

DATE: 31 March 2024

INVITATION TO BID NO. [MAP/MAUK/24/5209-11](#)

Bids Required for Construction of 50 Nos One room shelter with Toilet and Verandah in District Mirpurkhas, Sindh

LOT # 01 (District Mirpur Khas)			
S#	Name of activity	Quantity (No)	Location
1	Construction of Smart House with Toilet and Verandah	50	Mirpur Khas, Sindh

CLOSING DATE AND TIME: [Monday 22 April, 2024: 03:00 p.m.](#)

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 50 No’s of one room shelter with Toilet & Verandah) in District Mirpurkhas, Sindh (Delivery / Construction of 50 No’s of-one room shelter with Toilet & Verandah) locations are annexure B) District Mirpurkhas. The construction firm offers from the successful bidders would form the basis for an award of a contract.

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 50 No’s of one room shelter with Toilet & Verandah)

)

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 Monday 22 April, 2024: 03:00 p.m** MUSLIM AID may, at its discretion, copy

[Construction of 50 One room shelter with Toilet and Veranda in District Mirpur khas Sindh](#)

any reply to a particular question to all other invited Bidders.

IMPORTANT: Including 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 this ITB's "SUBMISSION OF BIDS" section.

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 considered for evaluation. Your offer should 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 **May 01, 2024, to August 20, 2024 (110 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 50 No's of a room shelter with Toilet & Verandah) 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 Construction of 50 No's of 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 and Verandah (50 Sites)

Annex C: General Terms and Conditions for Purchase/supply of Goods/ Construction of 50 No's of one room shelter 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/23/5209-11(Bids Required for Construction of 50-room shelter with toilet & Verandah in District Mirpurkhas)

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,*

Construction of 50 One room shelter with Toilet and Veranda in District Mirpur khas Sindh

All Bids must be received by **Monday 22 April, 2024: 03:00 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 50 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

(RFQ/ DETAIL SPECIFICATION OF CIVIL CONSTRUCTION WORK AND MATERIAL SPECIFICATION

Sr #	DESCRIPTION/DETAIL SPECIFICATION	Unit	QTY	UNIT RATE	Total AMOUNT
1	Excavation in the foundation of buildings, bridges and other structures, including leveling, dressing, refilling around structures with excavated earth, watering and ramming lead up to one chain (30 m) and lift upto 5 ft. (1.5 m)	Cft	755		
2	Cement concrete plain including placing, compacting, finishing and curing complete (including screening and washing of stone aggregate): 2" thick Under bath tiles. (Ratio 1: 4: 8)	Cft	58		
3	Cement concrete plain including placing, compacting, finishing and curing complete (including screening and washing of stone aggregate): 2" thick Under bath tiles (Ratio 1: 2: 4)	Cft	134		
4	Pacca brick work in cement sand mortar in foundation and plinth. (1:6)	Cft	529		

5	Pacca brickwork in cement sand mortar (1:6) into the ground floor up to 20' height.	Cft	510		
6	Providing and laying reinforced cement concrete (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 a). Reinforced cement concrete in roof slab, beams, columns, lintels, girders and other structural members laid in situ or pre-cast laid in position, or pre-stressed members cast in situ, complete in all respects, Type C (nominal mix 1:2:4)	Cft	63		
7	Fabrication of mild steel reinforcement for cement concrete, i/c cutting, bending, laying in position, making joints and fastening, i/c cost of bending wire and labor charges for bending of steel reinforcement (also includes removal of rust from deformed bars)	KG	130		
8	P / L Door including Angle Iron chowkhat Sheet 20 gauge double leaf door complete in all respects Approved by the Engineer. Weight 37 kg to 40 kg door 3.5 x 6.5 weight., Kitchen door weight 32 to 35 Kg and the Toilet door weight 27 to 30 kg.	Sft	43		
9	Cement plaster ½// thick 1 : 4 on walls all sides	Sft	1,824		
10	Providing and laying gardir Iron girder, Size 3"x6" and approximately 1.5-2.0 Kg per Rft (15.5 *2)	Rft	31		
11	Bamboos for Roof (15.5ft long Chawari Special with minimum 3" dia at smaller end and well-seasoned (set of 15 bamboos)	Rft	360		
12	Red/Mat/Pattle (Chick made of Reed close waived with 4/8 sotar dia sticks)	Sft	337		
13	Providing & fixing steel windows as per approved design and directed by the Engineer-in-charge fixed with wire gauze 22 SWG etc complete in all respects.	Sft	22		
14	Plastic Sheet for Roof (Double-fold, fine-grained) good quality	Sft	395		
15	Venyle emulsion Distempering new surface with 3 coats approved by the engineer. (ICI Dimond, Brighto , Master)	Sft	1,824		

