

DATE: 04 June 2024

INVITATION TO BID NO. MAP/CW/24/5249-20

Installation of 33 Solarized water supply schemes in Killa Saifullah & Loralai

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CLOSING DATE AND TIME: 25 June 2024: 03:00 p.m.

**1. GENERAL INFORMATION**

The Office of the Muslim Aid (MAP) Islamabad invites -bids from qualified, 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 “Installation of 33 Solarized Water Supply Schemes in District Killah Saifullah & Loralai Balochistan” funded by Muslim Aid Office. The 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 SWSS (33 Sites)
- Annex C: General Terms and Conditions for Purchase/supply of Goods
- Annex D: Vendor Registration Form and Instruction for completion of bid

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**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 QUOTATION” section of this ITB.

**b) QUERIES**

i) Bidders are required to submit all their inquiries in resin pact to this Invitation to bid by e-mail to [procurement@muslimaid.org.pk](mailto:procurement@muslimaid.org.pk) by 25 June 2024 MUSLIM AID may, at its discretion, copy any reply to a particular question to all other invited Bidders.

Muslim Aid will conduct a pre-bid meeting on **Tuesday 11, June 2024 at (11:00 AM)** at **1st Floor, Plot# 1-4, Executive Business Centre, FECHS | E-11/2, Islamabad | Pakistan**

**IMPORTANT:** The inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer will result in the disqualification of the offer. Please send your offer directly to the address provided in the “SUBMISSION OF QUOTATIONS” 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 at the specified locations as per the schedule given in Annex C or AS SOON AS possible after the placement of the confirmed order.

- **OFFERS** can be made for part of the requirement as listed in the attached Annex-A, but a complete offer is a preferred option.
- **COST:** The cost should include the installation of 33 Solarized Water Supply Schemes in District Loralai & Killa Saifullah Balochistan as required (Transportation and Tax included, the quoted amount will be considered with tax).
- **CURRENCY:** Your proposal must be prepared in a single currency, in PAK Rupees.
- **LANGUAGE:** Bids shall be prepared in English.
- **INSPECTION:** All civil work is subject to inspection and will be advised at the time of construction. Selected contractor will inform MUSLIM AID when the civil work 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 project 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.
- **WARRANTY:** Please include what is covered under warranty including the provision of maintenance service for a period of 3 or whatever month.
- **BID VALIDITY:** The bid submitted must remain valid for acceptance for at least 90 days from the Invitation to the Quotation closing date.
- **VENDOR REGISTRATION:** Contractors 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)** has received purchase orders within the last 3 years. All the companies are required to submit registration documents for example.
  - Dealers/Partnership certificate issued by principal companies/organizations
  - Certificate of registration from PEC only C2- C4 are eligible to apply
  - Certificates of Work completed within the last 2 Years so
  - National Tax Number / STN

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

- Financial Standing.
- Core business
- Track record
- Technical Knowledge of the work under consideration & Contract capacity

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

- Ability to respond quickly to Agency's needs.
- Timely Delivery
- Dependability of products and services.

#### d.2) Financial and Technical Evaluation

All bids from the pre-qualifies supplier will be evaluated based on:

- Compliance with the mentioned MUSLIM AID Specification and approved material as per samples
- Delivery Time
- After Sales Service which includes a minimum warranty of six months

**IMPORTANT:** For evaluation purposes only, the offers submitted in currency other than PKR will be converted to PKR using the prevailing bank rate.

- SUBMISSION OF BIDS

Bids must be submitted in sealed envelopes as follows • Sealed envelope containing

Installation of Solarized Water Supply Schemes in District Killa Saifullah & Loralai

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, TECHNICAL OFFER

c. The financial offer, duly filled price proposal form.

#### IMPORTANT:

- a) Bids that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Potential bidders are informed that your application MUST accompany **2% earnest money** as a call deposit in the form of a Demand Draft in the Name of '**Muslim Aid (MAP)**' and shall reach at the office of MUSLIM AID at the t postal address

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

All Bids must be received latest by **25 June 2024: 03:00 p.m.**

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

**Bid Opening:** A sealed envelope containing the **commercial part of the offer** will only be opened for evaluation if the supplier’s **technical part of the offer** has passed the technical evaluation / has been accepted by MUSLIM AID Technical Committee as meeting the technical specifications. The bids will be opened by the procurement committee of Muslim Aid (MAP).

