

DATE: 13 February 2024

INVITATION TO BID NO. [MAP/MAUK/24/5177-02](#)

Bids Required for Construction of 35 Nos One Room Shelter With Toilet+ verandah in District Upper Chitral KPK

LOT # 2			
S#	Name of activity	Quantity (No)	Location
1	Construction of One Room shelter with Toilet + Verandah	35	Upper Chitral

CLOSING DATE AND TIME: [Wednesday 28 February, 2024: 3:00 p.m.](#)

1. GENERAL INFORMATION

The Office of the Muslim Aid (MAP) Islamabad invites -bids from qualified, Contractors/ vendors/suppliers / Authorized Dealers, duly registered with the government of the Islamic Republic of Pakistan and Pakistan Engineering Council to submit a firm offer for the "Construction of 35 # One Room Shelter with Toilet + verandah in District Chitral Upper (Delivery / Construction of 35# One Room Shelter with Toilet + verandah locations are annexure B) Chitral Upper. The construction firm offers from the successful bidders would form the basis for an award of a contract.

2. BIDDING DOCUMENTS

The following annexes form an integral part of this invitation to Bid:

- Annex A: Detailed Specification of RFQ / Drawings / Design
- Annex B: Locations /construction of Construction of One Room shelter with Toilet + Verandah (35 Sites)
- Annex C: General Terms and Conditions for Purchase/supply of Goods
- Annex D: Vendor Registration Form and Instruction for completion of bid

SECTION I: BIDDING INFORMATION

a) ACKNOWLEDGMENT

Bidders are requested to confirm the receipt of this [ITB](#) and send the expression of their intention to participate to the addresses (courier) provided in the "SUBMISSION OF BIDS" section of this ITB.

b) QUERIES

- i) Bidders are required to submit all their **inquiries in respect of this Invitation to bid by e-mail to procurement@muslimaid.org.pk by Wednesday 28 February, 2024: 3:00 p.m. MUSLIM AID may, at its discretion, copy any reply to a particular question to all other invited Bidders.**

IMPORTANT: The inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer will result in disqualification of the offer. Please send your offer directly to the address provided in the "SUBMISSION OF BIDS" section of this ITB.

c) YOUR OFFER

Please submit your offer using the submission templates provided. It should conform to the following requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation. Your offer should clearly include the following information:

DELIVERY TIME: All items must be delivered to the specified locations as per the schedule given in Annex C possible after placement of the contract from March 12, 2024, to August 25, 2024 (05 and half months -165 days) not extendable

- **OFFERS** can be made for part of the requirement as listed in the attached **Annex-A**,
- **COST:** The cost should include the construction of Shelter 35 No's site the list of sites is Annexure B including (all Transportation and Tax included, the quoted amount will be applicable with all taxes as per government laws).
- **CURRENCY:** Your proposal must be prepared in a single currency, PAK Rupees.
- **LANGUAGE:** Bids shall be prepared in English.
- **INSPECTION:** All civil construction work Specifications are subject to inspection and will be advised at the time of delivery. The selected contractor/ Supplier will inform MUSLIM AID when the civil construction work / Supplies will be ready for inspection. The inspection will be arranged by MUSLIM AID. Please note that inspection charges resulting from the contractor's default will be charged directly to the contractor.
- **PLACE OF INSPECTION:** The inspection will be held at the sites, as per the sites identified by MUSLIM AID.
- **COUNTRY OF ORIGIN OF THE SUPPLIER AND AREA OF OPERATION:** The bid shall state the country in which the items are manufactured.
- **BID VALIDITY:** The bid submitted must remain valid for acceptance for 06 Months from the Invitation to BID closing date.
- **VENDOR REGISTRATION:** Contractors/suppliers are requested to complete and submit with their offer the vendor registration form (Annex F), together with the necessary supporting documentation unless they have already been registered with **Muslim Aid (MAP)** and have received purchase orders within the last 3 years. All the companies are required to submit registration documents for example.
 - Dealers/Partnership certificates issued by principal companies/organizations
 - Certificate of registration from PEC – Category C2, C3 and C3
 - Certificates of Work completed within the last 2 years or so
 - National Tax Number / STN
 - Update bank statement last one year.
 - Or any other document issued by a government regulatory body certifying the legality of their business.
- **BID EVALUATION:**

d.1) Supplier Registration

The qualified supplier/ Contractor will be added to the vendor registration after investigation of suitability based on the submitted Vendor / Contractor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial Standing (6 Monthly Bank Statement)
- Minimum three years of Previous experience in relevant civil work
- Core business
- Track record
- Minimum volume of annual work

- Technical Knowledge of the work under consideration
- Contract capacity
- Interested contracting companies must share the details of their technical staff along with the machinery.
- Potential bidders are informed that your application MUST accompany **03% earnest money** as a call deposit in the form of a Demand Draft in the Name of '**Muslim Aid (MAP)**' (Please note that the cheque or copy of Demand Draft will not be acceptable)

This will be followed later by performance evaluation as a contractor such as:

- Ability to respond quickly to the Agency's needs.
- Timely construction of **35 Nos One Room Shelter with Toilet+ Verandah** as per agreed design / Completion works as per quality and quantity with intime frame.
- Dependability of products and services.

d.2) Financial and Technical Evaluation

All bids from contractors will be evaluated based on:

- Compliance with the mentioned MUSLIM AID Specification and approved material as per samples
- Delivery Time / Completion of Work

