

Islamic Relief

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan
(CUIN Registration No. 0033819) under section 42 of the Companies Ordinance 1984



Tender Pack

**TENDER FOR Installation of Solar Panels in
04 No's Targeted Educational Institutes
of Dhok Hassu, Rawalpindi**

TENDER ADVERTISEMENT: February 20, 2024

**TENDER DOCUMENT ISSUANCE DATE: February 20, 2024 to
March 02, 2024**

LAST DATE FOR DOCUMENTS SUBMISSION: March 02, 2024

Country Office

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Near COMSATS University,
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Karachi Office

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Bagh Office

Near police station,
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- AJ&K
Tel: +92 5823 443645

Quetta Office

Plot # 37-A, Jinnah
Town, near Pearl
Institute, Samungli
Road Quetta
Tel: +92 81 2823990
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Peshawar Office

Baitul Maal Street No. 2
near Masjid Mukaram
Khan, Railway Lane,
Pawakay, Peshawar
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1. CONFIDENTIAL QUESTIONNAIRE

Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

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Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products/Services</p>	
<p>List of Major Clients</p>	
<p>Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ol style="list-style-type: none"> Name of company/INGOs Contract Value References <p>(Pos/ agreements copy must be attach)</p>	

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Banker's Detail:

Question	Response
Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)	

Trade Reference (only for Relevant/Livestock or meat export Projects):

	1	2	3	4
Name of Organization				
Contact Person and phone number				
Description of items/services delivered				
Quantity				
Date of contract awarded				
Date of contract Completed				
Value of Contract in PKR				

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2. Pricing

M/s _____

Date: _____

Request for Quotation

Islamic Relief (IR) is an International Relief and Development Organization providing humanitarian aid during emergencies and working for long-term development of World's poorest people.

Islamic Relief takes this opportunity to request you to quote the prices for the **Installation of Solar Panels in 04 No's Targeted Educational Institutes of Dhok Hassu, Rawalpindi**, as per following details:

Installation of Solar Panels in 04 Targeted educational Institutes

S.#	Description	Unit	Quantity	Brand Offered	Unit Price	Total Amount
A-	Photovoltaic Solar System 5KW					
1	<p>PV Modules @ 550Wp: Supply, installation, connect and operate Mono-PERC Half Cut-Cell Solar Modules (21% efficiency) with all material needed to have complete job ready for installing high quality PV modules with total arrays capacity to achieve 6.3 KWp. The item Includes supply, install & connect the following:</p> <ul style="list-style-type: none"> • Water proof PV junction boxes IP65 for each array including DC Fuses, DC switch disconnectors, bus bars terminals, ducts or trays, supports & labels suitable to the PV arrays loads. • Solar DC cables appropriately sized to connect the PV solar cells together and to the inverter directly to have a complete operational circuit with all conduits, clamps, trays and cable end terminations which shall be DC plug and socket connectors. The DC cables must be sized in accordance with the installation requirements applicable on site, the allowable voltage drop for DC cables between PV Arrays and inverter less than 1%. • The price includes all works, making good and reinstatement including necessary materials and workmanship as well as removal of unwanted materials to dump sites approved by the engineer to complete the job successfully. • Contractor must submit manufacturer warranty for solar panel for a period not less than 20 years. • Contractor must submit all the required certificates for each PV solar panel from. <p>All works and materials must be according to the specifications and supervisor engineer instruction's and approval.</p>	No's	12			

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2	<p>Inverters – 5 KW: Supply, installation, connect and operate DC/AC grid tie single-phase hybrid inverter (Dual MPPT) with data communication unit with Ethernet connection .The inverter with must be suited to any PV module configuration, and depending on the system design and installation proposed and for the future extended also. The DC max power input rating should be equal or more than 5 KW of the PV modules capacity at standard test condition. The inverter unit shall be suitable for indoor and outdoor installations with IP65. The inverter AC nominal power output rating must be equal or greater than 5 KW compatible with the AC loads design.</p> <ul style="list-style-type: none"> • Supply, install and connect (monitoring and controlling unit) for all PV solar system installed especially compatible with the inverters, with all needed accessories, interface modules & data cables and all connections needed to complete and connect the monitoring system to internet. • Inverters shall allow an adjustable power factor minimum AC output power with all necessary electrical cables, earthing system, Conduits, trays and all other materials and workmanship needed to connect with the main distribution panel according to the engineer's instruction and approval and have a complete job. • The contractor must submit manufacturer warranty for each inverter for a period not less than 5 years. All works and materials must be according to the specifications and supervisor engineer instruction's and approval. 	Unit	1			
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3	<p>VRLA Type Battery @ 12V-180AH: Supply, installation, connect and operate VRLA tubular design deep cycle 12volt batteries. The battery bank voltage will be 48 Vdc. The batteries must provide high-quality and achieving superior performance, the manufacturing date must be new and not more than 6 months, suitable for every type of applications especially for solar renewable energy, designed Service Life 10 years with low internal resistance, designed to be deeply discharged. The Battery should provide benefits of being maintenance free, case flame retardant & non-hazardous. The price Includes supply, install & connect Battery temp. sensor (BTS) and the following:</p> <ul style="list-style-type: none"> • All necessary DC cables between the batteries together and to the battery fuse box to have a complete operational circuit with all bus bars, conduits, clamps, stainless steel bolts, washers and cable end terminations and all needed materials to complete the job. All DC cables must be sized in accordance with the installation requirements applicable on site ,the allowable voltage drop must be less than 1%. • Battery Banks rack from the same manufacturer of the batteries with dividers and all needed accessories to finish the job. the rack must be enough to carry all the weight of the required batteries for the system. • The contractor must submit manufacturer warranty for each battery cell for a period 2 years. All works and materials must be according to specifications and supervisor engineer instructions and approval. 	No's	4			
4	<p>PV Mounting structure: PV Mounting structure shall be 14G GI standard to be installed on roof top & must withstand all static load and safeguard precautions against wind as per site requirements furnished in all respects.. All works and materials must be according to specifications and supervisor instructions and approval.</p>	L.S	1			