16	Providing and laying WC including P Trap, L-Bow 4", Coval, T-joint complete in all respect approved by the Engineer.	Nos	1		
17	Supply and fixing PVC 4" dia pipe for waystage and drainage for bathing water	Rft	26		
18	PCC Ventilator (Pre-Cast) 1.5' *1.5'	Job	3		
19	Visibility plate (2' *2') plan sheet with logos and text (Design by MAP)	Job	1		
20	Oil Paint for Door, Window steel girder and Ventilator	LS	1		
21	Water Storage Tank (20 liters) with Tap	LS	1		
22	Provision and installation of Solar Panel (Risen Interrex or Jinko or an equivalent quality 200 Watts including one DC fan, 02 DC 12w lights, and 50 AM batter, 30 Meter DC cable all requires accessory	Jobs	1		
Total Amount PKR for 01 ORS as per design including all taxes					
Total Amount PKR for 50 ORS as per design including all taxes					

Total Amount :) _____

Contractor' Signatures & Seal _____

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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)

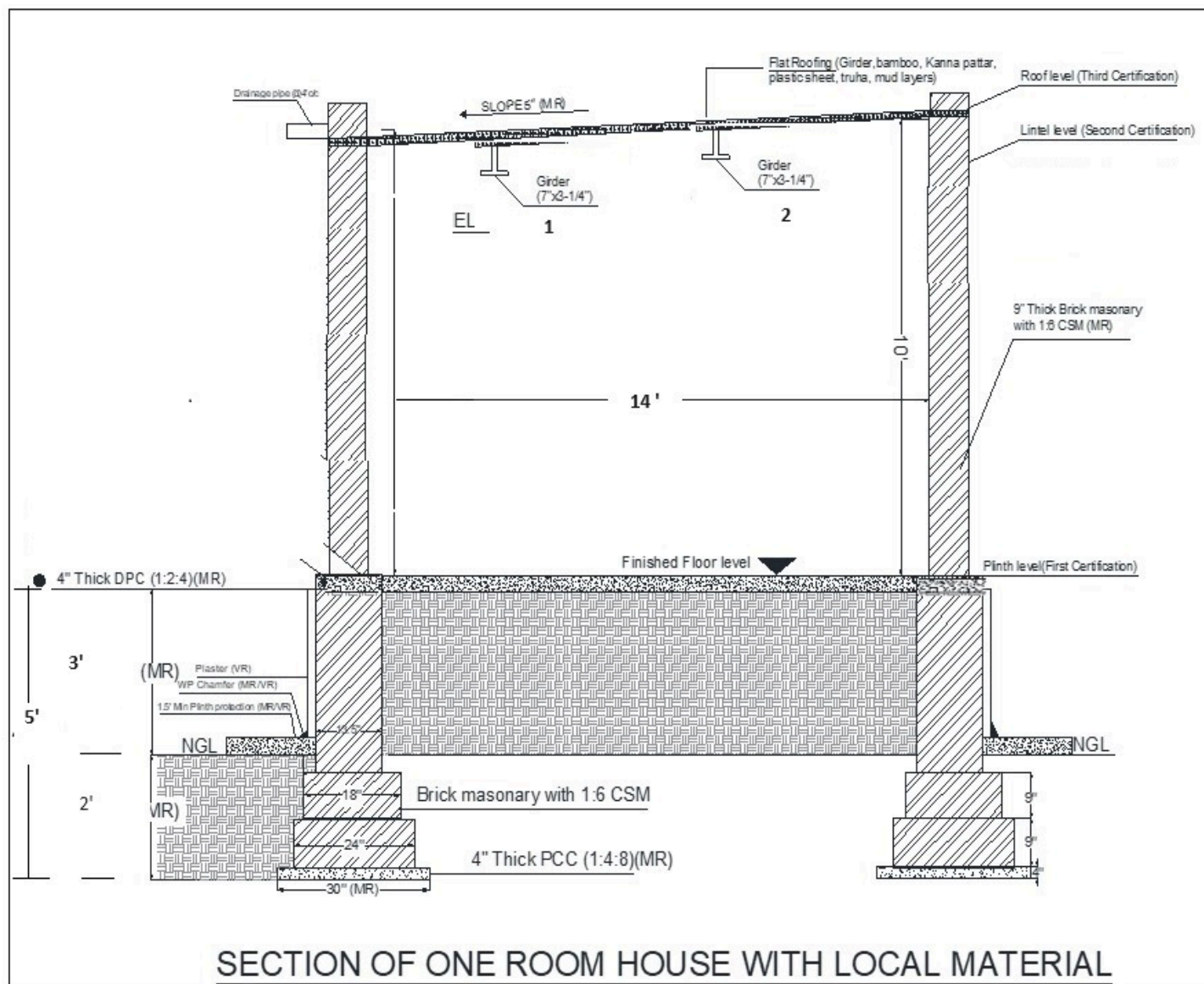
YES : _____ NO: _____

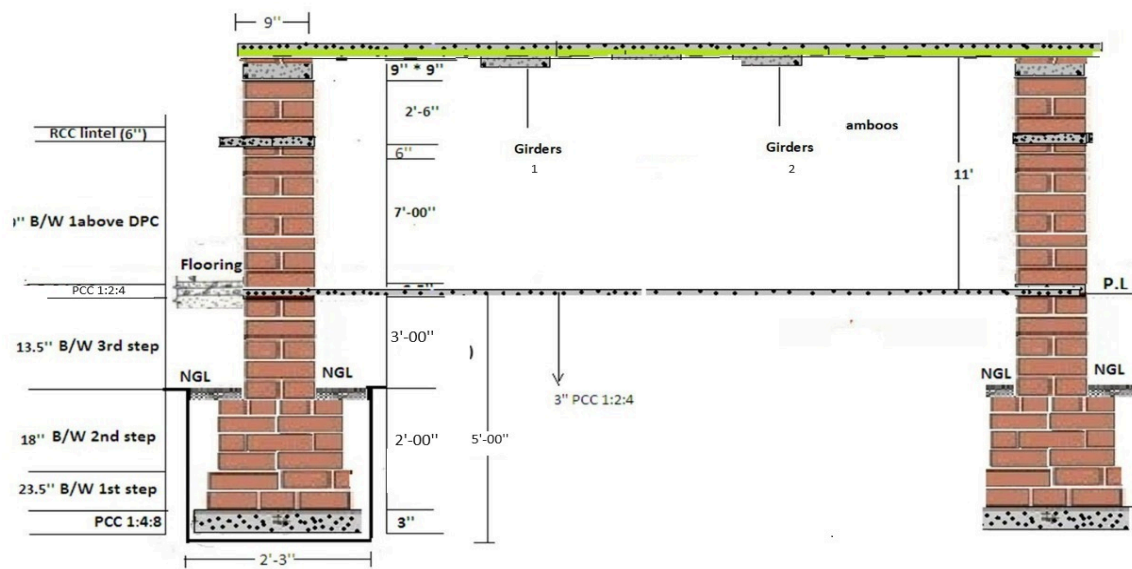
BIDDERS NAME AND SIGNATURE: _____

ANNEXURE A:

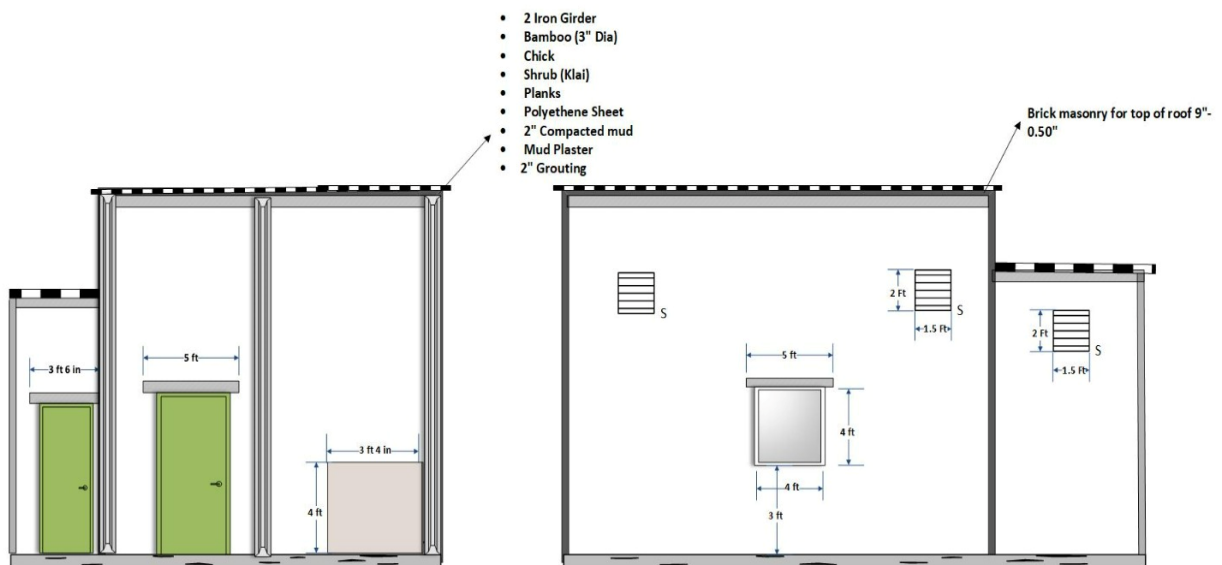
Construction of 50 One room shelter with Toilet and Veranda in District Mirpur khas Sindh

