or all of the firms submitting proposals.

3. Background: -

Dow University of Health Sciences, Karachi ('DUHS') is a Public Sector University founded in December 2003. DUHS has been developing a tradition of excellence in Health, education, research and community service. DUHS has educated and trained more than **8,000 students** and residents from **20 academic institutes**. The University has more than **7000 employees**, including approximately **970 faculty members** at present.

4. Scope of Job/Work: -

- 4.1. DUHS will raise the service order for the services of approved Background verification and the successful bidder will verify Police and, Criminal Intelligence Check and last degree verification for all the employees working for DUHS.
- 4.2. Bidder will keep all the documents, handed to them initially, safe and make sure they do not lose original documents. It would be the bidder's responsibility to ensure that the originals are handed over with a formal sign of receipt. Furthermore, bidder will maintain privacy of all the documents provided.
- 4.3. Bidder will contact the required police / security and educational institutes and the employers to verify the information and they would be required to document every detail for DUHS and present it to DUHS.
- 4.4. Bidder would also be required to verify educational documents through HEC and in addition to HEC, any other government body e.g. Board etc. if required, from where the attestation needs to be done.

5. Invitation to bids: -

- Each bidder must submit their bid online on SPPRA (EPADS) website.
- Deadline for Submission of E-Bids as per NIT.

6. Instructions to bidders: -

The selection of Background Verification Services (Police verification, Criminal Intelligence Check and Educational) firms/companies will base on least cost selection methods through Single Stage Single Envelopes bidding procedure on EPADS at <https://eprocure.gov.pk/>.

- 6.1. During the eligibility check list no amendments in eligibility check list documents shall be permitted.
- 6.2. The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance.
- 6.3. Company/organization information shall be submitted as specified in annexure A.

7. Validity of Bids: -

- 7.1. Bids shall remain valid for ninety (90) days w.e.f. date of opening of Proposals. The bids without or less than Ninety (90) days validity will be rejected.

8. Alternate Bids: -

- 8.1. Alternate Bids shall NOT BE ALLOWED, if any bidder elects to submit alternative bid(s) / proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway.

9. Opening of Bids: -

- 9.1 The bids/Proposals shall be opened online on SPPRA (EPADS) website as per NIT Schedule.

10. Evaluation of Bids: -

- 10.1. Bids/Offer to be evaluated by the Committee constituted by the DUHS for the purpose.
- 10.2. The Committee may seeks 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 change the sanctity of original bid;
- 10.3. The Bids/Offer shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder.
- 10.4. Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 10.5. 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.

11. Eligibility Criteria / Mandatory Requirements:

Bidder which meets the following eligibility criteria / mandatory requirements would be declared responsive for further evaluation as per the Evaluation Criteria specified in this bidding document. Verifiable documentary proof for all following requirements is a mandatory requirement, noncompliance will lead to disqualification.

S. no	Mandatory Requirements - Eligibility Criteria (Attach Supporting Document)	Attached / Not Attached
1	Scanned copy of Tender Purchase Receipt / Pay Order	
2	Scanned Copy of the Pay order / Bank Draft of Bid Security should be attached with the technical Profile.(Original bid security should be submitted at DUHS before the deadline of bid opening.	
3	Copy of CNIC of signatory of the Bid Form/Price Schedule.	
4	Financial Proposal on Bidder's Letterhead duly signed and stamped as per Annexure-C.	
5	Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions.	
6	Complete profile and history of the Bidder/Participant including complete address an complete details of Directors.	
7	Copy of NTN / Income Tax Registration Certificate, Sales Tax Registration Certificate(s), Companies Must be available on 'List of Active Taxpayers' of FBR (for Income Tax & GST) and SRB (For Sales Tax) websites.	
8	The bidder must have done at least (03) projects in the public and private organizations during the last 05 years with similar nature of works. Submit proper evidences e.g. work order, agreement, and performance certificate etc. If the contract extended by the employer it would be considered a single project only.	
9	Average Annual Turnover during the last 03 financial years up to the closing of last fiscal year should not be less than Rs.10 Million (As per Income Tax Returns and Audited Statements of Accounts must be provided)	
10	Affidavit on stamp paper duly notarized to the effect that: (i) The bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government. (ii) The bidder is not awarded any punishment from any Court of Law. (iii) The bidder has submitted the correct and complete information along with the bid/offer. If any Document/information is found forged/engineered /fake/bogus at any stage, the bidder may be Declared as Blacklisted in accordance with law and the performance guarantee and payment, if Any may be forfeited.	

12. Terms of Reference: -

To provide Background Verification services, successful bidder will agree on following terms of references:

- 12.1. After agreed delivery time a penalty at the uniform rate of 0.05% (Per day) of the value of each case of verification will be involved in case of delay.
- 12.2. Following will be the deliverable of the Background Verification Services:
 - i. Verified information from respective educational institutes and employers, both, public or private.
 - ii. Proof of no foul play in the Police / Criminal Intelligence check and educational documents.
- 12.3. Successful bidder will be bound to provide the services within agreed timelines after issuance of work order.
- 12.4. Income tax, GST & PST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- 12.5. In case of any dispute regarding services and methodology, the decision of the DUHS shall be final

& binding.

