



**Health Department,**  
**Government of Sindh**



**Peoples University**  
**of Medical & Health Sciences,**  
**for Women, Nawabshah, SBA.**

*EXPRESSION OF INTEREST*

**BIDDING DOCUMENT**

*(Single Stage - Two Envelope Bidding Procedure)*

**HIRING OF THE SERVICES OF TESTING AGENCY  
FOR ADMISSIONS IN MBBS / BDS FOR THE YEAR 2020-21 FOR PUMHSW**



PEOPLE'S UNIVERSITY OF MEDICAL & HEALTH SCIENCES  
FOR WOMEN, NAWABSHAH

“SAY NO TO CORRUPTION”

No. PUMHSW/CPC/PROC:/84.

Dated: 11 / 08 / 2020 .

**EXPRESSION OF INTEREST**

The Sealed bids are invited from the well reputed firms. The details of tenders are as under:

Sr.	Tender Description	Bid Procedure
01	Hiring of Services of Testing Agency for PUMHSW	Single Stage – Two Envelop
<b>Bid Doc. Issuance</b>	Documents will be issued from the first day of publication in Newspapers of this advertisement up to <b>08-09-2020</b>	
<b>Bids Submission</b>	(Date & time): <b>09-09-2020 at 11:00(AM)</b> The Bids received after the due date and time will not be accepted.	
<b>Bid Opening</b>	(Date & time): <b>09-09-2020 at 11:45(PM)</b>	
<b>Bid Security</b>	<b>5%</b> in the shape of pay order / bank Draft in the name of Vice Chancellor, PUMHSW, Nawabshah	

**2. Eligibility:**

- (i) Income Tax & GST registered firms.
- (ii) Experience: Minimum three of experience in the relevant field
- (iii) Turnover: as mentioned in Bid Document.
- (iv) Marks will be given as per Evaluation Criteria.

**3. Bidding/Tender Documents:**

- (i) Tender Documents with detailed specifications can be obtained from the office of the Purchase Officer, PUMHSW against the paid challan of Rs. 2,500/- in University Account “PUMHS Other Receipts”, Account # 1439-79013279-01 (Non-Refundable).
- (ii) The bidder should submit two separate sealed envelopes. One envelope should contain the Technical Proposal and the other envelope should contain the Financial Proposal. Both envelopes should be clearly marked “Technical Proposal” and “Financial Proposal”.
- (iii) The place of Issuance, Submission and Inquiries will be the Purchase Officer, PUMHS (0244-366210). The place of opening will be Lecture Hall at Peoples University of Medical & Health Sciences, Nawabshah, SBA and Sindh.
- (iv) The Tender Document can be downloaded from University website ([www.pumhs.edu.pk/](http://www.pumhs.edu.pk/)) well as SPPRA-PPMS, Karachi website ([www.ppms.pprasindh.gov.pk](http://www.ppms.pprasindh.gov.pk)).

**4. Terms & Conditions.: Under following conditions bid will be rejected:-**

- (i) Conditional and telegraphic bids/tenders;
- (ii) Bids not accompanied by bid security of required amount and form;
- (iii) Bids received after specified date and time.
- (iv) Black listed firms or permanently barred by the PPRA or SPPRA Authorities.
- (v) Firms in litigation.

Chairman,  
Central Purchase Committee, PUMHSW.

## **INSTRUCTIONS TO THE BIDDERS**

### **1. INTRODUCTION:**

On behalf of Health Department, Government of Sindh, Peoples University of Medical & Health Sciences for Women, Nawabshah is interested to engage the services of an experienced Testing Agency for designing and conducting written tests for admission process of about 35,000 candidates for MBBS and BDS program of Liaquat University of Medical & Health Sciences, Jamshoro, Dow University of Medical & Health Sciences, Karachi, Jinnah Sindh Medical University Karachi, Peoples University of Medical & Health Sciences for Women, Nawabshah and Shaheed Mohtarma Benazir Bhutto Medical University, Larkana, Liyari medical College Karachi, Pir Abdul Qadir Shah Jeelani Institute of Medical Sciences Gambat, Khairpur Mirs, Ghulam Muhammad Mahar Medical College, Sukkur and if required (Private Medical Colleges).

