

# **DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI**



## **BIDDING DOCUMENTS**

**Single Stage – Two Envelope Procedure**

**As per Rule 46 (2) of SPPRA, 2010 (Amended up to date)**

**IFB / NIT No. DUHS/W&S/2024/1333, Dated: 06 December, 2024**

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**HIRING OF JANITORIAL SERVICES FOR ACADEMIC  
AND ADMINISTRATION BLOCKS OF DUHS.**

**(REF NO: DUHS/W&S-NIT/166)**

# NOTICE INVITING TENDER (NIT)



## DOW UNIVERSITY OF HEALTH SCIENCES

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

Tel: 9215754-57 Ext: 5814 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)

No. DUHS/W&S/2024/1333

Dated: December 6, 2024

## TENDER NOTICE

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

S. NO:	NAME OF WORK	METHOD OF PROCUREMENT
1.	HIRING OF JANITORIAL SERVICES FOR ACADEMIC AND ADMINISTRATION BLOCKS OF DUHS. (REF NO: DUHS/W&S-NIT/166)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
2.	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. (REF NO: DUHS/W&S-NIT/167)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
3.	HIRING OF SECURITY SERVICES COMPANY. (REF NO: DUHS/W&S-NIT/168)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
4.	HEALTH INSURANCE SERVICES. (REF NO: DUHS/W&S-NIT/169)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
5.	(RE-RE-TENDER) HIRING OF AGENCY FOR EMPLOYMENT VERIFICATION. (REF NO: DUHS/W&S-NIT/170)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)

Tender Fee	Rs. 7,000/- (Rupees Seven 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 **26-12-2024** at 10:00 Hrs. Manual bids, shall not be accepted. Electronic Bids will be opened on **26-12-2024** 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 for the goods / services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

1.	<b>Name of Procuring Agency:</b>	Dow University of Health Sciences, Karachi (DUHS)
2.	<b>Bidding Procedure:</b>	Single Stage –Two Envelope Procedure through online EPADS
3.	<b>Name of Contract:</b>	Hiring of Janitorial Services for Academic and Administration Blocks of DUHS.
4.	<b>Tender fee:</b>	Rs.7,000/- (Seven Thousand Rupees Only) Non-Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi.
5.	<b>Submission of Tender fee &amp; Bid Security Address:</b>	Dow University of Health Sciences (DMC Campus), Planning & Development Department Admin Block 5 <sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi. Phone No. 021-38771000 Extension 5820
6.	<b>Language of the Bid:</b>	English
7.	<b>Currency of the Bid:</b>	The price quoted shall be in Pakistani Rupee.
8.	<b>Bid Security:</b>	Amount of bid security shall not be less than <b>03% of the total contract value for two years (24 months)</b> . Calculated based on the prevailing minimum wage as notified by the Government of Sindh for the financial year 2024-2025, inclusive of all applicable taxes and ancillary cost. <b>Bid Security=( i.e. First Year Quoted Price x 02 = Amount x 03%)</b>
9.	<b>Bid Validity Period:</b>	90 days
10.	<b>Tender Purchasing date:</b>	As per NIT
11.	<b>Deadline for bid submission:</b>	As per NIT (Online through EPADs at <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> )
12.	<b>Date and Time of Bid opening:</b>	As per NIT (Online through EPADs at <a href="https://eprocure.gov.pk/">https://eprocure.gov.pk/</a> )
13.	<b>Alternate Bid:</b>	Not Allowed
14.	<b>Joint Venture / Consortium Bid:</b>	Not Allowed
15.	<b>Period of Contract:</b>	Initially contract shall be signed for a period of two years (24 months) and extendable for further one year (12 months). However, rates will be increased annually subject to increment in minimum wage rate from time to time as notified by the Government of Sindh along with adjustment of any changes in applicable taxes.
16.	<b>Performance Security:</b>	The Successful bidder submit the amount of performance security shall not be less than <b>05% of the total contract value for two years (24 months)</b> . Calculated based on the prevailing minimum wage as notified by the Government of Sindh for the financial year 2024-2025, inclusive of all applicable taxes and ancillary cost.

# INSTRUCTIONS TO THE BIDDERS

## 1. GENERAL

### 1.1 Introduction

Dow University of Health Sciences, Karachi hereafter referred to as “**DUHS or Procuring agency**” desires to hire the Professional **Janitorial Services providers** for its **Academic and Administration Blocks at its Ojha Campus, Dow Medical College Campus and other facilities in Karachi.**

### 1.2 Source of Funds

Dow University of Health Sciences (DUHS), Karachi has allocated funds towards the Cost of “**Janitorial Services**” from its own resources.

## 2. MANDATORY ELIGIBILITY EVALUATION CRITERIA

Eligibility Criteria: The bidder who 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. a). The bids disqualified / not responsive to the MANDATORY ELIGIBILITY EVALUATION CRITERIA provided shall not be eligible for further Technical Evaluation.

S.No	List of Mandatory Requirements
1	Scanned <b>Tender Purchase Receipt / Pay Order of Tender Fee.</b>
2	Scanned <b>Site Survey Certificate</b> obtained from Registrar office of Dow University of Health Sciences, duly signed and stamped. No other certificates will be accepted for eligibility.
3	Bidder should be based in Karachi or should have a branch in Karachi. Office details at Karachi with Phone Numbers/Addresses.
4	Copy of CNIC of signatory of the Bid Forms.
5	Bidder must be available on ‘ <b>List of Active Tax Payers</b> ’ of <b>FBR website</b> (for Income Tax).
6	Bidder must be available on ‘ <b>List of Active Tax Payers</b> ’ <b>SRB website</b> (for Sindh Sales Tax).
7	Valid <b>Professional Tax Certificate 2024-2025.</b>
8	Valid certificate of <b>Registration with SECP.</b>
9	Valid certificate of <b>Registration with EOBI.</b>
10	Valid certificate of <b>Registration with SESSI.</b>
11	Valid <b>NOC of Sindh Solid Waste Management Board (SSWMB)</b> for disposal of non-hazardous waste.
12	Valid Registration from Karachi Metropolitan Corporation (KMC) for disposal of hazardous waste.
13	Valid ISO 9001:2015 Certification.
14	Duly signed and stamped General Compliance Certificate as per the format give at Annexure-B of this document.
15	Duly signed and stamped Compliance to Scope of Work as mentioned vide Annexure-C of this document.
16	Bidder / Company Profile / Details as per Annexure – D.
17	Average annual turnover in preceding 03 years (on closing of last fiscal year) should be above Rs.100 million, demonstrated through Income Tax Returns (ITR – FBR), or audited statement of accounts details to be submitted as per Annexure – E.
18	Valid Clients List as per specimen given at Annexure – F.
19	Duly signed and stamped Affidavit on e-Stamp Paper of Rs.500 as per Specimen at Appendix – 1.
20	At least three (03) Satisfactory Performance Certificates for janitorial services involving a minimum of 100 janitors each, issued by reputable public-sector hospitals (government/semi-government/autonomous bodies) with a capacity of at least 400 beds. These certificates must be supported by corresponding agreements, work orders, and related documentation.
21	Detail of clients showing at least 250 janitorial staff in aggregate currently working on bidders’ payroll in Government/Semi Government/Autonomous bodies/Public Sector Institutions attach work order/agreement / award of contract/ satisfactory performance letter. (Valid documentary evidence in support of eligibility)

