Standard Bidding Document

PROVISION OF HR RECRUITMENT SERVICES FOR DAANISH UNIVERSITY TRUST
(Non-Consultancy Services)

National

Single Stage-Two Envelope

November 07, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Daanish University Trust (Daanish University Trust)** has reserved Funds for the procurement planned for FY **2026-27**. The **Daanish University Trust (Daanish University Trust)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**PROVISION OF HR RECRUITMENT SERVICES FOR DAANISH UNIVERSITY TRUST**" with the reference of **"P191100"**

2. The **Daanish University Trust (Daanish University Trust)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/191100**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Thursday, November 19, 2026 11:00 AM**. E-bids will be opened on the same day at **Thursday, November 19, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on **https://vendors.epads.gov.pk/**.

A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**

In terms of Rules 65 of Public Procurement Rules, 2026 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (**www.ppra.gov.pk**).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Procurement Notice.

3. **Fraud & Corruption**

3.1. As defined under Rule 2(1)(x) of Public Procurement Rules, 2026.

4. **Eligible Bidders**

4.1. A bidder shall be eligible to participate in a procurement process, if it—

4.1.1. possesses the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and past performance necessary to complete the procurement contract,

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. has not been declared bankrupt or, in the case of company or firm, insolvent or being wound up and its activities or affairs are suspended by a Competent Authority or by the Court of law;

4.1.4. is not under any legal proceedings which may result in bankruptcy or any other situation entailing the total or partial loss of the right to administer and dispose of the property;

4.1.5. has not been convicted by a final judgment of a Court of Law,

4.1.6. is not blacklisted by the procuring agency or cross-debarred by the Authority at the time of the submission of bid;

4.1.7. is not blacklisted or debarred at the time of the submission of bid by an international financial institution, international organizations, or other multilateral development Bank for the period defined by them; and

4.1.8. is not convicted in the case of a company, its owners and beneficial owners, directors or officers of a criminal offence related to-

4.1.8.1. its professional conduct; or

4.1.8.2. a prohibited practice within the period specified in the tender documents and has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been debarred from a procurement process in Pakistan.

4.2. Except as permitted under the Ordinance, rules and regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that-

4.2.1. discriminates against or among a bidder or against categories of bidders; or

4.2.2. is not required for the performance of the procurement contract; or

4.2.3. is not related to the avoidance of management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued in accordance with **ITB 6.1** include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section V Fraud & Corruption
Section VI General Conditions of Contract (GCC)
Section VII Special Conditions of Contract (SCC)
Section VIII Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider’s risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no

later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 8 .**

7.4. If indicated **in the BDS**, the bidder’s designated representative is invited at the bidder’s cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 8** .

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or

permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document pursuant to **ITB 8 .1** shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring

Agency may, at its discretion, extend the deadline for the submission of bids after record reason in writing:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB 10 and 11;

9.1.2. Documentary evidence established in accordance with ITB 8 that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with ITB 9 that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established in accordance with ITB 9.3 that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with ITB 14; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to ITB 8, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country.

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, provisions of services and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed

to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid in accordance with ITB 10 shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected pursuant to ITB 28, unless otherwise price adjustment is permissible under Conditions of the Contract.

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable on the contract with less then 12 months period.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services upto maximum 15% on annual basis.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the condition that clause 11.2 shall not be applicable in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Form 9 The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder’s conduct which would warrant the security’s forfeiture, pursuant to ITB 14.5

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in 14.5 are invoked.

17.4. Unsuccessful Bidders’ Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to ITB 13. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors pursuant to ITB 23; or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with ITB 32; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with ITB 33.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Section V, Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through EPADS v2.0.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell**

22.1. As per Rule 10 of Public Procurement Rules, 2026
(PA to establish a Procurement Cell which shall carryout procurements a per Rule 10 of Public Procurement Rules, 2026)

23. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

23.1. As per Rule 11 of Public Procurement Rules, 2026
(PA to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements with an estimated value up to two billion rupees)

24. **Third Party Validation**

24.1. **In compliance with Rule 12** of Public Procurement Rules, 2026, the third-party validation committee or firm shall validate all procurements above five hundred million and up to two 2 billion rupees. The third-party validation shall be conducted at specifications, bidding documents preparation, technical (if any) & final evaluation stages.

25. **External Bid Evaluation Committee**

25.1. **As per Rule 13 of Public Procurement Rules, 2026,** procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

26. **Opening of Bids**

26.1. The Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

26.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (b) the presence of a bid security, if required; and (c) any other details as the procuring agency may consider appropriate.

26.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

26.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

27. **Confidentiality**

27.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

27.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

28. **Preliminary Examination of Bids**

28.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

28.1.1. meets the eligibility criteria defined in **ITB 3**;

28.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

28.1.3. is accompanied by the required securities; and

28.1.4. is substantially responsive to the requirements of the bidding document.

28.2. The procuring agency will confirm that the documents and information specified under **ITB 7,8 and 9** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bid shall be rejected.

28.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

29. **Examination of Terms and Conditions, Technical Evaluation**

29.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **ITB 21,** to confirm that all requirements specified in **Section V – Evaluation Criteria, Technical Specifications and Schedule of Requirements**,prescribed inthe bidding document have

been met without material deviation or reservation.

29.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **ITB 21,** it shall reject the bids.

30. **Correction of Errors**

30.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

30.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

30.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

30.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

30.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

30.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 14.**

31. **Conversion to Single Currency**

31.1. As per Rule 42(2) of Public Procurement Rules, 2026.

32. **Evaluation of Bids**

32.1. The procuring agency shall evaluate bids in accordance with Rule 42 of Public Procurement Rules, 2026 and compare only those bids determined to be substantially responsive, pursuant to **ITB 21.**

32.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the **Bid Data Sheet (BDS)** and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

32.3. **In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.**

32.4. The Procuring agency/Employer's evaluation of a bid will take into account:

32.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

32.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 30;**

32.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 31**;

32.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

32.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

33. **Determination of Most Advantageous Bids**

33.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

34. **Abnormally Low Financial Bids**

34.1. Subject to sub-rule (2), a procuring agency may, in the procurement of goods, works and services, reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement such that it raises material concerns on the part of the procuring agency as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

34.2. A procuring agency shall not reject a bid as abnormally low under sub-rule (1) unless the procuring agency—

34.2.1. requested through EPADS from the bidder a written clarification of bid, including a detailed price analysis of its bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding documents; and

34.2.2. having taken into account the information provided by the bidder in response to a request under clause (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily against the offered price.

34.3. The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision. The procuring agency may reinitiate the bidding process after communication of such decision.

34.4. Every abnormally low bid shall be investigated in order to determine the reason for submitting the bid including whether the bid was submitted in order to remove other bidders from competition.

34.5. In case it is established after investigation that the bidder submitted an abnormally low bid to remove other bidders from competition or to frustrate the bidding process, the procuring agency may blacklist the bidder in accordance with Rule 25(1)(d).

35. **Rejection of Bids**

35.1. As per Rule 45 of Public Procurement Rules, 2026

36. **Cancellation of procurement**

36.1. As per Rule 46 of Public Procurement Rules, 2026

37. **Single Responsive Bid**

37.1. The procuring agency may consider single responsive subject to underlying conditions of Rule 50 of Public Procurement Rules, 2026.

38. **Alternate Dispute Resolution (ADR)**

38.1. As per Rule 66 of Public Procurement Rules, 2026

39. **Arbitration Clause**

39.1. (Appointing Authority for the Arbitrator shall be Chief justice of Honorable Islamabad High Court OR Managing Director (PPRA) OR Secretary (Ministry of Law & Justice),

40. **Fee of the Arbitrator**

40.1. The fee shall be specified in PKR as detrmined by the Appointing Authority and shall be shared equally by each party.