IMPORTANT: For evaluation purposes only, the offers submitted in PKR currency

▪ **SUBMISSION OF BIDS**

Bids must be submitted in sealed envelopes as follows

- **Sealed envelope containing:**

Annex A: Detailed Specification of RFQ and design

Annex B: Locations /Construction of One Room Shelter with Toilet + Verandah (35 Sites)

Annex C: General Terms and Conditions for Purchase/supply of Goods/Construction of 35 No's ORS with Toilet + verandah

Annex D: Vendor Registration Form and Instruction for completion of bid

A sealed envelope containing the financial part of the offer (ANNEXURE A)

To be sent only through courier, to the following addresses clearly marked as follows:

NOT TO BE OPENED BY THE REGISTRY

MAP/MAUK/24/5177-02 (Bids Required for Construction of 35 one-room shelters with toilet + Verandah in District Upper Chitral)

MUSLIM AID Ad (MAP)

**Plot # 1, First Floor, Executive Business Centre,
Main Double Road, FECHS**

E-11/2, Islamabad

Offers submitted must be sealed as detailed below:

*a. the envelope should **be marked tender Number and addressed** as above,*

All Bids must be received by **Wednesday 28 February, 2024: 3:00 p.m.**

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of BIDs and BIDs transmitted in any other manner than those indicated above will not be considered.

a) **BID ACCEPTANCE**

MUSLIM AID reserves the right to accept the whole or split. Please note **that the lowest offer is not the only criterion for acceptance of the offer**). **Muslim Aid has the right to select the contractor /Supplier against whole or split.**

MUSLIM AID may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by MUSLIM AID at its own initiative or in response to a clarification requested by a prospective supplier.

b) **CURRENCY AND PAYMENT TERMS FOR CONSTRUCTION OF 35 NOS One Room Shelter with Toilet + Verandah.**

Any Purchase Order (PO) issued as a result of this ITB will be made in Pakistani Rupees. All Government taxes are applicable.

Yours sincerely,
M. Sulman Baig
Procurement & Logistic Manager
MUSLIM AID

Plot # 1, First Floor, Executive Business Centre, Main Double Road, FECHS E-11/2, Islamabad

ANNEXURE A (DETAIL SPECIFICATION OF CIVIL CONSTRUCTION WORK AND MATERIAL SPECIFICATION)					
RFQ One Room Shelter 14'x14'x9' With Toilet 5'x6'x9' + Verandah 8'x5.5'x9' Construction.					
DISTRICT UPPER CHITRAL					
S.NO	Description	Unit	Qty	Rate	Amount
1	Excavation in foundation of building, bridges and other structures, including dabling, dressing, refilling around structure with excavated earth, watering and ramming lead up to one chain (30 m) and lift up to 10 ft. (3.3 m) safely disposed.	Cft	255.00		
2	Plain Cement Concrete including placing, compacting, finishing & curing (Ratio 1:4:8) ordinary port land cement, coarse sand and crush or gravel 1-1.5 inches properly washed	Cft	31.87		
3	Random rubble masonry in foundation. & plinth Dry masonry. Stone masonry is dressed to the size and shape as shown on the Drawings or as required by the Engineer to fit the size of the wall lining the stone should hard, tough compact and durable, free from faults and cleavage.	Cft	232.75		
4	Plain Cement Concrete including placing, compacting, finishing & curing (Ratio 1:3:6) ordinary port land cement, coarse sand and crush or gravel 1-1.5 inches properly washed	Cft	17.00		
5	Providing and fixing Hollow Block Masonry in walls up to 20 feet height in 1:6 cement sand mortar using Hollow/solid Block 16"x6"x8" factory manufactured with 1.5" wall thickness and strength of 1200 psi. above DPC Level	Cft	314.00		
6	Providing and laying reinforced cement concrete 1:2:4 (i/c pre-stressed concrete), using coarse sand and screened graded and washed aggregate, in required shape and design, i/c forms, molds, shuttering, lifting, compacting, curing, rendering and finishing exposed surface, complete (but excluding the cost of steel reinforcement, its fabrication and placing in position, complete	Cft	83.46		
7	Providing and Fixing 40 Grade steel with Fabrication for Footing, Columns , Plinth Beam & Roof beam as per direction of drawing and engineer in charge.	Kg	363.54		
8a	<u>S/F wood work for roof truss</u> (Providing and fixing Locally available/Practicing good quality and well-seasoned in Roof Truss for tie beams, king post, diagonal post ,rafter and purlin beams complete in all	Cft	28.40		

	respects i/c all cost of material and labor etc. as per approved design and directed by the Engineer-in-charge.				
8b	<u>Wood For Door ,Window and ventilator</u> (Deodar Wood) S/F Deodar wood work for complete structure of doors windows and ventilator (Providing and fixing deodar wood for doors, windows and ventilators with leaves, frame fittings, hold fast complete in all respects i/c all cost of material and labor etc as per approved design and directed by the Engineer-in-charge.		13.11		
9	Supply & fixing of green color corrugated GI sheet: 30 SWG on roof top. As per direction of Engineer in charge and drawing	Sft	496.00		
10	Supply and Fixing Green color Plain GI sheet ridging including fixture complete 9" lap & 24" overall, of 30-gauge GI sheet ridging as per direction of Engineer In charge	Rft	25.50		
11	Cement plaster 1:3 up to 20' height 1/2" thick	Sft	1205.00		
12	Providing and fixing ceiling, including framework complete in all respect properly jointing: Ply wood illuminated dense 2/8" 6.25 mm thick	Sft	277.00		
13	Misc. items (Nails, Nail caps & washers) for Fixing and jointing of roof truss and CGI sheet with Nails, Nail caps and Washers, Nut bolt etc and Locks, hinges, bolts etc for door window and ventilators with glass panels and wire mesh fixing complete in all respect as per direction of engineer in charge.	Job	1.00		
14	White Washing three coats complete in all respect up to 15 ft height including material, labor with proper finishing.	Sft	1271.00		
15	Prepare & Paint new surface, doors & windows Each subsequent coat of paint as directed by the engineer in charge	Sft	136.00		
16	Structural backfill using Common Material available at site as per direction of engineer in charge.	Cft	405.00		
17	Plain Cement Concrete including placing, compacting, finishing & curing (Ratio 1:2:4)	Cft	112.25		

