



National Integrated Development Association (NIDA-Pakistan) Township
Besham, district Shangla KP Pakistan
Tel: 0996-400327

Tender Document

For

**Procurement of Hygiene kits for 200 families including dignity and disability specific
and menstrual hygiene items for flood affected families in Chitral.**

Funded by

CBM

Reference # NIDA/Tender/CBM/P10519/2023-02

Bid Details:		
1	Date of commencement of Bidding Document	17-10-2023
2	Last date and time for receipt of Bidding Document (2 nd November, 2023)	02-11-2023 by 2:00 PM (PST)
3	Date and Time of Bid Opening	02-11-2023 by 3:30 PM (PST)
4	Place of opening of Bids	Conference room NIDA-Pakistan Head office Besham, District Shangla Tel: 0996-400327
5	Address for communication	As Above
6	Contact us:	For information and any clarification please feel free to contact at info@nidapakistan.org

Note: Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

Introduction

National Integrated Development Association (NIDA-Pakistan) is a non-governmental organization committed to aiding underprivileged communities across Pakistan, including Gilgit Baltistan, the Federally Administered Tribal Areas (FATA) and Azad Jammu Kashmir (AJK). NIDA-Pakistan is registered with Government of Pakistan under the *Societies Registration Act 1860*.

The organization is contributing to emergency relief, recovery, rehabilitation and development of rural and urban communities across Khyber Pakhtunkhwa (KP), FATA and in parts of Punjab province. Inclusion of all sections of the community is a key focus of NIDA-Pakistan's interventions.

Background

NIDA-Pakistan is providing immediate relief and support to vulnerable populations affected by the floods through the provision of food assistance, non-food items (NFIs), and assistive devices in six union councils of Lower and Upper Chitral and build capacity of key stakeholder in DiDRR with the financial assistance of CBM.

Procurement Items

Under the Project, NIDA requires the services of service provider for the Procurement of non-food items for flood affected families in Chitral and hereinafter referred as the “**NIDA**”, invites **sealed bids for the Procurement of Hygiene kits for 200 families including dignity and disability specific and menstrual hygiene for the affected families in Chitral and clearly mention on the envelopes applied for.**

200 Hygiene kits			
S.No	Item with specifications	Unit Type	Quantity
1	Plastic Buckets (20 liters, plastic made, local good quality)	Buckets	400
2	Plastic Tub standard size	Tubs	400
3	Plastic Mugs with handle 1 liter	Mugs	400
4	Lota Plastic medium size	Lota	400
5	Plastic Soup case	Soup Boxes	400
6	Plastic Jerry Cans 10 Liters (White color, food graded, 10 liters, local plastic made 12x9 feet, A grade)	Jerry Cans	400
7	Towels 115x69 cm	Towels	400
8	Sanitary Cloth (dark colour 1.5 meter each)	Cloth	400
9	Bathing Soap Antibacterial (115 gms each)	Bathing Soap	1200

10	Laundry Soap 250 gms	Laundry Soap	1200
11	Mosquito Net (good quality, single bed size)	Net	400
12	Tooth Paste Small and Large	Toothpaste	800
13	Tooth Bursh Small and Large	Bursh	2400
14	Plastic Mat	Mats	400
15	Comb Set 7'	Comb	200
16	Nail Cutters 2.75" preferred	Nail Cutters	800
17	Kit Bag	Bag	200
18	Signal Bed Double Ply blankets	Blanket	400

Address of the Project Office Chitral:

The office is located in opposite NADRA office Chitral Town, district Lower Chitral.

1. Submission of Bid:

- a. All the Bids shall be furnished on Single Stage two Envelopes Procedure. The technical proposal Envelop should be sealed and marked in separate envelop marking as Technical Proposal comprising of bidder profile, registration certificates, NTN, KNTN, Audit reports and past similar experience while financial proposal should be comprising of quoted prices inclusive of all applicable taxes.
- b. Bidder (s) will have to bid for all items specified in this document complete details, and submit in the sealed envelopes clearly marked as **“Procurement of Hygiene kits for 200 families including dignity and disability specific and menstrual hygiene for flood affected families in Chitral”**.
- c. Prices should be inclusive of all applicable taxes, where applicable. The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- d. The bids to this tender must be submitted latest by, **November 2nd, 2023, 2:00 pm** as per format specified in Annexure A, B & C to the point of contact given below. Electronic bid will not be entertained. Any bid delivered after due date and time will be considered non-responsive and disqualified from further consideration.

