

Tender Document

Location: . Fazal software technology park, plot No. 295-96, I-9/3, Islamabad	Tender №: <u>HIN/Winter kit supplies-</u> <u>11/2025/002</u>
Supply of Winter kits to KP, Punjab, Kashmir, and Baluchistan.	Last Date of Submission: 14 / 11 / 2025

General Conditions for Tender

1. **Scope: Help In Need (HIN)** invites sealed bids for the **Supply of Winter kits** in accordance with procedures, conditions, and contract terms, as prescribed in the bids/tender documents from competent vendors/firms & Campines. HIN reserves the right to change the technical specification/quantity/ work /supplies specified in the Tender Document or other terms and conditions and to accept or reject any, all, or part of submitted offers.
2. **Language:** As determined by HIN, the working language of this tender is English. Other languages will not be accepted.

3. Bid Evaluation

Financial and Technical Evaluation

All bids from bidders will be evaluated based on evaluation criteria:

- Technical evaluation 40%
- Financial evaluation 60%

In addition to the above, compliance with bid documents is a must. While, procurement committee to authorized to ask for additional information, if required.

4. **Clear and Legible Offer:** Only those bids/offers will be considered which are absolutely clear, unambiguous, and legible. Any unavoidable cutting/ overwriting must be signed and stamped. Use of correction pen/ correcting fluid is not allowed. Use of correction pen/ correcting fluid could cause rejection of the bid/ offer. Any correction that could cause implication in future would not be accepted.
5. **Site Inspection:** Inspection of supplies/ material/ work-done with or without bringing into the knowledge of the vendor(s) is allowed under this bid document. The successful vendor(s) will facilitate HIN representative for the inspection(s).

6. Submission of Bids And Necessary Documents

Bids must be submitted in two (02) separately sealed envelopes as follows:

The outer envelope should be marked and addressed as mentioned below.

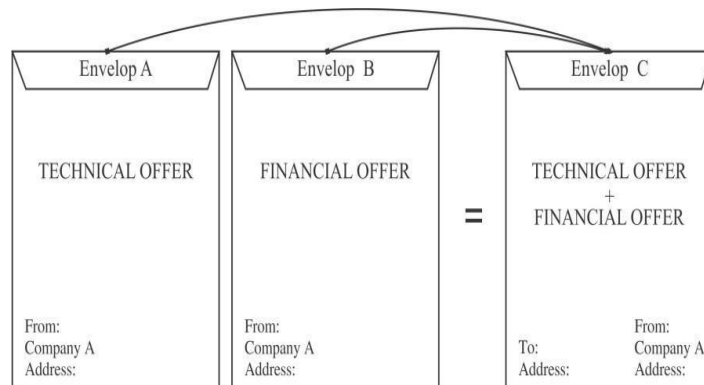
- i. **(1st) Sealed envelope containing the technical part of the offer, having the following documents**
 - a) Duly filled Vendor's General Information Form (Annexure -A)
 - b) Documents indicating past experiences with any other organization (along with Annexure -B)
 - c) Copy of National Tax Certificate/GST/Province sales tax certificate
 - d) Invoices/Work Orders/Projects of at least three previously completed works (of the last three years only)
 - e) Written Evidence of similar work, any three (of the last three years only)

Tender Document

- f) Signed and stamped bid document and its annexures
- g) Conflict of Interest Form
- h) Audit report/tax return/bank statement (any one) for last one year
- i) Any other documents such as completion certificate, affidavit, and delivery schedule etc.

ii. (2nd) Sealed envelope containing commercial part of the offer having the following documents;

- a) Duly filled Price Schedule – (Annexure C)



Both first and second envelopes should be sealed in the third envelope, having written the details mentioned below as illustrated above. The envelopes should be brought by the representative of the firm/company on the closing date and time as mentioned above or can be sent through courier/mail at the following address.

Help In Need

Procurement Committee

Fazal software technology park, plot No. 295-96 I-9/3, Islamabad

Phone 051-8732605, 0300 – 0551505

IMPORTANT: Bids that are otherwise addressed or sent to other addresses or individuals will be marked invalid and will not be considered for evaluation.

7. Tender Basis:

- All Tender Documents must be completed in full, or the application will be disqualified.
- All bids shall be made in accordance with the Tender Documents, including technical specification, drawings, and/or activity schedule, and the draft of the contract intended to be signed with the successful applicant.
- If Applicants have any additional requests and conditions, these shall be stipulated in a separate letter accompanying the bid. The additional request and conditions must not violate the conditions mentioned the tender notice.
- Each applicant should take one bid only.
- Each bid shall be valid for the period of 60 days from its date of submission.
- Bids shall be made in writing, calculated in PKR only, and clearly stated on the appropriate forms.

Tender Document

- All prices must include all taxes, compulsory payments, levies and duties, including Sales Tax (if applicable) and taxes must be separately shown against each item.
- The price schedule must include all information requested.
- HIN is not liable for any damage to the applicant's person or property in the event that something should occur during the transportation and delivery of goods/material etc. HIN strongly recommends that all applicants take extra precautions when visiting/delivering supplies to a project site.