41. **Socio-economic development**

41.1. As per Rule 63 of Public Procurement Rules, 2026, PA to encourage the inclusiveness of small and medium enterprises, and marginalized groups by according preferences in line with the notified policies of the Federal Government

42. **Environmental objectives**

42.1. As per Rule 64 of Public Procurement Rules, 2026, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured.

F. Award of Contract

43. **Appointment of Contract Manager**

43.1. The procuring agency shall designate a Contract Manager for each procurement or class of procurement who shall manage the contract as per Rule 58 & 59 of Public Procurement Rules, 2026.

44. **Criteria of Award**

44.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as Successful Bid .

45. **Procuring Agency’s Right to reject All Bids**

45.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

45.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

46. **Procuring Agency’s Right to Vary Quantities at the Time of Award**

46.1. The procuring agency reserves the right, at the time of contract award, to increase or decrease not more than 15% of the original scope of related services originally specified in the Schedule of Requirements, provided that such variation does not exceed the percentage indicated in

the **Bid Data Sheet (BDS)**. This adjustment shall be made without any change in the unit price or other terms and conditions of the Bids and Bidding Documents.

47. **Notification of Award**

47.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

47.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Award will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

47.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee in accordance with **ITB 33** and signing of the contract in accordance with **ITB 32.**

48. **Signing of Contract**

48.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

49. **Performance Guarantee**

49.1. After the receipt of the Letter of Award, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

49.2. Failure of the successful bidder to comply with the requirement of **ITB 33.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may

make the award to the next ranked bidder or call for new bids.

50. **Advance Payment**

50.1. The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **BDS**. The Advance Payment request shall be accompanied by an Advance Payment Guarantee in the form provided in Contract Forms.

51. **Arbitration**

51.1. The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the **SCC**.

52. **Corrupt & Fraudulent Practices**

52.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. The Principal Accounting Officer or head of procuring agency or any authorized officer shall constitute a committee comprising of odd number of members completely outside the procuring agency from any other procuring agency or from the pool of experts maintained by the Authority and accessible through EPADS with necessary powers and authorizations, to address the complaints of bidders or parties that may occur prior to the entry into force of the procurement contract.

53.2. Any party may file a written complaint, two days prior to the proposal submission deadline, against the eligibility parameters, evaluation criteria or

any other terms and conditions described in the bidding documents, if found contrary to the provisions of the procurement regulatory framework, and the same shall be addressed by the GRC.

53.3. Any bidder or party feeling aggrieved by any act of the procuring agency after the submission of bid, may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

53.4. In case, the complaint is filed against the technical or final evaluation report, the GRC may suspend the procurement proceedings till the decision.

53.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant may not raise any objection on technical evaluation of the report:Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage-single envelope bidding procedure is adopted.

53.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

53.7. Any bidder or party not satisfied with the decision of the GRC or if GRC fails to decide within ten days under sub-rule 6, may file an appeal before the Appellate Committee of the Authority, comprising odd number of members including an external member within ten days of communication of decision subject to depositing the prescribed fee and in accordance with the procedure determined by the Authority. The Appellate Committee of the Authority shall decide the appeal within 45 days from the receipt of the appeal. The Appellate Committee may suspend the process of award of contract to such period as deemed appropriate during the pendency of appeal. The decision of the Appellate Committee of the Authority shall be considered as final.

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-25 of the Public Procurement Rules, 2026 , Mechanism for Blacklisting, Debarment Regulations, 2026 and “procedure for filling and disposal of review petition under rule-25(6) of Public Procurement Rules, 2026.

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Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods 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.

BDS Clause Number
ITB Number
Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **Daanish University Trust (Daanish University Trust)**

The subject of procurement is: **PROVISION OF HR RECRUITMENT SERVICES FOR DAANISH UNIVERSITY TRUST**

Expected commencement date: **Tuesday, December 15, 2026**

BDS Clause Number 2
ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P191100**

BDS Clause Number 3
ITB Number 4.6

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4
ITB Number 7.1

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Monday, November 16, 2026
Pre-Bid Meeting: Wednesday, November 11, 2026 11:00 AM
Venue: Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad
Meeting Link: https://us06web.zoom.us/j/84800984340?pwd=olifMOVWWnjs3xOLOBNjfTBAMZdCeD.1

BDS Clause Number 5
ITB Number 8.1

Any addendum, in case issued, shall be published on **Daanish University Trust (Daanish University Trust)** website and on **EPADS v2.0**.

BDS Clause Number 6
ITB Number9.1

List of documents required along with the bid:

1. All required certificates

2. Certificate of Incorporation/ registration and proof of relevant work since companies incorporation

3. List of HR staff on letterhead with CNIC copies and proof of employment for at least 12 months having minimum 16 years of education with 5 years of relevant experience.

4. List of clients with engagement letters/contract copies * DUT reserves the right to contact the clients for cross verification

5. Summary statement with references and copies of work orders/contracts.

6. Audited financial statements for the last 3 years along with income tax returns

7. *Presentation to be attached with the Technical Proposal

BDS Clause Number 7
ITB Number 11.1

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8
ITB Number 7.6

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9
ITB Number 13.1 & 13.2

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10
ITB Number 7.6.2

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11
ITB Number 13.5

The price shall be **Fixed**.

BDS Clause Number 12
ITB Number 15.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 13
ITB Number 16.1

The Bids/Bid Validity period shall be: **120 Days**

BDS Clause Number 14
ITB Number 17.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
Instrument of Bid Security Shall be in the Name of : **Daanish University Trust**
The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

BDS Clause Number 15
ITB Number 17.3

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 180 days so the bid security shall be valid for 180+28 = 208 days.

BDS Clause Number 16
ITB Number 18.1

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17
ITB Number 21.1

Bid shall be submitted online on **EPADS v2.0** whereas hard copy of the bid security should be submitted to the following;

Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Thursday, November 19, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18
ITB Number 26.1

The Bids opening shall take place on **EPADS v2.0**.

Day *: **Thursday***

Date: ***Thursday, November 19, 2026***

Time *: **11:30 AM***

BDS Clause Number 19
ITB Number 32.1

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20
ITB Number 49.1

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

BDS Clause Number 21
ITB Number 51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22
ITB Number 53.1

Grievence against this procurement shall be submitted online on **EPADS v2.0**.

Eligibility Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
NADRA CITIZENSHIP (CNIC/NICOP)
FBR (NTN)
FBR (GSTN)
SECP
Registrar of Firms

Eligibility Criteria	Document
Legal entity registered in Pakistan (Partnership / Private or Public Limited Company).	Yes
Registration with EOBI and Social Security Institution.	Yes
ISO Certifications ISO 9001 & ISO 45001	Yes
Firm must be registered with Income Tax and Sales Tax Department and shall be on Active payers list.	Yes

Undertaking on Judicial Stamp Paper Valuing Rs 100/- Submission of undertaking – a) Veracity of Submission: That all documents, details, and information submitted in the bid are true and correct. The Service Provider acknowledges that if any information is found to be false or misleading, the bid shall be liable for immediate rejection, and DUT reserves the right to initiate legal action against the bidder. b) Eligibility & Standing: That the Service Provider has never been blacklisted or d	Yes
Average Annual Turn Over Rs.50.00 million for last three years.	Yes
Minimum 5 years of HR Experience since registration	Yes

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Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
80	20

Technical Marks	100
Passing Marks	**70**
Firm Experience & HR Capacity	
Years of Experience of Outsourcing (Qualitative)(Doc Required) More than 10 Years **(10)** 8- 10 Years **(7)** (less than 5 is mandatory)up to 7 **(4)**	10
Number of Permanent HR Recruitment Staff (Qualitative)(Doc Required) More than 10 **(10)** 5-10 (less than 5 = 0) **(5)**	10
Client Portfolio	