**d) BID ACCEPTANCE**

MUSLIM AID reserves the right to accept the whole or part of your bid. Please note **(The lowest offer is not the only criterion for acceptance of the offer)** refer to the stated evaluation criteria (Para D above). Information provided by the bidder will constitute the basis for the eventual award of the contract 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.

**e) CURRENCY AND PAYMENT TERMS FOR HIRING OF RENTAL SERVICES**

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: Detailed Specification of RFQ / Drawings / Design

S.No	Description	Unit	Total Qty	Unit Rate (Rs.)	Total Cost in (Rs.)
<b>A</b>	<b>Installation of Solar Submersible Motor Pump</b>				
1	Supply and installation of a 5.5/HP submersible pump specifically designed for solar energy applications (ISO-certified), coupled with a submersible electric motor with rewindable copper winding, capable of discharging 5 liters/s. The pump must have have the latest manufacturing date and be capable of operating for 8 hours per day. It should have a total dynamic head of at least 300 feet and be set at 300 feet depth, including a metallic drop cable insulated with materials like PVC or polyethylene to protect against water and environmental factors. The installation must be complete in all respects as per the directions of the engineer in charge.	Nos	1		



2	Replacement and installation of a solar energy-based AC/DC inverter (ISO-certified) rated for 08-10 kW to operate the above submersible motor pump. The inverter must have the latest manufacturing date and be capable of operating for 8 hours per day. The installation must be complete in all respects as per the directions of the engineer in charge.	Nos	1		
3	Supply and installation of( A-Grade, polycrystalline) solar panels with a power rating of 550 watts N-Type per panel, designed for optimal performance and durability, to ensure a reliable and efficient power source for the water supply scheme.	Watt	5500		
4	Installation and fixing of the complete solar panel system on a galvanized (16 SWG) module frame structure using nuts and bolts, anchor bolts, angle iron, pipes, Cable bends, suspension clamps, cable ties, and rubber gaskets, ensuring all components are included. The mounted structure should be fix up to 4 feet in the ground and position of panels are movable and at least 8 feet above ground level, as directed by the site engineer.	Job	1		
5	Supply and installation of DC PVC conduits and flat cable type 2/0 AWG, 4/0 AWG, 350 kcmil or other equivalent copper wire to minimize voltage drop from a 48V DC system for submersibles, including copper conductors. Direct supply to the AC/DC inverter and further to the submersible motor over a distance of up 400' feet to 450' feet, or as per the recommendation of the site engineer.	Rft	400		
6	Providing and Installation of Delivery/ suction HDPE (40mm dia) PN-10 pipe approved Quality, ISO-4427 including testing & disinfect complete with Cable Ties etc.	Rft	320		
7	Providing and laying of PCC (1:2:4) for copping and fixing structure foundation with compacting, finishing & proper curing	Cft	16		
8	Drill bore hole for the tube-well the diameter of borehole is 8-inch using suitable drilling method for all soil types, including hard mixed soil like shingles, clay, silt, sand, and gravel at the designated location established by the Engineer-in-Charge,	Rft	300		
9	Lowering, Jointing and proper fixing of 6" PVC class "C" as casing pipe	Rft	300		



10	Shrouding with 1/8"--1/4" gravel size, 1" thick around the casing pipe	Cft	75		
11	Providing and laying first class solid burnt brick masonry set in CSM (1:4) in foundation and Super Structure with proper curing.	Cft	6		
12	Providing and laying plain cement plaster of 1:3 ratio with fine sand and 0.5" thickness including proper curing for external works.	Sft	15		
13	Supplying and fixing of MS top cover (1.5' x 1.5') 18 gauge Painted with Muslim Aid Colour, cross weld with angle iron or as per standard specifications approved by engineer in charge. Proper anchorages at the ends.	Nos	1		
14	Supplying and Installation of MS Sign Board with 16 SWG of 1.5" dia Pipe Supports at least 3.5 ft from ground and 1.5 ft underground. with (3' x 2.5') 18 SWG Iron Sheet Painted with Muslim Aid and Charity Water Logos, and project details as per provision of site engineer, Steel should be strongly welded with iron Poles as instructed by site engineer.	Nos	1		
<b>Cost for 1 Pumping Machinery (Inclusive of taxes and profits) PKR</b>					
<b>Cost for 33 Pumping Machinery (Inclusive of taxes and profits) PKR</b>					

