JINNAH SINDH MEDICAL UNIVERSITY, KARACHI

NATIONAL COMPETATIVE BIDDING

FOR

TENDER FOR PROCUREMENT OF SERVICES FOR 7TH CONVOCATION 2025-26 (MATERIAL ITEMS) FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI
(Through EPAD's)

NOVEMBER-2025

Jinnah Sindh Medical University Karachi
Rafiqui H.J. Shaheed Road, Karachi Postal Code# 75510 www.jsmu.edu.pk
Telephone No. 021-99205185 (Extension: 3012 &3009)

JINNAH SINDH MEDICAL UNIVERSITY
PROCUREMENT DEPARTMENT

NIT No. **JSMU/PROC/NIT/2025/** 789

Date 22.11.2025

NOTICE INVITING TENDER

Jinnah Sindh Medical University Karachi intends to invite bids for following services from reputable firms on **Single Stage One Envelop Procedure (EPADS).** The firms must be registered with NTN, SRB & G.S.T (if applicable) having relevant experience as per requirement given in the bidding documents.

S/N	Name of Service	Earnest Money/ Bid Security	Tender Fee
01.	**TENDER FOR PROCUREMENT OF SERVICES FOR 7TH CONVOCATION 2025-26 (MATERIAL ITEMS) FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI (EPADS)**	**05%** of Total Bid Amount	Rs. 5000/-

SCHEDULE	DATE & TIME	VENUE
Receiving application & Issuance of tender documents	**From 24/11/2025 to 07/12/2025**	**Office of the Procurement Officer, 6th Floor, New Dental OPD Building, JSMU**
Submission of Tender Documents	**08/12/2025 at 10:30 AM**	
Opening of Tender	**08/12/2025 at 11:00 AM**	

Tender Documents can be obtained during office hours on payment of Tender Documents fees of ***Rs. 5000/-*** (Non Refundable & Non Transferable) in shape of pay order in favor of **Jinnah Sindh Medical University Karachi** from the office of the **Office of the Procurement Officer, 6th Floor, New Dental OPD Building, JSMU** or can be downloaded from Jinnah Sindh Medical University official website www.jsmu.edu.pk or Sindh Public Procurement Regulatory Authority (SPPRA-EPADS) website **https://portalsindh.eprocure.gov.pk**

(a)	The Tender shall be opened by Procurement Committee in presence of the bidders or their authorized representative who wish to be present.
(b)	In case of holiday or any incident, tenders will be obtained / submitted / opened on the next working day as per given schedule.
(c)	All bidder must be submit latest Certificates of GST and NTN & active Tax payer Certificate alongwith required documents must be attached with proposal on EPADS.
(d)	All prescribed taxes applicable under Federal / Provincial / local Government shall be borne by bidder / supplier.
(e)	**Single Stage One Envelop Procedure** shall be adopted for the procurement as per SPPRA Rules 2010 (Amended 2025)
(f)	**05% Bid Security** submit via pay order in favor of **Jinnah Sindh Medical University Karachi**
(g)	The firm / bidder must attach an affidavit on stamp paper of **Rs. 100/-** that the firm / bidder has not been blacklisted form any Government Department. If at any stage firm / bidder found blacklisted the bid shall be rejected / not be considered.
(h)	Procurement Agency may reject all or any Bid subject to the relevant provision of SPPRA Rules 2010 (amended 2025). All Terms & Conditions of SPPRA shall be applicable as per EPADS.

Shahzaib Naeem
Procurement Officer
Jinnah Sindh Medical University

Rafiqui H.J. Shaheed Road, Karachi. Postal Code# 75510
Telephone No 021-99205185 Extension 3009-3011 www.jsmu.edu.pk

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JINNAH SINDH MEDICAL UNIVERSITY

To,
The Procurement Officer
Jinnah Sindh Medical University
Karachi

Subject: - **TENDER FOR PROCUREMENT OF SERVICES FOR 7TH CONVOCATION 2025-26 (MATERIAL ITEMS) FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI**

1. Having examined the instructions to the tenders, conditions of contract (General conditions and the conditions of particular application), and specifications, bill of quantities and having visited and inspected the site of the above- named works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with the said instructions to tenders; conditions of work order/contract, specifications, Bill of Quantities, for the following sums or such other sum as may be ascertained in accordance with said conditions.