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Number clients served (Private Sector / MNCs) in last five years (Qualitative)(Doc Required) up to 5 **(5)** 6-10 **(3)** up to 5 **(2)**	5
Number of Public Sector Organization served in last five years (Qualitative)(Doc Required) Above 10 **(15)** 6-10 **(10)** up to 5 **(5)**	15
Deployment Capacity & Project Scale	
Total number of outsourced resources deployed in the last 5 years (Qualitative)(Doc Required) above 300 **(10)** 101-300 **(7)** up to 100 **(5)**	10
Number of HR outsourcing projects executed in the last 5 years. (Qualitative)(Doc Required) More than 20 **(20)** 11-20 **(15)** 5-10 **(10)**	20
Financial Strength	
Average annual financial turnover for the last 3 years (PKR). (Qualitative)(Doc Required) Above 300 Million **(10)** 101-300 Million **(7)** up to 100 Million **(5)**	10
Approach and Methodology and Presentation	

Approach and Methodology and Presentation/ Demonstration on In-house availability of an HRMS covering attendance, payroll, leave, and candidate assessment. Access to be provided to DUT. (Qualitative)(Doc Required) Full marks will be awarded for Detailed, structured, and comprehensive approach **(20)** Partially Covered **(15)** Average **(10)**	20

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Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Percentage of Gross Monthly Salary	**Address:** DUT **Schedule:** As required **Quantity:** 1/person	1/person	250000 PKR

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Related Services :

No

Services Specifications

Positions Without Lots :

Position: Percentage of Gross Monthly Salary

Specifications / Requirements:

The financial proposal shall be based on a percentage service charge applied to the gross monthly salary (which will be communicated at the time of requirement). The quoted service charge must be inclusive of Sales Tax (GST) and all other applicable taxes, including EOBI charges. The deduction and deposit of income tax on salary, EOBI contributions, and any other statutory payments, if applicable, to the Government treasury shall be the sole responsibility of the Service Provider.

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Scope of Work

1. **SCOPE OF SERVICES**

The selected firm shall provide **end-to-end outsourcing services** for deployment of human resources and ancillary support services across Daanish University Trust (DUT) operations. The scope shall include, but not be limited to, the following:

1. **Functional Coverage:** Provision of outsourced human resources for various administrative, academic, operational and support functions of Daanish University Trust (DUT), including but not limited to:

- **Human Resource and Administration:** HR Officers, Recruitment Officers, Administrative Officers, Office Assistants, Data Entry Operators, Coordinators, Secretarial Staff and other administrative personnel.
- **Finance, Accounts and Procurement:** Finance Officers, Accountants, Accounts Assistants, Procurement Officers, Audit Assistants and other related personnel.
- **Academic and Research Support:** Teaching Assistants, Research Associates/Assistants, Lab Engineers, Laboratory Assistants, Librarians, IT Instructors, Academic Coordinators and other academic support personnel.
- **Campus, Student Affairs and Hostel Management:** Hostel Wardens, Supervisors, Student Affairs Assistants, Medical and Nursing Staff, Transport Coordinators and other campus management personnel.
- **IT and Technical Support:** IT Officers, Computer Operators, Network Technicians, System Support Staff, Electricians, Plumbers, Maintenance Technicians and other technical personnel.

- **General and Operational Support:** Drivers, Security Personnel, Office Attendants, Janitorial Staff, Gardeners, Kitchen Staff, Helpers and other skilled, semi-skilled and unskilled personnel.
- **Any other human resource categories** required for existing or future operations, projects, campuses and initiatives of Daanish University Trust.

The selected Service Provider shall be responsible for recruitment, screening, verification, deployment, payroll management, statutory compliance, replacement and overall HR administration of outsourced personnel as per the requirements of DUT.

b) Position Levels

The outsourcing framework shall cater to multiple tiers of human resources, including:

- **Support and General Staff: Unskilled, semi-skilled and skilled personnel for administrative, operational and campus support functions.**
- **Technical and Operational Staff: Technicians, IT personnel, supervisors, assistants and other technical resources.**
- **Professional and Mid-Management Staff: Officers, Senior Officers, Assistant Managers, Managers, Academic Coordinators and equivalent positions.**
- **Senior Management and Specialized Professionals: Senior Managers, Project Managers, Education Specialists, Subject Matter Experts, Consultants and Advisors, as required from time to time.**

The qualification, experience, job description, salary and number of resources for each position shall be determined and communicated by DUT according to its requirements.

c) Geographic Coverage & Funding Streams

Deployment of outsourced human resources across all existing and future Daanish University Trust offices, campuses, institutes and project locations

The outsourcing framework shall also provide for:

- Deployment of human resources against approved positions and requirements under different departments, campuses, projects and cost centres.
- Provision of resources under operational budgets, development projects and other approved funding sources.
- Increase, decrease, replacement, transfer or redeployment of outsourced personnel according to the operational requirements and approved budgets of DUT.

1. **Flexibility and Scalability** The outsourcing framework shall allow:

2. **Addition or reduction in the number of outsourced resources/services** based on existing and future operational needs and requirements from time to time.

3. Deployment across different functions and cost centres without contractual limitations.

4. Rapid scaling in response to new projects, offices, or service expansions.

1. **Compliance and Governance** All services shall be delivered:

2. In accordance with applicable government policies.

3. Within approved budgetary allocations.

4. In line with DUT’s governance framework and the directives of its Board of Trustees.

Brief Description

4.1. TERMS AND CONDITIONS

4.1. The request for Services under this tender/contract shall be demand-driven and at the sole discretion of DUT as per requirements.

4.2. DUT will communicate the requirements for services/human resources, including detailed job descriptions, required quantity, and salary/budget brackets, in accordance with the organization’s needs.

4.3. It is very important that bids should be submitted carefully with right information and document, in case any document or information is fake/wrong in the submitted bid then the Bid Security shall be forfeited in favour of DUT.

4.4. Bids shall be evaluated as per evaluation criteria prescribed in bidding document / RFPs.

4.5. Bids (including the quoted service charges) and the Bid Security shall remain valid for one hundred and twenty (120) days from the date of opening of technical bids. Any extension of the bid validity period shall be sought in accordance with the Public

Procurement Rules, 2026.

4.6. If any specified date or deadline within this RFP falls on a public holiday, the effective date or deadline shall be deemed to be the next succeeding working day.

4.7. The Service Provider shall provide following on their letterhead:

4.7.1. Name of the organization.

4.7.2. Details of offices across Pakistan.

4.7.3. Location / address of the head office.

4.7.4. Size of the organization (number of employees along with the list and their designations).

4.7.5. Organization’s Profile along with Organizational Chart covering management structure and key personnel (technical, administrative, and managerial).

4.7.6. Number of years of being incorporated / registered for a minimum of last three (03) years.

4.7.7. List of dedicated team/resources with recruitment experience.

4.7.8. Organization’s welfare policies for its employees.

4.7.9. Detail of litigation cases involving the Service Provider organization, if any.

4.8. The Service Provider shall maintain close coordination with the DUT Management and Human Resources department throughout the entire contract for matters including, but not limited to, the identification, onboarding, and management of Human Resource/Outsourced Services, as well as other service-related matters.

4.9. DUT shall have sole discretion to determine the requisite qualification necessary for the performance of any services to be rendered under and pursuant to the contract

4.10. When requesting services, DUT shall specify the required service category (i.e.); the allocable monthly cost (agreed under the contract) for each specified resource; and the duration of service applicable to the request.

4.11. The service provider will be solely responsible to obtain police clearance, and academic and professional background checks of resources before engaging them for the Human Resource/Outsourced Services. Any failure in doing so may lead DUT to recommend and get effected termination of the services contract of the resource without any liability whatsoever and all responsibility shall be of and borne by the service provider.