22	<b>Existing and any past service providers are only eligible for bidding upon providing recent Satisfactory Performance Certificates</b> , dated after publication of the tender document for respective periods of services <b>from the Registrar office of Dow University of Health Sciences, duly signed and stamped. No other certificates will be accepted for eligibility.</b>
23	Submission of undertaking on legal valid e-Stamp Paper of Rs.500 that the bid prices shall not be in violation of minimum wages set by the Government of Sindh.
24	Scanned Copy of the Pay order / Bank Draft of Bid Security / Earnest Money should be attached without showing the amount along with technical E-Bid document. (Sealed Envelope of Original bid security should be submitted at DUHS before technical E-Bid opening).
25	At least <b>one ongoing project in hand of a janitorial services with minimum 200 numbers of janitorial staff currently working</b> in Government/Semi Government/Autonomous bodies/ Public Sector Institutions with a minimum period of 12 months. Supported by agreement/work order/satisfactory performance certificate or other related documents.
26	Compliance of the clause 11 of the tender document.

### 3. **COST OF BIDDING**

3.1 The bidder shall bear all costs associated with the preparation and submission of its documents, while DUHS, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### 4. **CLARIFICATIONS OF BIDDING DOCUMENTS**

4.1 An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in accordance with the Rule 23(1) of SPP Rules, 2010.

4.2 At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

4.3 All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing, which will be binding on them.

4.4 In order to allow prospective bidders reasonable time to take the amendment(s) into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for submission of the bids.

### 5. **AMENDMENT OF TENDER DOCUMENT**

5.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by issuing corrigendum / addendum.

5.2 Any corrigendum / addendum thus issued shall form eternal part of the tender document. To offer bidders a reasonable time frame in which to take a corrigendum / addendum into account in preparing their bids, the DUHS may at its discretion extend the deadline for submission of bids.

5.3 All interested bidders that have purchased the bidding documents will be notified of the corrigendum / addendum in writing, and will be binding on them.

### 6. **LANGUAGE OF BID**

6.1 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 written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Bid, the translation shall govern.

## 7. **BID PRICE**

- 7.1 Price / bid offer should be quoted in Pak Rupees as per format given at **Annexure – I**.
- 7.2 The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.
- 7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (e.g., SST, Income Tax, Withholding Tax etc.).
- 7.4 If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the SST or other taxes during the contract period shall be passed on to the Procuring Agency.
- 7.5 The price / bid offer shall be entered against each personnel / material / equipment for the whole duration of contract period.
- 7.6 Bidder shall deem to have obtained all related information as to the requirements there to which may affect the bid offer / price if required.

## 8. **BID SECURITY / EARNEST MONEY**

- 8.1 The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee (**Annexure -G**) in favor of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of 30 days beyond the bid validity period. The Bid Security shall be attached with the Financial Proposal. No interest will be paid on Bid Security. **Scanned copy of the Bid Security shall also be attached with the Technical Proposal after hiding the amount.**
- 8.2 Any bid not accompanied by an acceptable bid security shall stand rejected.
- 8.3 The bid security / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
- 8.4 The bid security of the successful bidder will be returned only when the bidder furnishes the required Performance Security and signed relevant contract agreement.
- 8.5 **The security deposit may be forfeited / confiscated:**
  - i. If a bidder withdraws his bid during the period of bid validity.
  - ii. If the bidder does not accept the correction of his bid price.
  - iii. In the case of a successful bidder, if he fails to sign the contract agreement.
  - iv. If the bidder fails to provide the requisite Services.
  - v. If the bidder fails to fulfill the requirements upon which he has given certificates / affidavits etc.

## 9. **VALIDITY OF BIDS**

- 9.1 All bids shall remain valid for **90 (ninety) days** from the date of opening of bids. A bid valid for a shorter period shall be rejected by the DUHS as nonresponsive.

## 10. **CLARIFICATIONS / CORRECTIONS OF BID**

- 10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.
- 10.2 Arithmetical errors will be rectified on the following basis:
- i. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
  - ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

## 11. **RESPONSIVENESS OF BIDS**

- 11.1 The valid bid security / earnest money is submitted (**Copy of the requisite Bid Security without showing the rates must be attached with the Technical Bid.**)
- 11.2 The bid is valid till required period.
- 11.3 The bidder had quoted all the items / services exhibited at **Annexure-I (Schedule of Requirement / BoQ)**.
- 11.4 The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- 11.5 Compliance with all terms and conditions of tender document on specified formats.
- 11.6 The bidder is eligible for tendering and possesses the requisite experience.
- 11.7 The bid does not deviate from basic requirements.
- 11.8 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.
- 11.9 The bid is generally in order.
- 11.10 Duly signed and stamped on each page of the tender document.
- 11.11 (Sealed Envelope of Original bid security should be submitted at DUHS before technical E-Bid opening).

## 12. **SUBMISSION OF BIDS**

- 12.1 All Bidders must submit their bid online through SPPRA (EPADS) website.
- (a) Initially, “**TECHNICAL PROPOSAL**” shall be opened online
  - (b) 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;
  - (c) No amendments in the technical proposal shall be permitted during the technical evaluation;
  - (d) Financial proposals of technically qualified bids shall be opened online through EPADS.
  - (e) Financial proposal of bids found technically non-responsive would not be further technically evaluated.
- 12.2 The online technical bid should contain all the relevant information and desired enclosures in the prescribed format. The online Financial Bid should contain only Financial Proposal and Bid Security. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- 12.3 Bids qualified by such vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
- 12.4 The bidder shall comply with all Pakistani Laws, permits, codes and regulation

applicable to the bidder's performance of services. Bid against the Government Rules and Policies, Conditional Bid, Ambiguous Bid or incomplete Bid and Bid without Bid Security will be rejected. No supplementary or revised offer after the opening of bids shall be entertained.

- 12.5 In case of discrepancies between the Invitation for Bid (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

**13. DEADLINE FOR SUBMISSION OF BID**

- 13.1 Deadline for Submission of E-Bids on SPPRA EPADS website as per NIT.
- 13.2 The DUHS reserves the right to reject any one or all bids / proposals or scrap / cancel the tender as per relevant SPPRA Rules 2010 (Amended upto date).