18	Providing and fixing Glass Pane 5mm invisible thick with wooden sticks around glass and windows	Sft	22.50		
19	Internal and External Electrification in room and toilet				
A	P/F Concealed Wiring of light/fan/bell point in 7/.29 PVC insulated	Rft	50		
B	P/F Concealed Wiring of light/fan/bell point in 3/.29 PVC insulated	Rft	130		
C	P/FPVC Pipe Conduit for concealed ceiling 3/4" Dia	Nos	4		
D	P/f PVC Pipe Conduit for open ceiling 3/4" box type	Nos	1		
E	P/F DP Box Complete with all accessories 4x2 for room one 2x1 for toilet	No	2		
F	S/F of Hooks for ceiling Fans.	No	1		
G	S & F of holders/Angle holder screwed type	Nos	4		
H	S/F of Energy Savers 12-18 Watts	Nos	4		
20	Plumbing & Sanitary Work				
A	Supply & fixing of 20-25mm Dia PPR Pipe with accessories Complete	Rft	20.0		
B	Water Tap Good Quality	Nos	2.00		
C	S&F of Indian squatting commode with foot rest large size complete in all respect with WC	No	1.00		
D	S/F of Floor trap incl P trap 4"x3"	No	1.00		
E	P&L, cut, joint, test, Head, Socket, elbow disinfect U PVC pipe line BSS Class 'C' working pressure : 4" i/d With accessories Complete	Rft	13.00		
F	P&L, cut, joint, test, Head, socket, elbow disinfect U PVC pipe line BSS Class 'C' working pressure: 3" i/d with accessories Complete	Rft	13.00		
21	Providing Squatting Chair Good Quality For PWD	No	1.00		
22	Construction of Septic tank 4 ft. depth 2.5-3 dia with RCC Circular ring and RCC 3-inch-thick cover @ dia 2.5-3 ft., stone pitch 6 inches at bottom.	Job	1.00		
23	Providing & Fixing of Cooking & Heating Stove Complete in all respect	Job	1.00		
24	Visibility steel Plate 18"x24" with Muslim AID logo and text in English/Urdu on Shelter as per direction of Engineer In charge.	job	1.00		

25	S/F of walking stand for front porch Ramp made up of Mild steel properly painted in all respect as directed by Engineer concerned: 3 feet height with 4 ft running slope @ upper railing D box 3x2 inches standing box pipe 1/2" @ 6 inches interval	job	1.00		
Total Amount In PKR For One Room Shelter With Toilet + Verandah 1 No Including All Taxes					
Total Amount In PKR For One Room Shelter With Toilet + Verandah 35 Nos Including All Taxes					

Total Amount :)_____

Contractor' Signatures & Seal_____

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

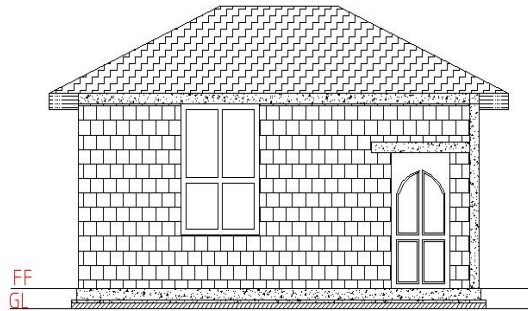
PAYMENT TERMS: ACCEPTANCE OF PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES :_____ NO:_____

BIDDERS NAME AND SIGNATURE: _____

DRAWING AND DESIGN OF ONE ROOM SHELTER AND TOILET





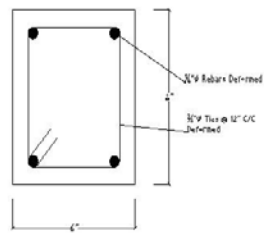
Elevation X-Section A-A

PROJECT:
ORS WITH TOILET

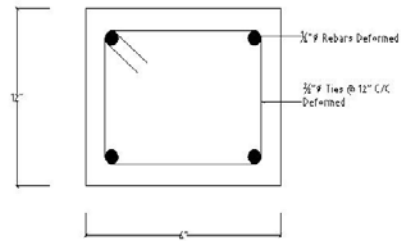
COVERED AREA:
Total = 382 Sft

Implementing By:
Muslim Aid Pakistan

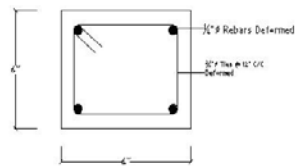




Plinth Beam



Column Section
(Upto Roof Beam)



