INVITATION TO TENDER (ITT)
Tender Ref : KHI/DKH/5000/OCT23 for the Contraction of 15 Water Points

From: COMMUNITY WORLD SERVICE ASIA **42-H, Block 6, P.E.C.H.S Dr. Mehmood Hussain Road. Karachi-75400**	**Tel: 021-34390541-3** **Email:** cwsasia.rfq@gmail.com
Date: October 23, 2023	**Submission Timeline: November 5, 23, 2023 by 15:00 hrs**

"Community World Service Asia is a non-governmental organization, which implements humanitarian and development activities in Pakistan. We have been effectively implementing development projects in KPK, Punjab, and Sindh. Community World Service Asia is registered under the Societies Act of 1860, bearing Registration No. KAR 0072 as a local NGO recognized by the Government of Pakistan. Our headquarters are located in Karachi, with liaison offices in Islamabad, Lahore, and Umarkot. Additionally, we have signed a Memorandum of Understanding (MOU) with the Ministry of Economic Affairs Division (EAD) in Islamabad, under the Government of Pakistan."

Community World Service Asia and Diakonie Katastrophenhilfe (DKH) are collaborating on a project aimed at strengthening food security in rural Sindh. As part of this development initiative, support is providing for the establishment of 15 solar powered water points in UC Faqeer Abdullah, Umerkot."

Community World Service Asia is inviting sealed quotations for the construction of 15 solar powered water points at UC Faqeer Abdullah and Kejarari, Umerkot. The Bill of Quantities (BoQ) documents can be found within the documents as Annexure – A.

The deadline for the submission of sealed bids or through email cwsasia.rfq@gmail.com is Sunday, November 5, 2023, by 15:00 hrs.

Community World Services Asia reserves the right to accept or reject any bid without assigning any reason whatsoever.

1- Bid Data Sheet:

Bidders are expected to carefully examine and comply with all the instructions, forms, contract provisions, and specifications contained in this Invitation to Tender (ITT). Failure to submit a bid containing all the required information and documentation within the specified deadline will result in the rejection of the bid. No allowances can be made for any reservations in the bid concerning the ITT. Any reservations due to missing information will lead to the immediate rejection of the bid without further evaluation.

2.1 Scope of work:

Construction of solar submersible pump, water RCC Tank, borehole 250 fts. (length of the borehole along with other accessories will depend on the actual depth of the well and the payment shall be made accordingly) and boundary wall at UC Faqeer Abdullah and Kejarari – Umerkot.

Completion of work: February 20, 2024. (This task will take 3.5 months to complete work)

2.2 Manner of Submission Bids:

- Suppliers/vendors are requested to submit their SEALED bids either in person, through email, or via courier delivery to the address below:

Community World Service Asia
42-H, Block 6, P.E.C.H.S Dr. Mehmood Hussain Road. Karachi-75400
Karachi – PAKISTAN
Contact No. 021- 34390541-3

- Sealed envelopes should be marked with ITT Ref No. **KHI/DKH/5000/OCT23**.
- Bids for the partial quantity/work will not be accepted.

2.3 Submission of Technical documents:

Following documents must be the part of bid submitted against this ITT.

- Registration of Business (NTN/ STRN)
- PO/Contract Copy for any Past relevant experience

Community World Service Asia can ask the bidder to provide any additional documents not listed here or can ask for clarification of the documents submitted along with the bid. Community World Service Asia has right to verify the references shared in profile or attached with bid through any means.

2.4 Maximum time for completion of work:

The work must be completed by February 20, 2024. Any contractor failing to meet the specified deadline will be subject to penalties in accordance with the contractual rules and regulations. The delay of work is strongly discouraged by CWSA and the donor agency. However, it may be considered under special circumstances, provided that the contractor informs us in writing at least one week in advance. Slow progress in the work may result in a warning letter, penalties, or even termination of the contract during its execution."

2- Instruction for Bidders:

1- The bid is based on the scope of works as determined in Bid Data Sheet (clause 2). The instruction to bidders should be read in conjunction with this Bid Data Sheet.

2- Participation in tendering is open on equal terms to all which must be registered and have office in Pakistan. **Preference will be given to the local suppliers or contractor**.