4.1. If, at any time and at its sole discretion, DUT determines that the services performed by the provided resource(s) are unsatisfactory, DUT shall notify the service provider in writing. Upon such notification, the service provider shall promptly withdraw the concerned resource by giving one (01) month’s notice and shall, within the same notice period, provide a suitable replacement who meets the required qualifications and requirements.

4.2. The initial deployment of resources must be completed within 10 days’ time from the signing of the contract between DUT and the qualified service provider.

4.3. In case of delay in deployment of the required Human Resource/Outsourced Services within the stipulated/agreed timelines communicated by DUT, a penalty at the rate of 0.5% per day of the quoted service charges of the respective Human Resource/Outsourced Service shall be imposed. However, the total cumulative penalty shall not exceed 10% of the quoted service charges of the respective Human Resource/Outsourced Service. The delay period shall be reckoned from the agreed deployment date communicated by DUT up to the actual date of deployment of the concerned Human Resource/Outsourced Service.

4.4. The successful bidder / service provider must maintain backup of readily available resources for all categories and must ensure to provide the replacement of any resource within five (5) working days in case any resource is not available due to leaves or any other reason beyond the allowed stipulated leave period as a stop gap arrangement.

4.5. Final settlement of the relieving resource will be the responsibility of the successful bidder/service provider and it must be done once DUT has officially released the resource, after completion of the proper handing over taking over process, subject to issuance of no demand certificate by DUT.

4.6. The working hours for the resources to be deployed shall be as per DUT policy. However, to meet with the time lines/milestones & targets, the resources may be required to work for late hours and for off days, for which no overtime / late sitting charges or any kind of claim shall be admissible.

4.7. DUT will manage and approve the attendance through biometric and leaves of the skilled HR resources working with and for DUT.

4.8. The deputed resources will be under the administrative control of DUT management.

4.9. The resources deployed by service provider under the subject RFP shall ensure compliance with DUT’s administrative policies such as punctuality of office timings, code of conduct and ethics policies, communication protocols and assigned responsibilities.

4.10. DUT may, at its discretion, depute the resources to any office at any place of working requirements within the national boundaries.

4.11. Any data breach involving DUT information must be reported within 24 hours.

4.12. The financial proposal shall be based on a percentage service charge applied to the gross monthly salary (which will be communicated at the time of requirement). The quoted service charge must be inclusive of Sales Tax (GST) and all other applicable taxes, including EOBI charges. The deduction and deposit of income tax on salary, EOBI contributions, and any other

statutory payments, if applicable, to the Government treasury shall be the sole responsibility of the Service Provider.

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Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

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EPADS

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of required resources and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within thirty (30) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within thirty (30) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Service Provider failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

32.1.1. **Alternate Dispute Resolution (ADR),** After coming into force of the procurement contracts, disputes, between the parties to the contract may be settled by one or more alternate dispute resolution methods including
Arbitration. Where an Alternate Dispute Resolution process other than Arbitration may not lead to an amicable settlement of dispute, Arbitration shall be resorted to.

32.1.2. The procuring agency shall specify mechanism for the appointment of an arbitrator expressly in the contract and the competent authority who shall appoint the arbitrator.

32.1.3. The laws of Pakistan shall apply to an arbitration unless specifically agreed to otherwise in the contract.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Daanish University Trust (Daanish University Trust), Deputy Secretary Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad

Contractor is:

The title of the subject procurement is:PROVISION OF HR RECRUITMENT SERVICES FOR DAANISH UNIVERSITY TRUST

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Daanish University Trust (Daanish University Trust), Deputy Secretary
Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad
+92-345-358-2628
asim.khanzada@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder’s Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Daanish University Trust (Daanish University Trust), Deputy Secretary
Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad
+92-345-358-2628
asim.khanzada@gmail.com

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be …….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 16**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:
Instrument of Performance Guarantee shall be in the Name of : **Daanish University Trust**

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 28

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 29

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 31

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P191100***

To: **Daanish University Trust (Daanish University Trust), Deputy Secretary Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between **Daanish University Trust (Daanish University Trust), Deputy Secretary Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad**

(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 provision of goods, viz., **PROVISION OF HR RECRUITMENT SERVICES FOR DAANISH UNIVERSITY TRUST (*P191100*)** and has accepted a Bids by the Bidder for the provision of Services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract 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 Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

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 related 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 Goods 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 Contract 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)

Witness to the signatures of the Procuring Agency:

……

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] 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 Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations 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 GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] 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 GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **Daanish University Trust (Daanish University Trust), Deputy Secretary Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Non-Consultancy Services*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures],* and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date}

Annexure

Financial Form

This form must only be uploaded with Financial form and must not be attached with Technical in any case. Other wise bid will be rejected

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Form** (page number: 82)

Complete RFP

RFP attached for reference only

Information (Read-Only)

See Form Under Additional Forms and Documents: **Complete RFP** (page number: 83)

Procurement Forms

Past Construction Experiences

Firm should state their experience as per attached form - disregarding the construction work

See Form Under Additional Forms and Documents: **Past Construction Experiences** (page number: 101)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 107)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 108)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 110)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 111)

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

Annexure-II

Financial Evaluation to be filled in Bid submission form

Financial Bid shall be submitted as under:

No.	Description		Remarks/Clarity
A	The financial proposal shall be based on a percentage service charge applied to the gross monthly salary (which will be communicated at the time of requirement). The quoted service charge must be inclusive of Sales Tax (GST) and all other applicable taxes, including EOBI charges. The deduction and deposit of income tax on salary, EOBI contributions, and any other statutory payments, if applicable, to the Government treasury shall be the sole responsibility of the Service Provider.	--------/-	Should be quoted in Percentage (%)

Financial Bid Evaluation Criteria

The financial bids of only technically qualified companies will be opened.
The evaluation of financial bids will be calculated as follows:

- The weightage of financial proposal is 20% in total score.
- The financial weightage will be calculated by the formula as given below:

Financial weightage = (Lowest bid / Bid offered) × 20
The score achieved by a bidder will be aggregated as follows:
Technical weightage = (Technical marks obtained / 100) × 80
Total score obtained by a bidder = Technical weightage + Financial weightage
The contract will be awarded to the bidder who achieved the maximum score and shall be considered as **Most Advantageous Bidder.**

REQUEST FOR PROPOSAL (RFP)

FOR

PROVISION OF HR RECRUITMENT SERVICES FOR DAANISH UNIVERSITY TRUST

Tender No._____

November 2026

DAANISH UNIVERSITY TRUST
Islamabad

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Additional Comments: 16

1. DAANISH UNIVERSITY TRUST (DUT), AN INTRODUCTION

Daanish University Trust (DUT) has been constituted to establish, finance, manage and oversee Daanish University, Islamabad, and its allied academic, research and industry-linkage initiatives. Under the overall direction of its Board of Trustees, the Trust is committed to developing a world-class institution of higher education, research and innovation that provides quality, merit-based higher education to talented and deserving students, particularly those from underprivileged and marginalized communities across Pakistan. The Trust is responsible for the planning, development, operation and expansion of the University's academic, research, administrative and support functions, including the effective management of its human resources.

2. PURPOSE OF THE DOCUMENT

The purpose and objective of this RFP is to:

i. Engage a qualified and reputable outsourcing firm for the provision of human resource against outsourcing services/requirements and related services to support the operational, marketing, branding, industry facilitation, technical, administrative and any other functions of the Daanish University Trust (DUT).

ii. Establish a **flexible, scalable, and compliant outsourcing framework** that enables Daanish University Trust (DUT) to:
- Meet existing and emerging operational requirements across multiple functions,departments, offices and regions.
- Support expansion of services across multiple functions, departments, offices and regions as per requirements of Daanish University Trust (DUT).