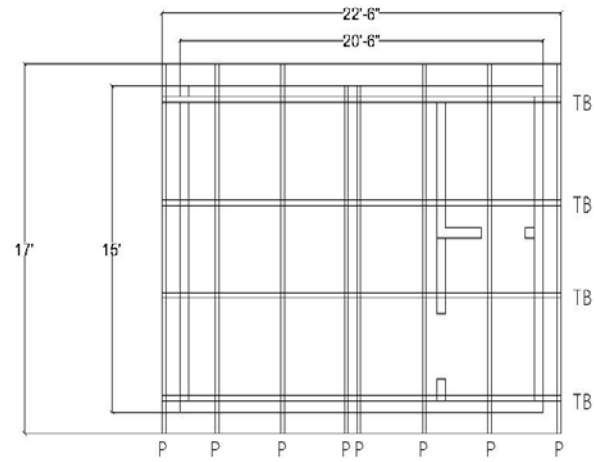
Roof Beam

PROJECT:
ORS WITH TOILET


X-Sections
Total =

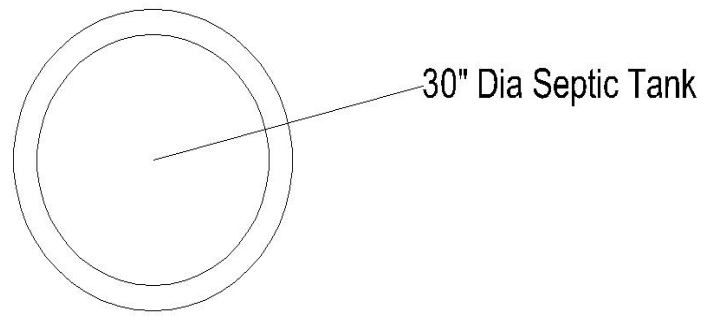
Implementing By:
Muslim Aid Pakistan



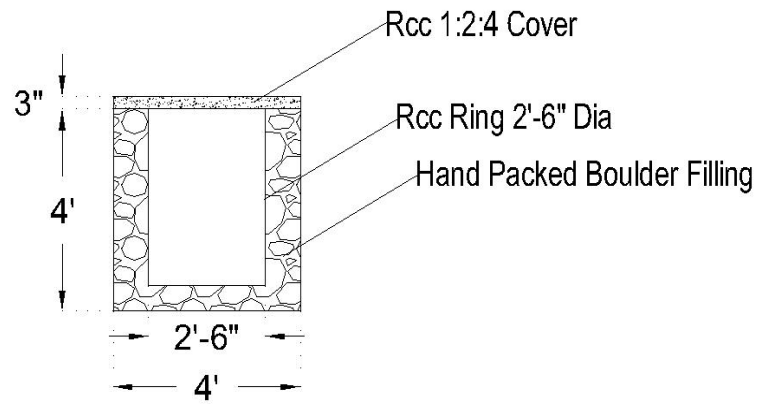


TRUSS PLAN

PROJECT: ORS WITH TOILET	Truss Plan Rafters and Purlins	Implementing By:	
		Muslim Aid Pakistan	

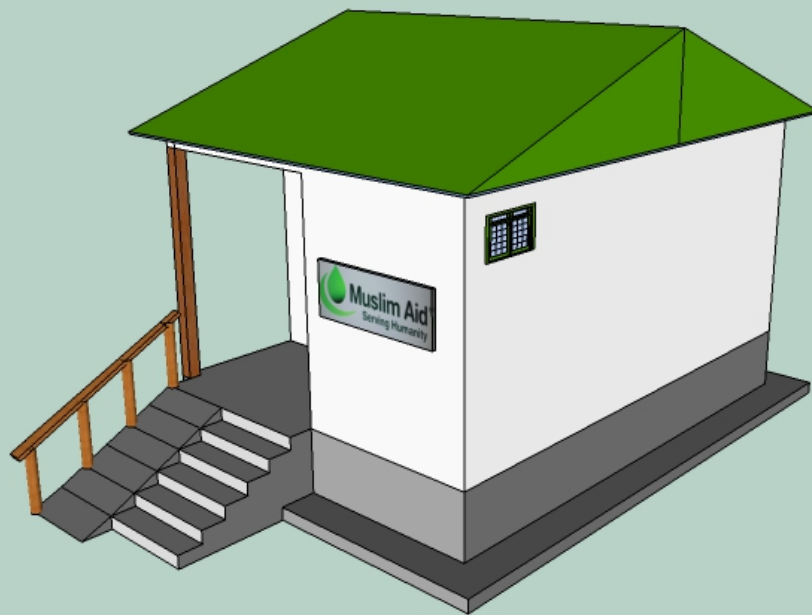
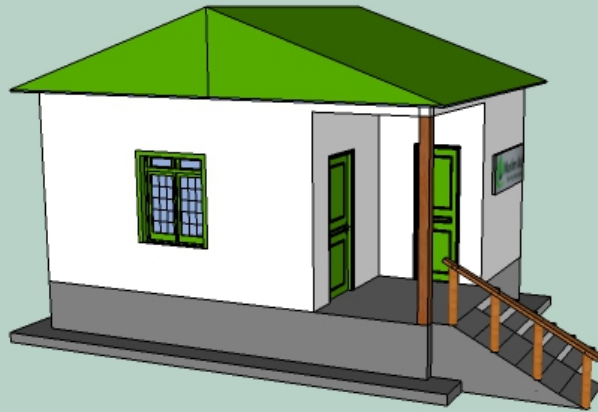