3- The individuals / organizations are not entitled to participate in competitive tendering if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata (i.e., against which no appeal is possible);

- They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
- They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
- They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract;
- They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with the same Donor's funds;
- They are in one of the situations allowing exclusion referred to in the Ethics Clauses (paragraph below) in connection with the bid or contract.

3- Corrupt Practices:

Community World Service Asia and donor requires Employees, Bidders and Contractors, to observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this, Organization name defines, for the purposes of this provision, the terms set forth below as follows:

(a) Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(b) Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Fast Rural Development Program, and includes collusive practices among bidders prior to or after bid submission designed to establish bid prices at artificial, noncompetitive levels and to deprive the Fast Rural Development Program of the benefits of free and open competition.

In case where fraud or corruption is identified, Community World Service Asia will

i) Reject any bids where the bidder has engaged in corrupt or fraudulent practices in competing for the Contract; and

ii) Contractors will not be allowed to participate any future tender of CWSA if the bidding contractors engage in fraudulent or corrupt practices.

iii) Will liaise with District Officials to report if fraudulent or corrupt practices are identified.

iv) Terminate works

To be eligible for participation in this tender procedure, bidders must prove to the satisfaction of the contracting authority that they comply with the necessary legal, technical and financial requirements and have the wherewithal to carry out the contract effectively.

5- Eligible Bidder:

1- Bidder shall meet the following criteria to be eligible to participate in procurement of work and the bidder, at the time of bid, is not:

a) insolvent;

b) in receivership;

c) bankrupt; or

d) being wound up

e) the bidder's business activities have not been suspended;

f) the bidder is not the subject of legal proceedings for any of the circumstances in and

g) The bidder has fulfilled his or her obligations to pay taxes and social security Contributions.

h) **Child labour is absolutely not permissible by CWSA rules; CWSA will not be allowed to avail child labour**.

i) People involved in weapons business/ trade will also not be awarded with the contract.

2- A bidder, and all parties constituting the bidder including sub-contractors, shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they;

i) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the CWSA regarding this bidding process.

3- A bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the FRDP.

6- Bid Price:

Quoted price must be inclusive of all applicable duties and taxes as per the taxation rules and regulation by GOP. As per the discretion of CWSA, contract may be awarded to a single contractor for all supplies/work or may split between multiple contractors for different quantities/work.

7- Mobilization Cost:

Prices quoted must be inclusive of mobilization cost i.e. transportation of materials, equipment, loading and unloading, and quarantine etc. up to the above sites.

8- Cost of preparing bid:

Any cost incurred by the bidder in preparing and submitting the bid are not reimbursable. All such costs shall be borne by the bidder.

9- Ownership of Bids:

CWSA retains ownership of all bids received under this tender procedure. Consequently, bidders have no right to have their bids returned to them.

10- Pre-Bid Meeting:

A Pre-Bid meeting will be held on Dated: October 26, 2023 at 15:30 hrs any bidder who wish to attend the meeting should inform the office before visiting the office.

11- Opening of Bids:

All the received **SEALED bids or via email** will be opened by the procurement committee members in presence of donor representative at Community World Service Asia Karachi office located. **42-H, Block 6, P.E.C.H.S Dr. Mehmood Hussain Road. Karachi**- on November 5, 2023 at 15:30 hrs.

12- Award Criteria:

All bids submitted will be evaluated by the committee members on the basis of below mentioned criterion.

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(1) Technical: 40% of Total Score Allocation:

- Proof of Registration (NTN/ STRN).
- Preference will be given to local contractor.
- Time line to complete the project.
- Previous experience of similar projects.

(2) Financial: 60% of Total Score Allocation:

- Updated bank statement of last one (01) year.
- Quoted price.

The CWSA shall award the Contract to the successful bidder whose offer is determined to be the best, before the end of the bid validity period.

13- Submission of Samples:

Samples may call from shortlisted bidders only and based on need.

14- **Performance Bond:**

Contract Awardee will have to submit 5% of contract value in shape of pay order/bank draft in the name of Community World Service Asia as performance bond. This amount will be refundable after successful completion of supply.
However, if supplier fails in supply after signing of contract, performance bond will be forfeited. The contractor and company shall be black listed and will not be allowed to participate in any future bidding announced by CWSA.

