

**Tender Pack for the construction of RCC
school and installation and construction of
solar water wells**



**TENDER FOR: Tender Pack for the construction of RCC school and
installation and construction of solar water wells**

TENDER ADVERTISEMENT: April 23, 2024

TENDER DOCUMENT ISSUANCE DATE: April 23, 2024

LAST DATE OF TENDER SUBMISSION: May 07, 2024 BEFORE 05:00 PM

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CONFIDENTIAL QUESTIONNAIRE**Company / Firms / General order supplier / Individual Information**

Full Legal with registration number and Trading Name:	
Date of Registration of your company: (please attach certificate)	
Full address:	
Registered place of business (if different from above address):	
Name the contact within your organization to whom all correspondence regarding this tender should be addressed:	
Company website address: (in any)	
Name, contact detail and position of person authorized to enter into negotiations and sign any formal agreement:(company focal person)	
Company registration details such as, i. STN/NTN Registration number number (copy must be attach) (NTN should be relevant to business or otherwise General Order Supplier)	

Business Information

Provide a brief description of your Company profile and structure, size and location(s) relevant to Animal Sacrifice, buying and selling of animals or slaughtering etc.	
List of Major Clients (please only mention clients relevant to live stock or meat supply, slaughtering or related business)	

Bank Detail:

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

Business References/ partnership/ contracts as Reference (Only for Qurbani Related Services):

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

NOTE: Please attach all given partnership references including Purchase Order, Contract, satisfactory performance certificate.

7. Pricing (Animals Rates in PKR)

M/S: _____ From: Procurement Department
Address: Help In Need

Request for Quotation

HELP IN NEED (HIN) is a national level Relief and Development Organization providing humanitarian aid during emergencies and working for long-term development of vulnerable communities of Pakistan.

HELP IN NEED (HIN) takes this opportunity to request you to quote the prices for the for the construction of RCC school and installation and construction of solar water wells as per the BOQ

Specifications of work – construction of RCC school and installation and construction of solar water wells **per the BOQ**

General Terms & Conditions General

4 “Tender # HIN/construction 05/2024 ” must be mentioned on main envelop

- Supplier (**After winning the BIDs**) shall provide CDR/DD amounting 5 % of total Bid (in the name of HELP IN NEED on this **NTN: 2229040**) along with tender pack, CDR/D.
- Quoted prices for the above items shall be inclusive of all kind of Govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- Delivery Date: 31 July 2024
- All prices must be quoted in Pak rupees. (Including Taxes)
- Evaluation of the quotation and award of Purchase Order shall be items wise/lot wise.
- All Govt applicable Taxes as per government prevailing rates shall be deducted at the time of payment.
- Up to 30% mobilization will be issued after signing of the contract.
- HELP IN NEED reserves the right to reject any or all quotations without assigning any reason thereof.
- Expected delivery time must be mentioned on your bid.

Bid Submission Requirements

The following documents should be accompanying the tender

- Updated Company Profile with all registration and accreditation certificates
- Past experience certificate, Purchase order and reference letter.
- NTN certificate
- Sealed Quotations addressed to “Procurement Committee” should be dropped in our quotation box placed at **HELP IN NEED - Head office, Ground Floor, Plot N. D-1, Class III, Shopping center, street No.11, G-11/1, Islamabad, (Contact Numbers.0300-0551505, 0300-0551505, 051-8732605-6)** latest by 5:00 pm on or before **(Last Date May 7, 2024).**
- Copy of CNIC of company`s Director / MD / Owner.
- Pictures / Video of slaughtering facility and cold chain fleet (if available)
- Signed and stamped bid documents
- Qualified vendors can submit the BIDs security (CDR / DD 5 % of the **total quoted value of BID** (In the name of Help in Need

Validity of Bid

- Bids shall remain valid for at least 45 days from the date of submission. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

Short listing Criteria

- Experienced Contractor, however preference will be given to contractors experienced in similar nature of projects.
- Past experience with NGOs/INGOs (attached evidence)
- Financial Strength to be backed by bank statements or audited accounts
- Quoted Price/ given rate under each category
- Presence in the area (added advantage)
- Minimum two references indicating successful delivered qurbani related projects (contact number and email is must)
- Operational capacity (staff strength, presence and others)
- Affidavit and Certificate of not blacklisting.

For Help in Need _____ Sign & Seal of bidder _____

2. Supplier Screening Form

Company Information: -

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current Help In Need staff in the following capacity?

Personal/Family	Yes	No
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Business	Yes	No
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If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom

How did you hear about HELP IN NEED service request

Compulsory documents to be provided to us:

1. Company Registration Documents
2. Photo copy of ID/Passport of Directors (only signatory)

Consent

DECLARATION

Our organization M/S _____

Address: _____

Is not involved in and does not support any activity which is considered illegal by the Government of Pakistan or under the International Laws Community or what may be termed a terrorist activity.

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name

Position

Sign & Official stamp

Date

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use

Received by (Head office):
Name:

Position

Date

5. Complaints..... please write to us

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

For E. mail info@helpinneed.org,
For Contact . 0300 -0551505

Help In need has zero tolerance for corruption/ bribery and is committed to listen and address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.

6. Queries..... please write to us

If you have any query regarding tender documents, then please contact us at info@helpinneed.org