DRAWING AND DESIGN OF ONE-ROOM SHELTER WITH TOILET & VERANDAH



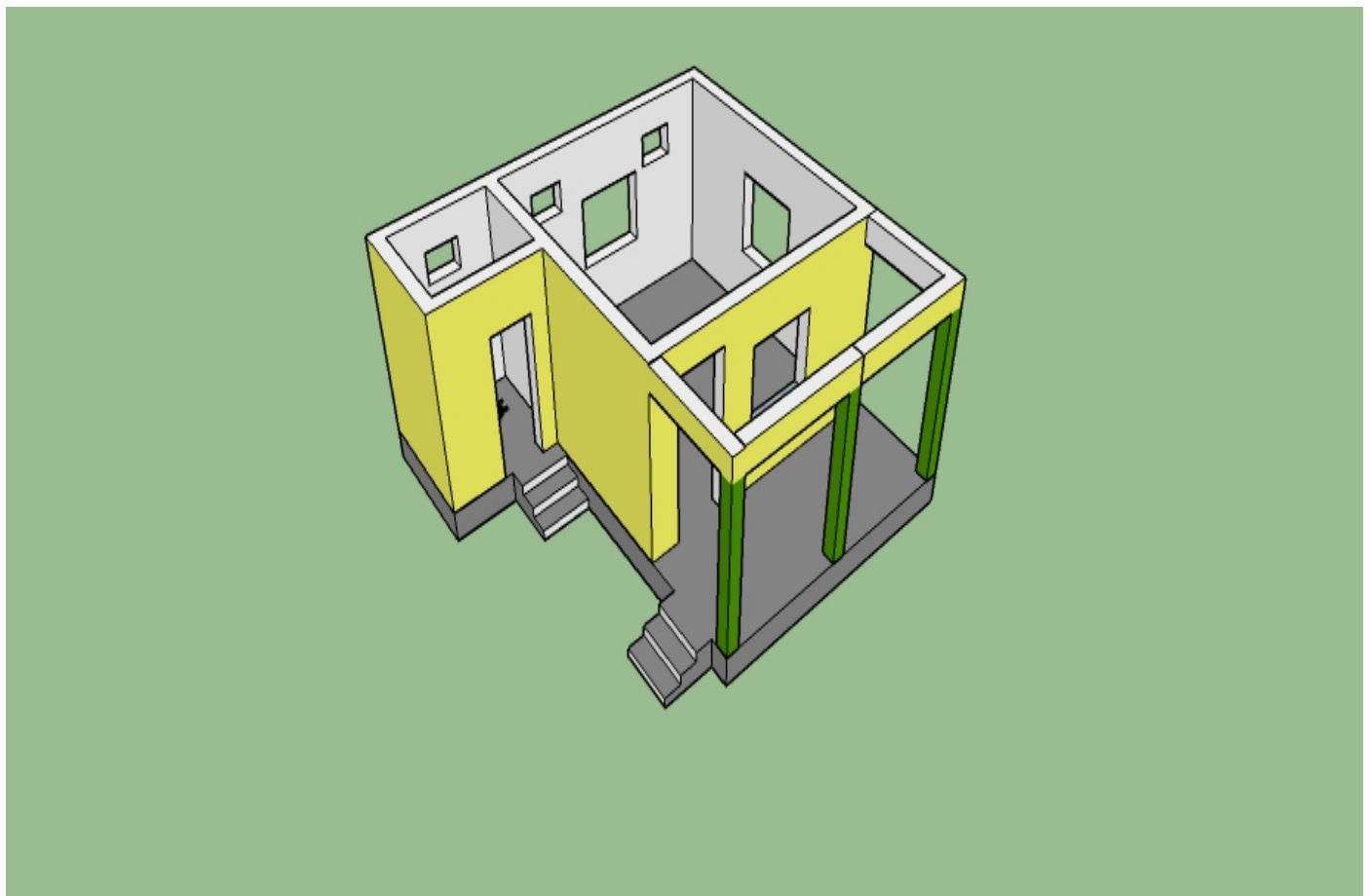
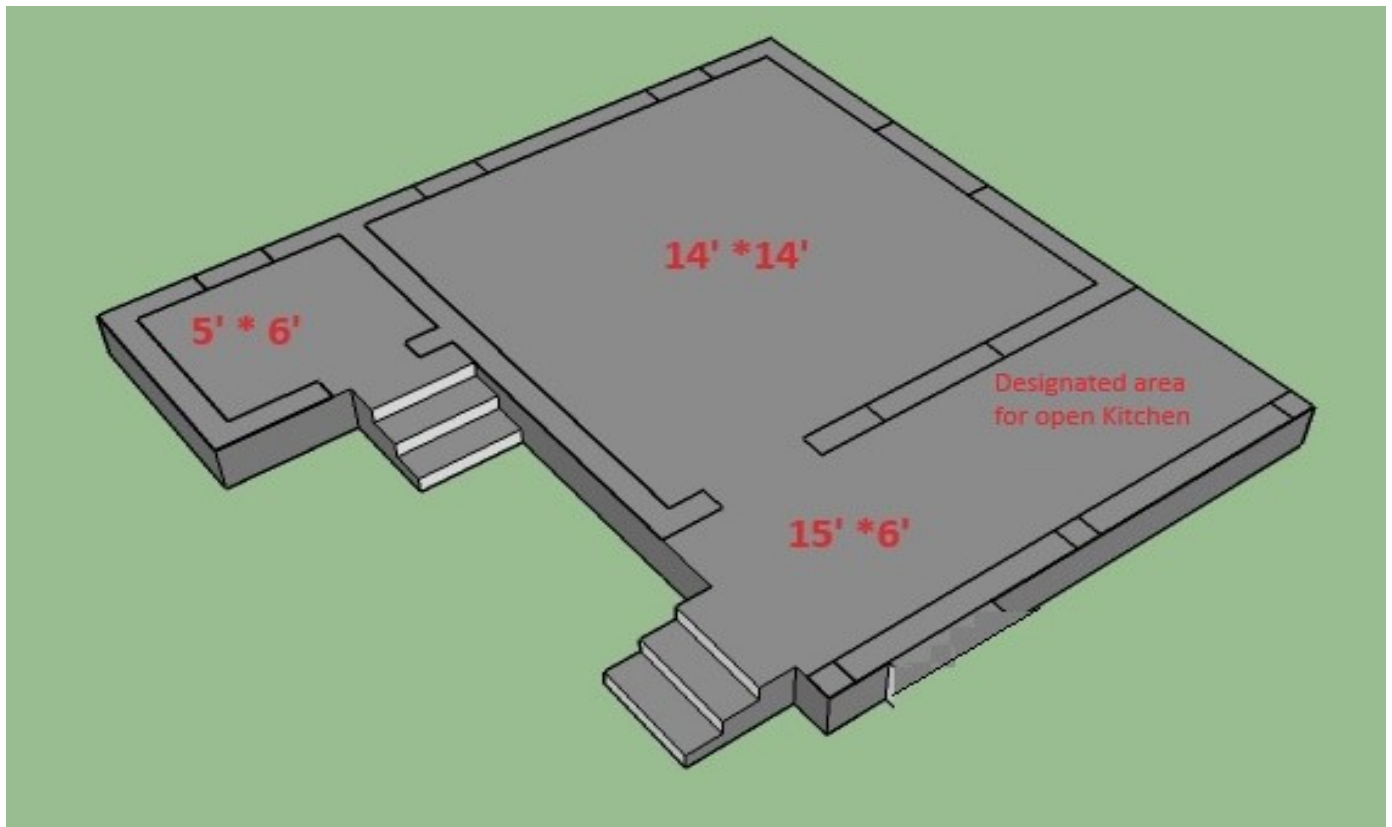