**14. EVALUATION OF BIDS**

- 14.1 The bids not responsive to the **MANDATORY ELIGIBILITY CRITERIA** provided at Clause 2 and Responsiveness of Bid according to Clause 11 shall not be eligible for further Technical Evaluation.
- 14.2 The relevant Committee will evaluate and compare only the bids previously determined to be responsive submitted by an eligible bidder.
- 14.3 The bids shall be evaluated on complete package basis (all groups basis). The bids for partial / limited items / limited groups shall not be considered and rejected.
- 14.4 It will be examined in detail whether the janitorial services offered by the company complies with the provisions of this tender document. For this purpose, the company's data will be compared with the tender document eligibility and evaluation criteria.
- 14.5 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no deviation / stipulation shall be taken by the company.
- 14.6 Technically qualified / successful bidder(s) / Tenderer(s) shall be eligible for Financial Proposal(s).
- 14.7 The Price evaluation will include all duties, taxes (Federal/Provincial/Local) and expenses etc. In case of any exemption of duties and taxes made by the Government (Federal/Provincial/Local), the contractor shall be bound to adjust the same in the Financial Proposal. The benefit of exemption from or reduction in the SST / Income Tax during the contract period shall be passed on to the DUHS.
- 14.8 DUHS shall not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder.



## 15. **BID EVALUATION CRITERIA**

After compliance of all mandatory requirements the Bidders should also achieving **minimum 70 % points / marks** will be considered only for further process. Documentary evidence must be attached in support of your claim.

S#	Evaluation Parameters/Sub-parameters	Maximum Points	Bidder Response
<b>1.</b>	<b>Year of Establishment – SECP Registration Certificate</b>	<b>Max. 15</b>	
1.1	Established during 2015 or earlier	15	
1.2	Established during 2016-2018	10	
1.3	Established during 2019 or later	05	
<b>2.</b>	<b>Prior Similar Experience with the government/semi-government/autonomous bodies/public sector institutions for providing the Janitor's Services for a minimum period of 12 months during the last five (05) years ending on the deadline for bid submission. (Valid documentary evidence showing the required details to be attached) must be provided in the form of work order, contract agreement, satisfactory performance letter.)</b> <i>Note: In case of recurring contract or extension each contract or extension shall be counted separately for marks allocation.</i>	<b>Max. 30</b>	
2.1	Providing ≥ 200 Janitorial Staff for min. 12 month period (6 Marks for each project – Maximum 30 Marks)	30	
2.2	Providing ≥ 150 Janitorial Staff for min. 12 month period (4 Marks for each project – Maximum 20 Marks)	20	
2.3	Providing ≥ 100 Janitorial Staff for min. 12 month period (3 Marks for each project – Maximum 15 Marks)	15	
<b>3.</b>	<b>Client's Satisfactory Performance Certificate issued by any government/semi-government/autonomous bodies/public sector institutions. Valid documentary evidence must be provided in the form of work order, contract agreement, satisfactory performance letter</b> <i>Note: In case of recurring contract or extension, satisfactory performance certificate for each contract or extension shall be counted separately for marks allocation.</i>	<b>Max. 10</b>	
3.1	15 or Above Satisfactory Performance Certificates	10	
3.2	10 or Above Satisfactory Performance Certificates	07	
3.3	05 or Above Satisfactory Performance Certificates	04	
<b>4.</b>	<b>Total Number of Currently Working Janitorial Staff on Bidder's Payroll (Supported with current in hand work orders/contract agreement from the government/semi-government/autonomous bodies/public sector institutions)</b>	<b>Max.10</b>	
4.1	Above 500 Employees	10	
4.2	Above 350 Employees	07	
4.3	Above 250 Employees	04	
<b>5.</b>	<b>ISO Certification (9001:2015)</b> <i>(Credible documentary evidence must be provided)</i>	<b>Max. 10</b>	
5.1	Yes	10	
5.2	No	00	
<b>6.</b>	<b>On-Going / In-hand Projects of Janitorial Services at Government/ Semi Government/ Autonomous Bodies. (Valid documentary evidence showing the required details to be attached) must be provided in the form of work order, contract agreement, satisfactory performance letter.)</b>	<b>Max. 10</b>	
6.1	On-going / in-hand Projects with annual contract value of more than Rs.50 million (5 marks for each project)	10	
6.2	On-going / in-hand Projects with annual contract value of more than Rs.30 million (2.5 marks for each project)	05	
<b>7.</b>	<b>Average Annual Turnover during last three (03) financial years (Income Tax Return Forms must be attached as supporting documents with audited statement of accounts details)</b>	<b>Max.15</b>	
7.1	Above 120 Million	15	
7.2	Above 110 Million	10	
7.3	Above 100 Million	05	
<b>TOTAL MARKS</b>		<b>100</b>	

## 16. **FINANCIAL PROPOSAL EVALUATION:**

- 16.1 The bids shall be evaluated and compared on MOST ADVANTAGEOUS BID BASIS exclusively. Technical evaluation of the products will be assessed on the standards / specifications.
- 16.2 Bids are invited as per Single Stage - Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended 2021). In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- 16.3 The following merit point system for weighing evaluation factors / criteria will be applied for technical bids / proposals. Bidders achieving minimum 70% marks will be qualified and considered only for further process / evaluation besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
- 16.4 Technically qualified/successful bidder(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.
- 16.5 Only those Financial Proposals will be announced / considered which were technically qualified by the Committee.
- 16.6 Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.
- 16.7 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 16.8 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.
- 16.9 Marks obtained in the detailed technical evaluation will be carried forward and prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).
- 16.10 The formula for technical scoring is "Technical Marks / Score = Total Technical Marks of the respective bidder x 0.7".
- 16.11 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.

## 17. **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 0.7" 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. 86/- the same lowest will obtain score as below: =  $[86 \div 86] \times 30 = 30 = 30$  marks being the lowest bidder for the quoted item

If the next higher quoted price of the same item is Rs. 105/- the marks obtained will be: =  $[86 \div 105] \times 30 = 24.57$

If the next higher quoted price of the same items is Rs. 130/- the marks obtained will be: =  $[86 \div 130] \times 30 = 19.84$  Marks and so on."

## **18. REJECTION / ACCEPTANCE OF BID**

- 18.1 A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.
- 18.2 Bids are invited as per Single Stage – Two Envelope (Most Advantageous Bid Basis) Procedure in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended Upto date). In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected.
- 18.3 The bid shall be rejected if:
- i. It is substantially non-responsive in a manner prescribed in this tender document; or
  - ii. it is against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.; or
  - iii. bidder has conflict of interest with the DUHS; or
  - iv. bidder engages in corrupt or fraudulent practices in competing for Contract award; or
  - v. bidder tries to influence the bid evaluation / Contract award; or
  - vi. bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
  - vii. unsigned, incomplete, partial, ambiguous, conditional, alternative, late; or
  - viii. subjected to interlineations / cuttings / corrections / erasures / over writing; or
  - ix. any bidder encloses the financial bid within the technical bid, the same shall be rejected, as bids are invited according to the Single Stage – Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended Upto date). In case; or
  - x. 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; or
  - xi. without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
  - xii. bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2); or
  - xiii. bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ; or
  - xiv. bid submitted with shorter bid validity period; or
  - xv. bidder fails to meet the minimum evaluation criteria requirements; or
  - xvi. bid not accompanied by the Bid Security (Earnest Money) of required amount and form; or
  - xvii. bidder refuses to accept the corrected Total Bid Amount / Price; or
  - xviii. the Bidder has been blacklisted by any public or private sector organization; or
  - xix. bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or
  - xx. rates quoted by bidder are not workable (not meeting the requirements of minimum wages, Income Tax, Sales Tax, etc.), etc.