PALN of SEPTIC TANK

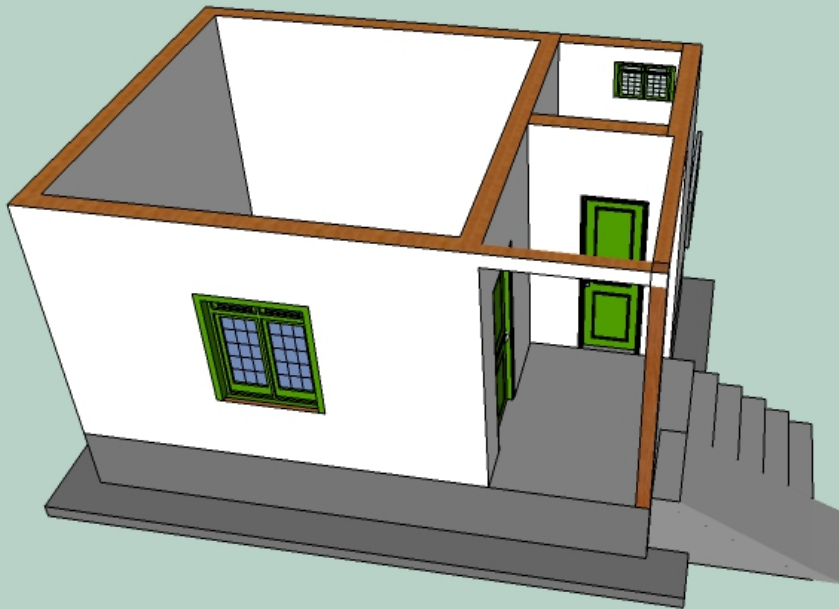
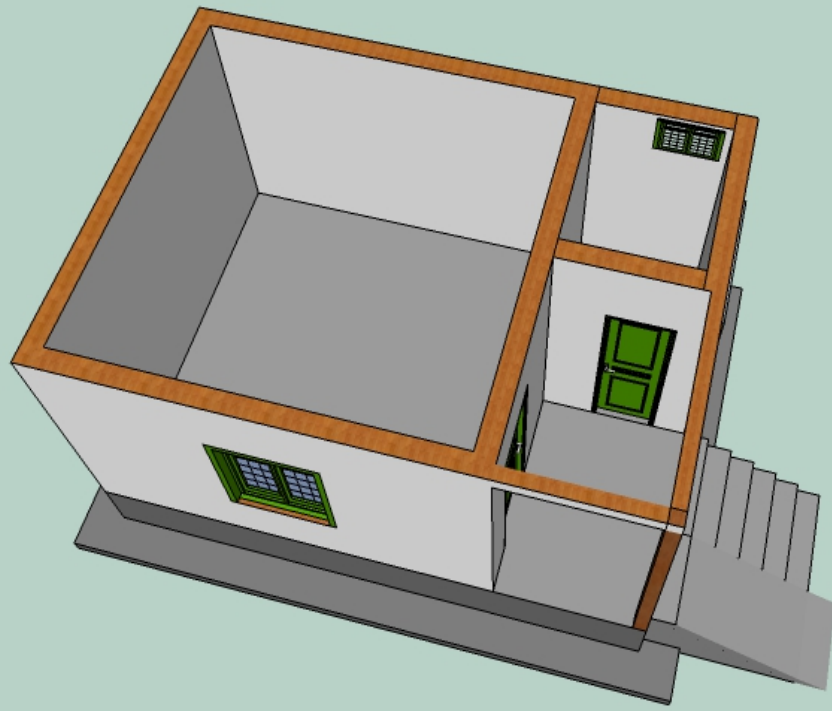


X-Section of SEPTIC TANK

3D SHAPE/DRAWING







Muslim Aid Pakistan - Field Office Chitral Upper Balach, KPK

Empowerment of Communities Through Recovery Initiatives in Chitral for District Chitral

Upper in KP **[MAP/MAUK/24/5177-02]**

List of Beneficiaries for 35 No's One Room Shelter with Toilet+ Verandah, District Chitral

Upper

S#	District	Tehsil	Union Council	Village	Hamlet	Construction Location for ORS and Latrine	Province
1	Upper Chitral	Mastuj	Mastuj	Chinar	Sharifan Deh	Sharifan Deh	Khyber Pakhtunkhwa
2	Upper Chitral	Mastuj	Mastuj	Chinar	Sharifan Deh	Sharifan Deh	Khyber Pakhtunkhwa
3	Upper Chitral	Mastuj	Mastuj	Chinar	Biar	Biar	Khyber Pakhtunkhwa
4	Upper Chitral	Mastuj	Mastuj	Kargin	Kargin Bala	Kargin	Khyber Pakhtunkhwa
5	Upper Chitral	Mastuj	Mastuj	Chuinj Payeen	Chuinj Payeen	Chuinj Payeen	Khyber Pakhtunkhwa
6	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Meragram-2	Khyber Pakhtunkhwa
7	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Chamsair Meragram-2	Khyber Pakhtunkhwa
8	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-3	Meragram-2	Khyber Pakhtunkhwa
9	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Junalikoch	Khyber Pakhtunkhwa
10	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Lot Dok Meragram-2	Khyber Pakhtunkhwa
11	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Lot Dok Meragram-2	Khyber Pakhtunkhwa
12	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Meragram-2	Khyber Pakhtunkhwa
13	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Urkun	Urkun Meragram-2	Khyber Pakhtunkhwa
14	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Junalikoch	Khyber Pakhtunkhwa
15	Upper Chitral	Mastuj	Yarkhoon	Meragram-2	Meragram-2	Birzoz	Khyber Pakhtunkhwa
16	Upper Chitral	Mastuj	Mastuj	Khuzh Payeen	Shegniandeh	Khuzh Payeen	Khyber Pakhtunkhwa
17	Upper Chitral	Mastuj	Mastuj	Khuzh Payeen	Shegniandeh	Khuzh Payeen	Khyber Pakhtunkhwa

