

DOW UNIVERSITY OF HEALTH SCIENCES



BIDDING DOCUMENT

Single Stage – Two Envelope Procedure
As per Rule 46 (2) of SPPRA, 2010 (Amended up to date)

IFB / NIT No. DUHS/W&S/2024/1337, Dated: 09th December , 2024

**PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR 8th ALL
PAKISTAN DUHS – DICE 2025 HEALTH INNOVATION EXHIBITION.**

(Ref. No. DUHS/W&S-NIT/2024/171)

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

No. DUHS/W&S/2024/1337

Dated: December 9, 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.	PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR 8TH ALL PAKISTAN DUHS – DICE 2025 HEALTH INNOVATION EXHIBITION. (REF NO: DUHS/W&S-NIT/171)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 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 **31-12-2024** at 10:00 Hrs. Manual bids, shall not be accepted. Electronic Bids will be opened on **31-12-2024** 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.	Name of Procuring Agency:	Dow University of Health Sciences, Karachi (DUHS)
2.	Bidding Procedure:	Single Stage – Two Envelope through online EPAD
3.	Name of Contract:	Procurement of Event Management Services for 8th All Pakistan DUHS – DICE 2025 Health Innovation Exhibition.
4	Tender fee:	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.	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.
8.	Bid Security:	The amount of bid security shall not be less than 2.5% of the total bid price in the form of a Call Deposit, Bank Draft or a Bank Guarantee issued by a scheduled bank of Pakistan, in favor of the Dow University of Health Sciences, Karachi.
9.	Bid Validity Period:	90 days
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 and Time 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.	Award of Contract:	DUHS intends to engage a professional event management firm to plan and organize the 8th All Pakistan DUHS – DICE 2025 Health Innovation Exhibition for 01 day.
16.	Performance Security:	The Successful bidder submit the Amount of Performance Security shall not be less than 5% of the total Contract value.

1. BACKGROUND:

Dow University of Health Sciences (DUHS) in collaboration with DICE Foundation, USA is going to organize 8th All Pakistan DUHS – DICE Health Innovation Exhibition 2025. The idea of the event is to bring innovative concepts and new inventions in health industry as well as to motivate academia, entrepreneurs, expatriates and government to promote this platform and to create a positive and promising image of Pakistan health industry in eyes of global community.

2. OBJECTIVES:

DUHS intends to engage a professional event management firm to plan and organize the **8th All Pakistan DUHS – DICE 2025 Health Innovation Exhibition for 01 day**. DUHS expects that aspirant Service Providers should furnish all the required documents to ensure a transparent and genuine presentation.

3. VENUE FOR THE EVENT:

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

4. SCOPE OF WORK:

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

5. SUBMISSION OF BIDS

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.
- 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. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
 - 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.
 - 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.
 - In case of discrepancies between the Invitation for Bid (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

6. **DEADLINE FOR SUBMISSION OF BID**

- Deadline for Submission of E-Bids on SPPRA EPADS website as per NIT.
- 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 up to date).

7. **EVALUATION OF BIDS**

The bids not responsive to the MANDATORY ELIGIBILITY EVALUATION CRITERIA provided and Responsiveness of Bid according to Clause 9 and 10 shall not be eligible for further Evaluation.

- The relevant Committee will evaluate and compare only the bids previously determined to be responsive submitted by an eligible bidder.
- 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.
- Technically qualified / successful bidder(s) / Tenderer(s) shall be eligible for Financial Proposal(s).
- 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.

8. **CLARIFICATIONS OF BIDDING DOCUMENTS**

8.1 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 SPPRA Rules, 2010 (Amended up to date)

8.2 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.

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

8.4 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.

9. **RESPONSIVENESS OF BIDS**

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.**)

The bid is valid till required period.

The bidder had quoted all the items / services exhibited at **Annexure-A (Schedule of Requirement / BoQ)**.

The bid prices are firm during its validity and inclusive of all taxes, duties etc.

Compliance with all terms and conditions of tender document on specified formats.

The bidder is eligible for tendering and possesses the requisite experience.

The bid does not deviate from basic requirements.

The bidder submitted all mandatory / requisite documents as mentioned in the tender document.

The bid is generally in order.

Duly signed and stamped on each page of the tender document.

(Sealed Envelope of Original bid security should be submitted at DUHS before technical E-Bid opening).