**19. PROCESS TO BE CONFIDENTIAL**

- 19.1 No bidder shall contact DUHS on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- 19.2 Any effort by a bidder to influence DUHS in the evaluation, comparison or selection decision may result in the rejection of its bid.

**20. COMPLIANCE CERTIFICATE**

- 20.1 The bidder should agree with the terms and conditions as mentioned in **Annexure – B**.

**21. AWARD CRITERIA**

- 21.1 Subject to Clause 21, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the most advantageous evaluated bid.

**22. PROCURING AGENCY’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

- 22.1 The Procuring agency reserves the right to accept or reject any bid, as per Rule 25 of SPPRA Rules 2010 (Amended up to date) and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency’s action.

**23. PROCURING AGENCY’S RIGHT TO VARY QUANTITIES**

- 23.1 The Procuring agency reserves the right to increase and/or decrease the quantity and/or drop the any or multiple services(s) originally specified in the format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions during the contract period.

**24. REQUIREMENT / FORMAT OF BID**

- 24.1 All bidders shall quote their **firm and final rates** including all the taxes, duties, levies, cess etc. on the format given at **Annexure – I** and attach the requisite **Bid Security / Earnest Money** in the form of a Pay Order / Demand Draft / Bank Guarantee as per this Tender Document requirement / obligations.

**25. ALTERNATIVE BIDS**

- 25.1 Alternate Bids shall not be allowed, if any bidder elects to submit alternative bid(s) / proposal(s), both bids viz. ORIGINAL and ALTERATIVE will be rejected straightaway.

**26. NOTIFICATION OF AWARD**

- 26.1 Prior to expiration of the bid validity period or extended bid validity period, the Procuring agency will notify the successful bidder in writing about the acceptance of the offer delivery by hand or by registered letter or by Courier or by e-mail. The notification of award will constitute the formation of the contract.

**27. PERIOD OF CONTRACT**

- 27.1 Initially contract shall be signed for a period of two years (24 months) and extendable for further one year (12 months). However, rates will be increased annually subject to increment in minimum wage rate from time to time as notified by the Government of Sindh along with adjustment of any changes in applicable taxes.

## **28. CONTRACT AGREEMENT**

- 28.1 Subject to the fulfillment of all codal formalities, the Procuring agency will award the contract to successful bidder whose bid has determined to be qualified to perform the contract satisfactorily. Both parties i.e. DUHS and Bidder will sign the Contract Agreement on the e-stamp paper.
- 28.2 DUHS reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit/ Performance Bond and any amount due to the service provider. The bidder shall reproduce draft contract agreement provided by DUHS on e-stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates. Bidder shall pay the prevailing Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.
- 28.3 The bidder shall not alter/add/delete any article, clause or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article or chapter with the consent of the DUHS for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the DUHS.
- 28.4 Within Twenty (20) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

## **29. PERFORMANCE SECURITY**

- 29.1 The Successful bidder shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet 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. No interest will be paid on Performance Security.
- 29.2 Forfeiture of Performance Security
- a) In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
  - b) In that event, acquiring of the said services may be taken from the nextmost 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.
  - c) If any equipment / instrument or property of DUHS is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.
- 29.3 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.

## **30. CANCELATION OF CONTRACT**

- 30.1 If the successful bidder fails to provide the satisfactory services, the DUHS shall be entitled at his 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.

**31. TERMINATION FOR DEFAULT**

- 31.1 DUHS without prejudice to any other remedy for breach of Contract, by written notice of default sent to the contractor, may terminate this Contract in whole or in part:
- a) If the contractor fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the DUHS; or
  - b) If the contractor fails to perform any other obligation(s) under the Contract.
  - c) If the contractor, in the judgment of the DUHS has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**For the purpose of this clause:**

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

**32. FORCE MAJEURE**

- 32.1 The contractor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 32.2 For purposes of this clause, “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 DUHS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 32.3 If a Force Majeure situation arises, the contractor shall promptly notify the DUHS in writing of such condition and the cause thereof. Unless otherwise directed by the DUHS in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**33. TERMINATION FOR INSOLVENCY**

- 33.1 DUHS may at any time terminate the Contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the DUHS.

**34. TERMINATION FOR CONVENIENCE**

- 34.1 The DUHS, by written notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the DUHS’s convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

**35. RESOLUTION OF DISPUTES**

35.1 In the case of a dispute between the DUHS and the Contractor, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the SPP Rules, 2010 (Amended up to date).

**36. GOVERNING LANGUAGE**

36.1 The Contract shall be written in the ENGLISH language All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the English language.

**37. APPLICABLE LAW**

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

**TECHNICAL PROPOSAL SUBMISSION FORM**  
**(On Bidder's / Company's / firm's Letterhead)**

[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 IFB / NIT / Tender Document No. **(insert number)** dated **(insert date)** and our Proposal. We are hereby submitting our Proposal, which includes the Technical and Financial Bids sealed in one envelop.

Having examined the bidding documents including Addenda / Corrigendum Nos. **[insert numbers & Date of individual Addendum / Corrigendum]**, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the SERVICES / GOODS under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid. We undertake, we have no reservation to these Bidding Documents.

We undertake, if our bid is accepted, to deliver the Services / Goods in accordance with the delivery schedule specified in the schedule of requirements. If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents. We agree to abide by this bid, for the Bid Validity Period specified in the Bid Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the 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. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan. We confirm that we comply with the eligibility requirements of the bidding documents.

We also confirm that the any Government organization (Federal / Provincial / Local) has not declared us, or any, ineligible on charges of engaging in corrupt, 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.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal :



**FINANCIAL PROPOSAL SUBMISSION FORM**  
**(On Bidder's / Company's / firm's Letterhead)**

[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 IFB / NIT / Tender Document No. **(insert number)** 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, duties, levies, Cess, Octroi etc.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Bid / Proposal and Contract execution.

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, ineligible on charges of engaging in corrupt, 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.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal :

**GENERAL COMPLIANCE CERTIFICATE**

**DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**

**(On PKR 500/- e-Stamp Paper)**

[Location, Date]

To: [Name and address of Employer]

**Re: Tender Reference No. \_\_\_\_\_, Dated \_\_\_\_\_ 2024,  
“Hiring of Janitorial Services for Academic and Administration Blocks”.**

Dear Sir,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender documents. I/we declare that all the provisions of this Tender are acceptable to my company.

I/we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal :

## **SCOPE OF WORK**

### **“Hiring of Janitorial Services for Academic and Administration Blocks” (On Bidder’s / Company’s / firm's Letterhead)**

1. **Aim:** For maintaining optimum hygienic conditions and general cleanliness round the clock, bids are invited from reputable and well equipped Janitorial Contractors for Janitorial Services to be rendered at the designated campus and premises of Dow University of Health Sciences (DUHS), Karachi. The contractor will follow all the protocols prescribed by DUHS from time to time specially with regards to the working methods and time schedule at all areas of the relevant location. The following are the scope of work to be performed if hired for provision of required services for DUHS.
  