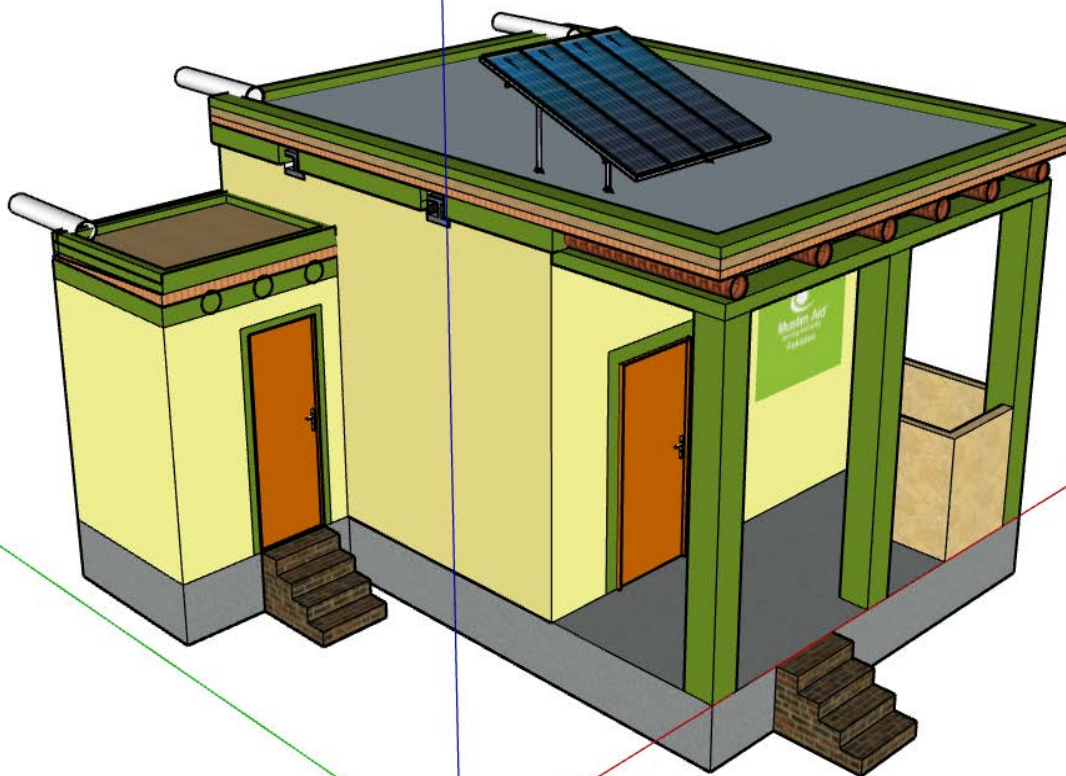
X Section



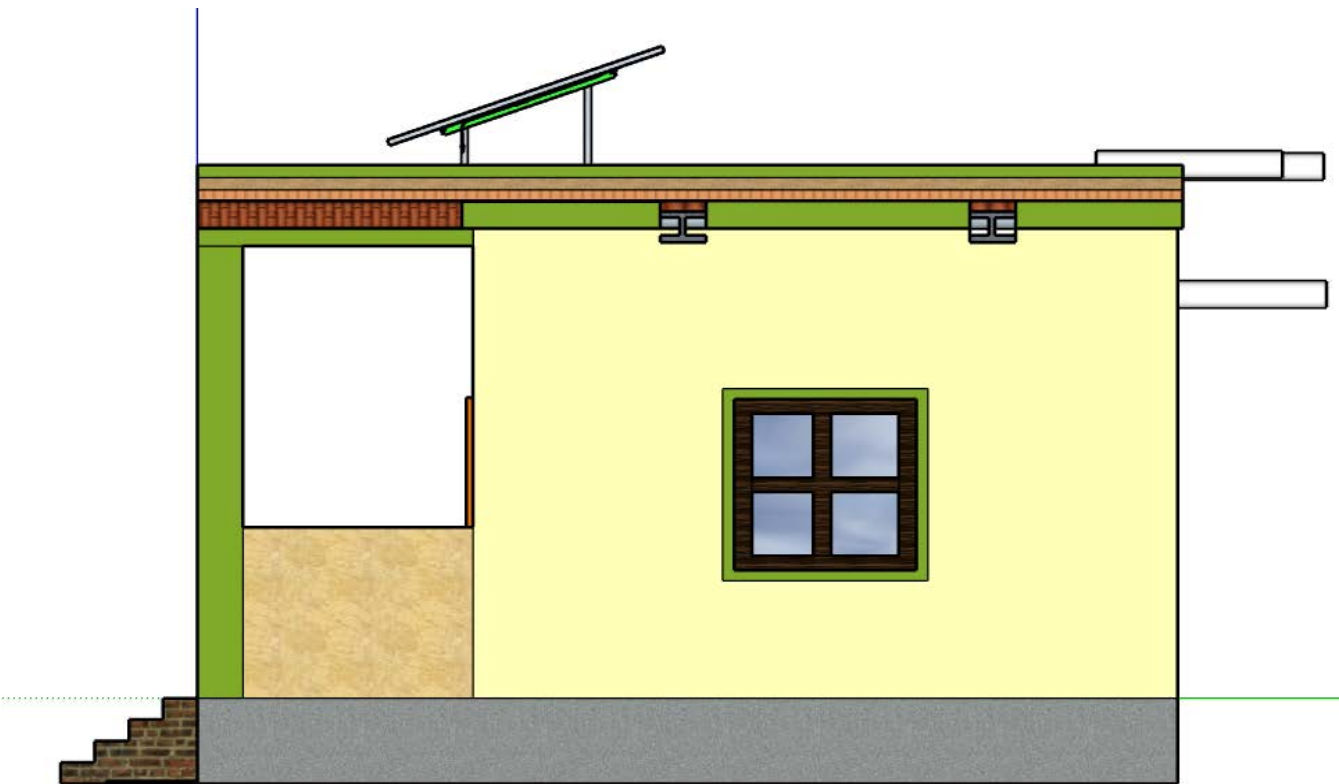