S#	District	Tehsil	Union Council	Village	Hamlet	Construction Location for ORS and Latrine	Province
18	Upper Chitral	Mastuj	Mastuj	Khuzh Payeen	Shegniandeh	Khuzh Payeen	Khyber Pakhtunkhwa
19	Upper Chitral	Mastuj	Mastuj	Khuzh Payeen	Shegniandeh	Khuzh Payeen	Khyber Pakhtunkhwa
20	Upper Chitral	Mastuj	Mastuj	Khuzh Payeen	Shegniandeh	Khuzh Payeen	Khyber Pakhtunkhwa
21	Upper Chitral	Mastuj	Mastuj	Khuzh Payeen	Shegniandeh	Khuzh Payeen	Khyber Pakhtunkhwa
22	Upper Chitral	Mastuj	Mastuj	Khuzh Payeen	Shegniandeh	Khuzh Payeen	Khyber Pakhtunkhwa
23	Upper Chitral	Mastuj	Mastuj	Gurro Parikusap	Syedan Deh	Pawak Lasht	Khyber Pakhtunkhwa
24	Upper Chitral	Mastuj	Mastuj	Gurro Parikusap	Syedan Deh	Pawak Lasht	Khyber Pakhtunkhwa
25	Upper Chitral	Mastuj	Mastuj	Gurro Parikusap	Syedan Deh	Pawak Lasht	Khyber Pakhtunkhwa
26	Upper Chitral	Mastuj	Mastuj	Gurro Parikusap	Syedan Deh	Awi Kuz Gulo	Khyber Pakhtunkhwa
27	Upper Chitral	Mastuj	Mastuj	Parkusab	Parkusab	Parimali	Khyber Pakhtunkhwa
28	Upper Chitral	Mastuj	Yarkhoon	Power	Power	Power	Khyber Pakhtunkhwa
29	Upper Chitral	Mastuj	Yarkhoon	Power	Power	Power	Khyber Pakhtunkhwa
30	Upper Chitral	Mastuj	Yarkhoon	Power	Power	Power	Khyber Pakhtunkhwa
31	Upper Chitral	Mastuj	Yarkhoon	Power	Power	Power	Khyber Pakhtunkhwa
32	Upper Chitral	Mastuj	Mastuj	Chuinj Bala	Chuinj Bala	Chuinj Bala	Khyber Pakhtunkhwa
33	Upper Chitral	Mastuj	Laspur	Awi Lasht Shotar	Awi Lasht Shotar	Awi Lasht Shotar	Khyber Pakhtunkhwa
34	Upper Chitral	Mastuj	Laspur	Awi Lasht Shotar	Awi Lasht Shotar	Awi Lasht Shotar	Khyber Pakhtunkhwa
35	Upper Chitral	Mastuj	Laspur	Awi Lasht Shotar	Awi Lasht Shotar	Awi Lasht Shotar	Khyber Pakhtunkhwa

ANNEXURE C

(General Terms and Conditions for Purchase/supply of Goods/ Construction of 35 No's of ORS with Toilet+ Verandah)

General Conditions for the Procurement of Construction of 35# One Room Shelter with Toilet + Verandah.

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the supplier/Contractor signing and returning an acknowledgment copy of it or by timely delivery of the goods / Construction of **35 # One Room Shelter with Toilet + Verandah** in accordance with the terms of the purchase order as herein specified. Acceptance of this Purchase Order shall affect a contract between the Parties under which the rights and Obligations of the parties shall be governed solely by the terms and conditions of the purchase order including these General Conditions. No additional or inconsistent provision proposed by the supplier /Contractor shall bind **Muslim Aid (MAP)** unless agreed to in writing by a duly authorized **Muslim Aid (MAP)** official.

2. LEGAL STATUS

The supplier / Contractor shall be considered as having the legal status of an independent contractor vis-à-vis **Muslim Aid (MAP)**. The Supplier / Contractor, its personnel, and sub-contractors shall not be considered in any respect as being the employees of **Muslim Aid (MAP)**. The supplier / Contractor shall be fully responsible for all work and services performed by its employees and for all acts and omissions of such employees.

3. SOURCE OF INSTRUCTION

The supplier / Contractor shall neither seek nor accept instructions from any authority external to **Muslim Aid (MAP)** in connection with the performance under this contract. The Supplier / Contractor shall refrain from any action that may adversely affect **Muslim Aid (MAP)** and shall fulfill its commitments with the fullest regard to the interests of **Muslim Aid (MAP)**.

4. ANTI-PERSONNEL MINES

The supplier / Contractor guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof. Any breach of this representation and warranty shall entitle **Muslim Aid (MAP)** to terminate this Purchase Order immediately upon notice to the supplier / Contractor, at no cost to **Muslim Aid (MAP)**.

5. CHILD LABOUR

The supplier / Contractor represents and warrants that neither it, nor any of its suppliers, is engaged in any practice inconsistent with the rights outlined in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle **Muslim Aid (MAP)** to terminate this Purchase Order immediately upon to the supplier, at no cost to **Muslim Aid (MAP)**.

7. SUB-CONTRACTING

In the event the Supplier / Contractor require the services of a sub-contractor, the supplier / Contractor shall obtain the prior written approval of **Muslim Aid (MAP)** for all sub-contractors. The supplier / Contractor shall be fully responsible for all work and services performed by its sub-contractors and suppliers and for all acts and/or omissions of such sub-contractors and supplier and their personnel. The approval of **Muslim Aid (MAP)** of a sub-contractor shall not relieve the Supplier / Contractor of any of its obligations under this Purchase Order. The terms of any sub-contract shall be subject to and conform to the provision of this Order.