2. **SCOPE OF WORK**
  - i. Sweeping & Cleaning of all Units / Academic Blocks / Admin Blocks / Seminar Rooms / Lecture Halls / Offices / Corridors / Hostels / Laboratories etc.
  - ii. Sweeping and Cleaning of Bituminous & R.C.C. Road and Footpaths.
  - iii. Cleaning of Sewerage System including septic tanks.
  - iv. Cleaning of all open areas.
  - v. Keeps monthly service record/log book
  - vi. Cleaning of all windows and glazing and glass (inside and outside)
  - vii. The Janitor will provide along with usual service as follow.
    - a. Maintain the Cleanliness of the equipment used there-in.
    - b. Maintain the Cleanliness of the furniture / fixture used there-in.
  - viii. Services will be timely framed as and when required.
  - ix. The contractor shall supply all equipment, tools and cleaning supplies necessary to perform the cleaning specifications listed. The contractor shall keep all equipment clean, disinfected and in working order.
  - x. All staff assigned to work at DUHS will undergo orientation by DUHS staff prior to starting the work.
  - xi. Contractor’s staff at DUHS facilities will be supervised by Admin staff.
  
3. **CLEANING SPECIFICATIONS AND GUIDELINES**
  - A. **DAILY SERVICES (MONDAY THROUGH SATURDAY) PUBLIC AREA:**

**Corridors and Lobbies.**

    - i. Vacuum clean all carpet areas, place mats, and spot clean major stains.
    - ii. Tiled floors / Hard surfaces: Sweep clean with dust mop, mop all surfaces, Scrub clean all area of high spoilage, mop and buff marble / tile surface, Buff brush all polished surfaces.
    - iii. Tiled floors will be polished as needed to present an attractive appearance at all times.
    - iv. Cleaning of all windows and glazing and glass (inside and outside).
    - v. All wastebaskets / ashtrays emptied and wiped with damp cloth or washed when required. Replace plastic liner daily. Sweep clean waste disposal area.
    - vi. Dust all ledges and other flat surfaces including windowsills, chairs, tables, pictures and all manner of furnishings within reach with a treated cloth. Use extension pole for high window ledges and core lighting.
    - vii. Spot clean all vinyl wall coverings and painted surfaces.
    - viii. Clean, disinfect and polish all drinking fountains.
    - ix. Dust signs with dry clean cloth.

**Elevators**

    - i. Floor will be swept and mopped or vacuumed as required including all corners with edges, spot clean if needed.
    - ii. Elevator stainless steel and glass wiped cleaned.
    - iii. Walls and rails wiped clean with treated cloth.

- iv. Clean and polish exterior of all elevator doors and trim.
- v. Elevator door tracks vacuumed daily.

### **Restrooms**

- i. Ceramic tile and vinyl floors will be mopped with disinfecting soap and machine scrubbed, removing any mop sludge accumulated on toilet base, wall and partitions.
- ii. Clean and polish mirrors, clean enameled surface and shelving.
- iii. Clean and polish plumbing piping, toilet seat hinges and other metal work.
- iv. Thoroughly clean and wash with disinfectant soap sinks, basins, urinals and toilet bowls; remove stains and make certain to clean under sides of rims.
- v. Low ledges, sills, tops of partitions to be cleaned with damp treated cloth.
- vi. Damp wipe and wash with disinfectant all baby-changing tables. Ceramic tile should be wiped down, spot clean walls including all partitions next to toilets, urinals and sinks. Notify Supervisor in writing, etc. items that cannot be removed. Also notify Admin.
- vii. Disposal trash cans including sanitary napkin dispensers. Must be emptied, cleaned and disinfected regularly.
- viii. Cleaning of all windows and glazing and glass (inside and outside)

### **Exterior Entrance Areas**

- i. Sweep and vacuum walk off mats.
- ii. Empty and dry polish all trash cans.
- iii. Clean and polish glass on all entrance doors both sides.
- iv. Clean door facings.
- v. Exterior sidewalks, remove all trash.

## **B. DAILY SERVICES (MONDAY THROUGH SATURDAY) – NON-PUBLIC AREA**

- i. Dust cleared surface areas of desks, chairs, office furniture, counter tops, filing cabinets, window ledges, top surfaces of photocopier, telephones, books, tables and other flat surfaces, straightening magazines if present. However, never move papers, unplug or move any office equipment unless arrangements are made with tenant and/or Management Office if cleared.
- ii. Vacuum clean and/or dust clean curtains and drapes, venetian blinds, ledges, cornices, walls, ceiling, name plates, upholstery, books and shelves etc.
- iii. Cleaning of all windows and glazing and glass (inside and outside)
- iv. Spot clean cabinet doors and appliance exterior for spills
- v. Vacuum clean all carpet areas and spot clean all major stains four (4) inches in diameter or smaller, not to exceed two (2) spots per room. Remove all paper clips and staples from all floor areas.
- vi. Sweep and/or dust mop all hard surface floors. Spot clean floors.
- vii. Damp mop all hard surface floors.
- viii. All paper trash will be collected, bags and emptied into the building trash dumpster
- ix. Thoroughly clean and wash with disinfectant soap all sinks, basins, urinals and toilet bowls, remove stains and make certain to clean under sides of rims.
- x. All vinyl wall covering and painted wall surfaces will be spot cleaned.

## **C. WEEKLY SERVICES – NON-PUBLIC AREAS**

- i. Dust and polish tops of desks (if cleared), chairs, office furniture, counter tops, filing cabinets, ledges, equipment and flat surfaces with treated cloth, removing all removable spots and dirt weekly.
- ii. Dust fixtures, picture frames, windowsills and window blinds.
- iii. Wipe out microwave ovens.
- iv. Empty “catch basins” on bottled water coolers.
- v. Wipe down tile walls and toilet compartment partitions
- vi. Wet mop all hard surface floors.
- vii. Remove all scuffmarks from hard surface flooring.

viii. Clean and polish plumbing piping, toilet seat hinges, and other metal work.

**D. WEEKLY SERVICES - PUBLIC AND OTHER AREAS**

- i. Flush floor drains with clear water and enzyme disinfectant. Clean and polish metal drain cover.
- ii. Clean and service sand urns and change out sand weekly.

**Building Elevator**

- i. Ceilings cleaned, lights wiped clean.
- ii. Elevator door tracks cleaned and polished.

**Janitor Closets**

- i. Thoroughly cleaned and trash removed.
- ii. Floors mopped and kept clean

**Outside Perimeter**

- i. Clean exterior trash cans and pick up trash around exterior of building
- ii. Wipe down bench and railing outside of premises.

**E. MONTHLY SERVICES - ALL AREAS – PUBLIC AND OTHER AREAS:**

- i. Machine scrub (where appropriate) all tile hard surface floors, including grout, monthly in all common area restrooms and lobbies.
- ii. Wipe down baseboards when refinishing floors; do not allow buildup of wax.
- iii. All air duct vents, diffusers will be cleaned the first week of each month.
- iv. Building elevator stainless steel wiped clean and polished with treated cloth.