3. SCOPE OF SERVICES

The selected firm shall provide **end-to-end outsourcing services** for deployment of human resources and ancillary support services across Daanish University Trust (DUT) operations. The scope shall include, but not belimited to, the following:

a) **Functional Coverage:** Provision of outsourced human resources for various administrative, academic, operational and support functions of Daanish University Trust (DUT), including but not limited to:

- **Human Resource and Administration:** HR Officers, Recruitment Officers, Administrative Officers, Office Assistants, Data Entry Operators, Coordinators, Secretarial Staff and other administrative personnel.
- **Finance, Accounts and Procurement:** Finance Officers, Accountants, Accounts Assistants, Procurement Officers, Audit Assistants and other related personnel.
- **Academic and Research Support:** Teaching Assistants, Research Associates/Assistants, Lab Engineers, Laboratory Assistants, Librarians, IT Instructors, Academic Coordinators and other academic support personnel.
- **Campus, Student Affairs and Hostel Management:** Hostel Wardens, Supervisors, Student Affairs Assistants, Medical and Nursing Staff, Transport Coordinators and other campus management personnel.
- **IT and Technical Support:** IT Officers, Computer Operators, Network Technicians, System Support Staff, Electricians, Plumbers, Maintenance Technicians and other technical personnel.

- **General and Operational Support:** Drivers, Security Personnel, Office Attendants, Janitorial Staff, Gardeners, Kitchen Staff, Helpers and other skilled, semi-skilled and unskilled personnel.
- **Any other human resource categories** required for existing or future operations, projects, campuses and initiatives of Daanish University Trust.

The selected Service Provider shall be responsible for recruitment, screening, verification, deployment, payroll management, statutory compliance, replacement and overall HR administration of outsourced personnel as per the requirements of DUT.

b) Position Levels

The outsourcing framework shall cater to multiple tiers of human resources, including:

- **Support and General Staff:** Unskilled, semi-skilled and skilled personnel for administrative, operational and campus support functions.
- **Technical and Operational Staff:** Technicians, IT personnel, supervisors, assistants and other technical resources.
- **Professional and Mid-Management Staff:** Officers, Senior Officers, Assistant Managers, Managers, Academic Coordinators and equivalent positions.
- **Senior Management and Specialized Professionals:** Senior Managers, Project Managers, Education Specialists, Subject Matter Experts, Consultants and Advisors, as required from time to time.

The qualification, experience, job description, salary and number of resources for each position shall be determined and communicated by DUT according to its requirements.

c) Geographic Coverage & Funding Streams

Deployment of outsourced human resources across all existing and future Daanish University Trust offices, campuses, institutes and project locations

The outsourcing framework shall also provide for:

- Deployment of human resources against approved positions and requirements under different departments, campuses, projects and cost centres.
- Provision of resources under operational budgets, development projects and other approved funding sources.
- Increase, decrease, replacement, transfer or redeployment of outsourced personnel according to the operational requirements and approved budgets of DUT.

b) **Flexibility and Scalability** The outsourcing framework shall allow:
- **Addition or reduction in the number of outsourced resources/services** based on existing and future operational needs and requirements from time to time.
- Deployment across different functions and cost centres without contractual limitations.
- Rapid scaling in response to new projects, offices, or service expansions.

c) **Compliance and Governance** All services shall be delivered:
- In accordance with applicable government policies.
- Within approved budgetary allocations.
- In line with DUT's governance framework and the directives of its Board of Trustees.

4. TERMS AND CONDITIONS

1. The request for Services under this tender/contract shall be demand-driven and at the sole discretion of DUT as per requirements.
2. DUT will communicate the requirements for services/human resources, including detailed job descriptions, required quantity, and salary/budget brackets, in accordance with the organization's needs.
3. It is very important that bids should be submitted carefully with right information and document, in case any document or information is fake/wrong in the submitted bid then the Bid Security shall be forfeited in favour of DUT.
4. Bids shall be evaluated as per evaluation criteria prescribed in bidding document / RFPs.
5. Bids (including the quoted service charges) and the Bid Security shall remain valid for one hundred and twenty (120) days from the date of opening of technical bids. Any extension of the bid validity period shall be sought in accordance with the Public Procurement Rules, 2026.
6. If any specified date or deadline within this RFP falls on a public holiday, the effective date or deadline shall be deemed to be the next succeeding working day.
7. The Service Provider shall provide following on their letterhead:
   i. Name of the organization.
   ii. Details of offices across Pakistan.
   iii. Location / address of the head office.
   iv. Size of the organization (number of employees along with the list and their designations).
   v. Organization's Profile along with Organizational Chart covering management structure and key personnel (technical, administrative, and managerial).
   vi. Number of years of being incorporated / registered for a minimum of last Five (05) years.
   vii. List of dedicated team/resources with recruitment experience.
   viii. Organization's welfare policies for its employees.
   ix. Detail of litigation cases involving the Service Provider organization, if any.
8. The Service Provider shall maintain close coordination with the DUT Management and Human Resources department throughout the entire contract for matters including, but not limited to, the identification, onboarding, and management of Human Resource/Outsourced Services, as well as other service-related matters.
9. DUT shall have sole discretion to determine the requisite qualification necessary for the performance of any services to be rendered under and pursuant to the contract
10. When requesting services, DUT shall specify the required service category (i.e.); the allocable monthly cost (agreed under the contract) for each specified resource; and the duration of service applicable to the request.
11. The service provider will be solely responsible to obtain police clearance, and academic and professional background checks of resources before engaging them for the Human Resource/Outsourced Services. Any failure in doing so may lead DUT to recommend and get effected termination of the services contract of the resource without any liability whatsoever and all responsibility shall be of and borne by the service provider.

12. If, at any time and at its sole discretion, DUT determines that the services performed by the provided resource(s) are unsatisfactory, DUT shall notify the service provider in writing. Upon such notification, the service provider shall promptly withdraw the concerned resource by giving one (01) month's notice and shall, within the same notice period, provide a suitable replacement who meets the required qualifications and requirements.
13. The initial deployment of resources must be completed within 10 days' time from the signing of the contract between DUT and the qualified service provider.
14. In case of delay in deployment of the required Human Resource/Outsourced Services within the stipulated/agreed timelines communicated by DUT, a penalty at the rate of 0.5% per day of the quoted service charges of the respective Human Resource/Outsourced Service shall be imposed. However, the total cumulative penalty shall not exceed 10% of the quoted service charges of the respective Human Resource/Outsourced Service. The delay period shall be reckoned from the agreed deployment date communicated by DUT up to the actual date of deployment of the concerned Human Resource/Outsourced Service.
15. The successful bidder / service provider must maintain backup of readily available resources for all categories and must ensure to provide the replacement of any resource within five (5) working days in case any resource is not available due to leaves or any other reason beyond the allowed stipulated leave period as a stop gap arrangement.
16. Final settlement of the relieving resource will be the responsibility of the successful bidder/service provider and it must be done once DUT has officially released the resource, after completion of the proper handing over taking over process, subject to issuance of no demand certificate by DUT.
17. The working hours for the resources to be deployed shall be as per DUT policy. However, to meet with the time lines/milestones & targets, the resources may be required to work for late hours and for off days, for which no overtime / late sitting charges or any kind of claim shall be admissible.
18. DUT will manage and approve the attendance through biometric and leaves of the skilled HR resources working with and for DUT.
19. The deputed resources will be under the administrative control of DUT management.
20. The resources deployed by service provider under the subject RFP shall ensure compliance with DUT's administrative policies such as punctuality of office timings, code of conduct and ethics policies, communication protocols and assigned responsibilities.
21. DUT may, at its discretion, depute the resources to any office at any place of working requirements within the national boundaries.
22. Any data breach involving DUT information must be reported within 24 hours.
23. **The financial proposal shall be based on a percentage service charge applied to the gross monthly salary (which will be communicated at the time of requirement). The quoted service charge must be inclusive of Sales Tax (GST) and all other applicable taxes, including EOBI charges. The deduction and deposit of income tax on salary, EOBI contributions, and any other statutory payments, if applicable, to the Government treasury shall be the sole responsibility of the Service Provider.**