8. ASSIGNMENTS

The supplier / Contractor shall not assign, transfer, pledge, or make other disposition of this Order or any part thereof or of any of the supplier's / Contractor rights, claims, or obligations under this Order except with the prior written consent of **Initiative of Change (MAP)**.

9. OFFICIALS NOT TO BENEFIT

The supplier / Contractor represents and warrants that no official of **Muslim Aid (MAP)** has been, or shall be, offered by the Supplier / Contractor any direct or indirect benefit arising from this order or the award thereof. The supplier / Contractor agree that a breach of this provision is breach of an essential term of this Order.

10. ENCUMBRANCES/LIENS

The supplier / Contractor shall not cause or permit any lien, attachment or other encumbrance by any person or entity to be placed or to remain in any public office or with Muslim Aid (MAP) against any monies due or to become due for any work done or materials furnished under this contract, or by reason of any other claim or demand against the Supplier / Contractor.

11. EXPORT LICENCE

The order is subject to the obtaining of any export license or other government authorization that may be required. It shall be the responsibility of the Supplier / Contractor to obtain such license or authorization. Should the supplier / Contractor encounter difficulties in obtaining the required export license or governmental authorization, it shall immediately bring this to the attention of Muslim Aid (MAP). Muslim Aid (MAP) will, at its discretion, use its best endeavors to assist.

12. WARRANTY

The supplier / Contractor warrants the material, construction, including finishing under this Order conform to the specification of the Order and is free from damage and defects in workmanship or materials. This warranty is without prejudice to any further guarantees that the Supplier / Contractor provides to purchasers. Such guarantees shall apply to the construction subject to this Order.

13. REJECTION

Under the Order, Muslim Aid (MAP) shall have the right to reject the material or any part thereof if they do not conform to specifications.

14. INSPECTION

Muslim Aid (MAP) or its duly accredited representative shall have the right to inspect the material / Construction work ordered for under this Order at Supplier's stores, during manufacture, in the port or places of shipment, and the Supplier shall provide all facilities for such inspection.

15. OVERRIDING CLAUSE

In the event of any conflict or inconsistencies between these General Terms and Conditions for construction or any other document which forms part of the purchase these conditions shall prevail except where they have been amended (by specific reference to the relevant clause and paragraph of these Conditions) as provided for herein.

16. FORCE MAJEURE: OTHER CHANGES IN CONDITIONS

In the event of as soon as possible after the occurrence of any cause constituting force majeure, the Supplier shall give notice and full particulars in writing to Muslim Aid (MAP) of such occurrence or change if the Supplier / Contractor is hereby rendered unable.

Wholly or in part, to perform its obligations and meet its responsibilities under this Order. The Supplier / Contractor shall also notify Muslim Aid (MAP) of any other changes in conditions or the occurrence of any even which interferes or threatens to interfere with its performance of this purchase Order. On receipt of the notice required under this Article, Muslim Aid (MAP) shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Supplier of a reasonable extension of time in which to perform its obligations under this Purchase Order.

If the Supplier / Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Order, **Muslim Aid Pakistan (MAP)** shall have the right to suspend or terminate this Purchase Order on the same terms and conditions as are provided for in Article 18, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure as used in this provision means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of similar nature or force.

Notwithstanding anything to the contrary in this Order, the Supplier / Contractor recognizes that the work and services will be performed under harsh or hostile conditions caused by civil unrest. Consequently, delays or failure to perform caused by events arising out of or in connection with, such civil unrest shall not, in and to itself, constitute force majeure under this Order.

17. DISPUTES – ARBITRATION

Amicable Settlement the Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Order or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place.

18. TERMINATION OF PURCHASE ORDER

In the case of failure by the Supplier / Contractor to fulfill its obligations under the terms and conditions of the Order including but not limited to failure to obtain necessary export licenses, or failure or refusal to make delivery of all or part of the goods by the agreed delivery date or dates, **Muslim Aid Pakistan (MAP)** may, after giving the Supplier / Contractor reasonable notice to perform without prejudice to any other rights or remedies excess on or more of the following rights.

Procure all or part of the goods from other sources, in which event **Muslim Aid Pakistan (MAP)** may hold the Supplier / Contractor responsible for any excess cost occasioned thereby.

Refuse to accept delivery of all or part of goods.

Cancel this Order without any liability for termination charges or any other liabilities or any kind of **Muslim Aid Pakistan (MAP)**.

Muslim Aid (MAP) may terminate forthwith this Order at any time should the mandate or the funding of **Muslim Aid Pakistan (MAP)** be curtailed or terminated in which case the Supplier / Contractor shall be reimbursed by **Muslim Aid Pakistan (MAP)** for all reasonable costs incurred by the Supplier / Contractor prior to receipt of the notice of termination.

19. INSOLVENCY AND BANKRUPTCY

Should the Supplier / Contractor become insolvent or should control of the Supplier / Contractor change by virtue of insolvency, **Muslim Aid Pakistan (MAP)** may without prejudice to any other rights and remedies, terminate this Order by giving the Supplier / Contractor written notice of termination.

Should the Supplier / Contractor be adjudged bankrupt or should the Supplier / Contractor make a general assignment for the benefit its creditors or should a receiver be appointed on account of the Supplier's / Contractor insolvency **Muslim Aid Pakistan (MAP)** may under the terms of this Order.