   Rs_____(Rupees_____)

2. We undertake if my/our tender is accepted to commence the works immediately or within one week of recognized of the work order.

3. We agree to abide by this tender for a period of 90 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of the said period of 90 days.

4. I/We understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

Signature of Contractor with Seal

JINNAH SINDH MEDICAL UNIVERSITY

APPENDIX TO FORM OF TENDER

2% of the bid price pay order.	_____
Period of commencement from receipt of letter of intent	**Immediately after issuance of the work order till convocation day i.e. on 13th January 2026.**
Time completion	Whole arrangement should be ready in all aspect on or scheduled date.
Amount of liquidated damages	If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than **10%** amount of work order.
Contractor's address for serving the notice (Duly registered with concerned Tax Authorities)	_____ _____
Persons or bodies corporate forming Partnership or Company	N/A

Signature of Contractor with Seal

JINNAH SINDH MEDICAL UNIVERSITY

BIDDING DATA SHEET

a) **Name & Address of Procuring Agency**	Jinnah Sindh Medical University, Karachi.
b) **Brief Description of Works**	**TENDER FOR PROCUREMENT OF SERVICES FOR 7TH CONVOCATION 2025-26 (MATERIAL ITEMS) FOR JINNAH SINDH MEDICAL UNIVERSITY, KARACHI**
c) **Amount of Bid Security**	**05%** in shape of Pay order in favor of "***Jinnah Sindh Medical University, Karachi"***
d) **Period of Bid Validity Days:**	**90 Days**
e) **Time of Completion**	Whole arrangement should be ready in all aspect on or before scheduled date till **12-01-2026**.
f) **Period of commencement from**	Immediately after issuance of the work order
g) **Performance Guarantee**	**05%** of Total Amount
h) **Deadline for Submission of Bids along with time**	As notified in the NIT.
i) **Liquidity damages:**	If the supply and performing of the work is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision which is not more than 10% amount of work order.

j) **Eligibility**	- Registration with FBR for Income Tax, Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board (SRB) in case of Procurement of Works and Services as the case may and are not black listed in any procuring agency or authority**.** - At least three years relevant experience. - bidding documents can be downloaded from the official website of EPADs SPPRA, and also can be obtained from the office of the Procurement Department, 6th Floor, New Dental Building Jinnah Sindh Medical University. Bid(s) with incomplete bidding documents will straightaway be rejected. - The bidder must have turnover of last three years should not be less than Rs **03 million** as per online annual returns submitted to FBR. - Bidders are advised that before uploading the bidding documents should be Sign & Stamped clearly on each page.

Other Terms & Conditions:

a) Under following conditions bid can be rejected.

i) Conditional and telegraphic bids / tenders.

ii) Bids not accompanied by bid security of 05% of The Bid price and relevant documents mentioned in (c) above. Or original Pay Order not submitted before or on the time of tender opening.

iii) Bids received/uploaded after specified date and time.

iv) Blacklisted firms/companies.

v) If bid quoted without government taxes and duties, etc.

vi) The bids shall only be evaluated and compared on the complete Package basis. Bids submitted for partial / limited items shall not be considered and shall be rejected.

vii) Samples not submitted by the bidder before opening of tender.

b) Responsive Bidder is required to submit following documents with their bid:

i) List of similar event arrangement in Public or Private Universities with copy of Purchase Order/Contract and satisfactory completion certification.

ii) Affidavit on Rs. **100** stamp paper stating firm has never been blacklisted.

iii) Copy of CNIC/Establishment of Firm/Company etc.

iv) All bidding documents must be signed & stamped by the authorized person of the firm/companies along with authorized letter.

v) Proof of Registration of NTN, GST, SRB (Whichever is applicable)

vi) Bidders are required to provide their valid e-mail IDs and Contact numbers(s) for effective and timely Communication.

vii) Work shall be awarded to the most advantageous bidder.

viii) Bidder shall submit all printing item **Samples** as required by Chairperson Convocation, JSMU before opening of tender.