**4. CLEANING MATERIAL, TOOLS & TACKLE AND EQUIPEMNT**

- 4.1 The contractor shall supply high grade toilet tissue; liquid hand wash; disinfectants; garbage bags for disposal of non-infected and infected waste; bags for trash receptacles, phenyl, liquid bleach, mops, broom, mopping trolley in all wards, garbage bins of large sizes in all wards and etc. on monthly basis. The contractor is responsible to supply all cleaning tool, tackle and equipment etc. The contractor is also responsible to provide two pairs of uniform, shoes, and all personal protective equipment (PPE) biannually.
- 4.2 The quality of the **DRY ITEMS** such as Duster, High Dusting Equipment, Hand Scrubber, Mop, Brush, Miscellaneous equipment, Dry Pad etc. should be good quality
- 4.3 The quality of **LIQUID ITEMS** viz. Fumigation, Surface Cleaner, Liquid Hand Wash, Toilet Cleaners should be good quality.
- 4.4 **The contractor shall responsible to provide all the cleaning material, tools & tackle and equipment required for the performance of the job.**

**5. DISPOSAL AND TRANSPORTATION OF NON-HAZARDEOUS SOLID WASTE**

- 5.1 The contractor shall collect, handle, transport, and dispose of non-hazardous solid waste on daily basis from the hospital premises and shall provide a truck along with a driver and two loaders for waste collection from internal dumping yards and its transportation for disposal to an external Sindh Solid Waste Management Board (SSWMB) approved dumping yard at no additional cost.

**6. QUALITY OF WORK**

- 6.1 The contractor shall ensure that the quality of janitorial and housekeeping services is to be the entire satisfaction of the Officer/Official In-charge of the location.
- 6.2 The decision of the DUHS management with regard to the determining the quality of work/Services done by the contractor shall be final and acceptable to the contractor. The contractor shall therefore rectify the defect so pointed out without any extra payment. In case of failure the DUHS reserves the right to get the work/service so rejected, done from some

other source at the risk and cost of the contractor. The expenditure so incurred shall be recovered from the pending bills of the contractor or any other outstanding dues or by all parts of the security/other deposits as he may think proper.

6.3 During the validity of the contract agreement, in case damage occurs to the property or personnel of the DUHS and caused by the negligence of the worker the company shall be wholly responsible and liable for paying for such losses occurred to DUHS.

**7. PENALTY**

7.1 The contractor shall be responsible for smooth functioning of janitorial and housekeeping services and in the event of substandard or delay in service a penalty of Rs. 1,000/- (Rupees one thousand only) per event will be imposed and recovered from contractor's bills for unsatisfactory performance of work.

7.2 Janitors of the contractor will be bound to wear neat and clean uniform & badges approved by the DUHS. In case of violation fine will be imposed by the DUHS, which will be at least Rs. 500/- per employee per day.

**8. HUMAN RESOURCE**

8.1 Staff will work according to time table provided below by the Authorized Officer of DUHS at designated location(s).

S.No	Particulars	Required Staff
i.	<b>SUPERVISOR</b> <ul style="list-style-type: none"> <li>• DUHS – Ojha Campus (08 Nos.)</li> <li>• Dow Medical College Campus (03 Nos.)</li> <li>• Dow Dental College (DDC) (01 Nos.)</li> <li>• Dow Dental College DHA (Chanesar Goth) Campus (01 No.)</li> </ul>	<b>13 Nos.</b>
ii.	<b>JANITOR MALE / FEMALE</b> <b>DUHS – Ojha Campus (126 Nos.)</b> <ul style="list-style-type: none"> <li>• Dow International Medical College (19 Nos.)</li> <li>• Dr. Ishrat ul Ebad Khan Institute of Oral Health Sciences (12 Nos.)</li> <li>• Dow College of Pharmacy (18 Nos.)</li> <li>• Institute of Nursing (04 Nos.)</li> <li>• School of Public Health (02 Nos.)</li> <li>• Institute of Health Management &amp; IBHM (03 Nos.)</li> <li>• Institute of Medical Technology (02 Nos.)</li> <li>• D.C.O.B / I. B. B. P. S. (03 Nos.)</li> <li>• Library Building / Digital Library (06 Nos.)</li> <li>• Genome &amp; Genetics Institute (02 Nos)</li> <li>• Girls Hostel (07 Nos.)</li> <li>• Boys Hostel (07 Nos.)</li> <li>• Sports Complex (03 Nos.)</li> <li>• Animal House (03 Nos.)</li> <li>• Maintenance &amp; Repair Department (01 Nos.)</li> <li>• Biomedical Engineering Department &amp; Telephone Exchange (02 No.)</li> <li>• Day Care Unit (02 Nos.)</li> <li>• Riva Water Plant (03 Nos.)</li> <li>• Power House (01 Nos.)</li> <li>• IBBPS TLA Admin (01 Nos.)</li> <li>• School of Dental Care (01 Nos.)</li> <li>• Transport Department Ojha (01 Nos.)</li> <li>• Ophthalmology &amp; Visual Sciences (02 Nos.)</li> <li>• Audit Office / Finance /One Window Operation (01 Nos.)</li> <li>• Roads, Footpaths, Lawns etc. (20 Nos.)</li> </ul> <b>Dow Medical College Campus (82 Nos.)</b> <ul style="list-style-type: none"> <li>• Dow Medical College (60 Nos.)</li> <li>• Dow Dental College (10 Nos.)</li> <li>• Boys Hostel (06 Nos.)</li> <li>• Girls Hostel (06 Nos.)</li> </ul> <b>Chanesar Goth (10 Nos.)</b> <ul style="list-style-type: none"> <li>• Dow International Dental College (10 Nos.)</li> </ul> <b>Bath Island (03 Nos.)</b> <ul style="list-style-type: none"> <li>• Girls Hostel bath island (03 Nos.)</li> </ul> <b>Hijrat Colony (02 Nos.)</b> <ul style="list-style-type: none"> <li>• Family Medicine Clinic (02 Nos.)</li> </ul>	<b>223 Nos.</b>
	<b>Total</b>	<b>236 Nos.</b>

- 8.2 The contractor shall be responsible to provide satisfactory services at all locations of DUHS by deploying energetic, and healthy, well-trained workers not less than 18 years or above 60 years with approved uniform.
- 8.3 The contractor shall provide and ensure that each worker on duty has received and understood instructions of basic duties and has the following in his possession.
- 8.4 The contractor shall maintain extra staff to be readily available with the company as the substitute for the worker who becomes absent/short/sick at the company's own enrollment for which the DUHS Management will not make any extra payment.
- 8.5 Undisciplined workers involved in immoral activities will not be allowed to serve in the DUHS.
- 8.6 Contractor will be bound to change the workers who will be unwanted by the DUHS management immediately.
- 8.7 The Employees will work according to Government rules / policy.
  - i. The services to be provided by the contractor must be according to labor laws.
  - ii. Child labor rules and basic human rights will not be violated by the Contractor.
  - iii. Age of worker shall not be less than 18 years.
  - iv. Contractor shall be bound to provide the sanctioned strength of Janitors at all-time even **on holiday**.
  - v. Contractor shall be bound to pay the minimum salary to its employees working at DUHS as per the prevailing rates fixed by the Provincial Government.