The Bids should be addressed to:
Director Operations
NIDA- Pakistan
Township Besham District Shangla

Tel: 0996-400327.

- e. NIDA-Pakistan reserves the right for conducting inspection by its own personnel or reputed third parties from the donor side. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- f. The offer will remain **valid for a period of 30 days** from the closing date of the Bid. Any offer falling short of the validity period is liable for rejection. However, the vendor should pass on the benefit to the NIDA-Pakistan if there is any price reduction in the meantime.
- g. No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.

2. Eligibility of the Bidder:

The main criteria for applying to the tender are as follows:

- i. Company or Firm having valid registration.
- ii. 2 years of similar experience as a service provider and in the provision of relevant services.
- iii. Bidder must not be a bankrupt or in the going process of bankrupt
- iv. Bidder must be valid income tax registered and must on active tax payers list.
- v. The successful bidder shall submit a declaration to supply all the required item as per delivery schedule within 30 days
- vi. Affidavit must provide on a stamp paper stating that the proponent has never been blacklisted by any government/semi-government organizations NGO or INGO.
- vii. The Bid Form should be submitted on the prescribed format on company's letterhead. Bid Form must be properly signed and stamped by the authorized person.

3. Delivery time and place:

All the items Delivery shall be complete within 15 working days at required location i.e. Project Management Unit Chitral (opposite NADRA office, Lower Chitral) with consultation of NIDA-Pakistan.

4. Bid Security:

- i. All bidders shall furnish bid Security of 5% of quoted price in the form of Call deposit/Pay Order/Demand Draft in favour of NIDA-Pakistan. Cheque or cash will not be accepted in any case. After selection of successful bidder, NIDA-Pakistan will return/release the bid security to the unsuccessful bidders. NIDA-Pakistan will forfeit the bid security in following cases.
 - If bidders withdraw its bid during opening time of tender.
 - If successful bidder withdraws its bid prior to the agreement

5. Specific Terms & Conditions:

- i. NIDA-Pakistan reserves the right to increase or decrease the quantity, if required or right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time.
- ii. NIDA-Pakistan reserves the right to increase/decrease the scope of work. Bidder has no right to challenge the decision in Court.
- iii. An effort by a bidder to influence NIDA-Pakistan, directly or indirectly THROUGH UNFAIR MEANS may result in the black listing for any future tender of NIDA-Pakistan.
- iv. Agreement will be signed with successful bidder(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the supplier.
- v. NIDA-Pakistan reserves the right to forfeit the performance security in case of breach of the agreement or failure to provide the duration and time period on quoted prices and terms & conditions.
- vi. Tender publication does not constitute any commitment on part of NIDA-Pakistan unless a written agreement is signed by both parties.
- vii. NIDA-Pakistan reserves the right to cancel/reject any or all offers without assigning any reason.
- viii. Exact quantities/ number may vary slightly from estimated numbers.

6. General Terms & Conditions

- i. Good track-record and references from previous client/Customer/including documentary evidence in shape of agreements/contract with other national/international organizations for last two years for similar nature of work.
- ii. NIDA-Pakistan reserves the right to initiate re-tendering without providing any reason whatsoever. The NIDA-Pakistan shall not incur any liability on account of such rejection.
- iii. NIDA-Pakistan reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- iv. Canvassing of any kind will be a disqualification and the NIDA-Pakistan may decide to cancel the bidder from its empanelment.