- 8. Scope of Work:** The scope of the assignment relates to the **Supply of Winter kits** as per the details provided by HIN.
- 9. Payments:** Subsequent payments will be made upon satisfactory completion and delivery /inspection report (if any) of the agreed specification under the project mentioned in the tender notice / Invitation of Tender.
- 10. Performance Standards:** The works must be undertaken in accordance with all relevant rules, regulations, and statutes currently in force in Pakistan.
- 11. Tender Documents:** The bids must bear your official letterhead, clearly identifying your company.

Closing Date and Time: All bids must be received by **November 14, 2025, by 5:00 p.m. (Sharp).**

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.

- 12. Eligibility of Applicants:** Applicants **CANNOT** apply if they are:
- Unsigned and unstamped bid document.
 - Incomplete bid document.
 - Not registered companies.
 - Blacklisted by government or any organization.
 - Bankrupt or in the process of going bankrupt.
 - Convicted for an offense concerning professional conduct.
 - Guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
 - Involved in any legal litigation in any court of Law in Pakistan.
 - Guilty of serious misinterpretation in supplying information.
 - In situations of conflict of interest (with prior relationship to project or family or business relationship to parties on HIN).
 - Declared at serious fault of implementation owing to a breach of their contractual obligations
 - On any list of sanctioned parties issued by the Pakistan Government.
- 13. Bid Delivery:** All tenders will be delivered in standard format to HIN address in a sealed envelop and by the date stated in Tender Documents. The envelope will be clearly marked with the precise reference of the invitation to which it is a response, the delivery address and the name of the applicant.
- 14. Bid Opening:** The bids will be opened in the presence of the Tender Committee. Each bidder's name will be announced and registered in the minutes. Technical envelope will be open in the meeting and bidders will be shortlisted who comply with the bid document requirements.
- 15. Retention Money:** 05% of the contract amount will be withheld as retention money for a period of 10 days of completion of delivery/work.

Tender Document

- 16. Selection of Tender:** Selection of the successful applicant will be based on the ranking of applicants according to financial and technical criteria, as well as any other criteria suggested by the Tender Committee. Based on this Tender Committee will then make a recommendation.
- 17. Acceptance of Successful Tender:** Taking into consideration the recommendation of the Tender Committee, HIN will make the final choice of the awarded firm. HIN will then send a letter of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the contract for the stated amount. Any amendment to the awarded tender will be documented as an “Annex” to the contract and will be determined by HIN.

Terms & Conditions:

1. The tender documents can be downloaded from the HIN website (the link is provided in the tender advertisement).
2. The last date to submit the Sealed Bid is **November 14, 2025, at the following address,**

Fazal software technology park, plot No. 295-96, I-9/3, Islamabad.

3. The **Supply of winter kits in KP, Punjab, Baluchistan, and Kashmir.** Details of which will be shared at the time of signing the contract/purchase order.
4. The suppliers must quote only one option for each item with its price and detailed specs as per requirements given in the detailed tender pack. Bids received with more than one option and rates may be rejected.
5. Payment will be made in phases (details will be mentioned in the Agreement) through crossed cheque.
6. Tender price must be inclusive of delivery costs and all admissible taxes while relevant taxes will be deducted at source. Copies of NTN numbers must also accompany the tenders.
7. Tender committee reserves the right to alter the quantity, if required.
8. An agreement will be signed with successful bidder(s) for timely completion of schemes/project. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the supplier.
9. In case the project is delayed, HIN will impose a fine of 0.5 % / Day of the total amount of contract for each day of delay.
10. HIN reserves the right to forfeit the Performance Guarantee in case of breach of the agreement.
11. Tender Offers must be valid for minimum 40 days after the tender submission.
12. Tender publication does not constitute any commitment on part of HIN unless a written agreement is signed by both parties.
13. Tender committee reserves the right to cancel/reject any or all offers without assigning any reason.
14. Lowest price will not be the **sole criteria; quality, delivery time and previous experience** will also be considered.

Tender Document

ANNEXURE-A

VENDOR GENERAL INFORMATION FORM

Company Details and General Information

Name of Company	
Office Address:	Contact Person & Designation (for Communications regarding)

City: _____	
Province: _____ District: _____	Contact Number: _____

Tel: _____	Fax: _____
Email: _____	Website: _____

Type of Business Organization	List Geographic Territories in which Business is done
_____	_____
_____	_____

Year Established	Number of Full Time Employees
_____	_____

TAX / VAT Registration Number: _____

List the following information about the Vendors Officers, Partners, Directors and Owners (Including Companies):

Name	Designation	Title	Qualifications	Experience (years)	Nationality

(Attach Additional information if required)

Tender Document

ANNEXURE-B **VENDOR EXPERIENCE FORM**

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or Partner of Joint Venture

Use Separate Sheet for each Contract

1	Project Name
	Name of Employer
2	Employer Address
3	Nature of works and special features relevant to the contract
4	Contract role (Tick Only) * Sole contract * Management contract * Subcontract *Partner in a joint venture
5	Project Location
6	Date of Award
7	Date of Completion
8	Project Duration
9	Project Amount (Rs.)

(Attach proof of the experience)

Tender Document

CONFLICT OF INTEREST DECLARATION FORM

VENDOR NAME: _____

ADDRESS: _____

POSITION: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in HIN's Policy on Conflicts of Interest) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of HIN that is currently in effect.

SIGNATURE: _____ DATE: _____