

INVITATION FOR TENDER

December 28, 2022

Tender Ref # DF /6RP19/IFT0004

Tender Subject: Procurement of supplies and services for rehabilitation/restoration of damages hand pumps & Installation of new hand pumps in 20 villages of 4 UCs of District Rajanpur, Punjab, Pakistan.

Doaba Foundation (**Contracting Authority**) is a Non-governmental organization working with the vision “Disaster prone communities becoming self-reliant in pursuit of their common interests”. Doaba Foundation with the Partnership of Water Aid is implementing a project “WASH Early Recovery in the Face of Flood 2022, Rajanpur Punjab, Pakistan” to address the reduction in the burden of health risks among flood affected families of four Union Councils and 20 Villages of District Rajanpur. The project aims to address the WASH-specific needs of the most vulnerable crisis-affected populations including women, young girls, and persons with disabilities, who cannot afford, or physically do not have access to water, sanitation, and basic hygiene items in the Rajanpur district. For more detail refer to Doaba Foundation website;

Website: www.doabafoundation.com

Doaba Foundation would like to invite competent, certified, qualified and experienced bidders/suppliers who can accept the challenge to deliver quality supplies and services with according to following scope, timeline, terms and conditions.

1. Scope of Tender:

Doaba Foundation requires supplies and service for access to safe and clean drinking water for most vulnerable flood affected population having more number of girls, women & person with disabilities, sick, old age having damages or no water facilities due to poverty and other reason.

Doaba Foundation invites potential bidders to timely and qualitatively delivers water supply services in 20 identified villages. Total deliverables include construction materials of 50 handpumps and it's all associated works at 20 identified villages. All handpumps are required to installed and constructed considering social, environmental and physical safeguarding, such as avoiding social conflict during construction, safe disposal and drainage of wastewater, considering environmental, accessibility, safety and security. Health and Safety at construction sites must be ensured by contractor that includes restriction of entry to construction site for irrelevant people, providing personal protection equipment (PPE) to labors, technicians, supervisors etc. PPEs minimally include items forehead protection, foot protection, hand protection, Face/Eye protection, work visibility shirts etc. Geographical outreach of sites/installation of handpumps would be approximately 50 KM on average from District Rajanpur.

Doaba Foundation reserves the right to make lots of tender, award tender, increase or decrease in number of deliverable units and cancellation of tender considering reasons whatsoever (i.e timeliness, quality delivery, specialized offer of bids, cost effectiveness and any uncertain change). Whereas following are potential numbers of lots;

2. Guidelines for tenderer:

By submitting a tender, tenders fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderer own conditions of sale may be, which they hereby waive. Tenderer are expected to examine carefully and comply timelines with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderer must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons, participating individually of tenderers.

The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	28-12-2022	12:00 PM
Last date on which clarifications are issued by the Contracting Authority	10-01-2023	05:00 PM
Deadline for submission of tenders	11-01-2023	05:00 PM

Please note that the contents of this tender document are subject to change.

3. General terms and conditions

All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the specifications stated in this tender.

- Timely arrival in accordance with the negotiated delivery periods is of almost important
- Partial shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications.
- The origin of all products required to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented.
- Doaba Tender committee has the right to award complete tender to single bidder or award different lot/s (complete lot/s) to different bidders
- Lowest bid will not be the only criteria, relevant experience of the bidder’s company, and delivery time will also be considered for the successfulness of bidder
- Bid security: Selected tenderer must have to submit 5% Bid Security
- No’s of Hands pumps installation increase or decreased.