### **2. Receipt of Proposals:**

Bids should be submitted in accordance with SPPRA Rules 46 (2) –

#### **Single Stage Two Envelope Procedure:**

- (a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (b) Envelopes shall be marked as “**FINANCIAL PROPOSAL**” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (c) Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
- (d) Envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened;
- (e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (f) No amendments in the technical proposal shall be permitted during the technical evaluation;
- (g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and Bid found to be the lowest evaluated or best evaluated bid shall be accepted.

### **3. TASK OF THE TESTING AGENCY:**

- a. The agreement would be signed between PUMHSW and qualified testing agency.
- b. PUMHSW would forward the credentials of applicants to selected testing agency/ body/ firm to conduct written test for admission to MBBS / BDS for the year 2020-21.
- c. The testing agency will have state of the art website and will have to update timely for the announcements regarding test/ interview etc.
- d. The selected testing agency will intimate the eligible candidates through letters, SMS and emails for depositing the test fee.
- e. Fee will be deposited in the bank account of testing and evaluation agency directly.
- f. The testing agency will conduct test of the candidates at the respective testing centers as indicated by the candidates. The centers would be Karachi, Jamshoro, Nawabshah, Sukkur, Larkana and Mirpurkhas any other centre (If required).
- g. The testing agency will design an objective type test giving weightage to subjects as per PMDC regulation for admission in MBBS / BDS.
- h. The testing agency and their staff should not have any stake directly or indirectly with any training and test preparation institution/ academy which may be construed as conflict of interest.
- i. The testing agency shall announce the result of tests within 03 days from the date of conducting test.
- j. PUMHSW reserves the right to reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal. PUMHSW shall upon request communicate to the bidder/ testing firm who submitted a bid or proposal, the grounds for its rejection of bid or proposal.

#### 4. SIZE OF TEST ARRANGEMENT:

Each test will be conducted according to the prescribed requirements of arrangements at national, provincial level, etc.

#### 5. MODEL OF TEST:

The testing Agency must have the facility for the organization of Paper Based Test (PBT), Computer Based Test (CBT).

#### 6. MANDATORY REQUIREMENTS FOR THE TESTING AGENCY:

- a. Name of Testing Agency/ firm/ company with location of Head Office, Branch Offices, its status, address, telephone number, Fax number(s), website and e-mail address. The details of the company's profile, professional and technical skills should be attached.
- b. The testing agency should have at least six years experience to conduct such test at a larger scale and set-up in major cities of Pakistan i.e. Islamabad, Lahore, Karachi, Peshawar and Quetta.
- c. Firm/Agency should demonstrate staffing and other arrangements to mobilize professional resources. Should have appropriate logistic base in Federal and Provincial capitals.
- d. The testing agency/ body should have been providing the examination services to competitive and renowned public sector Ministries/ Divisions/ Attached Departments/ Subordinate Offices/ Autonomous Bodies/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities etc. (attach list minimum of 10 clients along with number of applicants).
- e. The testing body must be registered with FBR, SRB, have a valid NTN, Accountant General of Pakistan Revenue (AGPR) and preferably should be registered with the Securities and Exchange Commission of Pakistan (SECP) if established in private sector. Relevant ISO certification shall be preferred.
- f. Details of company profile (brochures), description of similar assignments, experience in similar condition, availability of appropriate skills amongst staff, etc., scholastic capacity, mechanism for test development, its evaluation and up gradation should also be attached. ***(list of the staff involved in pervious test must be provided)***
- g. It should have established infrastructure for the purpose and the blend of manual/ computerized examination system and online facility of applying/ roll no. slip/ result etc. and demonstrate capacity to undertake paper based as well as computer based tests of general/specific assessment across the country.***(computer based test requirement may be omitted)***.
- h. The testing body should have strong educational experience in test development; administration and analysis (attach the summary of SOPs in this regard).
- i. The agency must attach an affidavit with a good track record and should not be black listed by any organization at any stage.
- j. The testing body should provide the detail that how it maintains the transparency in marking/checking of answer sheets and preparation of results and also provide the detail of various kinds of Tests.
- k. Financial soundness certificate and Bank statements for the last 12 months and last *three* years audit report should be attached with the tender document. ***(criteria should be mentioned)***.
- l. Firm/Agency will submit bid security 5% alongwith technical proposal in the form of Bank Demand Draft from any scheduled Bank in Pakistan in the name Vice Chancellor, Peoples University of Medical & Health Science, Nawabshah. The bid security of the successful bidder will be released upon providing the acceptable performance Security. The bid security of unsuccessful bidders will be released after award of bid to the successful bidder.
- m. The successful bidder will also provide performance Security amounting to 10% of total bid value in the form of Bank Demand Draft from scheduled Bank in Pakistan in the name of Vice Chancellor, Peoples University of Medical & Health Science, Nawabshah which will be released to the firm upon successful completion of the assignment.