<b>BOQ of the Construction of Water Storage Tank (Loralai &amp; KSF).</b>					
<b>1.0 Water Storage Tank Structure</b>					
<b>Sr. No.</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Total Quantity</b>	<b>Unit Rate (Rs.)</b>	<b>Total Cost in (Rs.)</b>
1	Excavation in foundation in all kinds of soil including rock and removing all vegetation along with their roots and back filling selected excavated material in foundation, plinth or under floor and where necessary.	Cft	208		
2	Providing and laying of mixed plain cement concrete (PCC 1:4:8) in foundation and under flooring; using graded crushed boulders 3/4 inch (19mm) and down; fulfilling the minimum cube crushing at 28 days; shuttering and its removal, compacting and curing.	Cft	24		
3	Providing and laying earthwork filling, compacting, and leveling with local shingles gravel material under the PCC floor and Plinth, ensuring proper compaction and a smooth surface repair for PCC layer on the floor.	Cft	169		



4	Providing & laying of PCC (1:2:4) under RCC floor inside of water storage tank. In Plinth & Washing pad including as shown in attached drawing. Using graded, crushed boulders 3/4 inch (19mm) and down; shuttering and its removal, compacting and curing,	Cft	25		
5	Providing and laying first class solid burnt brick masonry set in CSM (1:4) in foundation and Super Structure with proper curing.	Cft	547		
6	Providing & laying of PCC (1:2:4) In Plinth & Washing pad including 03 Seats as shown in attached drawing. Using graded, crushed boulders 3/4 inch (19mm) and down; shuttering and its removal, compacting and curing,	Cft	39		
7	Providing and laying plain cement plaster of 1:3 ratio with fine sand and 0.5" thickness including proper curing for internal works must use of water sealant (paddlo) in mortar.	Sft	196		
8	Providing and laying plain cement plaster of 1:3 ratio with fine sand and 0.5" thickness including proper curing for external works.	Sft	305		
9	Providing and laying of mixed plain cement concrete (PCC 1:2:4) in bed of the storage tank; using graded crushed boulders 3/4 inch (19mm) and down; Using paddlo the water sealant. placing of reinforcement with proper spacers, proper shuttering plain, level and with no voids found after its removal after 28 days with finishing and proper curing.	Cft	30		
10	Provide and lay mild steel 3/8" dia bar in the RCC bed, @ 12" c/c, with proper binding of both longitudinal and transverse bars using binding wire.	Kgs	34		
11	Providing and laying of mixed plain cement concrete (PCC 1:2:4) top of the roof; using graded crushed boulders 3/4 inch (19mm) and down; Using paddlo the water sealant. placing of reinforcement with proper spacers, proper shuttering plain, level and with no voids found after its removal after 28 days with finishing and proper curing.	Cft	24		
12	Provide and lay mild steel 3/8" dia bar in the RCC bed, @ 8" c/c, with proper binding of both longitudinal and transverse bars using binding wire.	Kgs	66		
13	Providing and fixing of GI Pipe 1/2" Dia (IIL-L; Quality) for storage tank outlets including Elbow, Socket Tee joint, Cutting & Jointing with leakage test etc as per instruction of engineer incharge	Rft	10		





14	Providing and fixing of GI Pipe 1.5" Dia (IIL-L; Quality) for storage tank overflow including Elbow, Socket Tee joint, Cutting & Jointting with leakage test etc as per instruction of engineer incharge	Rft	10		
15	Providing and fixing of GI pipe 2" dia (IIL-L; Quality); pipe for wash-out and outlets from Storage tank to water-point including G.I Socket closed end, gate valve with Cutting & Jointting etc as per instruction of engineer incharge	Rft	5		
16	Providing & fixing of Brass Taps/ Bib Cock/ Stop Cock 1/2" dia or suitable as per instruction of site engineer	No's	4		
17	Supplying and fixing of storage tank MS top cover (2.5' x 2.5') 18 gauge Painted with Muslim Aid Colour, cross weld with angle iron or as per standard specifications approved by engineer in charge. Proper anchorages at the ends.	Nos.	1		
18	Painting with three coats of weather-resistant paint, including wall puttying of all outdoor walls, logos on surfaces, using approved paints and colour pigments. Complete in all respects as per the approval and direction of the Engineer in Charge.	job	300		
19	Providing and laying of PVC (B Class) pipes 4" dia for drainage with L-bow and Drin Mesh.	Rft	20		
20	Providing and laying 1/4" to 3/8" (6mm to 9mm) thick Glazed/ Matt tiles of any colour and size for front, floor and steps over 1" (25mm) thick cement sand mortar base including jointing and washing the tiles with white cement slurry of matching color by using color pigment and curing etc as per directions of site engineer	Sft.	92		
21	Providing and fixing a stainless steel railing for the support of persons with disabilities, consisting of 1.25" I/D (18 SWG) and 6 feet long stainless steel pipes, fixed 6 inches into the ground and extending up to 2 feet 9 inches above ground level, welded with 5/8" x 5/8" bars at a height of 2 feet 9 inches pipe cross welded and fixed on both sides of the ramp, as approved by the engineer in charge.	Job	1		
22	Providing and Installing High Quality Visibility Sign Board of 3'x4' Dimensions on 18 SWG Iron Sheet including G.I Pipes frame for Supporting Purpose of 1" Dia Placed at the Height of Atleast 4.5 Ft Above the Ground with Strong Concrete Foundation of atleast 1 Ft Depth, Painted with Approved Color and Logos and Details of the Project Provided on Site. As per Directions of Engineer In Charge.	Job.	1		
<b>Grand Total PKRs</b>					