**9. AREA COVERED BY THE CONTRACTOR**

- 9.1 Contractor will be fully responsible to keep the whole covered area including walls and roofs neat & clean according to the entire satisfaction of the Administration.
- 9.2 Similarly all the open areas like roofs, terraces, lawns, patios, ducts etc. shall also be kept neat and clean all the time by the Contractor.
- 9.3 Contractor shall be responsible for cleanliness of the areas according to their respective working hours.**

**10. RECTIFICATION REPORT**

- 10.1 In case of any complaint or observation conveyed to the Contractor DUHS authorities, the Contractor will report the steps taken in order to rectify those observations in writing within stipulated time.

**11. GENERAL TERMS & CONDITION**

- 11.1 Taxes will be deducted from the contractor's bill as imposed by the Government from time to time and contributions of the Government Institutions/Sindh Sales Tax (SST) will be paid by the contractor/suppliers themselves.
- 11.2 A Janitorial Services Monthly Bill should be submitted to the authorized officer along with the invoice in first week of every succeeding month. Authorized Officer(s) will process the bill for payment after completing all the codal formalities.
- 11.3 The Company shall notify its representatives who will be contacted for immediate replacement in the event of unsatisfactory performance of deputed personnel.
- 11.4 Contractor and workers will not be allowed to participate in any Political/Immoral/Illegal activities in the premises of DUHS.
- 11.5 Contractors will not be allowed to sublet the contract and will be responsible to pay the Government Institution contribution/Sindh Sales tax themselves.

- 11.6 In case of any dispute contractor will approach to the head of the concerned department / institute. If bidder is not satisfied with the decision of the HoD (Admin/General) then he has the right to approach the Registrar - DUHS. The decision of the Registrar, DUHS will be final.
- 11.7 Procuring Agency has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement/TOR** is proved as well as damages the prestige or property of DUHS.
- 11.8 Contractor will be responsible for any theft or pilferage committed by any of his/their employees. The employee will be liable to punishment under the rules.
- 11.9 In case of breach of the contract by the firm, security will be forfeited partly or fully as decided by the competent authority of the DUHS.
- 11.10 Any condition/clause of the contract can be included / amended if required in the interest of the DUHS with the mutual understanding of the both parties.
- 11.11 Contractor shall have its own equipment and tools required for cleanliness etc. Equipment must be approved by the Authorized Officer of DUHS, before commencement of contract.
- 11.12 In case of violation of the rules the contractor may be fined up to Rs. 1,000/- per event and disciplinary action will be initiated against the contractor, as per rules.
- 11.13 Contractor shall be responsible for personal hygiene of the Janitors.

## **12. CONFIDENTIALITY**

- 12.1 The company shall ensure that all employees performing, the services shall NOT any time during the validity of the contract agreement or thereafter, will disclose any information whatsoever, to any person, as to be affairs of the DUHS or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services.
- 12.2 The company shall ensure that all its employees maintain strict confidentiality about the patients and their caregivers and does not disclose it to individuals with no need to know
- 12.3 If in the opinion of the DUHS Management, there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of DUHS management.

## **13. RESPONSIBILITIES OF THE COMPANY**

- 13.1 In addition to the services to be performed by the company specified above, the company shall provide at additional cost to the DUHS such supervision of its employees as is necessary to adequately fulfill its obligations.
- 13.2 The company is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties. Formal evidence of this may be sought by DUHS on a case-by-case basis.
- 13.3 The Company is an independent contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the DUHS nor any of its personnel shall be held liable for either of the above in any manner.
- 13.4 The personnel of the company shall not in any manner indulge in any unionism nor have any linked activity with DUHS employees.
- 13.5 The company is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the DUHS management regarding their service matters that is the sole responsibility of the company.
- 13.6 The DUHS may refuse to accept services from any of the employees of the company, whose work has been found unsatisfactory or not in accordance with the requirements of this document.
- 13.7 Any health risk incident during the currency of the contract, would be the responsibility of the vendor and no claim can be charged.



**14. RESTRICTION OF ASSIGNMENT / TAKE OVER**

14.1 The company shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the company shall entitle the DUHS to terminate its services forthwith.

14.2 If the company makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the DUHS shall be entitled to terminate its services forthwith.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal :

**BIDDER PROFILE / DETAILS***(Add separate sheets, if required)*

1.	Registered Company Name	
2.	Company Registration Number / Certificate	
3.	Date of Registration	
4.	National Tax Number	
5.	Sindh Sales Tax (SST) Number (SRB)	
6.	Registration Certificate with EOBI / SESSI	
7.	Years of Operation of Company after its Registration	
8.	Bank Name and Branch	
9.	Bank Account Number	
10.	Physical address	
11.	Postal address	
12.	Telephone Number	
13.	Fax Number	
14.	E-mail address	
15.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

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

[Location, Date]

To: [Name and address of Employer]

**Re:** NIT No. \_\_\_\_\_, Dated \_\_\_\_\_ 2024. “Hiring of Janitorial Services for Academic and Administration Blocks”.

Dear Sir,

- 1) I/we hereby declare that, our firm's Annual Turnover in last 3 fiscal years (on closing of last fiscal year) is as follow:

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 (ITR) for last 3 years. (Copy ITR of 03 (three) years.

Yours faithfully,

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

**CLIENT LIST**  
**(On Bidder's / Company's / firm's Letterhead)**

Location, Date]

To: [Name and address of Employer]

Re: NIT No. \_\_\_\_\_, Dated \_\_\_\_\_ 2024. "Hiring of Janitorial Services for Academic and Administration Blocks".

Dear Sir,

I / we hereby declare that we had completed / ongoing following projects / contracts in Public University and/or Govt. / Semi Govt. organization and/or large National / Multi-National organization registered with SECP **for providing the 100 or more Janitor's Services at a time for a minimum period of 12 months during the last five (05) years** ending on the deadline for bid submission (copy of satisfactory performance certificate / reference letter / agreements / contracts / work orders are attached for your reference):

Sr. No.	Client Name / End User	Nature of Client (Govt. / Semi Govt. Sector)	No. of Janitors / Scope of Work	Name & Location of Project	Year	Total yearly contract value (PKR)

Yours faithfully,

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

**FORMAT OF BANK GUARANTEE FOR BID SECURITY**

Bank Guarantee No. \_\_\_\_\_

Date of Issue. \_\_\_\_\_

Valid Upto. \_\_\_\_\_

Value (Rs). \_\_\_\_\_

To: [Name &amp; Address of the Procuring Agency]

Dear Sir,

Whereas M/s. \_\_\_\_\_ (hereinafter called the Bidder) have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favor in the sum of **(Amount of the Guarantee in Words and Figures)** against your tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ for **HIRING OF JANITORIAL SERVICES FOR ACADEMIC & ADMINISTRATION BLOCKS.**

**WE HEREBY AGREE AND UNDERTAKE:**

- i. To make unconditional payment to you on demand without further question or reference to the Bidder in case of withdrawal or modification of bid or any default or non-execution of the Contractor refusal to accept order by the Bidder from the date of opening of bids until the expiry of the validity of their offer.
- ii. To keep this guarantee in full force from (date) \_\_\_\_\_ up to (date) \_\_\_\_\_ the date until which the Bidder offer is valid.
- iii. To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Bidder.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature &amp; Seal: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Sworn &amp; Sign before me

This day of .....