24. The Service Provider shall ensure timely payments to deployed resources according to contract by 1st week of every month regardless of whether the service provider receive payment from DUT or not. In case the service provider fails to pay salaries on time, DUT may deduct 0.5%per month from the service provider monthly invoice as a penalty.
25. The Service Provider shall submit an invoice on monthly basis along with a list of Human Resource/Outsourced Services with copies of bank transfer receipts or bank statements showing salary credit made to the deployed resources each month.
26. DUT may, at its sole discretion, grant an annual increment of up to 10% to resources engaged under Human Resources/Outsourced Services, subject to satisfactory performance evaluation carried out by relevant supervisors of DUT upon completion of one year from the date of joining.
27. Outsourced staff shall be entitled to 20 days of leave per calendar year, to be accrued on a pro rata basis in accordance with the actual period of service. Any unutilized leave shall lapse at the end of the calendar year. Approval of leave shall be at the sole discretion of DUT management. Any absence beyond the available leave balance shall be treated as leave without pay.
28. EOBI compliance is mandatory for all provided resources. The service provider shall abide by and comply with the mandatory EOBI requirements for all the provided resources.
29. No Medical facility and gratuity will be provided by DUT.
30. Outstation travel will be allowed in case of tasks assigned by the management and expenses will be borne by DUT.
31. Travel, Boarding, Lodging and Taxi claims will also be paid as per DUT rules and regulations.
32. TA/DA will be paid by DUT to deputed resources for official duties and as per sole discretion of DUT as per DUT rules & Regulations.
33. The operational expenses like utility bills, stationery, and network cabling will be borne by DUT itself. Any expense done by the Service Provider without prior approval of DUT will notbe reimbursed to the Service Provider.
34. The service provider agrees that any software customization, development, innovation, upgradation performed by the technical resources engaged under the contract shall be sole property and intellectual property right (IPR) of the DUT with clear guidelines of the confidentiality of the content and platform.
35. The service provider shall abide and practice all applicable laws including the labor laws in provision of service providers. In case of any non-compliance, the service provider alone shall be responsible, and shall keep DUT fully indemnified.
36. In case of any litigation from any resource involving DUT, the service provider shall be responsible to respond on the matter without involving DUT at all (where possible). However,if DUT is legally required to respond directly to any legal matter, the service provider shall bear all costs and expenses incurred during the legal proceedings, including any costs and expenses resulting from the decree.
37. In the event that any operational, technical, or administrative matter arises which is not specifically addressed or provided for in the RFP documents or the signed Contract, the Parties shall, in good faith, enter into negotiations to resolve such matter. Any such resolution shall be recorded in writing as an addendum to the contract /agreement and shall become binding upon the mutual signing thereof by both DUT and the Service Provider. It is expressly agreed that any mutual agreement under this clause shall not alter the fundamental pricing structure (percentage-based service charges on gross monthly salary for total of all Human Resource/Outsourced Services inclusive of sale tax (GST) and others all applicable taxes including EOBI Charges, as defined in the original RFP.
38. The Service Provider shall adhere to agreed service levels including timelines for deployment, replacement, and service delivery, as may be defined by DUT.
39. The Service Provider shall fully indemnify and hold harmless DUT from any claims, liabilities, damages, or legal proceedings arising out of this contract.
40. In case of false information, DUT reserves the right to initiate a legal action.

41. Outsourced resources may apply for positions at DUT, if and when advertised, without any restriction, and will be considered strictly on merit as per the applicable recruitment process.
42. The gross monthly salary communicated by DUT shall be exclusive of vendor service charges, which shall be applied over and above the salary.

3. SUBMISSION OF BIDS

1) **Single Stage Two Envelope Bidding Procedure:** Bids shall be invited under the single stage two envelope bidding procedure in accordance with the Public Procurement Rules, 2026. The Technical Proposal and the Financial Proposal shall be submitted simultaneously, in two separate envelopes (Technical and Financial), online through EPADS.
2) The bids shall be submitted electronically through EPADS. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA, 1st Floor, FBC building sector G-5/2, Islamabad. Contact number 051-111-137-237. DUT may, however, require hard copies of the bids already submitted electronically through EPADS though the reliance will only be made on the bids submitted electronically.
3) **Bid Security**: A Bid Security of **PKR 250,000/-** (Rupees Two Hundred Fifty Thousand only) in the shape of a Bank Draft / Pay Order in favour of **"DAANISH UNIVERSITY TRUST"** must be submitted in original, in hard form, at the address given in Section 9 before the closing date and time of bid submission. Bids not accompanied by a valid Bid Security shall be rejected.
4) However, a scanned copy of the Bid Security shall also be submitted on EPADS.
5) The Service Provider shall bear all costs associated with the preparation and delivery of its Bid, DUT will in no case be responsible or liable for those costs.
6) The bid prepared by the Service Provider and all correspondence and documents relating to the bid exchanged between the bidder and DUT shall be in the 'English' language.
7) The Technical Proposals will be opened through EPADS in the presence of the bidders or their authorized representatives who choose to attend the bid opening meeting.
8) DUT may reject all bids or proposals and cancel the bidding process at any time prior to the acceptance of a bid or proposal, in accordance with the Public Procurement Rules, 2026.
9) **The Service Provider must submit a comprehensive undertaking, duly executed on Rs. 100 stamp paper, explicitly declaring the following:**
   a) **Veracity of Submission**: That all documents, details, and information submitted in the bid are true and correct. The Service Provider acknowledges that if any information is found to be false or misleading, the bid shall be liable for immediate rejection, and DUT reserves the right to initiate legal action against the bidder.
   b) **Eligibility & Standing:** That the Service Provider has never been blacklisted or debarred by any Government, Semi-Government, or Autonomous organization in Pakistan .
   c) **Conflict of Interest:** That neither the Service Provider nor any of their immediate family members (*means spouse, children, parents, and siblings)*or company Directors are current employees of DUT, have any direct/indirect association with the procuring agency, nor are they a part of any procuring agency committee.
   d) **Confidentiality:** That all resources provided under the contract will maintain strict confidentiality regarding all projects, source code, proprietary data, initiatives, and intellectual property performed for and on behalf of DUT.

4. PRE-BID MEETING, CLARIFICATIONS AND BIDS' SUBMISSION DATE

Pre-bid Meeting: A pre-bid meeting will be held on **Wednesday, November 11, 2026 at 11:00 a.m.** in

Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad. All prospective bidders are encouraged to attend.

Clarifications: Prospective bidders may seek clarification of the bidding documents in writing, through EPADS or at the address given in Section 9, not later than three (03) days before the bid submission deadline. DUT shall respond within two (02) days, and the response shall be shared with all prospective bidders without identifying the source of the query.

Bid Submission: Bids must be submitted on EPADS on or before **Thursday, November 19, 2026 at 11:00 a.m.** Only bids submitted through EPADS (https://eprocure.gov.pk) will be entertained.

5. OPENING, EVALUATION, AND REJECTION OF BIDS

i. Technical bids will be opened through EPADS on the same date, i.e. **Thursday, November 19, 2026 at 11:30 a.m.**, in Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad.
ii. Date and time for the opening of the Financial Bids, after a thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the financial bids of technically disqualified bidders shall not be opened.
iii. All bidders in attendance shall sign an attendance sheet.
iv. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
v. DUT shall incur no liability, solely by virtue of rejection of bids, towards suppliers orcontractors who have submitted bids.
vi. The bids submitted after the prescribed time shall be rejected and returned without being opened.
vii. Any bidder aggrieved by any act or decision of DUT during the procurement proceedings may lodge a complaint with the Grievance Redressal Committee in accordance with Rule 65 of the Public Procurement Rules, 2026, within the time prescribed therein.