Construction of Water Points					
SNo.	Discriptions	Unit	Qty	Unit Rate	Total Rate
1	Dressing and Levling of surface for foundation upto 6" inches deep in all kinds of soil including rock and removing all vegetation along with their roots and back filling selected excavated material in foundation, plinth or under floor and where necessary.	Sft.	35		
2	Providing and laying of mixed plain cement concrete (PCC 1:4:8) in foundation, flooring for Hands wash places compacting and curing.	Cft.	9		
3	Providing and laying of mixed plain cement concrete (PCC 1:2:4) in, flooring; using graded crushed boulders 3/4 inch (19mm) and down; with finishing and proper curing.	Cft.	13		
4	Providing and laying first class solid burnt brick masonry (Brick Strength:1800psi-2000psi) including scaffolding, raking out joints and curing in foundation and substructure/Basement/ground level. with cement sand mortar CSM 1:5 ratio with 4.5 inch wall thickness	Cft.	20		
5	Providing and laying plain cement plaster of 1:4 ratio with fine sand and 0.5" thickness including proper curing for both internal & external works.	Sft.	11		
6	Providing and complete installation of UPVC pipe 3" dia waste pipe of class B including all fittings TEE, sockets, elbows etc. complete in all respect	Rft.	20		
7	Providing and Laying HDPE (25mm dia) pipe approved Quality, including testing & disinfect complete i/c trenches and backfilling etc	Rft	1000		
9	providing and laying 1/4" to 3/8" (6mm to 9mm) thick Glazed/ Matt tiles of any colour and size in floor laid upto 5 feet over 1" (25mm) thick cement sand mortar base including jointing and washing the tiles with white cement slurry of matching color by using color pigment and curing etc as per directions of site engineer	Sft.	72		
10	Providing and Fixing CP bib-cock, heavy type : 1/2" i/c fixing of GI pipe,socket,elbows etc	Nos.	2		

