



# 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: CONSTRUCTION OF COMMUNAL DRR WASHING PAD AT  
DISTRICT MIRPURKHAS.**

**TENDER ADVERTISEMENT DATE: 12 NOVEMBER, 2025**

**TENDER ISSUANCE DATE: 12 NOVEMBER, 2025 to 25 NOVEMBER, 2025**

**LAST DATE FOR DOCUMENTS SUBMISSION: NOVEMBER 25, 2025**



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### 1. CONFIDENTIAL QUESTIONNAIRE

#### Company Information

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.	
Company website address.	
Name and position of person authorized to enter	



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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

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: **12-NOEMBER-2025**

Ref. # \_\_\_\_\_

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 **“Construction of Communal DRR Washing Pad at District Mirpurkhas.**

### DETAILED FOR THE SCHEME.

Construction of Communal DRR Washing Pad ( Size 10'x12') with Hand Pump in Union Council Mir Allah Bachayo Taluka Jhudo Mirpurkhas					
S.#	Item Specification	Unit	Qty	Unit Price	Total Price
1	<b>Cement:</b> Providing Good quality Ordinary Portland Cement of 50 kg bag as agreed by Engineer. Lucky, Parkland	Bag	18		
2	<b>Sand:</b> Fine aggregates good quality Hill sand Bolhari free from organic matters, clay & wild roots, leaves. Sand should be well graded as specified by Engineer.	Cft	195		
3	<b>Crush:</b> Coarse Aggregates /Crush should be well graded, angular, not flaky & should be free from clay & silt.of size 3/4" & down as specified by Engineer.	Cft	120		
4	<b>Bricks:</b> Good quality Well burnt Bricks of Standard size ( 9"x4"x3") as agreed by Engineer.	Per No	2283		
5	<b>Visibility Plate:</b> Providing and Fixing of Marble Visibility Plate of size 18"x30", contents will be shared later with vendor by Engineer	No	1		
6	<b>Plantation:</b> around the boundary wall as per soil requirement and instructions of Engineer	Job	10		
7	<b>Color:</b> Providing and applying 1 coat of whitewash 1 coat of Weather shield	Per sft	132		
8	<b>Earthfilling:</b> Backfilling with proper compaction good quality clay/river sand filled in Washing area/Pad	Per Trip	2		
1	<b>Skilled Labour:</b> for Construction of Communal Washing Area 10'x12' Complete Civil works Brick Masonry , Lean PCC 1:4:8, & 1:2:4 ,Plaster, Construction of Steps and Ramp as per instructions of Engineer	Per Day	6		



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2	<b>Un-Skilled Labour:</b> for Civil works Construction	Per Day	6		
1	<b>Sun Shade:</b> Construcion of Shade size 10'x12' over Plateform with Bamboos and Chick, Mud Plaster on Roof at the height of 10ft from NGL , Bamboos should be of 3"dia at top and Placed at each ft on roof and having 4Nos Brick Masonry columns size 1.025'x1.025'x13ft properly concreted in the Ground and chick must be tighten in bamboos with ropes complete structure Job	Job	1		
1	<b>Handpump Machine:</b> Abyar #4 with Complete Accessories fitting in Plateform with GI Pipe 1.25" 3ft length with one extra Handle ,Nut Bolts for future repairing	Per No	1		
2	<b>Poly Leadline Pipe :</b> Supply & Installation of Poly Lead Line Pipe National 1" as per instructions of Engineer, Excavation upto 2ft in the Ground/ fitting and connection with Handpump providing Metalled check valve and non return volve at interval of 300 ft as per instructions of Engineer, payment will be made on actual fitting of Lead pipe	Per Rft	300		
3	<b>Jali:</b> Providing Good Qaulity Master or other UPVC/Steel Jali 6"x9" fixed in the flooring of Plateform with 4" dia UPVC Pipe 2ft Length to drainout Waste water flow in the drainage Line	Per No	1		
4	<b>Bore works:</b> Provision of Casing pipe 4", Boring upto 40ft max , and 2" HDPE pipe, Filter etc in the boring as per instructions of Engineer Complete Bore , complete in all respect	Job	1		
5	<b>Ramp Railing:</b> MS Pipe dia 1-1.5" must be used with thickness 3mm, painted and fixed along 1side of Ramp for PWDs, properly welded/Concreted with 30"height , 2 Horizontal Bars on top / bottom and verticle bars c/c 1ft, a complete Job in all respects	Rft	15		
<b>Total Cost including all taxes and logistics loading unloading at site cost for (01) Construction of Communal DRR Washing Pad at District Mirpurkhas-Sindh</b>					
<b>Total Cost including all taxes and logistics loading unloading at site cost for (12) Construction of Communal DRR Washing Pad at District Mirpurkhas-Sindh</b>					



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

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

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

<b>Delivery Lead Time:</b>	
<b>Delivery Location:</b>	<b>Union Council Mir Allah Bachayo Taluka Jhudo Mirpurkhas</b>

## **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. **Construction of Communal DRR Washing Pad at District Mirpurkhas - Sindh.**
5. Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Pakistan) shall be the responsibility of supplier / agent.
6. Evaluation of the quotation and award of Purchase Order shall be items wise/lot wise.
7. Applied tax as per government prevailing rates shall be deducted at the time of payment.
8. 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).
9. Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
10. Supplier shall be responsible for the delivery of items on mentioned location prescribed locations.
11. Expected delivery time must be mentioned on your quotation.
12. 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 25 November 2025. For any further clarifications, please write us on [Sindh.procurement@irp.org.pk](mailto:Sindh.procurement@irp.org.pk)**



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### 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 \_\_\_\_\_

### 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'



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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

## 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.