

## Tender Document

<b>Location:</b> Fazal Software Technology Park, Plot No 395-96, I-9/3, Islamabad.	<b>Tender №:</b> <u>HIN/Jan-30/2026/036</u>
<b>Supply Ramadan Food Parcels, Cooked Food (Iftar Meal) Per Head, and Eid Gifts</b>	<b>Last Date of Submission:</b> <b>30 Jan, 2026</b>

## General Conditions for Tender

- Scope:** Help In Need (HIN) invites sealed bids for the **supply of Ramadan Food parcel, Cooked Meal Per Head (Iftar Meal), and Eid Gifts** by 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 the submitted offers.
- 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 the evaluation criteria:

- Technical evaluation 40%
- Financial evaluation 60%

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

- Clear and Legible Offer:** Only those bids/offers that are clear, unambiguous, and legible will be considered. Any unavoidable cutting/ overwriting must be signed and stamped. Use of a correction pen/correcting fluid is not allowed. Use of a correction pen/ correcting fluid could cause rejection of the bid/ offer. Any correction that could cause implications in the future would not be accepted.
- 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 the 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.

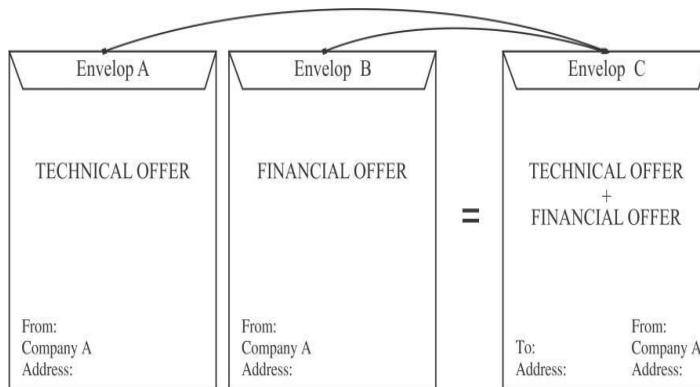
- (1<sup>st</sup>) Sealed envelope containing the technical part of the offer, having the following documents**
  - Duly filled Vendor's General Information Form (Annexure -A)
  - Documents indicating past experiences with any other organization (along with Annexure -B)
  - Copy of National Tax Certificate/GST/Province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

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

**ii. (2<sup>nd</sup>) Sealed envelope containing the 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 below-mentioned details 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. 395-96, I-9/3**  
**Islamabad**  
**Phone 051-8732605, 0300 – 0551505**

**Email:** [info@helpinneed.org](mailto:info@helpinneed.org)

**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 by the Tender Documents including technical specifications, 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, this shall be stipulated in a separate letter accompanying the bid. The additional request and conditions must not violate the conditions mentioned in the tender notice.
- Each applicant should take one bid only.
- Each bid shall be valid for a period of 30 days from its date of submission.
- Bids shall be made in writing calculated in PKR only and clearly stated on the appropriate forms.

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- 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 if 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 Ramadan Food Parcel, Cooked Food (per-head Iftar Meal), and Eid gifts** 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 under 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: **30 January 2026 Before the Closing of the Business (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 the 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 a standard format to HIN address in a sealed envelope and by the date stated in the 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.

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- 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 **30 January 2026, at the following address, Fazal Software Technology Park, Plot No. 395-96, I-9/3, Islamabad.**
3. The **Supply of Ramadan Food Parcel, Cooked Food (Iftar Meal) and Eid gifts for Punjab, KPK- AJK- GB, and Sindh.** 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 the 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. The tender committee reserves the right to alter the quantity if required.
8. An agreement will be signed with the successful bidder(s) for the timely completion of schemes/projects. 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 the 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 a minimum of 40 days after the tender submission.
12. Tender publication does not constitute any commitment on the part of HIN unless a written agreement is signed by both parties.
13. The 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.

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### **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 Vendor's Officers, Partners, Directors, and Owners (Including Companies):					
Name	Designation	Title	Qualifications	Experience (years)	Nationality
(Attach Additional information if required)					

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## **ANNEXURE-B**

## **VENDOR EXPERIENCE FORM**

## DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or Partner of Joint Venture

Use a Separate Sheet for each Contract

(Attach proof of the experience)

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### 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 certify that the information above is true and complete to my knowledge. I have reviewed and agree to abide by HIN's current Policy on Conflict of Interest.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_