6. DISQUALIFICATION AND BLACKLISTING OF SUPPLIERS AND CONTRACTORS

1. DUT shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him/ her by concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
2. Suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices shall face permanent or temporary bar, from participating in procurement proceedings, in accordance with Rule 25 of the Public Procurement Rules, 2026 and the applicable PPRA blacklisting regulations.

7. PROCURING AGENCY'S RIGHT OVER QUANTITIES AT THE TIME OF AWARD

The Procuring Agency reserves the right at/after the time of award of the procurement contract or during the contract duration to increase or decrease, the volume of the outsourced services without any change in quoted percentage rate or other terms and conditions.

Notification of Award

- Prior to the expiration of the period of bid validity, the DUT shall notify the successful Bidder in writing that its bid has been accepted.
- The notification of award shall constitute the formation of the Contract between DUT and the

successful bidder.

Signing of Contract

- After the notification of the award, DUT shall send the successful bidder the Contract Form / Document.
- The Contract shall become effective upon affixation of the signature of DUT and thesuccessful bidder on the Contract document.
- If the successful bidder, after notification of award of contract, refuses or shows inability to sign the Contract, then its Bid Security shall stand forfeited and the firm may be blacklisted and debarred from future participation in bidding process, whether temporarily or permanently. In such a situation, DUT may award the contract to the next most advantageous bidder or call for new bids, or nullify the tendering process.
- The Bid Security will be returned to the bidder upon signing of the contract.

Amendment of Bidding Documents

- At any time prior to the deadline for submission of the bid, DUT may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.
- The amendment/ corrigendum shall be part of the bidding documents and will be notified through publication on the same media/website and newspaper where the original RFP was published.
- In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, DUT may, at its discretion, extend the deadline for thesubmission of the bid.

Contract Period

The initial contract will be for a period of five (05) years, extendable for a further maximum period of one (01) year, subject to satisfactory performance and mutual consent.

Termination of Contract

The contract can be terminated by DUT at any time with thirty (30) days advance notice and without assigning any reason.

Implementation & Payment Schedule

The Service Provider/Company shall submit an invoice on monthly basis along with a list of deployed Human Resource against Outsourced Services along with salary payment acknowledgement/ receipt made to the deployed Human Resource against outsourced services for each month. Payment shall be processed within thirty (30) days of receipt of a correct invoice and all required supporting documents

Joint Ventures

No joint venture is allowed

8. CRITERIA FOR THE ASSESSMENT OF BIDS / PROPOSALS

Technical Proposal (80%)

Please refer to below detailed Technical Evaluation Table.

Financial Proposal (20%)

Sr. No.	Description	Relevant Table	Weighted Score	Maximum Score
1	Technical Evaluation	Annexure-I	80%	70
2	Financial Evaluation	Annexure-II	20%	-
Total			**100%**	**-**

All queries relating to this RFP shall be submitted in writing, through EPADS or at the address given in Section 9, not later than three (03) days before the bid submission deadline, i.e. by Monday, November 16, 2026.

9. ADDRESS / CONTACT INFORMATION

The following address will be used for all correspondence;

Mr. Shah Jehan
Secretary, Daanish University Trust
Room No. 227, 2nd Floor, D-Block, Pak Secretariat, Islamabad
Tel: 051-9103915

Annexure I
Evaluation Criteria

(Mandatory Evaluation/ Requirements)

Description	Points	Proof/Evidence Required
Legal entity registered in Pakistan (Sole Proprietor / Partnership / Private or Public Limited Company).	Mandatory	Registration / Incorporation certificate; partnership deed / Form- A & 29 (SECP).
Registration with EOBI and Social Security Institution.	Mandatory	EOBI & Social Security registration certificates.
ISO Certifications	Mandatory	ISO 9001 & ISO 45001
Minimum 5 years of HR Experience	Mandatory	Date of Registration as HR Services
Average Annual Turn Over Rs.50.00 million for last 3 yars	Mandatory	Auidted annual Reports

Firm must be registered withIncome Tax and Sales Tax Department and shall be on Active payers list.	Mandatory	• National Tax Number (NTN) Certificate, • Sales Tax Registration Certificate and • Evidence of active status on (FBR) Active Taxpayer List (ATL) & Active Sales Taxpayer List
Undertaking on Judicial StampPaper Valuing Rs 100/- Submission of undertaking – a) **Veracity of Submission**: That all documents, details, and information submitted in the bid are true and correct. The Service Provider acknowledges that if any information is found to be false or misleading, the bid shall be liable for immediate rejection, and DUT reserves the right to initiate legal action against the bidder. b) **Eligibility & Standing:** That the Service Provider has never been blacklisted or debarred by any Government, Semi-Government, or Autonomous organization in Pakistan c) **Conflict of Interest:** That neither the Service Provider nor any of their immediate family members (*means spouse, children, parents, and siblings)* or company Directors are current employees of DUT, have any direct/indirect association with the procuring agency, nor are they a part of any procuring agency committee d) **Confidentiality:** That all resources provided under thecontract will maintain strict confidentiality regarding all projects, source code, proprietary data, initiatives, and intellectual property performed for and on behalf of DUT.	Mandatory	Undertaking as per **Annexure-III**

Technical Evaluation Criteria

<table>
<tr><th>Sr. No.</th><th>Evaluation Grounds</th><th>Max. Score</th><th>Proof/Evidence Required</th></tr>
<tr><td rowspan="2">1</td><td>1.1 Years of Experience (Outsourcing Firm)<table><tr><th>Registered Age</th><th>Marks</th></tr><tr><td>Upto 7 years</td><td>4</td></tr><tr><td>8-10 Years</td><td>7</td></tr><tr><td>More than 10 years</td><td>10</td></tr></table></td><td>10</td><td>Certificate of Incorporation/ registration and proof of relevant work since companies incorporation</td></tr>
<tr><td>1.2 Number of permanent HR/Recruitmentstaff in the organization.<table><tr><th>No of Resources</th><th>Marks</th></tr><tr><td>Upto 5</td><td>0</td></tr><tr><td>6-10</td><td>5</td></tr><tr><td>10+</td><td>10</td></tr></table></td><td>10</td><td>List of HR staff on letterhead with CNIC copies and proof of employment for at least 12 months having minimum 16 years of education with 5 years of relevant experience.</td></tr>
<tr><td>2</td><td>Number of clients served in the last 5 years.
2.1Private Sector Clients (including MNC)<table><tr><th>No of Clients</th><th>Marks</th></tr><tr><td>Upto 5</td><td>2</td></tr><tr><td>6-10</td><td>3</td></tr><tr><td>Above 10</td><td>5</td></tr></table>2.2Public Sector/Government Organization<table><tr><th>No of Clients</th><th>Marks</th></tr><tr><td>Upto 5</td><td>5</td></tr><tr><td>5-15</td><td>10</td></tr><tr><td>Above 10</td><td>15</td></tr></table></td><td>20</td><td>List of clients with engagement letters/contract copies
* DUT reserves the right to contact the clients for cross verification</td></tr>
<tr><td>3.</td><td>3.1Total number of outsourced resourcesdeployed in the last 5 years<table><tr><th>No of deployed resources</th><th>Marks</th></tr><tr><td>Upto 100</td><td>5</td></tr><tr><td>101-300</td><td>7</td></tr><tr><td>Above 300</td><td>10</td></tr></table></td><td>10</td><td>Summary statement with references and copies of work orders/contracts.</td></tr>
</table>

<table>
<tr><td></td><td>3.2Number of HR outsourcing projects executed in the last 5 years.

<table><tr><th>Value of the projects / outsourcing</th><th>Marks</th></tr><tr><td>5 – 10</td><td>10</td></tr><tr><td>11- 20</td><td>15</td></tr><tr><td>More than 20</td><td>20</td></tr></table></td><td>20</td><td>Contract/ work order/ invoice documents clearly showing project values.</td></tr>
<tr><td>4.</td><td>Average annual financial turnover for the last 3 years (PKR).