**FORMAT OF BANK GUARANTEE FOR PERFORMANCE BOND**

Bank Guarantee No. \_\_\_\_\_

Date of Issue. \_\_\_\_\_

Valid Upto. \_\_\_\_\_

Value (Rs). \_\_\_\_\_

To: [Name &amp; Address of the Procuring Agency]

Whereas [**Name of Bidder**] (hereinafter called “the Bidder”) has undertaken in pursuance of Contract No. [**number**] dated [**dated**] to supply [description of services] (hereinafter called “the Contract”).

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the Dow University of Health Sciences, Karachi with a Bank Guarantee by a scheduled bank for the sum of percentage (as defined in bid data sheet) of the total Contract amount as Security for compliance with the Bidder's performance obligations in accordance with the Contract.

And whereas we have agreed to provide a Guarantee: for the said Bidder

Therefore, we hereby unconditionally and irrevocably guarantee, on behalf of the Bidder, up to a total of [**Amount of the Guarantee in Words and Figures**] and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without requiring the Dow University of Health Sciences, Karachi to initiate action against the Bidder and without cavil or argument any sum or sums within the limits of [**Amount of Guarantee**] as aforesaid. The amount stated in the demand made under this guarantee shall be conclusive proof of the amount payable by the Guarantor under this guarantee.

The obligations of the Guarantor under this guarantee shall be valid for one month after the completion of contractual obligations by the Bidder to the Dow University of Health Sciences, Karachi for which this Guarantee is being given, and until all and any obligations and sums due have been paid in full.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature &amp; Seal: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Sworn &amp; Sign before me

This day of .....

**FORMAT FOR QUOTING OF RATES****SCHEDULE OF REQUIREMENT / BOQ****IMPORTANT NOTE**

1. Contractor shall be bound to pay the minimum salary to its employees working at DUHS as per the prevailing rates of the Labour & Human Resource Department, Government of Sindh and Sindh Minimum Wages Act 2015.
2. The services of janitorial staff must be on shift basis according to labor laws.
3. The janitorial staff is required to be present at designated locations of Dow University of Health Sciences, Karachi. Staff will work according to the time table of respective location(s) issued by the management of DUHS.
4. DUHS reserves the right to decrease or delete the quantities of requisite services and also reserves the right to increase / enhance the quantity of the requisite services without any change in unit price or other terms and conditions at any time during the contract period.

S#	Particulars	Required Quantity	Monthly Service Charges for Each	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
1.	<b>SUPERVISOR</b> <i>For details refer Annexure – C, Clause 8.1 (i)</i>	13 Nos.		
2.	<b>JANITOR MALE / FEMALE</b> <i>For details refer Annexure – C, Clause 8.1 (ii)</i>	223 Nos.		
<b>MONTHLY CHARGES (IN PAK RS.)</b> Including all taxes				
<b>TOTAL CHARGES FOR FIRST 12 MONTHS OF CONTRACT (IN PAK RS.)</b> Including all taxes				
<b>AMOUNT IN WORDS</b>				

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

**Stamp / Seal:**

**A F F I D A V I T**

**(Must be Printed on Rs. 500/- e-Stamp Paper)**

We, M/s. \_\_\_\_\_ hereby undertake that:

- i.** Our company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government Organization.
- ii.** Any director or owner of our company is not awarded any punishment from any Court of Law.
- iii.** We has submitted the correct and complete information along with our bid/offer.
- iv.** If any document / information is found forged / engineered / false / fake / bogus at any stage OR any criminal proceedings found in any court of law during the contract period, DUHS has right to terminate our services immediately without assigning any reason and making any refund or payment and we may be declared as Blacklisted and the performance guarantee and payment, if any may be forfeited.

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

**ATTESTED BY NOTARY PUBLIC**



## **INTEGRITY PACT**

### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Contract Value: \_\_\_\_\_  
 Contract Title: \_\_\_\_\_

**[Name of Supplier/Contractor/Consultant]** hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

**[Name of Supplier/Contractor/Consultant]** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[Name of Supplier/Contractor/Consultant]** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
**[Procuring Agency]**

\_\_\_\_\_  
**[Supplier /Contractor/Consultant]**

**FORM OF CONTRACT**

**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 (hereinafter 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 janitorial services, therefore, invited bids through N.I.T No. \_\_\_\_\_ dated \_\_\_\_\_.

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” (LoA) 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**

Name: \_\_\_\_\_  
 CNIC: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Seal: \_\_\_\_\_

**WITNESS – 2**

Name: \_\_\_\_\_  
 CNIC: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Seal: \_\_\_\_\_



## DOW UNIVERSITY OF HEALTH SCIENCES

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

Tel: 9215754-57 Ext: 5814 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)

No. DUHS/W&S/2024/1333

Dated: December 6, 2024

### TENDER NOTICE

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

S. NO:	NAME OF WORK	METHOD OF PROCUREMENT
1.	HIRING OF JANITORIAL SERVICES FOR ACADEMIC AND ADMINISTRATION BLOCKS OF DUHS. (REF NO: DUHS/W&S-NIT/166)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
2.	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. (REF NO: DUHS/W&S-NIT/167)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
3.	HIRING OF SECURITY SERVICES COMPANY. (REF NO: DUHS/W&S-NIT/168)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)
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5.	(RE-RE-TENDER) HIRING OF AGENCY FOR EMPLOYMENT VERIFICATION. (REF NO: DUHS/W&S-NIT/170)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)

Tender Fee	Rs. 7,000/- (Rupees Seven 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 **26-12-2024** at 10:00 Hrs. Manual bids, shall not be accepted. Electronic Bids will be opened on **26-12-2024** 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



## DOW UNIVERSITY OF HEALTH SCIENCES

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

Tel: 9215754-57 Ext: 5814 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)

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



عوامی حقن جی ترجمان، کمپیوٹر تی پھرین مکمل اخبار

کراچی، حیدرآباد ۽ سکرمان هک ئی وقت شایع ٿیندڙ

Daily AWAMI AWAZ

روزانی

عوامی آواز

سال 35، شمارو 331، چنڇر 7 ڊسمبر 2024، 4 جمادی الثاني 1446ھ، صفحا 08، قیمت 40 روپيا



**DOW UNIVERSITY OF HEALTH SCIENCES**

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

Tel: 9215754-57 Ext: 5814 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)

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