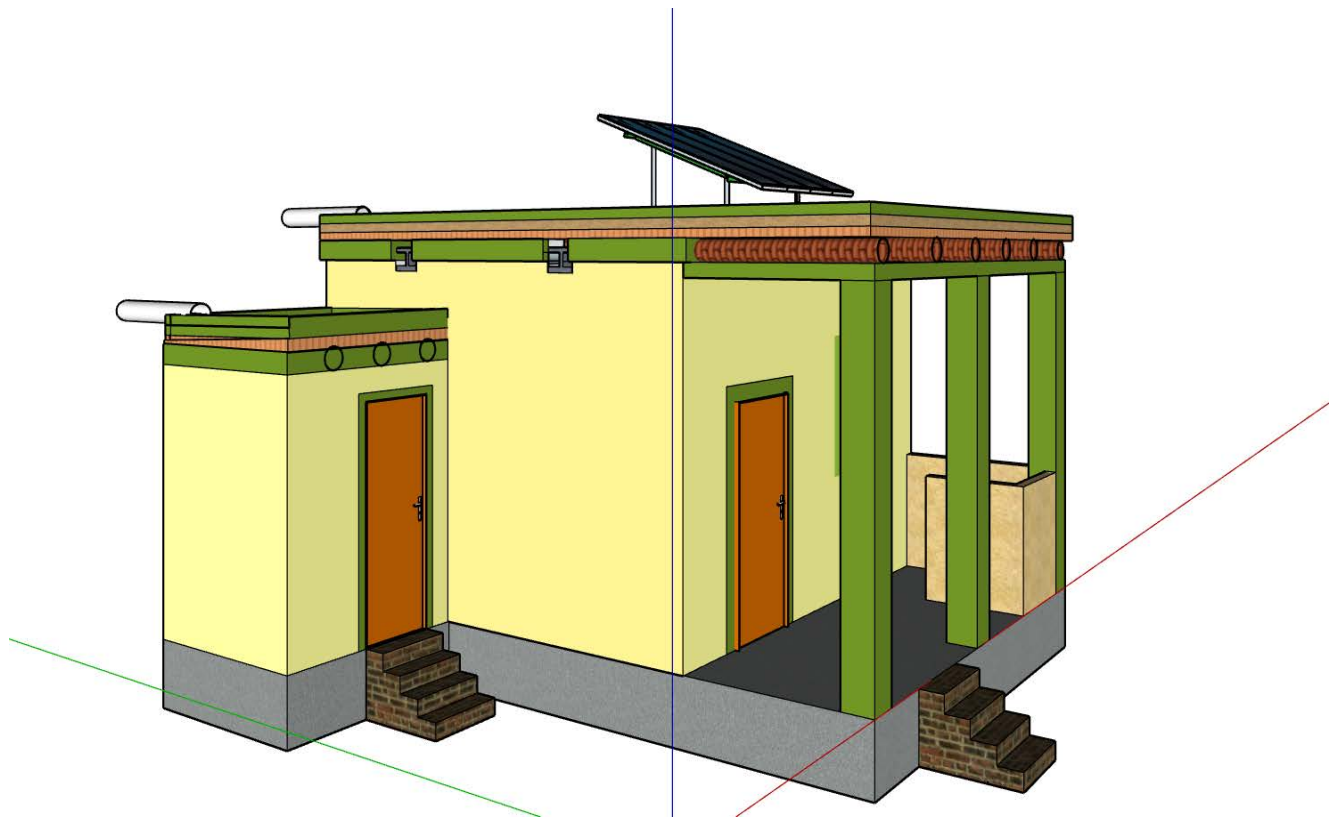
Front Elevation