12.6. The payment for background verification services will be made as per the terms and conditions agreed in the contract.

12.7. An agreement shall be drawn between DUHS and the Bidder, before the commencement of services.

12.8. All the data, documents and reports produced by the firm for the said services shall be the property of the Client.

12.9. The firm shall not share and use any data, document and reports for any other purpose or job without the explicit written approval of DUHS. (Need Declaration)

12.10. All documents and information received by DUHS from applicants will be treated in strictest confidence.

12.11. Documents submitted to DUHS will not be returned.

12.12. All expenses related to participation in this bidding document shall be borne by the firm/Company.

13. **Announcement of Bid Evaluation Report**

13.1. Bids/Offeres including Technical and Financial Proposals to be evaluated by the Committee constituted by the DUHS for the purpose.

13.2. The Bid Evaluation Report shall be announced and shall be hoisted on websites of the SPPRA EPADS Authority and Procuring Agency and intimated to all the bidders at least three (3) working days prior to the award of Contract.

14. **Award of Contract:** -

14.1. The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance.

14.2. DUHS reserve rights to cancel any/all bids, subject to the relevant provisions of SPPRA Rules 2010 (Amended upto date).

15. **Signing of Contract:** -

15.1. In case of award, the contractor shall sign the contract on appropriate stamp paper. All charges including payment of duty shall be borne by the Contractor.

16. **Period of Contract:** -

16.1. Initially contract shall be signed for a period of 12 months (01 year), however, DUHS at its own discretion can extend the period of contract for a further One (01) years or till the finalization of new tender. The bidder shall provide the services for extended period without any increase in rates.

17. **Bid Security / Performance Guarantee:** -

17.1. The Bidder shall enclose the **Bid Security not less than 3% of the total contract value of the 12 months (one year)** in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of 28 days beyond the bid validity period. The Bid Security must attached with the Proposal.

17.2. The Bid Security of unsuccessful bidder shall be returned after award of contract or within one week of expiry of bid.

17.3. The Successful bidder shall submit the **Performance Security / Guarantee not less than 6% of the total contract value of the 12 months (one year)** in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of ninety (90) days beyond the date of completion / expiry of the contract.

17.4. The Bid Security of successful bidder shall be returned after receipt of Performance Security /

Guarantee. However, the successful bidder can adjust the Bid Security towards Performance Guarantee, in this situation, the successful bidder shall submit the balance amount on account of Performance Guarantee.

17.5. The Performance Security / Guarantee shall be forfeited, in case of bidder fails to provide the satisfactory services. The Performance Security / Guarantee of the bidder shall be returned after expiry of contract period.

18. **Commencement of Services: -**

18.1. Services shall be commenced from the date of signing of contract agreement.

19. **General Conditions: -**

Services of successful bidder shall be secured in accordance with the DUHS's Procurement Policy Subject to the following conditions:

19.1. The DUHS reserves the right to award or not to award this contract.

19.2. Bidders who fail to complete and attach all relevant documents shall be disqualified.

19.3. No tender document shall be accepted, if not properly sealed and marked.

19.4. The DUHS shall enter into a formal contract with the successful Bidder.

19.5. The DUHS reserves the right to terminate the contract, if the performance of the Bidder is unsatisfactory.

19.6. The DUHS has the right to visit the business premises to verify the information provided in the tender documents.

19.7. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.

19.8. All Bids must be uploaded on SPPRA EPADS website, submission of manual / physical bids will NOT be considered.

19.9. Although adequate thought has been given in the drafting of this document, errors /Typo mistake occur which the DUHS will not be responsible.

19.10. Any change of information provided in the tender document that may affect delivery should be brought to the DUHS's attention as soon as possible, failure to comply may result in the contract being terminated.

19.11. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.

20. **Payment: -**

20.1. Payment shall be processed on quarterly (3 months) basis subject on the performance delivery.

20.2. The Service Provider required to submit the following documents along with bill:

i. The contractor shall submit his bill in the prescribed form duly approved by competent authority.

ii. Invoice with covering letter, both duly signed and stamped by authorized officer.

iii. Copy of the Signed Contract.

iv. Original satisfactory performance certificate issued by the competent person of the relevant site/department.

v. Copy of any/all correspondence made with DUHS or any other agency / person / organization during that quarter.

vi. Evidence / support of all claims in bills.

vii. Any other details/documents, if required by DUHS.

21. **Redressal of Grievances by the Procuring Agency: -**

21.1. Redressal of Grievances & settlement of dispute will be as per Rule 31 of SPPRA Rule-2010 (Amended up to date).

22. **Cancellation of Contract: -**

22.1. If the contractor fails to provide the satisfactory services, the DUHS shall be entitled at its option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The DUHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

23. **Arbitration: -**

23.1. Any difference or dispute or liability of whatsoever nature arising out of the contract or in any

way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the DUHS and Contractor. If the parties fail to come to an amicable settlement the same shall be referred to the award of Arbitrators to be nominated one each by the DUHS and Contractor within fifteen (15) days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall take place at Karachi, under Pakistani Law of Arbitration.