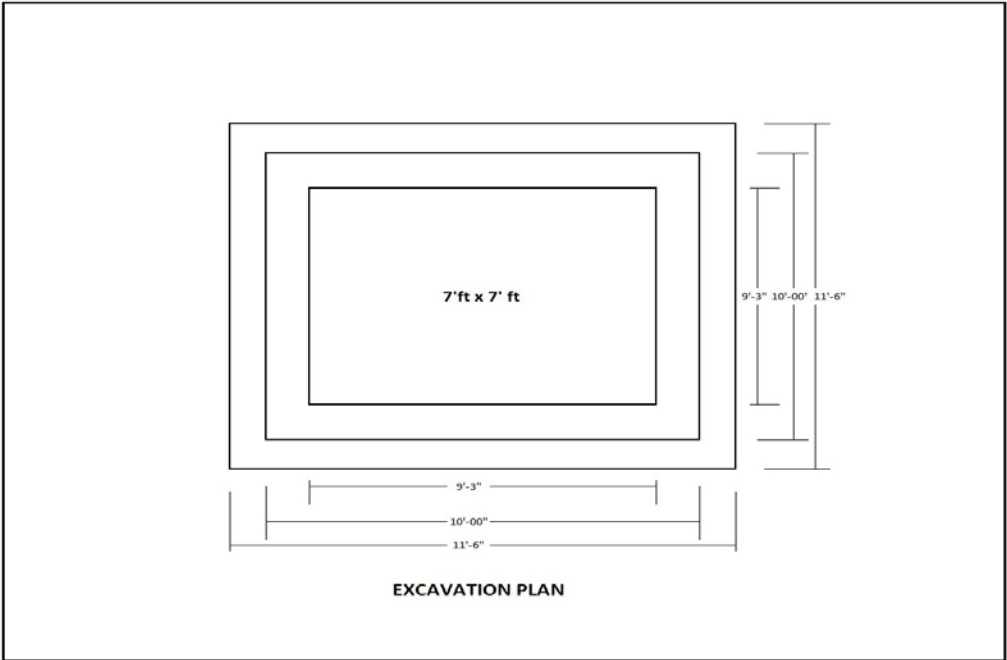


Cost of Sigle Water point Places PKRs.					
2	Soakage Pit				
SNo.	Description of Work	Unit	Quantity	Unit Rate	Total Rate
1	Excavation for soak pit (3 ft Length 3 ft Width x 4 ft Depth) in all kinds of soil including rock and removing all vegetation along with their roots and back filling selected excavated material where necessary.	Cft	36		
2	Providing and laying first class solid burnt brick masonry set in cement sand mortar 1:5 in Soakage Pit 5'-9" below ground level.	Cft	2		
3	Providing and laying of RCC (1:2:4) for top slab, using MS Iron 10mm iron bar (Grade 40 steel) @ 9" c/c proper bindingn with binding wire bothway in using graded cube crushed 3/4 inch (19mm) and down; with shuttering and its removal after 28 days, compacting and proper curing.	Cft	3		
4	Providing and Fixing of PVC Class B Pipe 3" in Dia with Joint, Elbow etc.	Rft	20		
5	Providing and fixing of Drain Mesh	Nos	1		
Cost of Single Water Point Places PKRs.					
Total Cost of 01 Water Point PKRs.					
Total Cost of 33 Water Point PKRs.					

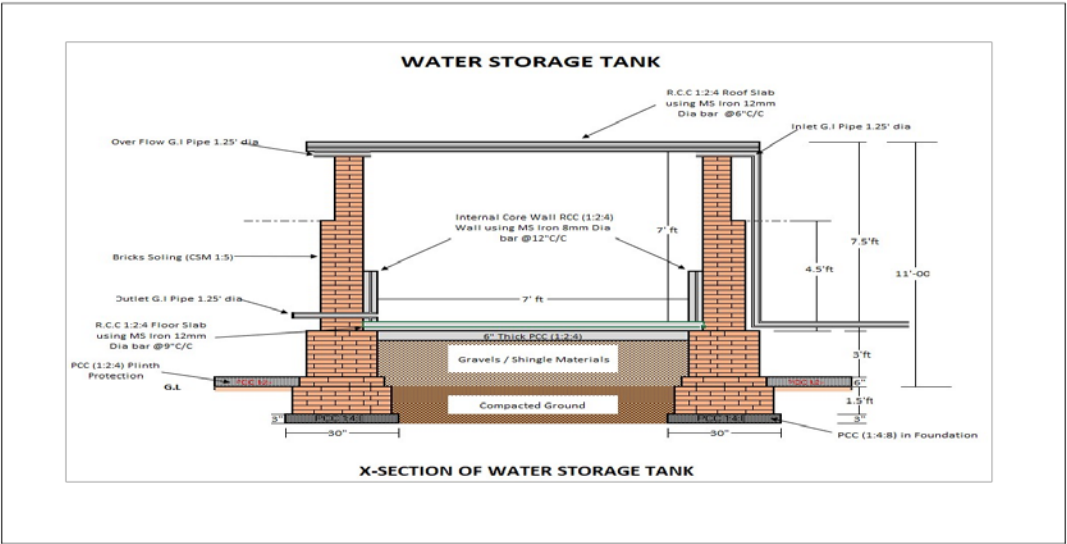
Summary of SWSS		
S NO	Items	Total BOQ Cost
1	Total Cost of Pumping Machinery with Solar Equipments & Drilling Borehole with Civil Works	
2	Total Cost of Water Storage Tank	
3	Total Cost of Water Point PKRs.	
Total Cost of 01 Solar SWSS (Inclusive Taxes) PKR.		
Total Cost of 33 Solar SWSS (Inclusive Taxes) PKR.		