4. Bill of Quantity:

Guidelines to prepare the bill of quantities:

- 4.1 The Bidders must submit the tender for all items.
- 4.2 Carefully read the each item and fill the unit rate and total amount accordingly
- 4.3 Avoid the cutting and overwriting
- 4.4 Bidders are encouraged to quote competitive prices/rates of each items

Installation/Rehabilitation of Damages 50 Hand Pumps

Abstract of Cost For Installation/Rehabilitation of Hand Pump						
S.No	Items	Specification	Unit	Per Unit Qty	Unit Rate (PKR)	Total Amount (PKR)
A	Bore hole and Hand pump accessories					
1	Boring work	4" dia boring in all types of strata of soil at the site	Rft	70		
2	Hand Pump Machine	Providing and installation of Local made Hand pump Machine. (Local Brass Pump material including body pipe 2.5" dia, rod 4 Sutter, handle 6 Sutter, Brass cylinder (Cylinder Size Min 6ft & Max 15ft), , Brass piston, Brass caps, iron valve, iron ring). Complete with all aspect Approved by Project Engineer.	Set	1		
3	A-Class 1" dia UPVC Suction Pipe	Providing and installation of 1" dia pipe with all necessary fittings (Pak-Arab or National or other available best brand} with previously available hand pump machine	Rft	70		
4	A-Class 2" dia UPVC Casing Pipe	2" Dia Casing UPVC pipe. Sample Should be approved by Project Engineer.	Rft	70		
B						
5	PCC Lean 1:4:8	Plain Cement Concrete including placing, compacting, finishing & curing (1:4:8) in apron/platform, drainage place complete in all respect	Cft	13		
6	PCC 1:2:4	Plain Cement Concrete including placing, compacting, finishing & curing (Ratio 1:2:4)	Cft	13		
7	Brickwork	Laying of Brick work with mortar 1:4 for the Walls	Cft	10		
8	Drainage	4 inch PVC pipe for drainage	Rft	13		

	pipe	purpose				
9	Floor Screen	4 "Steel floor screen (Jaali)	No.	1		
10	Elbow	UPVC 4" Elbow for the drainage	No.	1		
Total Amount for one Hand Pump (A + B) IN PKR						
Total Amount for 50 Hand Pumps IN PKR						
Delivery Time in Days						

5. Marking and labelling

Marking and labeling is required where applicable and guided by manufacturer and safety standards.

6. Packaging and picking

For all items the packaging must be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking (Loading Unloading) and packaging and transportation must be included in the unit price of each item.

7.Samples/Pictures/Specifications

Samples will be requested only from shortlisted bidders. Tenderer who present their bids after stipulated time or incomplete bids will be excluded from the tender evaluation process. The property of the samples remains to tenderer/sender and are to be delivered and collected at the cost of the tenderer. After tender evaluation, the samples can be collected at the address of sample delivery. If not collected within 07 days of the closing of the tender the property of the samples will be changed to contracting authority.

8.Delivery conditions

8.1: All transport details (Origin, City of Loading and Routing) must be indicated within the offer. Cost for transportation can be stated separately or included in the price of items. Partial shipments/delivery services without authorization of the Contracting Authority are not allowed. Each shipment/delivery of services must be announced with prior notice.

8.2: It is responsibility of bidder to safely provide the items/shipment/delivery of services at required/notified sites

8.3: The delivery of supplies and services will be required according to delivery schedule as mentioned in Purchase Order/Agreement. Faster delivery is appreciated; therefore clearly indicate your delivery date in calendar days in the offer.

9. Weight and dimensions of the consignment

Bidders are required to indicate the total weight per item, as well as the total weight and dimensions per item.

10. Prices

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process.

The analysis of the offers will be performed in Pakistani Rupees (PKR).

Prices need to include all taxes i.e; GST, WHT, insurance costs and all other applicable taxes by the government of Pakistan.Transport prices need to include transport tax.

11. Inspections

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

- a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labour, materials, drawings and production data as are normally required for inspection and testing;
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior or at loading / unloading (before shipment to the warehouse). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and also for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

12. Personal Protective Equipment and Safety at Site

Contractor is responsible for providing all his workers working on site with personal protective equipment. The Contractor is bound to ensure the safe construction practices which includes barricading the site. The Contractor is bound to ensure the safety of his workers if any of the PPE violation found by the Engineer, Contractor will be awarded with a warning. Repetitive violations can cause suitable penalty to the Contractor. PPEs minimally include items for head protection, foot protection, hand protection, Face/Eye protection, work visibility shirts etc. and site restriction for the entry of unwanted persons, through red & white tap

13. Danger Signs to be provided by Contractor

Lights for illumination, danger signs for warning, and information / cautionary signs in approved colours and sizes shall be provided by the Contractor wherever required at his own cost on the barriers as directed by the Engineer.