10. MANDATORY ELIGIBILITY EVALUATION CRITERIA

(a) MINIMUM ELIGIBILITY 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 Tender Purchase Receipt / Pay Order of Tender Fee.
2	Bidder should be based in Karachi or should have a branch in Karachi. Office details at Karachi with Phone Numbers/Addresses.
3	Copy of CNIC of signatory of the Bid Forms.
4	Valid Income Tax Registration Certificate (FBR) (Active Taxpayer) Bidder must be available on ' List of Active Tax Payers ' of FBR website (for Income Tax).
5	Valid Sales Services Tax (SST-SRB) Registration (Active Taxpayer) Bidder must be available on ' List of Active Tax Payers ' SRB website (for Sindh Sales Tax).
6	Bidder / Company Profile / Details.
7	Registration or proof of Business (Minimum Last 5 Years) Valid documentary evidence must attached.
8	Undertaking on Rs. 100 Judicial Paper that the tenderer / bidder is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.
9	Average annual turnover in preceding 03 years (on closing of last fiscal year) should be above Rs.20 million, demonstrated through Income Tax Returns (ITR – FBR), or audited statement of accounts details to be submitted.
10	Existing and any past service providers are only eligible for bidding upon providing recent Satisfactory Performance Certificates, for respective periods of services from the Registrar office of Dow University of Health Sciences, duly signed and stamped. No other certificates will be accepted for eligibility.
11	The bidder must have at least three (03) projects done and completed in the public sector departments either government / semi-government / autonomous bodies during the last five (05) years providing similar nature of works of with proper evidences e.g. work order, agreement, performance certificate etc.
12	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).
13	Valid ISO certification
14	Attached Technical Specifications of the required items . (as per Annexure-A)
15	Conformity with required Technical Specification of the Items, Goods,Services.

(b) FINANCIAL PROPOSAL EVALUATION:

- 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.
- Technically qualified/successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance.
- Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened from EPADS and their sealed envelope bid security shall be returned to the bidder.
- Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 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. TENDER COST

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

12. JOINT VENTURE / CONSORTIUM

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

13. EXAMINATION OF THE TENDER DOCUMENT

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

14. AMENDMENT OF THE TENDER DOCUMENT

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

15. TENDER PRICE

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

16. BID SECURITY (EARNEST MONEY) & PERFORMANCE GUARANTEE:

- The Tenderer shall furnish the Bid Security (Earnest Money) as under:
 - **equivalent to 2.5%** of the total value of bid;
 - denominated in Pak Rupees;
 - As part of financial bid, failing which will cause rejection of bid;
 - in the form of a Bank Draft / Pay Order issued by a scheduled bank of Pakistan, in favour of the Dow University of Health Sciences, Karachi;
 - have a minimum validity period of ninety (90) days from the last date for submission of the Tender
- The Bid Security shall be forfeited by the DUHS, on the occurrence of any / all of the following conditions:
 - If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
 - If the Tenderer does not accept the corrections of his Total Tender Price; or
 - If the Tenderer, having been notified of the acceptance of the Tender by the Competent Authority (DUHS) during the period of the Tender validity, fails or refuses to deliver the required Goods/Items / Services or fulfill the order placed within the stipulated time period.

- The Bid security shall be returned to the unsuccessful Tenderer after the completion of said procurement process. The Bid Security shall be returned to the successful Tenderer upon complete delivery of Goods/Items and issuance of satisfactory certificate by the team of the Competent Authority (DUHS).
- Within Ten (10) days after the receipt of LOA from the Competent Authority, the successful Bidder shall furnish the Performance Security. The value of **Performance Security shall be 5%** of the Contract Amount issued by any scheduled bank of Pakistan. The Performance Security shall be valid after the three months of completion of the assignment or any such extended period as decided by DUHS.
- Forfeiture of Performance Security
 - In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
 - In that event, supply of the said services may be taken from the next advantageous bidder vide the same Work Order at contractor's risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor from any sum due of which may become due to the contractors.
 - If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.
- **Refund of Performance Security:** After successful completion of services in contractual period, performance security will be refunded within the six months if not extended for further period.