## 7. EVALUATION CRITERIA

The bids shall be evaluated on the basis of Eligibility Criteria. Based on the record / documentary evidence submitted by the bidders, each firm shall be ranked as per the under mentioned Evaluation Criteria:

S#	Evaluation Parameters	Points
	NTN / GST Registration (at-least three years old)	Mandatory
	Affidavit the firm is not blacklisted from ant Procuring Agency	
	Turn-Over of Last Three Years (Turn-over shall be thrice than the cost of this project.)	
1.	Number of tests conducted during last three years with scholastic capacity and mechanism	20
2.	Experience for testing Services in relevant subject field Up to 03 Years 05 Marks Up to 05 Years 10 Marks Above 05 Years 15 Marks	15
3.	Agency/firm relevant ISO certification.	05
4.	Agency/firm profile (number of employees, infrastructure set up and stations across the country).	10
5.	Working Capital in hand for this project/work (Attach proof of Bank Statement / Credit Facilities) Less than 25% of Estimated Cost 03 Marks Less than 40% of Estimated Cost 05 Marks More than 40% of Estimated Cost 10 Marks	10
6	Annual Revenue as mentioned in Financial Statements / Filed Income Tax Return Form (Financial Year 2016-17) i. 40 to 49 Million = 10 ii. 25 to 39 Million = 08 iii. 15 to 24 Million = 06 iv. Below 15 Million = 04	10
7	Presentation to demonstrate the capacity to undertake paper based as well as computer based tests of general/specific assessment across the country. The bidders will be intimated to give presentation at selected venue with due course of time.	20
8	Networking setup across Pakistan	10
	Total Marks	<b>100</b>

### Note :

- To qualify for financial evaluation, the bidders must secure 70% marks / points in Technical Evaluation besides compliance of all mandatory clauses.
- PUMHSW reserves the right to visit the site for the physical verification of equipment, human resources etc.
- The bidder has to fill and submit all the appendix given in bid document, and attach relevant supporting documents.

Chairman,  
Central Purchase Committee, PUMHSW.

**8. FINANCIAL POLICY/ MATTERS:**

Testing agency shall quote their minimum lump sum processing fee per application (all inclusive).

**9. PROPRIETARY RIGHTS:**

The proprietary will rest with PUMHSW. Both parties will keep the record / data strictly confidential. If a testing agency is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, in case of such incident the firm/agency will be liable to penalty with heavy cost and forfeiture of the performance guarantee and any other legal action prescribed under law. The penalty up-to 10% will be imposed as decided by the competent authority of PUMHSW.