14. Period of Maintenance

The "Period of Maintenance" shall be of twenty (20) days duration unless otherwise specified in the Special Conditions of the Contract, calculated from the date of completion of the Works stated in the Certificate of Substantial Completion issued by the Engineer. In respect of any Section or part of the Works for which a separate Certificate of Substantial Completion has been issued, from the date of completion of that Section or part as stated in the relevant Certificate. The expression "the Works" shall, in respect of the "Period of Maintenance", be construed accordingly.

15. Quantities

The quantities set out in the Bill of Quantities are the estimated quantities of the work but they are not to be taken as the actual and correct quantities of the works to be executed by the Contractor in fulfilment of his obligation under the Contract.

16. Variations

The Contracting Authority may introduce any variations to the form, quality or quantity of the work or any part thereof which he considers necessary and for that purpose or if for any other reasons it shall, in his opinion be desirable, he shall have power to order the Contractor to do and the Contractor shall do any of the following:

- a) increase or decrease the quantity of any work included in the Contract;
- b) omit any such work;

- c) change the character or quality or kind of any such work;
- d) change the levels, lines position and dimension of any part of the Works; and
- e) Execute additional work of any kind necessary for the completion of the works.
and no such variation shall in any way vitiate or invalidate the Contract nor it will entitle the Contractor of any claims for compensation whatsoever, but the value (if any) of all such variations shall be taken into account in ascertaining the amount of the Contract Price.

17. Valuation of Variation

The Contracting Authority shall determine the amount (if any) to be added to or deducted from Contract Price in respect of any variation, addition, or omission made by his order. The valuation of any variation, addition or omission shall be calculated on the basis of the unit prices contained in the Bill of Quantities if in the opinion of the Engineer the same shall be applicable; if not then on the market rates. b) No deviation from specifications stipulated in the Contract or additional items of work shall be carried out by the Contractor unless the rates of the substituted, extra, altered or additional item have been approved in writing by the competent authority failing which the Doaba Foundation will not be bound to entertain any claim on this account.

18. Ordering Party

Office Address: **House # 02, New Model City, Behind Daewoo Cargo Office, Near Model Town Multan.**

19. Consignee/Notify and Documents

Office Address: **House # 02, New Model City, Behind Daewoo Cargo Office, Near Model Town Multan.**

19.1 Following documents must be submitted before tender closing:

**Written/printed quotation on letterhead paper or on Tender document. The quotation has included:
The pre-qualification documents (3 Pages) as in Annex 1 must be (signed and stamped)
Copy of GST registration form or Sales Tax registration form, NTN, C-6 registration certificate from PEC
(Mandatory), Company profile.**

19.2 Following documents will be requested from the Seller after the firm order:

- **Signed copy of the contract for acceptance.**
- **Original Commercial Invoice**
- **Performa Invoice (addressed to Consignee)**
- **Original Waybills**
- **Packing list**

19.3 Expenses for commercial courier to be covered by the bidder/supplier.

20 Payment Conditions

20.2 Payment shall take place in the currency of the Contract.

20.3 Payments due by the Contracting Authority shall be made through cross cheque to the contractor.

20.4 Pre-financing will not be granted.

20.5 Payments will be made according to agreed contract.

21. Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty to 0.05% per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging the Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the

variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier must inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

22. Award Criteria

- We prefer one single supplier for all items/Lots but reserve the right to divide per items towards different suppliers.
- Bidders not providing all necessary documents, properly signed and stamped will be excluded.
- Bidders are urged to provide recent (up to 2 years) references for similar markets.
- **Bid Evaluation:** The Tender Committee will examine the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors, in case there is any calculation mistake, unit price will be considered as base for the correction, to assist in the examination, evaluation and comparison of bids, the Tender Committee may, at its discretion, request clarification from the Doaba Foundation staff or consultant or Bidder.
- **15% delivery time**
- **35% Quality of goods**
- **50% price**

Non provision of samples, upon request for the contracting authority, will lead to disqualification of the bidders at this stage.

