



# ISLAMIC RELIEF

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

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*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## **TENDER PACK**

**PROPOSAL FOR: SERVICES OF LAND PREPARATION/RECLAMATION IN DISTRICT THATTA SINDH.**

**TENDER ADVERTISEMENT DATE: 18<sup>th</sup> September, 2024**

**TENDER ISSUANCE DATE: 18<sup>th</sup> September, 2024 to 30<sup>th</sup> September, 2024**

**LAST DATE FOR DOCUMENTS SUBMISSION: September 30<sup>th</sup>, 2024**



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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.	



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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 (Medicines) (copy must be attach)	
Name of other key contacts: Director/s.  Sales/Orders.  Technical Support.	

## Business Information

Question	Response
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.  Relationships with any parent company (if applicable).  Include details of third party contractors where applicable.  Details of joint venture arrangements (if applicable).	
List of Products	



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List of Major Clients	
Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points: i. Name of company/INGOs ii. Contract Value iii. References (Pos/ agreements copy must be attach)	

## Banker's Detail:

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



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## Trade Reference

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



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## 2. Pricing

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

Date: **18<sup>th</sup> September 2024**

Islamic Relief (IR) is an International Non-Governmental Humanitarian Organization (NGO) providing humanitarian aid during emergencies and working for long-term development of the world’s poorest people. Islamic Relief (Pakistan) takes this opportunity to request you to quote the prices for the **“Services Of Land Preparation/Reclamation In District Thatta Sindh.**

### DETAILED FOR SERVICES.

Sr#	Items	Specifications	U/M	Qty.	Unit Cost	Total Cost
1	Land Leveling	<b>Primary Tillage(Global)</b> Tractor/s, with a power range of 80-90 HP, will be utilized for multiple agricultural practices, with all necessary implements such as Multi-Purpose Primary Tillage(Global) for a lump sum of 1 Acre <b>Rear Blade/Cultivator</b> 1. Tractor/s, with a power range of 80-90 HP, will be utilized for multiple agricultural practices, with all necessary implements such as Multi-Purpose Rear Blade. for a lump sum of 1 Acre <b>Laser land Leveling</b> 1. Level: Zero Level, Tractor/s, with a power range of 80-90 HP, will be utilized for multiple agricultural practices, with all necessary implements such as Laser Land Leveler. 2. Accuracy: ±2 cm (Lump sum 1 Acre)	Acre	100		
<b>Grand Total amount of 100 right holders Land Preparation/Reclamation (Inclusive of all supplies, loading, Transportation, off loading and all Govt. applicable Taxes).</b>						

### IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling tender, it is mandatory to the contractor to study the specifications well,

Delivery Locations	Please see the Annexure – A -
Delivery Lead Time	



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## General Terms & Conditions

### General

1. Interested Supplier must provide CDR/DD amounting 5 % (in the name of Islamic Relief) of the total bid value. CDR/DD will be returned to unsuccessful bidders after decision of tender.
2. Quoted prices for the above items shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
3. All prices must be quoted in Pak rupees.
4. Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations i.e. **in Service of Land Levelling in District Thatta Sindh.**
5. Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Pakistan) shall be the responsibility of supplier / agent.
6. Applied tax as per government prevailing rates shall be deducted at the time of payment.
7. Payment shall be made in the form of cross cheque within 21 days after acceptance of delivery and subsequent submission of the invoice to the Islamic Relief (Pakistan).
8. Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
9. Supplier shall be responsible for the delivery of items on mentioned location prescribed locations.
10. Expected delivery time must be mentioned on your quotation.
11. Incomplete Bids/ documents shall not be entertained.

### 3.2. Bid Submission Requirements

1- The following documents should be accompany the tender

- Updated Company Profile with all registration certificates
- Updated bank statements of last 6 months and Last year audited financial statements
- Relevant Purchase Orders and Agreements along with completion certificate.

2- **Sealed Bid addressed to “Purchase Committee” should be drop in tender box placed at Islamic Relief Area Office, House # A-307, PIA Housing Society, Gate #1 Gulistan E Johar Karachi latest by 1700 hours on or before 30<sup>th</sup> September 2024.**

### 3.3. Validity of Price

Prices shall remain valid for at least 90 days from the date of opening. 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 \_\_\_\_\_ Sig & Seal of bidder \_\_\_\_\_



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## 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?

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 i.e. (food, stationery, assets, medical supplies etc?)

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





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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

### Queries..... please write us

If you have any query on tender document than please write to [Sindh.Procurement@irp.org.pk](mailto:Sindh.Procurement@irp.org.pk)

### Complaints..... please write us

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

[complaints@irp.org.pk](mailto:complaints@irp.org.pk)

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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## Supplier Code of Conduct

### 1 Islamic Relief’s Supplier Code of Conduct

### 2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organization). The

United Nations Global Compact’s 10 principles as stated below:

#### Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

#### Labour

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective

#### Bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory Labour;

**Principle 5:** The effective abolition of child labour;and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

#### Environment

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;

**Principle 8:** Undertake initiatives to promote greater environmental responsibility; and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

#### Anti-Corruption

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.