**10. TAXES:**

All the applicable Federal Provincial taxes must be considered while preparing the Financial Proposals. All these taxes are required to be built in the quoted rates and not be mentioned separately.

**11. TERM/DURATION OF THE ASSIGNMENT:**

The selected agency/ bidder should have to complete the assignment in days as per requirement of PMDC.

**12. ADDRESS/ LOCATION:**

Office of the \_\_\_\_\_ Phone No \_\_\_\_\_, Fax: \_\_\_\_\_, www.pumhs.edu.pk

**13. COST OF TENDERING**

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

**14. CLARIFICATIONS OF TENDERING DOCUMENTS**

14.1 A prospective company requiring any clarification(s) may notify to PUMHSW or an Officer authorized on its behalf in writing. The PUMHSW or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximate 05 working days or more) to the deadline set for the submission of bids. Copies of PUMHSW response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).

**15. AMENDMENT OF TENDER DOCUMENT**

15.1 At any time prior to the deadline for submission of bids, the PUMHSW may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective company, modify the tender document by issuing corrigendum / addendum.  
15.2 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 PUMHSW may at its discretion extend the deadline for submission of bids.

**16. LANGUAGE OF DOCUMENTS**

16.1 Bid Documents and related correspondence will always be in the English language.  
16.2 The bid should have a covering letter on printed letterhead of the firm. All pages of the bid shall be initiated / signed and shall bear official seal of the person(s) authorized to sign/endorse.  
16.3 All the relevant technical literature in English Language should be attached with the bid.

**17. PRICE**

17.1 Price / bid offer should be quoted in Pak Rupees as per format given at Annex- E.  
17.2 The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.  
17.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial

/ federal / local governments etc. (e.g., SST/GST, Income Tax, Withholding Tax, SRB etc.).

- 17.4 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 GST or other taxes during the contract period shall be passed on to the Procuring Agency.
- 17.5 The price / bid offer shall be entered for the whole duration of 12 months contract or against each personnel / equipment for the entire period.
- 17.6 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

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

- 18.1 The bidder shall furnish a bid security / earnest money equivalent to percentage of the total value of bid(as mentioned in bid data sheet) in the form of a Call Deposit, Bank Draft or a Bank Guarantee issued by a scheduled bank of Pakistan, in favour of the Vice Chancellor PUMHSW as per Annex-C. The bid security should be valid 28 days beyond the bid validity period.
- 18.2 Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the PUMHSW as non-responsive.
- 18.3 The bid securities / 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.
- 18.4 The bid security of the successful bidder will be returned only when the bidder furnish the required Performance Security and signed relevant contract agreement.
- 18.5 The bid security / earnest money 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 furnish the required performance security or sign the contract agreement.
  - iv. If the bidder fails to provide the requisite Testing services.
  - v. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

## **19. VALIDITY OF BIDS**

- 19.1 All bids shall remain valid for 90 days from the date of opening of bids.

## **20. RESPONSIVENESS OF BIDS**

- 20.1 The valid bid security / earnest money is submitted.
- 20.2 The bid is valid till required period.
- 20.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- 20.4 Compliance to all important terms and conditions of tender document on specified formats.
- 20.5 The bidder is eligible for tendering and possesses the requisite experience.
- 20.6 The bid does not deviate from basic requirements.
- 20.7 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.
- 20.8 The Bidder must not be involved in any litigation with the Procuring Agency / Government Department (Provincial/Federal) else their bid will be rejected.
- 20.9 The bid is generally in order etc.