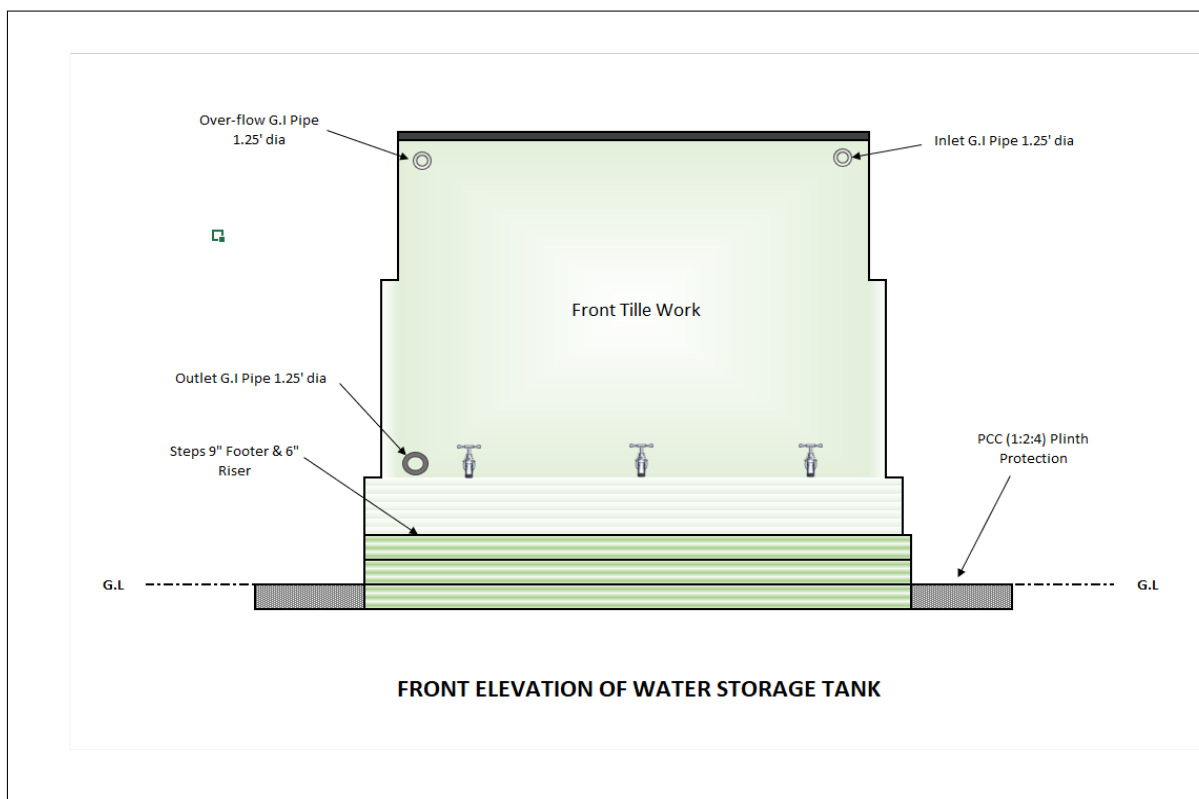


Drawings



QUANTITY  
/ ANY





Annex B: Locations /construction of SWSS (33 Sites)

Sr#	Name of Viilage	Union Council	Tehsil	District	Province	Recommended for
1	Shina Lashta No 1	Haiderzai	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
2	Killi Malik Abad Gawal Haiderzai	Ali Khail	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
3	Killi Malik Abdul Sattar	Musafirpur	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
4	Killi Ghobar Shinkai	Musafirpur	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
5	Killi Alozai	Akhtarzai	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
6	Killi Girdi	BaratKhail	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
7	Killi China Barat Khail	BaratKhail	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
8	Killi Jehangir	Killa Saifullah Town	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
9	Killi Malik Zahir	Saddar	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS



charity: water

10	Killi Bahadurwal	Akhtarzai	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
11	Killi Kan Adniazai	Kan Adniazai	Muslim Bagh	Killa Saifullah	Baluchistan	SWSS
12	Batozai	Batozai	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
13	Batozai	Batozai	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
14	Ghourzai	Ghourzai	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
15	Barat Khail	Barat Khail	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
16	Killi Zahir Khan	Killa Saifullah	Killa Saifullah	Killa Saifullah	Baluchistan	SWSS
17	Killi Dilli	Lahore	Bori	Loralai	Balochistan	SWS
18	Killi Zargara	Chanalaizai	Bori	Loralai	Balochistan	SWS
19	Killi Kaana Ziyarat	Sheran Alaizai	Bori	Loralai	Balochistan	SWS
20	Killi Zangi Wal	Zangi Wala	Bori	Loralai	Balochistan	SWS
21	Killi Kozbarnimai	Chanalaizai	Bori	Loralai	Balochistan	SWS
22	Killi Zaroba # 01	Chanalaizai	Bori	Loralai	Balochistan	SWS
23	Killi Zaroba # 02	Chanalaizai	Bori	Loralai	Balochistan	SWS
24	Pahari Mohalla	Municipal Committee	Bori	Loralai	Balochistan	SWS
25	Killi Rolin Babo Bagh	Circle # 03	Bori	Loralai	Balochistan	SWS
26	Killi Oryagai	Oryagai	Bori	Loralai	Balochistan	SWS
27	Killi Bahadar Abad	Zangi Wala Jogzai	Bori	Loralai	Balochistan	SWS
28	Killi Katwai	Bawar	Bori	Loralai	Balochistan	SWS
29	Killi Oryagai Nasar Abad	Oryagai	Bori	Loralai	Balochistan	SWS
30	Killi Minara	Shahkarez	Bori	Loralai	Balochistan	SWS
31	Killi Dargai Sagarah	Kach Amaqzai	Bori	Loralai	Balochistan	SWS
32	Killi Kakar Colony New Adda	Circle # 02	Bori	Loralai	Balochistan	SWS
33	Killi Model Town Loralai	Town	Bori	Loralai	Balochistan	SWS

## General Conditions for the purchase of Goods

### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the supplier signing and returning an acknowledgement copy of it or by timely delivery of the goods 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 shall bind **Muslim Aid (MAP)** unless agreed to in writing by a duly authorized **Muslim Aid (MAP)** official.

### 2. LEGAL STATUS

The supplier shall be considered as having the legal status of an independent contractor vis-à-vis **Muslim Aid (MAP)**. The Supplier, its personnel and sub-contractors shall not be considered in any respect as being the employees of **Muslim Aid (MAP)**. The supplier 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 INSTRUCTIONS

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

### 4. EXPLOITATION AND ABUSE OF REFUGEES AND OTHER PERSONS OF CONCERN TO DONOR OF THIS PROJECT UNOCHA

The supplier warrants that it has instructed its personnel to refrain from any conduct that would adversely reflect on donor of this Project (UNOCHA) and/or the United Nations and from any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNOCHA to ensure the protection of refugees and other persons of concern to UNOCHA. The supplier hereby undertakes all possible measures to prevent its personnel from exploiting and abusing refugees and other persons of concern to or to take corrective action when exploitation or abuse has occurred, shall entitle UNOCHA to terminate this Purchase Order immediately upon notice to the Supplier, at no cost to UNOCHA.

### 5. ANTI-PERSONNEL MINES

The supplier 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, at no cost to **Muslim Aid (MAP)**.

### 6. CHILD LABOUR

The supplier represents and warrants that neither it, nor any of its suppliers, is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32

thereof, which, *inter alia*, required 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 requires the services of a sub-contractor, the supplier shall obtain the prior written approval of **Muslim Aid (MAP)** for all sub-contractors. The supplier 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 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 shall not assign, transfer, pledge or make other disposition of this Order or any part thereof or of any of the supplier's 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 represents and warrants that no official of Muslim Aid (MAP) has been, or shall be, offered by the Supplier any direct or indirect benefit arising from this order or the award thereof. The supplier agrees that breach of this provision is breach of an essential term of this Order.

## 10. ENCUMBRANCES/LIENS

The supplier 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.

## 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 to obtain such license or authorization. Should the supplier 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 warrants the goods, including the packing, furnished 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 provides to purchasers. Such guarantees shall apply to the goods subject to this Order.

## 13. REJECTION

Under the Order, Muslim Aid (MAP) shall have the right to reject the goods 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 goods ordered for under this Order at the Supplier's stores, during manufacture, in the port or places of shipment, and the Supplier shall provide all facilities for such inspection.

#### **15. INTELLECTUAL PROPERTY INFRINGEMENT**

The supplier warrants that the use or supply by Muslim Aid (MAP) of the goods sold under this order does not infringe on any patent, design, trade-name or trade-mark. In addition, the supplier shall, pursuant to this warranty, indemnify, defend and hold Muslim Aid (MAP) and United Nations harmless from any action or claims brought against Muslim Aid (MAP) and/or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this purchase.