<table><tr><td>Average Turn over</td><td>Marks</td></tr><tr><td>Upto 100 Million</td><td>5</td></tr><tr><td>101-300 Million</td><td>7</td></tr><tr><td>Above 300 Million</td><td>10</td></tr></table></td><td>10</td><td>Audited financial statements for the last 3 years along with income tax returns</td></tr>
<tr><td>5.</td><td>Approach and Methodology and Presentation/ Demonstration on In-house availability of an HRMS covering attendance, payroll, leave, and candidate assessment. Access to be provided to DUT.</td><td>20</td><td>1. Full marks will be awarded for Detailed, structured, and comprehensive approach.
2. Pro-rated marks will be awarded for Partial clarity.

*Presentation to be attached with the Technical Proposal</td></tr>
<tr><td></td><td>Total</td><td>100</td><td></td></tr>
</table>

Note:

A minimum of 80 marks out of 100 in the technical evaluation is mandatory to qualify for opening of the financial bid. Financial bids of technically qualified bidders will be opened on a date and time communicated to them in advance, in the presence of their representatives who choose to attend.

50 % marks in each group is mandatory

Annexure-II

Financial Evaluation to be filled in Bid submission form

Financial Bid shall be submitted as under:

No.	Description		Remarks/Clarity
A	The financial proposal shall be based on a percentage service charge applied to the gross monthly salary (which will be communicated at the time of requirement). The quoted service charge must be inclusive of Sales Tax (GST) and all other applicable taxes, including EOBI charges. The deduction and deposit of income tax on salary, EOBI contributions, and any other statutory payments, if applicable, to the Government treasury shall be the sole responsibility of the Service Provider.	--------/-	Should be quoted in Percentage (%)

Financial Bid Evaluation Criteria

The financial bids of only technically qualified companies will be opened.
The evaluation of financial bids will be calculated as follows:

- The weightage of financial proposal is 20% in total score.
- The financial weightage will be calculated by the formula as given below:

Financial weightage = (Lowest bid / Bid offered) × 20
The score achieved by a bidder will be aggregated as follows:
Technical weightage = (Technical marks obtained / 100) × 80
Total score obtained by a bidder = Technical weightage + Financial weightage
The contract will be awarded to the bidder who achieved the maximum score and shall be considered as **Most Advantageous Bidder.**

Annexure-III - Undertaking for Bidders

(To be Provided on Judicial Stamp Paper of Rs. 100)

It is hereby solemnly confirmed that the undertaking is submitted in respect of DUT's tender titled "Provision of HR Services for Daanish University Trust".

a. Declaration

It is to certify that I have read, clearly understood, and agreed upon to all the terms and conditions mentioned in the tender documents. Further, I certify that all of the information provided e.g. (certificates, etc.) in our bid is true and accurate and genuine. If at any stage the information provided is found to be false than I/We and my firm shall be held accountable, and our bid shall be rejected.

I/We certify that the Human resources MUST fulfil the technological experience, expertise of tools as mentioned in the schedule of requirements against each category including any future requirements during the life of the contract.

I/We certify that all documents, details, and information submitted in the bid are true and correct. The Service Provider acknowledges that if any information is found to be false or misleading, the bid shall be liable for immediate rejection, and DUT reserves the right to initiate legal action against the bidder.

I/We certify that that he/she is not a current employee of DUT and none of his/her immediate family members or company Directors have relation/ association with the procuring agency (DUT), neither he is the part of any procuring agency.

I/We certify that that Human Resources provided will always keep the confidentiality of all the projects, code, and initiatives etc. performed for and on behalf of DUT.

b. Statement for Non–Blacklisting

I,_____s/o Mr._____, Designation of M/s_____holding CNIC #_____hereby confirms that our firm/company is not blacklisted by any Ministry / Division / Department of the Government / Semi government / Autonomous body of Federal or Provincial Government in Pakistan.

Annexure-IV (Sample Client Feedback Form for Human Resource/Outsourced Services)

Name: [Name of Human Resource/Outsourced Services]

Your Company Name:

Contact No. & Email of POC:

Date:

Instructions:

Thank you for taking the time to complete this feedback form. Your honest evaluation will assist the DUT in evaluating Human Resource/Outsourced Services firms. Please rate your experience with [Name of Human Resource/Outsourced Services Firm] on a scale of 1 (Strongly Disagree) to 5 (Strongly Agree) for each of the following criteria:

S#	Evaluation Criteria	Rating (1-5)	Comments
1	Timeliness of Service Delivery		How would you rate the firm's timeliness in providing qualified candidates? Did they consistently meet the recruitment timelines and service commencement dates as agreed in the contract?
2	Quality of Candidates		Were the provided candidates highly qualified and experienced for the position?
3	Overall Client Satisfaction		How satisfied were you with the overall service provided by the Human Resource/Outsourced Services firm?

Additional Comments:

Please use the space below to provide any additional comments about your experience with [Name of Human Resource/Outsourced Services Firm]. This could include specific examples of strengths or weaknesses in their service:

CONSTRUCTION EXPERIENCE

Form EXP - 4.1
General Construction Experience

Bidder's Name: _____
Date: _____
JV Member's Name_____
Bid Reference No. (if any) and title: _____
Page _____of _____pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2(a)

Specific Construction and Contract Management Experience

Bidder's Name: _____
Date: _____
JV Member's Name_____
Bid Reference No. (if any) and title: _____
Page _____of _____pages

Similar Contract No.	**Information**			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount			PKR equivalent	
If member in a JV or sub-contractor, specify participation in total Contract amount				
EMPLOYER's Name:				
Address: Telephone/fax number E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2(b)
Construction Experience in Key Activities

Bidder's Name: _____
Date: _____
Bidder's JV Member Name: _____
Sub-contractor's Name (if any): _____
Bid Reference No. (if any) and title: _____

Page _____of _____pages

All Sub-contractors for key activities must complete the information and Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount			PKR equivalent	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
EMPLOYER's Name:				
Address: Telephone/fax number				

	Information
E-mail:	

2. Activity No. Two

3. ……

	Information
Description of the key activities in accordance with Section III:	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form EXP - 4.2 (c)
Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Bidder's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insertfull name]*
Bid Reference No. (if any) and title: *[insert ICB/NCB number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____

3. Key Requirement no 3 in accordance with 4.2 (c): _____

4. [PA define key requirements]

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance			
Year	**Non-performed portion of contract**	**Contract Identification**	**Total Contract Amount (current value, currency, exchange rate and PKR equivalent)**
[insert year]	*[insert amount and percentage]*	Contract Identification: *[indicate complete contract name/ number, and any other identification]* Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Reason(s) for nonperformance: *[indicate main reason(s)]*	*[insert amount]*
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year of dispute	**Amount in dispute (currency)**	**Contract Identification**	**Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)**

[insert year]	*[insert amount]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]*	*[insert amount]*

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.

☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award	**Outcome as percentage of Net Worth**	**Contract Identification**	**Total Contract Amount (currency), PKR Equivalent (exchange rate)**
[insert year]	*[insert percentage]*	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: *[insert full name]* Address of Procuring Agency: *[insert street/city/country]* Matter in dispute: *[indicate main issues in dispute]* Party who initiated the dispute: *[indicate "Procuring Agency" or "Supplier"]* Court/ arbitral award decision: *[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]*	*[insert amount]*

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	**Employer's Contact Address, Tel, Fax**	**Value of Outstanding Work [Current Eq. PKR]**	**Estimated Completion Date**	**Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]**
1					
2					
3					
4					
5					

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	**Amount** **Currency**	**Exchange rate*** **(If applicable)**	**PKR equivalent**
[indicate calendar year]	*[insert amount and indicate currency]*		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.