17. TENDER VALIDITY

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

18. MODIFICATION / WITHDRAWAL OF THE TENDER

- The Tenderer may, by written notice served on the Competent Authority (DUHS), modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

19. CORRECTION OF ERRORS / AMENDMENT OF TENDER

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

20. PENALTIES/LIQUIDATED DAMAGES:

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

21. REJECTION / ACCEPTANCE OF THE BID

- The Competent Authority (DUHS) shall have the right, at their exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The DUHS may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The DUHS shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The DUHS shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-25 of SPPRA Rules, 2010 (Amended up to date) towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 25 of SPPRA Rules, 2010 (Amended up to date)).
- The Tender shall be rejected if it is:
 - substantially non-responsive in a manner prescribed in this tender document clause-20; or
 - submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - Against the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.; or
 - Bids qualified by vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly
 - incomplete, partial, conditional, alternative, late; or
 - requisite bid security is not submitted; or
 - the Tenderer refuses to accept the corrected Total Tender Price; or
 - the Tenderer has conflict of interest with the Competent Authority (DUHS); or
 - the Tenderer tries to influence the Tender evaluation / Contract award; or
 - the Tenderer engages in corrupt or fraudulent practices in competing for Contract award; or
 - the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria.
 - the Tenderer fails to meet the evaluation criteria requirements; or
 - the tenderer has been blacklisted by any public or private sector organization; or
 - The tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or
 - There is any discrepancy between bidding documents and bidder’s proposal i.e. any non-conformity if you’re in consistency or informality or irregularity in the submitted bid; or
 - The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document; or
 - Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
 - If the rates quoted by bidder are not workable or on higher side etc.

22. AWARD OF CONTRACT & CONTRACT AGREEMENT

- The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance.
- DUHS reserve rights to cancel any/all bids, subject to the relevant provisions of SPPRA Rules 2010 (Amended up to date).

23. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY

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

24. ARBITRATION

- In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the DUHS
- and CEO of the company /firm/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties

25. APPLICABLE LAWS

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

DRAFT CONTRACT AGREEMENT

THIS AGREEMENT made the ___ day of _____ between *Dow University of Health Sciences, Karachi of Islamic Republic of Pakistan* (hereinafter called “the Procuring Agency”) of the one part and _____ [Name of Bidder] of _____ [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited bids for certain services, viz., _____ [brief description of goods and services] and has accepted a bid by the Bidder for providing the services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. the Price Schedule submitted by the Bidder,
 - b. the Schedule of Requirements;
 - c. the Technical Specifications;
 - d. the General Conditions of Contract;
 - e. the Special Conditions of Contract;
 - f. the Procuring Agency’s Notification of Award;
 - g. the scope of work;
 - h. the Contract; and
 - i. the Bid & its clarifications.
 - j. the contracted specifications
3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed / Sealed by the Manufacturer /
Agency Authorized Bidder / Authorized Agent

Signed/Sealed by Procuring

Witnesses

1. _____

1. _____

2. _____

2. _____

TECHNICAL SPECIFICATIONS OF GOODS/SERVICES**COMPLETE VENUE SETUP****PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR 8TH ALL PAKISTAN DUHS – DICE 2025 HEALTH INNOVATION EXHIBITION.**

S#	Description	Qty.
A.	<i>Full Setup should be ready 1 DAY BEFORE Exhibition at 12 p.m.</i>	
1.	Marquee for accommodating stage, sitting area, shell stalls and dinner area. PVC Climate control marquee Shell Stall (3m x 3m): <ul style="list-style-type: none"> - Spot Light (03 Nos. on each stall) - Standard Size Counter (01 No.) - Metallic Chairs (02 Nos. on each stall) - Company Fascia Name 	162 Stalls
2.	Business Centre Fabrication (9m x 9m): <ul style="list-style-type: none"> - Wooden Floor - Sound Setup SP2 or better - 42” Size LED TV (2 Nos.) - Round Table (about 4’ x 4’) with 4 moveable Chairs (02 Sets) - Sofa Lounges (12 Seats) with 02 Tables 	1 Setup
3.	Electrical Work <ul style="list-style-type: none"> - Lighting on in each Stall 10 Ampere Max. Load - Power Supply - Main-Power Supply - Sub Main-Power Supply - Circuits-Plug with box, wire & top pin, 10 Amp. - Circuit Breakers in each shop - Panel Boards - Main Panel - Chamber Boxes - Electrical Service 	1 Job
4.	Carpet (New Carpet) (Size as per the marquee) <ul style="list-style-type: none"> - Laying and Removing (approved design & quality) 	1 Setup
5.	Stage Including: <ul style="list-style-type: none"> - Carpet (approved design & quality) - Head Table to seat 9 persons on stage with flower array / decoration and table cover and skirting. - Presidential Chair (01 No.) - Semi Presidential Chairs (08 Nos.) 	1 Setup