7. Submission of Bid and required Documents:

- i. The offer should be completed in all aspects and incomplete bid (s) will be rejected.
- ii. The bidder will provide the affidavit for not having blacklisted from any organization.
- iii. Bidders must attach bid security as mentioned in clause 7 of this document.
- iv. Bidders must mention the turnover along with proof i.e. Returns/bank statements.
- v. Covering letter as per Annexure A.
- vi. Declaration of eligibility as per Annex B.
- vii. Bid Security as per clause 4.1.
- viii. Financial proposal/ bid should be in detail and complying with terms and conditions.
- ix. Copy of valid NTN and GST (other taxes if applicable) Certificate must be attached.
- x. Once the bid is submitted in sealed cover by the bidder, NIDA-Pakistan will not accept

any addition / alterations / deletions of the Bid. However, NIDA-Pakistan reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by NIDA-Pakistan.

- xi. Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect False information at any time, he may be debarred from participation in the future tendering processes.

8. Technical Evaluation Criteria for Procurement of Hygiene kits for 200 families including dignity and disability specific and menstrual hygiene for the affected families in Chitral.

#	Required Field	Marks	Remarks
1	NTN and Form H (Certificate)	10	
2	Non-Blacklisted Affidavit on Legal Stamp Paper of Rs. 100/=	10	
3	Bank Statement of Last 2 Years	10	
4	Business Experience in Same nature of Work for last 2 years	20	
5	Turnover 10 million	10	
6	Income Tax Annual Returns of 2	10	
Total Score		70	

Note: Total **100** marks **70** technical and **30** financial. After evaluation successful bidders may consider for further agreement process that got highest marks. NIDA-Pakistan also reserve the right to negotiate.

NIDA-Pakistan will scrutinize the offers to determine whether it is completed or errors made in the offer and the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, would be rejected. However, NIDA-Pakistan, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The NIDA-Pakistan reserves the right for such waivers and this shall be binding on all vendors.

Deviation from specifications / evaluation stipulated may make the offer liable for rejection.

For proper scrutiny, evaluation and comparison of offers, the NIDA-Pakistan may, at its discretion, ask some or all vendors for clarification of their offers. The request for such clarifications and the response will necessarily be in writing.

9. Fees and payment Schedule:

- i. No Advance will be allowed in any case.
- ii. Vendor will submit invoice, Delivery Challans, task Completion report duly acknowledged by NIDA-Pakistan representative for the process of payment and will disburse within 5-25 days.
- iii. All applicable taxes shall be deducted at the source. Tax challan will be provided within 1-2 weeks of the payment.

10. Penalty (liquidated damages / not satisfaction of work) / for delayed in work:

- i. In case the complete task has delayed beyond the agreed date of agreement, for late time work @ 0.5% of the total amount for each day of delay would be imposed, subject to maximum of 10% if the delay is for 10 days (will be deducted from the final payment) if the work remain delayed more than 10 days then NIDA-Pakistan reserves the right terminate the agreement.

11. Bid Currency & Language:

All prices shall be expressed in Pakistani Rupees only and the language is English / Urdu.

12. Cost of Bidding:

The bidder shall bear all the costs associated with the preparation and submission of bid.

13. Bidding Document:

- i. The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document.
- ii. No applicant should add, omit, or change any item, term or condition in the original paper.
- iii. If the applicant has any additional terms & conditions this shall be stipulated in a separate letter accompanying the bid.

14. Deadline for Submission of Bids:

Bids must be received by the NIDA-Pakistan at the address specified in the Bid Document not later than the specified date and time as mentioned in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the NIDA-Pakistan, the bids will be received up to the appointed time on next working day. NIDA-Pakistan may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

15. Confidentiality Statement:

All data and information received from NIDA-Pakistan for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NIDA-Pakistan. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NIDA-Pakistan. NIDA-Pakistan may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

16. Rejection of the Bid:

The Bid is liable to be **rejected** if:

- The document doesn't bear signature of authorized person.
- It is received **through** Telegram/Fax/E-mail.
- If the bid is submitted without the bid security deposit.
- It is received after **expiry** of the due date and time stipulated for Bid

submission.

17. Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document are liable for rejection by NIDA-Pakistan.