15- Signing of the Contract:

- Within **7 days** of receipt of the offer, the selected bidder shall sign and date the contract and return it to CWSA.
- If he fails to sign and return the contract within **7 days** after receipt of notification, CWSA may consider the acceptance of the tender to be cancelled and the successful bidder will have no claim whatsoever on CWSA.

16- Other Specific Terms and Conditions:

1. Each Bid Shall be valid for period of 60 (Sixty) days from its date of submission.
2. Bids delivered after specified time & date will not be entertained.
3. Prices should be quoted in PKR only.
4. Prices for the materials must include transportation of materials, equipment, Packing, Loading & unloading charges, Vaccination and quarantine the project site.
5. All values in unit price column should be entered carefully. In case there is any discrepancy between unit price and total amount, value put in unit price column will govern.
6. The procurement committee reserves the right to alter the quantities, if required; such variation in quantities/ Units will not cause any change in the unit price.
7. Procurement committee reserves the right to cancel/reject any or all offers.
8. Lowest price will not be the sole criteria; quality, and timely delivery will also be considered.

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In no event shall CWSA be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender even if CWSA has been advised of the possibility of damages. The publication of a tender notice does not commit CWSA to implement the programme or project announced. CWSA reserves the right to accept or reject the whole or part of quotation based on the information provided.

Bidder Information:

Company name:	
Stamp:	
Address:	
NTN #	
Contact person:	
Contact Telephone number:	
Email/Fax:	

List of Annexes

A	Bidder Form
B	Experience of Bidder
C	Tenderer Declaration
D	Bill of Quantity, Cost Proposal.

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Annex "A"

BIDDER FORM

Project Name: Strengthening the food security for vulnerable communities in Rural Sindh

Subject: KHI/DKH/5000/OCT23 for the Contraction of 15 Water Points

We, the undersigned, hereby declare that:

We have examined and accept in full the content of the dossier for invitation to ITT. **KHI/DKH/5000/OCT23**

1. We hereby accept its provisions in their entirety, without reservation or restriction.
2. We offer to deliver in accordance with the terms of the bid documents, the conditions and time limits laid down, without reserve or restriction.

The total price of bid for construction of solar submersible pump, water RCC Tank, bore hole 250 fts. (approx.) and boundary wall at UC Faqeer Abdullah – Umerkot.

PKR: ..... In figures

PKR: ..... In words

This bid is valid for a period of 60 days from the final date for submission of tenders.

Content of Bid

Technical bid : This tender submission form including:

- Bidder Declaration

CONTACT PERSON

Name :
Address :
Telephone :
Fax :
E-mail :

Sign:

Stamp:

Time & Place:

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Annex "B"

Experience of Bidder

Name of Company: _____

List here the contracts signed and executed for similar type of work.

S.#	Description (one Line for each Item)	Organizations

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Annex "C"

BIDDER'S DECLARATION(S)

To be completed and signed by the bidder (including one from, each consortium partner, in the case of consortium)

(On headed; note paper)

A: Name of the Company

ITT Ref: **KHI/DKH/5000/OCT23**
We, the undersigned, hereby declare that:

1. We are not in any of the situation excluding us from participating in contracts which are listed in clause 3- Instructions to Bidders.
2. We agree to abide by the ethics clauses in clause 3 Instructions to bidders and in particular, have no potential conflict of interests with other candidates or other parties in the tender procedure at the time of the submission of this application.
3. We will inform the Contracting Authority immediately if there is any change in the above accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded /supported by CWSA.
4. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of contract. It will incur no liability towards us should it do so.

Name of Person / Incharge:

Organization Name:

Place & Date:

Company Seal:

Note: This undertaking should be printed on Rs. 50/- stamp paper.

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Annex "D"

Bill of Quantity – Proposal Cost

Sr #	**Description/ Specification**	Unit	Quantity	Unit Rate (Incl. of Taxes)	T. Unit Rate (Incl. of Taxes)
1	BoQ for Installation of Solar Submersible Pump, Construction Of Water RCC Tank, Bore Hole 250 fts, And Boundary wall. Provision of dust removing kit and Maintenance toll.	Nos.	Attached as BOQ	0	
				Total Cost (Inclusive of GOP applicable taxes) PKR	

Bidder Information:

Company name:	
Stamp:	
Address:	
NTN #	
Contact person:	
Contact Telephone Number:	
Email/Fax:	