24. **Applicable Laws:** -

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

25. **Confidentiality:** -

- (i) In consideration of the Company agreeing to allow the Bidder to access the Confidential Information, the Bidders agrees to keep in strict confidence all Confidential Information received and shall:
- (a) only use the Confidential Information for preparing a Proposal; and
 - (b) Not disclose to any other person or entity any Confidential Information, or that discussions are taking place between the parties concerning the Confidential Information or a Proposal.
- (ii) The Bidder:
- (a) may make Confidential Information available only to those of its officers or employees (“Personnel”) having a “need to know” in order to prepare the Proposal.
 - (b) Shall ensure that each of the personnel to whom Confidential Information is disclosed strictly complies with the terms of this Request, and shall take all steps available to enforce the obligations of confidentiality in this section.
- (iii) The Bidder agrees to use the same degree of care, but no less than a reasonable degree of care, to protect against the unauthorized disclosure of Confidential Information as it uses to protect its own confidential information. The Bidder agrees to disclose Confidential Information only to its Personnel who are bound by obligations of confidentiality no less restrictive than the provisions of this section.
- l) The Bidder acknowledges that provisions of this section are intended to impose an immediately binding legal obligation on the Bidder and the obligation to maintain the confidentiality of the Confidential Information shall continue whether or not the Bidder’ Quotation is accepted by the Company.

Important Note:

The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. 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 bids should be submitted in sealed envelope clearly mentioned “**Hiring of Agency for Employment Verification.**” (REF NO: DUHS/W&S-NIT/162)

26. **Financial Evaluation:** -

Please provide information regarding Financials in “*Annexure – C*.”

(Organization Information)

Organization Information			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organization		
3	National Tax Number		
4	General / Punjab Sales Tax Number		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
	Address of printing set up		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Authorized Signature [In full and initials]:
Name and Title of Authorized Signatory:
Name of Bidder:
Stamp / Seal:

(Client List- Relevant Experience)**(On Bidder's / Company's / firm's Letterhead)**

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below.
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Types of services provided in the calendar year	i.
		ii.
		iii.
		iv.
		v.
3	Time required to deliver those services.	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations: -

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No. of Employees	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**HIRING OF AGENCY FOR EMPLOYMENT VERIFICATION.
(REF NO: DUHS/W&S-NIT/162), N.I.T NO. DUHS/W&S/2024/1299**

(FINANCIAL PROPOSAL)

S.No	Services Name	Required Quantity	Unit Price of background Verification Service Charges Including all Taxes	Total Price of background Verification Service Charges Including all Taxes.
1	Police Verification	5000		
2	Criminal Intelligence Check	5000		
3	Educational Verification	5000		
4	Employee Verification	5000		
Total Amount in PKR				

Note :

- Service Charges must not include the fee to be paid to HEC or any authority /organization etc. it will be made separately upon producing actual receipt.
- DUHS has the right to increase or decrease quantity
- Financial bid evaluation will be done based on lowest Cumulative offered bid price for “Hiring of Agency for Employment Verification” given in this Financial proposal form.

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Encl: As above

(Declaration)

I, _____ hereby declare that:

- all the information provided in the proposal is correct in all manners and respects;
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of
M/s. _____

Name: -	
Designation: -	
Signatures: -	
Date and Place:-	

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Encl: As above

(Cover Letter)

[Firm letterhead][Date]

To,

Proposal in respect of **“Hiring of Agency for Employment Verification”**
(REF NO: DUHS/W&S-NIT/162)

Dear Sir,

We offer to provide the Services for Background Verification Services in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of Services as per the client’s request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Encl: As above

(INTEGRITY PACK)
(AFFIDAVIT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY
THE SUPPLIERS OF GOODS, SERVICES & 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 give nor 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, contact, 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 a fore said for the purpose of obtaining or inducing procurement / work / service or other obligation or benefit in whatsoever from the DUHS.

Dow University of Health Sciences
Signature & Seal

(Name of Company)
Signature & Seal

(Contract Agreement Form)
(Specimen purpose only)

THIS AGREEMENT made on this _____ day of _____ 2024 between M/s. _____

(Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI (herein after referred to as the DUHS, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a service provider
AND

WHEREAS the DUHS is procuring agency. The DUHS intends to hire firm for **“Hiring of Agency for Employment Verification” (REF NO: DUHS/W&S-NIT/162)**, NIT No. DUHS/W&S/2024/1299

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

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

(Conditions of Contract) of Tender Document

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

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

WITNESS –1

WITNESS –2

DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Bidder / Company / firm's Letterhead)

[Location, Date]

To: [Name and address of Employer]

Dear Sir,

1) I/we hereby declare that, our firm's Annual Turnover is as follow (As per Income Tax Returns & Audit Reports attached):

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

And,

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

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

Encl: As above