18. Modifications and Withdrawal of Bids:

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

19. Bid Opening and Evaluation:

- The NIDA-Pakistan will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the supplier to attend, at the Time, date mentioned in Bid document and at the address mentioned at bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for NIDA-Pakistan, the bids shall be opened at the appointed time.
- Bidders satisfying the technical requirements as determined by the NIDA-Pakistan and accepting the Terms and Conditions of this document shall be short-listed.
- Decision of the NIDA-Pakistan in this regard shall be final and binding for the bidders.
- The agreement will be awarded only to the successful responsive bidder.
- NIDA-Pakistan reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to provide the required items/services.

20. Clarifications of Bids:

To assist in the examination, evaluation and comparison of bids the NIDA-Pakistan may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

21. NIDA-Pakistan's Right to Accept or Reject Any Bid or All Bids:

The NIDA-Pakistan reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of agreement, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the NIDA-Pakistan's action.

22. Governing Laws and Disputes:

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with

the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

23. Placement of Order and Acceptance:

The vendor shall give acceptance of the order placed on it within 2 days from the date of order, failing which, the NIDA-Pakistan shall have right to cancel the order.

24. Authorized Signatory:

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements/ contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes *as* required by the NIDA-Pakistan.

Annex A

Date: _____

Tender reference

To:

Procurement Department
NIDA-Pakistan Township Besham.

Dear Sir:

Having examined the bidding documents including Tender No: # NIDA/Tender/CBM/P10519/2023-02, receipt of which is hereby duly acknowledged, we, the undersigned, offer to work in conformity with the said bidding documents for the sum of _____ PKR or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Until a formal Contract is prepared and executed, this Bid, together with written acceptance thereof and notification of award, shall constitute a binding Contract between us.

We understand that NIDA-Pakistan is not bound to accept the lowest or any bid NIDA-Pakistan may receive. We certify/confirm that we comply with the eligibility requirements as per the bidding documents.

Dated this day of 2023

Head of the company

Declaration of Eligibility:

Annex B

(To be submitted on companies / Concern letter head)

Tenderer / Constructor / Supplier:

I, the undersigned (Name and address of representative)

Representative of:

(Name and address of company)

Do hereby affirms that our company/firm/organization/ Constructor is eligible because we;

- Are registered company/firm/organization/ Constructor.
- Are registered with NTN and GST.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NIDA-Pakistan)
- We're not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DFD, and USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Declared

In the presence of

Declared

(Name & Signature)

(Company Stamp)

(Name, address)

(Location, date)

Financial Proposal

Procurement of non-food items for flood affected families in district Chitral					
S.No	Items with Specifications	Unit Type	Quantity	Unit Rate	Total Cost
1	Plastic Buckets (20 liters, plastic made, local good quality)	Buckets	400		
2	Plastic Tub standard size	Tubs	400		
3	Plastic Mugs with handle 1 liter	Mugs	400		
4	Lota Plastic medium size	Lota	400		
5	Plastic Soup case	Soup Boxes	400		
6	Plastic Jerry Cans 10 Litters (White color, food graded, 10 liters, local plastic made 12x9 feet, A grade)	Jerry Cans	400		
7	Towels 115x69 cm	Towels	400		
8	Sanitary Cloth (dark colour 1.5 meter each)	Cloth	400		
9	Bathing Soap Antibacterial (115 gms each)	Bathing Soap	1200		
10	Laundry Soap 250 gms	Laundry Soap	1200		
11	Mosquito Net (good quality, single bed size)	Net	400		
12	Tooth Paste Small and Large	Toothpaste	800		
13	Tooth Bursh Small and Large	Bursh	2400		
14	Plastic Mat	Mats	400		
15	Comb Set 7'	Comb	200		
16	Nail Cutters 2.75'' preferred	Nail Cutters	800		
17	Kit Bag	Bag	200		

18	Signal Bed Double Ply blankets	Blanket	400		
	Taxes				
	Total cost				

Dated this day of 2023

Head of the company