#### **16. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by Muslim Aid (MAP) shall rest with Muslim Aid (MAP) and any such equipment shall be returned to the Muslim Aid (MAP) at the conclusion of this Contract or when no longer needed by the Supplier. Such equipment, when returned to Muslim Aid (MAP), shall be in the same condition as when delivered to the Supplier, subject to normal wear and tear. The Supplier shall be liable to compensate Muslim Aid (MAP) for equipment determined to be damaged or degraded beyond normal wear and tear.

#### **17. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF (Name of your Organization) OR THE UNITED NATION**

Unless authorized in writing by Muslim Aid (MAP) the Supplier should not advertise or otherwise make public the fact that it is a Supplier to Muslim Aid (MAP) or use in any manner whatsoever the name and emblem or official seal of Muslim Aid (MAP) or any abbreviation of the name of Muslim Aid (MAP) and/or UNOCHA funded project for in connection with its business or otherwise.

#### **18. OVERRIDING CLAUSE**

In the event of any conflict or inconsistencies between these General Terms and Conditions for Goods 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.

#### **19. FORCE MAJEURE: OTHER CHANGES IN CONDITIONS**

In the even 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 is hereby rendered unable.

Wholly or in part, to perform its obligations and meet its responsibilities under this Order. The Supplier 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 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 (MAP)** shall have the right to suspend or terminate this Purchase Order on the same terms and conditions as are provided for in Article 21, "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 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.

## 20. 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.

## 21. TERMINATION OF PURCHASE ORDER

In the case of failure by the Supplier 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 (MAP)** may, after giving the Supplier 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 (MAP)** may hold the Supplier 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 (MAP)**.

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

## 22. INSOLVENCY AND BANKRUPTCY

Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, **Muslim Aid (MAP)** may without prejudice to any other rights and remedies, terminate this Order by giving the Supplier written notice of termination. Should the Supplier be adjudged bankrupt or should the Supplier make a general assignment for the benefit its creditors or should a receiver be appointed on account of the Supplier's insolvency **Muslim Aid (MAP)** may under the terms of this Order.

## 28. PAYMENT INSTRUCTIONS

**Muslim Aid (MAP)** shall on the fulfillment of the Delivery Terms, unless otherwise provided in this Order make payment by bank transfer within thirty days of receipt of the Suppliers invoice for the goods 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 in made within the period required by such payment terms.



VENDOR REGISTRATION FORM – ANNEX D

**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):



charity: water



14. Nature of Business:				
Manufacturer:	<input type="checkbox"/>	Authorized Agent:	<input type="checkbox"/>	Trader: <input type="checkbox"/> Consulting Company: <input type="checkbox"/> Other (specify):

15. Year Established:	16. Number of Full-time Employees:
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17. Licence no./State where registered:	18. VAT No./Tax I.D.:
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19. Technical Documents available in:												
English	<input type="checkbox"/>	French	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	Russian	<input type="checkbox"/>	Arabic	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other (specify)

20. Working Languages:						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	French	Spanish	Russian	Arabic	Chinese	Other (specify)

**Section 2: Banking Information**

34. List below up to a maximum of ten (10) of your core Goods/Services offered:	
Description (one Line for each Item) conforms	National/International Quality



charity: water

21.	Bank Name:	22.	Branch Name:
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):		
31.	Routing Bank details (if applicable): full details to be provided as per above		

### 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 ☐

Standard to which Item

### Section 4: Experience

35. Annual Value of Total Sales for the last 2 Years:

Year : PKR Year PKR



charity: water



36. Annual Value of Export Sales for the last 3 Years: If applicable

Year : PKR

Year PKR

Year

PKR

37. If available, please provide a copy of the company's latest annual or audited Financial Report.

Do you have outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern? Yes

☐
☐

No

### Section 5: Official not to benefit

46. 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 staff members participating in the procurement process. Please confirm.

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

E-11/2, Islamabad

[4-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.
- 30. International Bank Account Number (IBAN).
- 31. Should a routing be required for international payments, please provide full details of intermediate bank(s).

Section 3: **(Documents to be submitted with Bids)**

- 32. Pakistan Engineering Council Certificate (Validity)
- 33. NTN certificate
- 36. Work Plan for implementation.
- 40. Financial Statement
- 41. Affidavit showing that company is not involved in any litigation.
- 42. General Reputation (Provide the evidence of completion certificates of at least two previously completed projects of clients)