

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 Renovation/Construction of Pre-Fabricated
Structure in Bait Ul Mal,
Rawalpindi.**

TENDER ADVERTISEMENT: February 14, 2024

**TENDER DOCUMENT ISSUANCE DATE: February 14, 2024 to
February 24, 2024**

LAST DATE FOR DOCUMENTS SUBMISSION: February 24, 2024

Country Office

IRM Complex, 7, Sun Rise
Avenue, Main Park Road,
Near COMSATS University,
Islamabad
Tel: +92 51 2114212-17
Email: info@irp.org.pk

Rawalpindi Office

H.# 293-A, Green House,
Main Peshawar Road,
Rawalpindi
Tel: +92 51 4572057

Karachi Office

H # B-2/8, Block-A Jinnah
Avenue, Kazimabad
Model Colony, Malir
Karachi, Sindh
Tel: +92 21 34401110

Bagh Office

Near police station,
Sudhan Gali Road, Bagh
- AJ&K
Tel: +92 5823 443645

Quetta Office

Plot # 37-A, Jinnah
Town, near Pearl
Institute, Samungli
Road Quetta
Tel: +92 81 2823990
2823996

Peshawar Office

Baitul Maal Street No. 2
near Masjid Mukaram
Khan, Railway Lane,
Pawakay, Peshawar
Tel: +92 91 5704226-7

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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 **Renovation/Construction of Prefabricated structure in Bait ul Mal, Rawalpindi**, as per following details:

S.#	Activities Description/Specification	Unit	Quantity	Unit price	Total Amount
1	Excavation in foundation of building, septic tank, water tank, drainage line, irrigation channel and water pipe line of different dia in all kind of soil including soft soil, hard rock, shingle/gravel etc. For details see the drawings.	Cft	528.00		
2	Providing and laying Plain cement concrete including shuttering, maxing, placing, compacting, finishing and curing up to two weeks (nominal mix ration 1:4:8) (the crush must be well graded, free from mud and dust and the sand will be fine & clear from mud/dust) as in foundation complete in all respect & as per drawing. Required crushing strength must be not less than 1800 psi.	Cft	117.21		
3	First class burnt brick masonry in 1:6 cement sand mortar, comprising 9" including curing up to one week, masonry work must be good finished, and bricks must be 4.5" x 9" x 3" complete in all respects as in foundation. For details see the drawings in Annex. Required crushing strength must be not less than 1800 psi.	Cft	281.38		
4	RCC Plinth beam on of Exiting Brick Masonry work above ground level to support and fixing of Steel base plate for the prefabricated U-Channels and Colum etc.	Cft	88.88		
5	P/L Supply & fabricate M.S. reinforcement for cement concrete (Hot rolled deformed bars Grade 40) for plith beam and septic tank cover slabs	Ton	0.250		
6	Providing and laying/pouring Plain cement concrete (PCC) 1:4:8 ratio in room floor/verandah and plinth protection/Pathway, around room outside including shuttering, curing up to 28 days, compacting, curing etc. For details see the drawings. Required crushing strength must be not less than 1250 psi.	Cft	655.40		
7	Plaster work at outside of foundation above ground level up to DPC level of the room and verandah in (1:3) CSM , thickness 1/2" complete with all respect	Sft	516.00		

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8	Providing & laying marble fine dressed polished stone room , verandah flooring and on stair steps surface in white cement complete: 3/8" thick 12" x 12" Black zebra/sunnygrey Marble tiles	Sft	1200.00		
9	Providing and laying of Sand/Gravel filling under floor of room and verandah free from debris and large stones etc.	Cft	3000.00		
10	Providing and fixing of Wall panels (Sandwich type) 2"thick with inner and outer.50mm painted formed steel sheet(prime quality) with thermal insulating core of thermoform 20kg/m3. Internal side of the wall should be cover bottom to top with UPVC Panels (good quality size of signal panel 9"x10') as per approved colors and design from engineer direction	Sft	1200.00		
11	Providing and fixing of Roof Panels(Sandwich type)2"thick with inner and outer.50mm painted formed steel sheet(prime quality) with thermal insulating core of thermoform 20kg/m3 , with 6' feet Verandah Shed weather protection fix on Trust which will be fixed on verandah and room Square column supports size 4"x4" gauge 16, complete package with all respect	Sft	1240.0		
12	Providing and installation of U shape of size Base Channel: RSG U 2"x2"x2" x 1/4" Gauge GI to be used on Bottom and top of wall panels long.	Rft	312.00		
13	Providing and fixing of Door ,50mm Steel Sandwich Panel Doors (Painted) of the same material as used in Wall panels, along with Aluminum Z channel(4.25'x6.25") ,2" wide1.2mm thick) and locked	Sft	48.00		
14	Providing and fixing of Window (painted) 1.6mm thick Silver Color uPVC Windows with 5mm thick transparent glass, Mesh,gril.(Sizes: W1: 4' x 4') .	Sft	96.00		
15	Providing and installation of zebra /fixed cover blind or Roller blind curtains size 4'x4' as per window etc.	No	3.00		
16	Electric Wiring, Provision of Electric wiring and points Including transportation , Installation and fixing at Site, fixing of Fire resistance wiring for Electrical wiring, 3/29, 7/29 Capital cables/Pakistan Cable. From main line to connection With barker's energy savers, as per Engineer direction etc.)	No	1.00		
17	Providing & fixing of 3" dia uPVC rain water down pipe, with shove ,bend ,tee & clamp etc.	Rft	25.00		
18	Providing and fixing Service Cable (7/52) for Main line to Prefabricated Room	Rft	200.00		
19	Providing and installation of Glass Fibre/Mineral fibre(China) false ceiling internal in rooms and verandah , thickness of tile 8-20mm, complete with all respect	Sft	1200.00		

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20	Supply and Erection best quality AC ceiling fan complete with GI rod, canopy, blades & regulator : 56" sweep	No	8.00		
21	Providing and supply of revolving chair overall size 28"x36"x24" complete with all respect	No	22.00		
22	Providing and Installation of Pre-Fabricated Latrine size 6'x6', including floor tiles, WC, Sanitary fitting, PVC & Upvc fittings electrification work ,Wash basin small size Mirror and small size exhausted fan and construction of Septic tank with block work size 5'x5'x5' as per site and complete full package	No	2.00		
23	Providing, printing and installation of visibility Sign Board size(24"x24") using steel plate , printed writing of given data front side with IR logo)	Job	2.00		
Total Amount (Inclusive of all Govt. Applicable Taxes, Deliveries, Transportations and Installations, if any)					

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	Bait ul Mal, 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.

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- 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).

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 February 24, 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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