## **21. SUBMISSION OF BIDS**

- 21.1 Bids should be submitted in accordance with SPPRA Rules 46 (2) Single Stage–Two Envelope Procedure.
- (a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
  - (b) Envelopes shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
  - (c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
  - (d) Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
  - (e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;

- (f) No amendments in the technical proposal shall be permitted during the technical evaluation;
  - (g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - (h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- 21.2 The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The 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.
- 21.3 Technical Bid should be submitted in sealed envelope containing necessary information regarding tender notice and warning message
- 21.4 “Do Not Open Before the time and date of bid opening”.
- 21.5 Opened or e-mailed or faxed or telexed bids will not be accepted.
- 21.6 Any bid received by the PUMHSW after the date and time of tender opening will be rejected and returned as unopened to sender / bidder.
- 21.7 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.
- 21.8 Bidder shall comply with all Pakistani Laws, other, 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.
- 21.9 In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.
- 21.10 In case of discrepancies between the Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

**22. DEADLINE FOR SUBMISSION OF BID DOCUMENTS**

- 22.1 The bids shall be delivered at the office of Purchase Officer, Peoples University of Medical & Health Sciences, Main Hospital Road, Nawabshah, on or before the submission time as mentioned in bid data sheet.

**23. OPENING OF BID**

- 23.1 Procurement Committee will publically open the Sealed Bids as per schedule mentioned in Bid Data Sheet, in the presence of bidder’s representatives who choose to be present.
- 23.2 The name of bidder, bid price and such other details as the committee at its discretion may consider appropriate, will be announced at the time of sealed bid opening process.
- 23.3 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- 23.4 The PUMHSW 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).

**24. EVALUATION OF BIDS**

- 24.1 A bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non- conformity.
- 24.2 The relevant Committee will evaluate and compare only the bids previously determined to be substantially responsive submitted by an eligible bidder. The bids can be evaluated as a whole or separately.
- 24.3 It will be examined in detail whether the Testing 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 along with visit to company facilities / offices for physical inspection.
- 24.4 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation / stipulation shall be taken by the company.
- 24.5 Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by PUMHSW, provided such waiver does not prejudice or affect the relative ranking of any other company.



**25. PROCESS TO BE CONFIDENTIAL**

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

**26. COMPLIANCE CERTIFICATE**

- 26.1 The company should agree with the terms and conditions as mentioned in Annexure – A.

**27. AWARD CRITERIA**

- 27.1 The contract will be awarded to substantially lowest bidder provided that; such bidders have been determined to be technically qualified to satisfactory perform the contract. The selected company will have to furnish a performance security (percentage as per bid data sheet of total bid / contract price) valid for the period of the contract as per Annexure-D.

**28. REQUIREMENT / FORMAT OF BID**

- 28.1 All bidders shall quote their rates along with Bid Security per this Tender requirement.

**29. NOTIFICATION OF AWARD OF CONTRACT**

- 29.1 Prior to expiration of the bid validity period, the purchaser 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 email. The notification of award will constitute the formation of the contract.

**30. CONTRACT AGREEMENT**

- 30.1 Subject to the fulfillment of all codal formalities, the purchaser will award the contract to successful bidder whose bid has determined to be qualified to perform the contract satisfactorily. Both parties i.e. Purchaser and Bidder will sign the Contract Agreement on the stamp paper with stamp duties as per prevailing Govt. Rules. The expenditure involved on the said contract agreement will be borne by the bidder.
- 30.2 PUMHSW 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 Agency. The Agency shall reproduce draft contract agreement provided by PUMHSW on 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.
- 30.3 The Agency 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 PUMHSW for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the PUMHSW.

**31. PERFORMANCE SECURITY**

- 31.1 The successful bidders must deposit the requisite amount of Performance Security (percentage as per bid data sheet of total bid / contract price) within twenty (20) days in the form of Call Deposit / Bank Draft / Pay Order / Bank Guarantee issued by a scheduled bank of Pakistan, in favour of the Vice Chancellor, PUMHSW. The Performance Security submitted should be valid for 28 days beyond the contract expiry period. No interest will be paid on Performance Security / Bid Security.
- 31.2 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 next lowest bidder vide the same Work Order at contractors 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 PUMHSW 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.