Signature of Contractor with Seal

JINNAH SINDH MEDICAL UNIVERSITY

INSTRUCTIONS TO BIDDERS

a) Procurement Officer Procurement Department, Jinnah Sindh Medical University, calls tender for the "**Procurement of 7th Convocation Material Items at Venue on Convocation Day JSMU**" in accordance with the Bill of Quantities attached here to be submitted on or before as notified in the NIT. Tenders cost will not be reimbursed, for any cost of any kind whatsoever incurred in connection with the preparations and submission of their tenders.

b) Any bid submitted without bid security in the form of deposit at call or pay order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by scheduled bank in Pakistan in favor of Jinnah Sindh Medical University will not be entertained. Bid Security of the awarding firm may be returned after successful completion of work. If the firm fails to commence or complete the awarded work within the stipulated time their work order will be cancelled and Bid Security shall be forfeited.

c) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring/counting the work actually done or supplying the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.

d) All prices quoted shall be deemed to include all costs of performing the works, i.e., labor, materials, transportation, income tax, GST, duties, royalties permit etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in B.O.Q.

e) All bidders or their representative are invited to present for the opening of the tender on as notified in the NIT. The name of each firm submitting tender and only the total contract price will be read aloud and recorded.

f) The completed forms should be without interlineations, alterations or erasures but if these are necessary to correct errors made by the bidder, person(s) signing the tender shall initial them. Conditional bids shall not be accepted.

g) In case of a discrepancy between the unit price and amount entered for any item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined.

h) The tender for each work should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Procurement Department, Jinnah Sindh Medical University.

i) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time shall not be considered and shall be rejected.

j) Tenders shall be made in the form supplied thereof, with all items and blanks properly filled. All data, figures and the signature of persons signing the tender shall be in ink.

k) All unit rate filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.

l) Detailed particulars of the event/work can be seen in liaison with Chairperson Convocation Committee, Jinnah Sindh Medical University or as may be nominated by Chairperson on any working day.

m) The tender must be duly signed and stamped on each and every page by a person(s) authorized to do so.

n) The time allowed for carrying out the work as mentioned in the tender shall be strictly observed and followed by the contractor and considered from the date of commencement of work as mention in the work order. In case of delay the Contractor shall pay as compensation an amount equal to 0.1% for every day that the work remains un- commenced or unfinished after the stipulated time or extended time if any for completion. Up-to maximum of 10% or such amount as the Convocation Committee/Inspection committee, JSMU may decide as justifiable.

o) In case of discrepancy, JSMU may at any time cancel the work order and/or order to stop work till settlement of such discrepancy.

p) The work shall be executed according to the specification / as per available sample and in accordance with terms and conditions / BOQ as specified in tender documents of the above-referred tender.

q) Convocation Committee, JSMU through Consignee shall be informed if working requires after official office working hours. The contractor will furnish the sample in university premises and get it approved by the Convocation Committee, JSMU before bulk supply. Bidder will nominate Focal Person so that Consignee can conveniently contact, as and when required.

r) Prescribed Sales Tax Invoice, Payment of Stamp Duty, Valid Professional Tax Certificate and Job Completion / Inspection Certificate duly issued by Inspection Committee/Convocation Committee will be required for payment process. However, withholding of all government taxes shall apply as per Government Schedule. It further advised to contact immediately with Procurement Department for completing the mandatory formalities e.g., Performance Guarantee and finalization of Contract Agreement etc., at the earliest.

s) Bidders are requested to give their best and final prices as "No Negotiation" is permitted.

TERMS & CONDITIONS

1. If the supply is not found according to the specification and samples provided, it will be rejected at risk and cost of the supplier and in case the supplier fails to supply the order, the penalty should be imposed as per Inspection Committee decision **or** the firm will be black listed.

2. Quantities shown in the B.O.Q. are approximate and payment claim shall be entertained as per actual quantities to be executed in each package.

3. Inspection: ***Nominated Inspection Committee will make Inspection of Convocation-2025-26 arrangements in case of any unsatisfactory report; the penalty should be imposed***.

4. The qualified firm should arrange sample of approval for Food as per menu of B.O.Q at their own cost.

5. No subletting of all or any work will be allowed at any cost / reason.

6. Payments: -

   6.1 The actual sum to be paid shall be determined by quantify/measurements of items actually supplied valuing it at the rates/prices quoted in the approved rates as stated against B.O.Q.