Back Side Elevation



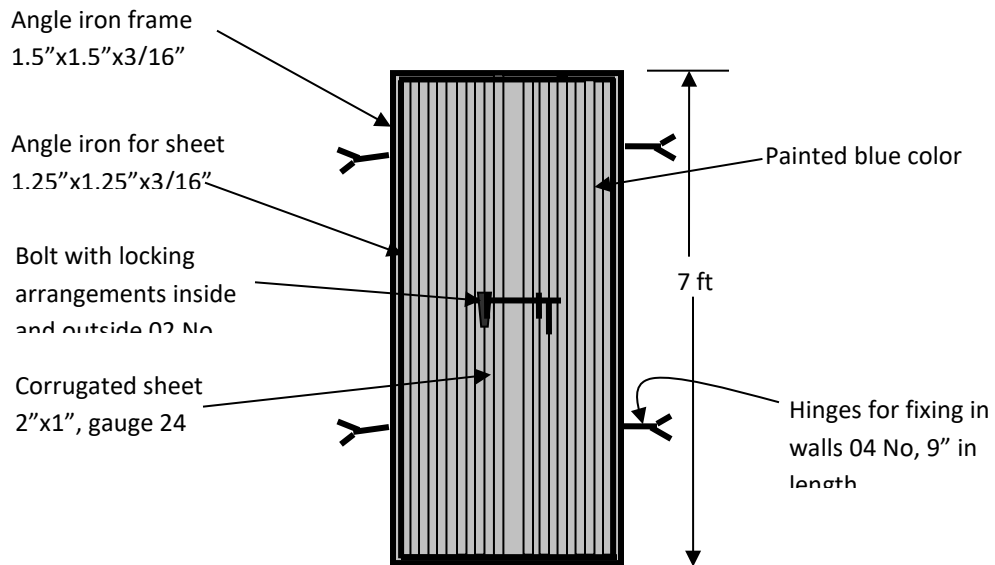


Construction of 50 One room shelter with Toilet and Veranda in District Mirpur khas Sindh