20. PAYMENT INSTRUCTIONS

Muslim Aid Pakistan (MAP) shall on the fulfillment of the Delivery Terms / Completion of work, unless otherwise provided in this Order make payment by cross cheque in the name of the company within thirty days of receipt of the Suppliers / Contractor invoice along with the work done certificate from the Muslim Aid Engineer and copies of any other documentation specified in the Order.

Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Order, provided payment is made within the period required by such payment terms. The payment schedule is below.

S #	Percentage of the agreement amount	Percentage of the agreement amount	Duration /Period of Delivery	Term and condition
1	1 st installment	20 % of the total Agreement	45 days after the Issuance of the Contract/ Purchase Order	After the 100% Work Completion of the Construction of 7 ORS with toilets as per the agreed Specification and a satisfactory report from MAP Field Staff
2	2 nd Installment	40% of the total Agreement	60 Days	After the 100% Work Completion of the next 14 ORS with a toilet as per the agreed Specification and a satisfactory report from MAP Field Staff
3	3 rd and last Installment	40% of the total Agreement	60 Days	After the 100% Work Completion of the next 14 ORS with a toilet as per the agreed Specification and a satisfactory report from MAP Field Staff

Total	100 %	165 Days	
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21. PERFORMANCE SECURITY

A performance bond (or performance security) will be 02% of the contract value. This compensation to Muslim Aid to overcome difficulties that will be caused by non-performance of the contractor such as finding a new contractor to complete the works.

ANNEXURE D (Vendor Registration Form and Instruction for completion of bid)

VENDOR REGISTRATION FORM – ANNEX C

Section 1: Company Details and General Information

1. Name of Company:

2. Street Address:

3. P.O. Box and Mailing Address:

Postal Code:

City:

Country:

4. Tel:

5. Fax:

6. Email:

7. WWW Address:

8. Contact Name and Title:

9. Email:

10. Parent Company (Full legal / officially registered company name):

11. Subsidiaries, Associates - name, city, country (attach a List if necessary):

12. International Offices/Representation (Countries where the Company has local Offices/Representation):

13. Type of Business (Mark one only):

Corporate/ Limited: ☐ Partnership: ☐ Other (specify):

14. Nature of Business:

Manufacturer: ☐ Authorised Agent: ☐ Trader: ☐ Consulting Company: ☐ Other (specify):

35. Year Established:

16. Number of Full-time Employees:

17. Licence no./State where registered:

18. VAT No./Tax I.D:

19. Technical Documents available in:

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify)

Construction of 35 # One room Shelter with Toilet in District Chitral Upper

20. Working Languages:

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify)

21. Bank Name:

22. Branch Name:

31. Routing Bank details (if applicable): full details to be provided as per above

Section 2: Banking Information

23. Branch Address: 24. Tel. number:
25. Fax number:
26. Bank Account Number: 27. Account Name:
28. Account currency: 29. Swift/Bank Identifier Code (BIC):
30. International Bank Account Number (IBAN):

Section 3: Technical Capability and Information on Goods / Services Offered

32. Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

33. For Goods only, do those offered for supply conform to National/International Quality Standards?

Yes ☐ No ☐

34. List below up to a maximum of ten (10) of your core Goods/Services offered:

Description (one Line for each Item National/International Quality Standard to which Item conforms)

Section 5: Official not to benefit

38. By signing this VRF, potential vendors confirm that they have read, understood and will comply with the MUSLIM AID policy on the “zero tolerance” that strictly prohibits the acceptance of any type of gift and/or hospitality by MUSLIM AID

Yes ☐ No ☐ Any breach of this clause may lead to the termination of all contracts your Company may

Name:
Functional Title:
Signature:
Date:

Please courier the completed BID documents to:

**Procurement Department
Muslim Aid**

**Plot # 1, First Floor, Executive Business Centre,
Main Double Road, FECHS,**

INSTRUCTIONS FOR COMPLETION OF BID

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

Section 1:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Provide email address of contact person.
10. Full legal name of parent company, if any.
11. Please provide, on a separate sheet, if necessary, names and addresses of all subsidiaries & associates if any.
12. Please provide countries where the company has local offices or representation.
13. Please tick one box. If other; please specify.
14. Please tick one box. If other; please specify. If the company is a manufacturer of some products and a trader/agent of others which they do not manufacture, both boxes should be ticked.
15. Indicate the year in which the organization was established under the name shown in Item 1.
16. Indicate the total number of full-time personnel in the company.
17. Provide the license number under which the company is registered, or the State where it is registered.
18. Provide the VAT number or Tax I.D. of the company.
19. Please tick the boxes for which languages the company is able to provide technical documents. Please specify other languages.
20. Please tick the boxes for which languages the company is able to work in. Please specify other languages.

Section 2:

21. Full name of bank.
22. Name of branch.
23. Address where branch is located.

24. Telephone number, including correct country and area codes.
25. Fax number, including country and area codes.
26. Number of the company account.
27. Name in which the account is held (**important:** this should be the company name).
28. Currency of the account.
29. Swift code for the account.
International Bank Account Number (IBAN).
30. Should a routing be required for international payments, please provide full details of intermediate bank(s).

Section 3: (Documents to be submitted with Bids)

31. Pakistan Engineering Council Certificate (Validity)
32. NTN certificate
33. Statement of work
34. Company Key personal staff for this project
35. Work Plan for the construction of civil work
36. Construction Equipment list
37. Proof of Similar Project executed for last five years (List plus POs)
38. Project in Hand (List plus POs)
39. Financial Statement
40. Affidavit showing that the company is not involved in any litigation.
41. General Reputation (Provide the evidence of completion certificates of at least two previously completed projects of clients)

END