Signature of Contractor with Seal

JINNAH SINDH MEDICAL UNIVERSITY

CONVOCATION

2025-26 _____

SUMMARY OF BID COST

7th Convocation Complete Services and Material Items Rs_____

GRAND TOTAL AMOUNT (INCLUDING ALL TAXES): Rs._____

_____

Note:

1. Work shall be awarded to the most advantageous bidder.
2. Bids should be inclusive of all federal and provincial taxes and duties etc.

Signature of Contractor with Seal

BILL OF QUANTITY (BOQ) OF SERVICES / MATERIAL ITEMS WITH COMPLETE VENUE SETUP FOR 7TH CONVOCATION

S#	Description/Technical Specifications	Required Quantity (Approximately)	Unit Cost (inclusive of all Taxes)	Total Cost (inclusive ofall Taxes)
01	Invitation cards for guests and faculty-6.5x8.5 inches; 4 colour printing, matte (As per Sample)	3000 No's		
02	Envelopes for Invitation Cards-Early printing--6.5x8.5 inches; 4 colour printing, matte (As per Sample)	3000 No's		
03	Degree Folders Leatherette A4 Size Printed Certificate Holder (As per Sample) Folder Padded Degree Cover	700 No's		
04	Main Stage Backdrop with frame Size (36x12.5 ft approx.) (As same as last year)	1 Job		
05	Certificates For the Position Holders + Organizers + Volunteers (with Wooden frames) (As per Sample)	350 No's		
06	Shields / mementoes for Guests and internal Committee members (Acrylic)	32 No's		
07	Medals - Gold, silver, bronze (Breakup will be provided later) (As per Sample)	50 No's		
09	Folders for VIP speeches (As per Sample)	30 No's		
10	Oath paper card printing (As per Sample)	650 No's		
11	Organizers and Volunteers ID Cards with Ribbons	230 No's		
12	Colour Stickers Sheets 1. **Gold Star** on envelopes of VIPs (Government Dignitaries). (**500)** 2. **Silver Star** on envelopes of Other VIPS (Gold Medal Honourees, Retired Teachers of JSMU, Alumni) (**500)** 3. **Blue Star** Students and Parents envelopes (**1000**) 4. **Orange Stars** for Parents/ Students (**1000**) 4. **Red Star** on envelopes of Press personnel (**200**) 5. **Green Star** on envelopes of Faculty / Admin Staff **(800)**	4000 No's		
13	Sticker sheets for students seating (As per Sample)	800 No's		
14	Photo wall Panaflex--8x14 ft	2 No's		
15	Photo Booth with Pana flex Mounting	2 No's		
16	Roll up Standees with Panaflex (Metal/Aluminum)	10 No's		
17	Retractors/Separator with Ribbons (numbers will be confirmed by vendor after venue visit)	30 No's		

18	Direction Signs Boards (As per Sample)	35 No's		
19	Supplying Acrylic (Solid) Hard Box Display (size: 3 ft Height) of individual alphabets comprising of a set of "**I ♥ JSMU**" and "**Convocation**" with required base of same material. (As per approved Sample).	1 Job		
	Total Amount Including All Taxes:			

Note: Item quantity may increase or decreased at the time of delivery as finalized before event, Payment shall be released only for the utilized quantity of each item as increased or decreased by the Chairperson Convocation.

C E R T I F I C A T E

It is to certify that the goods / services shall be provided exactly in accordance with the requirements of the Procuring Agency.

Sign:

In the capacity of:

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

Date:

Contract Form

THIS AGREEMENT made the_____day of_____2025__between *Jinnah Sindh Medical University, Karachi.* (Hereinafter called "the Procuring Agency") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., Arrangement of Lunch and Dinner with Canopy and decorations, Lighting and seating for Guest, Faculty and recipient on Convocation Day at JSMU, Karachi. Has accepted a bid by the bidder for the said arrangement/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 Bid Form and the Price Schedule submitted by the Bidder;
(b) the Schedule of Requirements;
(c) the Technical Specifications.
(d) the Terms and Conditions of Contract;
(e) the Special Conditions of Contract; and
(f) the Procuring agency's Notification of Award.

2. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

3. The Procuring agency hereby covenants to pay the Supplier 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, delivered by_____the_____(for the Procuring Agency)

Signed, sealed, delivered by_____the_____(for the Supplier)

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 time 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]

SPPRA