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5	<p>Battery/ Solar array Fuse Box: Supply, installation, connect and operate battery DC fuse box (500*375*225 mm) as an external DC distributor to protect the battery connections of the inverters . The box must be water proof protection with IP65, simple wall mounting, suitable connections for inlet on the battery side, the item includes, cable glands, with all necessary DC cables from the battery bank and to the fuse box and from the fuse box to the battery inverters to have a complete operational circuit with all conduits, clamps, stainless steel bolts, washers and cable end terminations needed to fix, all DC cables must be sized in accordance with the installation requirements applicable on site ,the allowable voltage drop must be less than 1%.. All works and materials must be according to the specifications and supervisor engineer instruction's and approval.</p>	No's	1			
6	<p>Earthing for PV Solar System: Supply,installation,connect and operate complete independent earthing system for PV solar system, must be separated of the main earthing system to obtain 2 ohm max resistance. the item includes (2 copper electrodes 15mm2 driven into ground, manholes with iron cover, earth joints, clamps, ducts , conduits and 25 mm2 flexible earthing copper wires and cables from the PV system components to the electrode to complete the system as specifications and supervisor engineer instruction's and approval.</p>	Job	1			
Sub-Total (A)						
E-W	Electrical Works (Repairing & Maintenance)					
E-W	Single core 1.5 mm ² (3/0.029) wire for light circuits	Coil	3			
E-W	Power socket outlet at height of 300mm after floor finish level (AFFL) 16 Ampere	No's	2			
E-W	Single core 2.5 mm ² (7/0.029) wire for power+fan circuits- made from 99% copper	Coil	2			
E-W	Single core 4 mm ² (7/0.036) wire for Light/power switch board-made from 99% copper	Coil	2			
E-W	2-core 6 mm ² (7/0.044) aluminum cable (wapda service) approved quality as per instruction of site incharge,	Coil	1			
B-1	Visibility Board steel Plate 36"x36" with Islamic relief Log and approve text from IRP media team	No's	1			
Sub-Total B						

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Total Amount for 01 Unit (Including All Govt. Applicable Taxes, Transportation, Deliveries and Instalation)			
Grant Total for 04 Units			

Note: IR will have the right to conduct the lab test for of samples to evaluate the quality and also the Consignment if selected.

Delivery Time	
Delivery Location	1. Govt. Girls Primary School 2. GHSG Mangtal 3. GHSC Loco Shed 4. Govt. New Islamia model school Dhok Hassu, Rawalpindi

3. General Terms & Conditions

3.1. General

- **Supplier shall provide CDR/DD amounting to 5%** (in the name of Islamic Relief) along with tender pack, CDR/DD will be returned to unsuccessful bidders after the decision of tender. Tender without CDR/DD will not be considered.
- Quoted prices for the above items shall be inclusive of all kinds of Govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Customs Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of a cross cheque within 21 days after execution of the order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Any damage, loss, theft and demurrages before delivery at final destination will be responsibility of supplier.
- Evaluation of the quotation and award of Purchase Order shall be product wise.
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- Expected delivery time must be mentioned in your quotation.

3.2. Bid Submission Requirements

The following documents should accompany the tender:-

- Updated Company Profile with all registration and accreditation certificates.
- Copy of CNIC of company's Director/MD/Owner
- Documentary evidence of similar project executed i.e. copies of Purchase order and agreement.
- **CDR/DD 5%** of the total quoted value (In the name of Islamic Relief).

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Sealed Quotations addressed to “Procurement Committee” **Clearly Written tender Title** should be dropped in our quotation box placed at IRM Complex, 7, Sun Rise Avenue, Main Park Road near COMSATS University, Islamabad latest by **1700 hours on or before March 02, 2024.**

3.3. Validity of Bid

- Bids shall remain valid for at least 90 days from the date of submission. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For Islamic Relief _____ Signature & Seal of bidder _____

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4. Supplier Screening Form

Company Information:-

Company Name (as appeared on Registration Document): _____

Company Address: _____

Country: _____ Telephone: _____ Website: _____

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Yes No

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request? _____

Please note that it is compulsory for the following to be provided to us:

1. Company Registration
2. Photo copy of ID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of _____ (insert Country) or under the International Laws Community or what may be termed a 'terrorist activity'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name: _____ Position: _____

Sign & Official stamp: _____ Date: _____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use

Received by (local office): Name _____ Position _____ Date _____

Information sent to (HQ): Name _____ Date _____

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5. Queries..... please write us

If you have any query on tender document than please write to IRP.Procurement@irp.org.pk;

pcco@irp.org.pk

6. Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

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7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firms to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labor Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labor Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

Service provider should comply with all statutory and other legal requirements relating to the minimum environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of the service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments that systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

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