S#	Description	Qty.
6	Backup Generators - 500 KVA for AC with Fuel - 250 KVA for Lighting with Fuel	1 No. Each
7	Air Conditioning Air Condition System	15 units
8	Sofas sets (white Leatheride) - Double Seats with Centre tables VVIP duly Cordoned- off	50 Sets
9	Table with 20 chairs to seat 20 VIP Guests with waiter service (Hi-Tea Area)	05 Tables
10	Round Table having 10 Chairs around each table	18 Sets
11.	Chairs with Chair Covers	500 Nos.
12	Marketing & PR Management - Email Marketing minimum Qty. 100,000 approx. - SMS minimum Qty. 50,000 approx. - Social Media Marketing - Testimonials - Pre-event marketing posters, banners, standees, flyers - Mainstream Media - Gifts/giveaway items (USB/Pen) as per requirement - Event Vlog and Documentary	01 Job
13	Social Evening Setup Sound, mixture, orchestra, lightening, Artist	1 Job
14	Shirts for Volunteers (200) back and front printed.	1 Job
15	Water Dispenser (Best quality standard size)	05 Nos.
16	Shell Wall Separators for Dinner (8' Height)	45 Meters
17	Table (2.5' x 4') With Covers	20 Nos.
18	Shell Counter (Best quality standard size)	30 Nos.
19	Shell Chairs with Covers	60 Nos.
B. PHOTOGRAPHY, VIDEOGRAPHY AND LIVE PROJECTION		
20	Whole Event photographic, Videography and Live coverage on high resolution digital format (Unlimited Shots) minimum with 3 photographers	01 Job
21	SMD Screen for stage Size 28" x 12" with Trussing/Stand.	01 No.
C. SOUND SYSTEM SETUP		
22	3 Pair of SP-4	03 Pairs
23	02 Wireless and 02 Cordless Mics.	02 Sets
24	Imported Rostrums with 02 Podiums Mics	04 Nos.
D. FOOD AND HI-TEA		
25	Lunch Boxes in Styrofoam or appropriate Package. (for 1100 Guests) - Chicken Biryani - Mineral Water 500ml Bottle (Pakola or equivalent)	1100 Nos.

S#	Description	Qty.
26	Hi-Tea: - Tea / Coffee - Sandwiches (Assorted flavors) - One Bite Samosa - Cookies - Chocolate Mousse	For 500 Persons
27	Social Evening Dinner - Bihari Tikka - Chicken Pulao - Chicken Korma - Ice-Cream - Naan / Taftan - Cold-Drink 300ml	For 400 Persons
28	Crockery / Linen / Cutlery / 9 Buffet Stations / Waiters (01 Day Job)	For 400 Persons
E.	PRINTING MATERIAL	
29	Invitation Cards with Envelopes - Size: 5'' x 7'' - Card: 300 gm Art Paper - Printing 4 + 2 - (as per sample approved)	500 Nos.
30	Standees with Panaflex - Size: 5' x 2' - (as per sample approved)	30 Nos.
31	Certificates (Four Color) - Size: A4 - Card: 250gm Art Paper - Printing: 4 + 2 - Pocket File Cover: 380 gm matt crad - (as per sample approved)	1,500 Nos.
32	Printing for Side Branding Panels / Separators / Media Wall - Size: 8' x 20' - Printing on Panaflex - Wooden Framing - Complete Installation	30 Nos.
33	Kiosk, posters, standees and LED screens for shells 1 LED/shell (as per the requirement)	1 Job

S#	Description	Qty.
34	Badges with Lanyards - Size: 3 .5 inch x 4.5 inch - Material: 4 color + lamination - (as per sample approved)	800 Nos.
35	Wings for SMD: Size: 20' x 12' Approx. - Printing on Panaflex - Wooden Framing - Complete Installation	01 Set
36	Branded Entrance Gate - Entrance Gate with Trussing - Panaflex printing Size 20 x 10 (01 panaflex with Wooden Framing - Panaflex printing Size 20 x 03 (03 panaflex with Wooden Framing - Complete Installation	01 No.
F.	MEMENTOS AND SHIELDS	
37	Mementos / Shields (for Chief Guest, Key Sponsors) - Size: Wooden Shield 8" x 12" with VIP Box - (as per sample approved)	12 Nos.
38	Mementos / Shields: - Material: Acrylic Shield with Box - Shield Size: 6" x 8" Inside glossy printed Paper: 5 x 7 inch - (as per sample approved)	40 Nos.