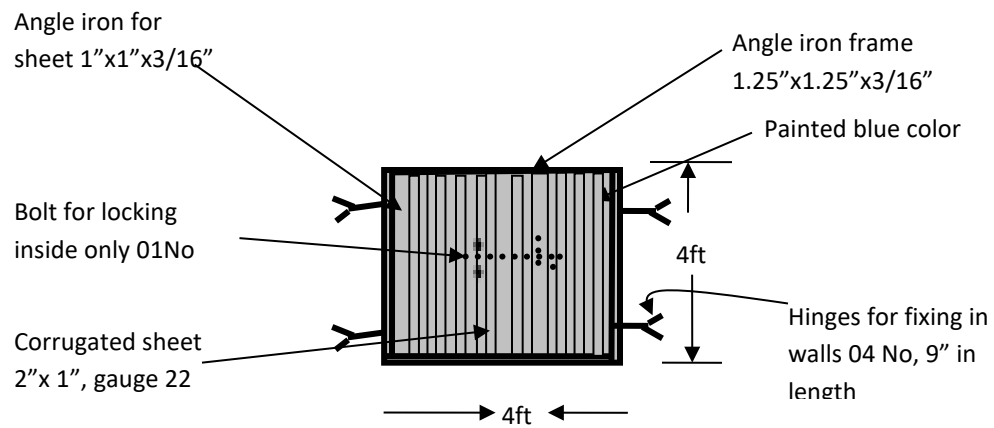
Construction of 50 One room shelter with Toilet and Veranda in District Mirpur khas Sindh

One Room Shelter MAP



Details for Door (3.5'x7')

One Room Shelter MAP



Detail of Window (4'x4')

ANNEXURE B: List of Targeted Village for Construction of 50 No's of one-room shelter with Toilet & Verandah)**District Mirpurkhas Sindh Pakistan.**

Sr.#	District	Province	UC	Taulqa	Village
1	Mirpurkhas	Sindh	Soofan shah	Digri	Faqeer Ghulam Ali laghari
2	Mirpurkhas	Sindh	Soofan shah	Digri	Faqeer Mor
3	Mirpurkhas	Sindh	Soofan shah	Digri	Chand Mori
4	Mirpurkhas	Sindh	Soofan shah	Digri	Rano Ramzan
5	Mirpurkhas	Sindh	Soofan shah	Digri	Ghulam Muhammad Sanerio
6	Mirpurkhas	Sindh	Soofan shah	Digri	Khair Muhammad bhurgri
7	Mirpurkhas	Sindh	Mir Fateh Talpur	Digri	Muhammad Ali Qaim Khani
8	Mirpurkhas	Sindh	Mir Fateh Talpur	Digri	Mir Fateh Talpur
9	Mirpurkhas	Sindh	Mir Fateh Talpur	Digri	Allah Dino Khokhar
10	Mirpurkhas	Sindh	Mir Fateh Talpur	Digri	Long Khan Magsi
11	Mirpurkhas	Sindh	Mir Fateh Talpur	Digri	Ghulam Rasool Abring

ANNEXURE C**(General Terms and Conditions for Purchase/supply of Goods/ Construction of 50 No's of one room shelter with Toilet & Verandah)**

General Conditions for the Procurement of **Construction of 50 No's of one room shelter with Toilet & Verandah)**

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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 **Construction of 50 No's of 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	35 % of the total Agreement	40 days after the Issuance of the Contract/ Purchase Order	After the 100% Work Completion of the Construction of 17 room shelter with toilets and Verandas as per the agreed Specification and a satisfactory report from MAP Field Staff
2	2 nd Installment	35 % of the total Agreement	35 Days	After the 100% Work Completion of the next 17 17 One room shelter with toilet and Verandas as per the agreed Specification and a satisfactory report from MAP Field Staff
3	3 rd and last Installment	30 % of the total Agreement	35 Days	After the 100% Work Completion of the next and last 17 One room shelter with toilet and Verandas as per the agreed Specification and a satisfactory report from MAP Field Staff
Total		100 %	110 Days	

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):

15. 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)

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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: |
| | | 26. | Account Name: Swift/Bank |
| | Fax number: | | |
| 27. | Bank Account Number: | 28. | Identifier Code (BIC): |
| 29. | Account currency: | | |
| 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