- d. Bidder will be liable for compensation of any loss or damage caused by any act or caused to the PUMHSW on account of negligence of its guards default on the part of his servant or employee to the said premises and / or PUMHSW property on which decision of PUMHSW authority i.e. Vice-Chancellor will be final and abiding for the bidder.

31.3 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.

## **32. REDRESSAL**

32.1 In case of any conflict arise between the vendor and the University in terms of verification of work, payment of work done etc. the vendor shall be allowed to give in writing such grievances. The Vice-Chancellor shall be authority to settle the conflict to provide immediate relief to both parties. In case of dissatisfaction of the vendor, the matter shall be dealt in accordance with the Redressal mechanism laid down in SPPRA procedure.

32.2 Redressal of Grievances & settlement of dispute will be as per SPPRA Rule- 2010 (Up to date)

## **33. ARBITRATION**

33.1 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 to Vice Chancellor, PUMHSW or his nominee of 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.

## **34. APPLICABLE LAWS**

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

## **35. FORCE MAJEURE**

35.1 Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the PUMHSW or of the Testing Service Provider i.e, Earthquake, Flood, or any other Severe Climatic circumstances. Non-availability of materials / supplies / required Testing services or any other event leads towards clear negligence of the Testing Agency / staff shall not constitute Force majeure.

35.2 If by reasons of Force Majeure supplies or Testing services cannot be delivered by the due delivery date, then the delivery date may be extended appropriately by the PUMHSW keeping in view its all the circumstances and requirements.

35.3 The Testing Service Provider shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

35.4 If a Force Majeure situation arises, the Testing Service Provider shall, by written notice served on the PUMHSW, indicate such condition and the cause thereof. Unless otherwise directed by the PUMHSW in writing, the Testing Service Provider shall continue to perform 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.

## BID DATA SHEET

<b>Procuring Agency</b>	<b>Peoples University of Medical &amp; Health Sciences For Women, Nawabshah, SBA.</b>
<b>Description</b>	Hiring of Testing Agency
<b>Bid Procedure:</b>	Single Stage –Two Envelope
<b>Bidder's Eligibility</b>	The Bidder's selection shall be done after evaluation as per Eligibility criteria
Bid Document can be purchased	From: Office of the Purchase Officer, Directorate of Finance, PUMHSW, Nawabshah. PTCL # 0244-366210. Email: po@pumhs.edu.pk
<b>Language:</b>	English
<b>Bid Prices:</b>	Bid Prices shall be in <b>Pak Rupees</b>
<b>Bid Currency:</b>	The price quoted shall be Pakistani Rupee.
<b>Bid Security:</b>	<b>05% of Annual Tentative Amount</b> Pay Order in the name of Vice Chancellor, Peoples University of Medical & Health Sciences, SBA.
<b>Stamp Duties</b>	Treasury Adhesive stamps 0.35% of total bid for an year on Contract Agreement.
<b>Bid Validity:</b>	The bid should be valid for 90 days
<b>Performance Security</b>	<b>10% of Annual Tentative Amount</b> Pay Order in the name of Vice Chancellor, Peoples University of Medical & Health Sciences, SBA.
<b>Award Criteria</b>	On item Rate Basis
<b>Purchase Date:</b>	Documents will be issued from the first day of publication in Newspapers of this advertisement up to <b>08-09-2020</b>
<b>Bid submission</b>	<b>09-09-2020 at 11:00 (AM)</b> Bids received after the due date and time will not be accepted.
<b>Bid opening</b>	(Date & time): <b>09-09-2020 at 11:45 (A.M.)</b>
<b>Bid opening place</b>	In Conference Hall of Vice Chancellor's Secretariat.
<b>Delivery Period</b>	As per award of contract
<b>Inspection:</b>	The goods will be verified by the committee as per specification mentioned in the award of contract and accordingly accepted. Else will be return to the bidder.
<b>Payment</b>	70% Payment shall be made after the receipt of Inspection certificate from End User. 30% Payment shall be made after the receipt of certificate from Inspection Committee.
<b>Bid Evaluation:</b>	The bids will be evaluated as ITB clause 2, 3, 5, 8, 10, 16, 17, 18, 19, 22-27 and 29-38. The quantity at any time can be increased / decreased or can deleted at any time The Procuring Agency reserves the right to reject any or all the bids subject to the relevant provisions of SPPRA Rules 25 (1) (Amended 2017).