1. Full Venue Setup should be ready at 5:00 p.m, the shell schemes with numbers should be ready before 12 pm **ONE DAY PRIOR TO EXHIBITION** (Stage Setup, Shell Stalls, Business Centre, Guest Chairs, Sofas, Flowers, Tables Mementos, Shields, etc. required).
2. Completed decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
3. Printing Material must be given as per the given schedule.

.....

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

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

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To (Name and address of Client / DUHS)

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal/Tender Document No. _____ dated (insert date) and technical Proposal is upload on EPADS.

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

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

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

We remain, yours sincerely,

Authorized Signature

(Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

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

Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your Request for Proposal No. _____ dated (insert date) and Financial Proposal is upload on EPADS for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

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

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

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

Signed

In the capacity of:

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

PRICE SCHEDULE / FINANCIAL COST SHEET

(GROUP / PACKAGE/ LOT)

COMPLETE VENUE SETUP**PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR 8TH ALL
PAKISTAN DUHS – DICE 2025 HEALTH INNOVATION EXHIBITION.**

S#	Description	Qty.	Rate (PKR.)	Amount (PKR)
A.	<i>Full Setup should be ready 1 DAY BEFORE Exhibition at 12 p.m.</i>			
1.	Marquee for accommodating stage, sitting area, shell stalls and dinner area. PVC Climate control marquee Shell Stall (3m x 3m): - Spot Light (03 Nos. on each stall) - Standard Size Counter (01 No.) - Metallic Chairs (02 Nos. on each stall) - Company Fascia Name	162 Stalls		
2.	Business Centre Fabrication (9m x 9m): - Wooden Floor - Sound Setup SP2 or better - 42” Size LED TV (2 Nos.) - Round Table (about 4’ x 4’) with 4 moveable Chairs (02 Sets) - Sofa Lounges (12 Seats) with 02 Tables	1 Setup		
3.	Electrical Work - Lighting on in each Stall 10 Ampere Max. Load - Power Supply - Main-Power Supply - Sub Main-Power Supply - Circuits-Plug with box, wire & top pin, 10 Amp. - Circuit Breakers in each shop - Panel Boards - Main Panel - Chamber Boxes - Electrical Service	1 Job		
4.	Carpet (New Carpet) (Size as per the marquee) - Laying and Removing (approved design & quality)	1 Setup		
5.	Stage Including: - Carpet (approved design & quality) - Head Table to seat 9 persons on stage with flower array / decoration and table cover and skirting. - Presidential Chair (01 No.) - Semi Presidential Chairs (08 Nos.)	1 Setup		

S#	Description	Qty.	Rate (PKR.)	Amount (PKR)
6	Backup Generators - 500 KVA for AC with Fuel - 250 KVA for Lighting with Fuel	1 No. Each		
7	Air Conditioning Air Condition System	15 units		
8	Sofas sets (white Leatheride) - Double Seats with Centre tables VVIP duly Cordoned- off	50 Sets		
9	Table with 20 chairs to seat 20 VIP Guests with waiter service (Hi-Tea Area)	05 Tables		
10	Round Table having 10 Chairs around each table	18 Sets		
11.	Chairs with Chair Covers	500 Nos.		
12	Marketing & PR Management - Email Marketing minimum Qty. 100,000 approx. - SMS minimum Qty. 50,000 approx. - Social Media Marketing - Testimonials - Pre-event marketing posters, banners, standees, flyers - Mainstream Media - Gifts/giveaway items (USB/Pen) as per requirement - Event Vlog and Documentary	01 Job		
13	Social Evening Setup Sound, mixture, orchestra, lightening, Artist	1 Job		
14	Shirts for Volunteers (200) back and front printed	1 Job		
15	Water Dispenser (Best quality standard size)	05 Nos.		
16	Shell Wall Separators for Dinner (8' Height)	45 Meters		
17	Table (2.5' x 4') With Covers	20 Nos.		
18	Shell Counter (Best quality standard size)	30 Nos.		
19	Shell Chairs with Covers	60 Nos.		
B. PHOTOGRAPHY, VIDEOGRAPHY AND LIVE PROJECTION				
20	Whole Event photographic, Videography and Live coverage on high resolution digital format (Unlimited Shots) minimum with three (03) Photographers.	01 Job		
21	SMD Screen for stage Size 28" x 12" with Trussing/Stand.	01 No.		
C. SOUND SYSTEM SETUP				
22	3 Pair of SP-4	03 Pairs		
23	02 Wireless and 02 Cordless Mics.	02 Sets		
24	Imported Rostrums with 02 Podiums Mics	04 Nos.		
D. FOOD AND HI-TEA				
25	Lunch Boxes in Styrofoam or appropriate package (for 1100 Guests) - Chicken Biryani - Mineral Water 500ml Bottle (Pakola or equivalent) -	1100 Nos.		