23. Tender submission conditions

23.1 The tenders, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is English.

23.2 The offer must have a validity of minimum 30 days following the tender deadline.

23.3 The Contracting Authority, in Pakistan, must receive the tenders before **11 January, 2023 not later than 05:00(pm) PST** in Office Address: House # 02, New Model City, Behind Daewoo Cargo Office, Near Model Town Multan.

23.4 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

The above address. The reference code of this tender procedure, (i.e **DF /6RP19/IFT0004**);

- i) The words 'Not to be opened before the tender opening session'
- ii) The name of the bidder.
- iii) Quotations are to be provided per hard copy, in one copy only. Offers per e-mail or fax will not be accepted or considered.
- iv) Alteration or withdrawal of tenders

23.5 Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

23.6 Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.

23.7 No tender may be withdrawn in the interval between the deadline for submission of tenders

23.8 Costs of preparing tenders: No costs incurred by the bidder in preparing and submitting the tender are reimbursable. All such costs will be borne by the bidder.

23.9 Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

23.10 Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.

Email Address:doaba.procurement@gmail.com

Phone # 061-6212857,

Please note:

- The opening of the tenders is public and will be carried out by a procurement committee of Doaba foundation.
- After closing of the tender, calls regarding tenders results will not be entertained.
- We prefers a single company but reserves the right to reject any or all the offers and can split the tender among different bidders, and amounts may be subject to changes. The decision of the tender committee is final regarding the evaluation of the offers and not challengeable in any court/forum.
- All the applicable taxes will apply as per Government of Pakistan tax rules and regulations, will be deducted by Doaba.

Annex 1
Supplier qualification
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Company name	
Legal form	
Number of employees	
Nationality of company	
Postal address	
Visitors address	
Telephone number	
Email address	
Website	
Name of Managing Director	
Sales & marketing contact person	
Range of services provided by the company (company portfolio)	
Remarks	

Note: Doaba Foundation carries out projects in the field of humanitarian aid and development cooperation which are also financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

1 Doaba Foundation supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

[Human Rights](#)

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

[Labour](#)

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

[Environment](#)

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

[Anti-Corruption](#)

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:

<https://www.unglobalcompact.org>

Supplier qualification

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We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the European Communities,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the Community budget,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.

Declaration of Impartiality and Confidentiality, Page ¼

Publication ref: **DF /6RP19/IFT0004**

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned [tender procedure][call for proposals]. By making this declaration, I declare that I am aware of the following:

1. Financial persons and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of Welthungerhilfe and the Donor.

If such a risk exists, the person in question shall refrain from such action. He or she shall refer the matter to the authorising officer by delegation and inform his or her hierarchical superior. The authorising officer shall confirm in writing whether a conflict of interests exists. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial person or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.

I hereby declare that, to my knowledge, I have no conflict of interest with the operators who have [applied to participate] [submitted a tender] for this contract, including persons or members of a consortium, or the subcontractors proposed.

I confirm that if I discover during the evaluation that such a conflict exists or might exist, I shall declare it immediately to the chairperson of the evaluation committee. In the case that such conflict is confirmed by the chairperson, I agree to cease from participating in the evaluation committee. I confirm that I have familiarised myself with the information available to date concerning this [tender procedure][call for proposals], including the provisions of the Practical Guide relating to the evaluation process.

I shall execute my responsibilities impartially and objectively. I further declare that, to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the [tender(s)][application(s)].

I shall maintain the strictest confidentiality in respect of all information acquired as a result of my involvement in the evaluation process of the above-mentioned call, as well as any information relating specifically to the object of this call.

Declaration of Impartiality and Confidentiality, Page 1/5

I undertake neither to disclose such information to any person who is not already authorised to have access to such information, nor to discuss it with any person in any public place or where others could overhear it.

(Name in Block letters, Date, Signature)