*Note:*

- In case of any unforeseen situation or official / government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time.

**Chairman,**  
Central Purchase Committee

## **CHECK LIST FOR SUBMISSION OF TECHNICAL PROPOSAL**

The contractor is required to submit the following minimum mandatory documentary information for technical evaluation in the separated envelop of technical proposal with proper annexure and separators. The contractor should check the attachment before submission of Technical proposal.

<b>Sr. #</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>
1	Profile of Supplier/ Contractor		
	CNIC of Owner		
	Bid Document (Original & Photocopy) each page signed & stamped by Owner		
2	Income Tax Department / GST / SBR Registration		
3	Experience and past performance. Financial status. Average annual turn-over in detail.		
4	Minimum Net worth Rs. 10 million / Tax return for the last three year.		
5	List of technical staff employed for after sale service and their registration certificates.		
6	List of Display Centers, workshop and factory set-up along with location for verification		
7	Related Experience minimum 5 Jobs.		
8	Details of 3-6 order/project in hand or completed near past indicating name of the client and the scope of work		
9	Complete detail of last 5-10 order/projects of similar assignments with cost, under-taken in the last three (3) (attach performance certificates of completed order/projects		
10	Performance Certificates of completion for similar assignment issues by the client 3 Nos.		
11	Affidavit that firm / Company has neither been Blacklisted by any federal, Provincial. District Government Department and / or by any Government owned Company / Foundation / Authority nor is under any Litigation.		
12	The contractors, dealers and manufacturers has to demonstrate compliance with the quality standards during the past three years (Attach five performance certificates of employer).		

1. The Contractors meeting the above requirement will be technically eligible for opening of their financial bid.
2. The PA will verify the above information during evaluation and visit factory and set-up of manufacture.
3. Criteria may be relaxed for manufacturer who has its own work-shop, factory and showroom set-up.
4. The financial bids will not be opened if the criteria are fulfilled by the Contractors.

\_\_\_\_\_  
Signature with Stamp

**BILL OF QUANTITIES (B.O.Q.)**  
Peoples University of Medical & Health Sciences  
**Hiring of Testing Agency**  
**For the Admission in 1<sup>st</sup> Year MBBS and BDS**

<b>S. No</b>	<b>Requirement for Printing of Prospectus</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate per Student</b>	<b>Amount</b>
01.	Testing Services required for designing and conducting written tests for pre admission process for MBBS and BDS	35,000	No.		
	<i>Total Amount</i>				
	<i>Bid Security</i>				

Note :

- i. It is of utmost importance that bids should be submitted very carefully.
- ii. The bidder has to fill and submit all the appendix given in bid document.

**Contractor**  
Sign with stamp

Chairman,  
Central Purchase Committee

**BID FORM:**  
**APPLICATION FOR SUBMISSION OF BID FORM**

*(Standard Application to be signed and sent by the interested bidder to the address mentioned)*

To,

**The Chairman**  
**University Central Purchase Committee**  
Peoples University of Medical & Health Sciences  
Nawabshah, SBA.

**SUBJECT: PROPOSAL FOR PROVIDING ASESMENT SERVICES ARE REQUIRED.**

Dear Sir,

We, the undersigned, offer to provide the requisite services for {insert title of assignment} in accordance with your Request for Proposal dated {Insert Date} and our Proposal. We are hereby submitting our Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held we undertake to negotiate and our Proposal is binding upon us and subject to the modifications resulting from negotiations.

We undertake, If our Proposal is accepted, to initiate the services related to the assignment not later than the date agreed between parties.