S#	Description	Qty.	Rate (PKR.)	Amount (PKR)
26	Hi-Tea: <ul style="list-style-type: none"> - Tea / Coffee - Sandwiches (Assorted flavors) - One Bite Samosa - Cookies - Chocolate Mousse 	For 500 Persons		
27	Social Evening Dinner <ul style="list-style-type: none"> - Bihari Tikka - Chicken Pulao - Chicken Korma - Ice-Cream - Naan / Taftan - Cold-Drink 	For 400 Persons		
28	Crockery / Linen / Cutlery / 9 Buffet Stations / Waiters (01 Day Job)	For 400 Persons		
E.	PRINTING MATERIAL			
29	Invitation Cards with Envelopes <ul style="list-style-type: none"> - Size: 5'' x 7'' - Card: 300 gm Art Paper - Printing 4 + 2 - (as per sample approved) 	500 Nos.		
30	Standeeds with Panaflex <ul style="list-style-type: none"> - Size: 5' x 2' - (as per sample approved) 	30 Nos.		
31	Certificates (Four Color) <ul style="list-style-type: none"> - Size: A4 - Card: 250gm Art Paper - Printing: 4 + 2 - Pocket File Cover: 380 gm matt crad - (as per sample approved) 	1,500 Nos.		
32	Printing for Side Branding Panels / Separators / Media Wall <ul style="list-style-type: none"> - Size: 8' x 20' - Printing on Panaflex - Wooden Framing - Complete Installation 	30 Nos.		
33	Kiosk, posters, standees and LED screens for shells 1 LED/shell (as per the requirement)	1 Job		
34	Badges with Lanyards <ul style="list-style-type: none"> - Size: 3.5 inch x 4.5 inch - Material: 4 color + lamination - (as per sample approved) 	800 Nos.		

S#	Description	Qty.	Rate (PKR.)	Amount (PKR)
35	Wings for SMD: Size: 20' x 12' Approx. - Printing on Panaflex - Wooden Framing - Complete Installation	01 Set		
36	Branded Entrance Gate - Entrance Gate with Trussing - Panaflex printing Size 20 x 10 (01 panaflex with Wooden Framing - Panaflex printing Size 20 x 03 (03 panaflex with Wooden Framing - Complete Installation	01 No.		
F.	MEMENTOS AND SHIELDS			
37	Mementos / Shields (for Chief Guest, Key Sponsors) - Size: Wooden Shield 8" x 12" with VIP Box - (as per sample approved)	12 Nos.		
38	Mementos / Shields: - Material: Acrylic Shield with Box - Shield Size: 6" x 8" Inside glossy printed Paper: 5 x 7 inch - (as per sample approved)	40 Nos.		
TOTAL INCLUDING ALL TAXES				
AMOUNT IN WORDS				
			BID SECURITY 2.5%	

Bid Valid as per given in the terms & conditions.

Signature: _____
Name: _____
Contact _____
Information: _____

Official Stamp:
SIGNATURE OF BIDDER

Note:

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

FORMAT FOR COVERING LETTER

To
(Name and address of Competent Authority of DUHS)

Sub: _____.

Dear Sir,

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

Authorized Signatures with Official Seal

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

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

Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

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

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

Dated this _____ day of _____

For _____

(Signature)
(Name, Designation and Address)
Accepted

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

UNDERTAKING

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

Dated this _____ day of _____

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

(To be submitted on legal stamp paper)

INTEGRITY PACT AFFIDAVIT

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

M/s. _____, the service provider hereby declared that:

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

Note:

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

SIGNATURE & STAMP

Subscribed and sworn tome this __ day of __ Notary Public

DECLARATION OF ANNUAL TURNOVER
(On Bidder / Company / firm's Letterhead)

[Location, Date]

To: [Name and address of Employer]

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_____	PKR_____	PKR_____

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