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

We remain,

Yours sincerely,

Authorized Signature [in full and initials]  
Name of Firm  
Address:

**UNDERTAKING**

I \_\_\_\_\_ S/o \_\_\_\_\_ CNIC \_\_\_\_\_,  
Owner / Authorized by Owner, do hereby undertake that I have thoroughly come through with  
the bidding document and have found no discrepancy against the procurement rules.

\_\_\_\_\_  
Signature with Stamp

**GENERAL COMPLIANCE CERTIFICATE**  
**IN THE COMPANY LETTER HEAD**

We hereby undertake that our bid is accompanied with all the requisite documents mentioned in tender evaluation criteria of the bid document.

The following be signed and attached with the bids as a general compliance to tender document requirements, if agreed upon:

Name of Firm: .....

Name of Representative: .....

Mailing Address with Phone:  
.....  
.....  
.....

Signature of authorized Officer and Seal of the Company:  
.....  
.....  
.....



**(Must be Printed on Rs. 100/- Stamp Paper)**

**UNDERTAKING / CERTIFICATE**

If provided information with the bid document found false, or any criminal proceedings found in any court of law, the services of the Hired testing agency will be immediately terminated without assigning any reason and making any refund / payment. Further, the performance security given by the firm will also be confiscated and the firm will be declared black listed.

M/s. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

**ATTESTED BY NOTARY PUBLIC**

**ANNEXURE –D**

**VALID LIST OF CLIENT'S DETAIL**

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

*[Location, Date]*

*To: [Name and address of Employer]*

**Re: PUMHSW/DP/2020/\_\_\_\_, Dated\_\_\_\_\_2020, for “Hiring of Testing Agency”.**

*Dear Sir,*

I/we hereby mention following list of valid Clients details where our firm had provided services **during the last ten (10) years**, supported by copy of agreements / contracts / work orders for your reference:

<b>Sr. No.</b>	<b>Client Name / End User</b>	<b>Nature of Client (Govt./ Semi Govt./ Private Sector)</b>	<b>Scope of Work</b>	<b>Year</b>	<b>Completion Certificate</b>

Yours faithfully,

***Authorized Signature [In full and initials]:***

***Name and Title of Authorized Signatory:***

***Name of Bidder:***

***Stamp / Seal:***

**BIDDER PROFILE / DETAILS**  
**(On Bidder / Company / firm's Letterhead)**

1.	Registered Company Name	
2.	Registration Number (Attach documentary evidence)	
3.	National Tax Number (Attach documentary evidence)	
4.	General Sales Tax Number (Attach documentary evidence)	
5.	Sindh Sales Tax Number (Attach documentary evidence)	
6.	Years of Operation of Company after its Registration (Attach documentary evidence)	
7.	Managerial Capability i. Total no. of Permanent Staff ii. Total No. of Contract / Project Staff (Attach as separate Annexure)	
8.	Assignment in hand (Presently) (Attach as separate Annexure)	
9.	Bank Name and Branch	
10.	Bank Account Number	
11.	Additional Professional Registration Details (if any):	
12.	Physical address	
13.	Postal address	
14.	Telephone Number	
15.	Fax Number	
16.	E-mail address	
17.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
18.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
19.	Whether pay order, for the requisite Bid Security enclosed? (Yes / No)	
20.	Any other relevant detail	

**Authorized Signature [In full and initials]:**

**Name and Title of Authorized Signatory:**

**Name of Bidder:**

**Stamp / Seal:**

**(Must be Printed on Rs. 100/- Stamp Paper)**

**BLACK-LISTING CERTIFICATE**

CERTIFIED THAT M/S. ,, HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR ORGANIZATION (FEDERAL / PROVINCIAL / LOCAL) IN PAKISTAN..

M/s. \_\_\_\_\_

Contact Person : \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax # : \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

**ATTESTED BY NOTARY PUBLIC**