

Tender Document

Invitation to Tender

RAHMA Islamic Relief is issuing this tender to select the qualified constructor/s who will construct the following projects as advertised in the newspaper and website.

1. Construction of 50 houses in flood affected areas in District Rajanpur, Punjab.
2. Construction of 50 houses in flood affected areas in District Jaffarabad, Balochistan.

The chosen constructor/s will then be expected to fulfill all of RAHMA Islamic Relief's requirements. RAHMA Islamic Relief will only consider changing constructor if the selected constructor/company was unable to achieve within a required timescale, if levels of service were inadequate, if pricing becomes uncompetitive or if significant changes occurred in the project location/within RAHMA Islamic Relief. RAHMA Islamic Relief reserves the right not to enter into or award a contract as a result of this invitation to tender. RAHMA Islamic Relief also reserves the right to terminate any contract issued as a result of this Invitation as set out in the contract terms and conditions. Successful tenders will be expected to enter into a formal contract with RAHMA Islamic Relief. Failure to comply may lead to the offer being rejected without any reason being given. Please therefore ensure that you read this document carefully and answer fully all questions asked.

Eligibility Criteria

- Registered and authorize to operate as constructor in Balochistan and Punjab, Pakistan
- Registered with Pakistan Engineering Council as constructor
- The constructor is an active tax payer as per FBR
- Having minimum 5 years' proven track of previous experience in construction of same infrastructures fall under public/commercial/NGOs categories
- Previous experience of construction in the project location will be preferred
- Understanding to systems of RAHMA/NGOs will be an asset but not necessary

Payment Terms

Payment for services will be made according to the milestones, following the approval of RAHMA Islamic Relief. Once previous installment expenditure has been verified by RAHMA, the next payment will be made. RAHMA Islamic Relief may withhold a payment till the services meet the specification/satisfaction. All payments will be made in Pakistani Rupee. Tax is applicable as per FBR rules.

Required Documents

1. Following documents should be submitted in sealed and stamped envelope:
 - Offering letter on the letter head of the company clearly presenting total proposed price/cost and duration for completion of the project

- Completely filled, signed and stamped bid document on the given/uploaded Quantities/BoQ with unit and total cost of each component
2. Additional information as well as completing aforementioned section#1, all bidders should provide the following documentation:
- List of all documents to be submitted (2 copies)
 - Organization Profile (1 copy)
 - Copy of certificate of registration under any act with Government of Pakistan or authorization to operate in Pakistan. (1 copy)
 - Copy of Registration with PEC (1 copy), original copy might be required to present at time of tender opening meeting.
 - NTN certificate/verifiable number in active tax payer list
 - Annual audit report (most recent)/Bank statement for last 6 months/any documented financial proof (1 copy)
 - Name, address and contact number of two recent clients

Tender Schedule

Deadline for submission of bids: Dec, 15th 2022

Completion of Evaluation of all Bids by 25th Dec.

Date for tender opening meeting will be intimated telephonically 2 days prior to the meeting.

Expected date of contract award after negotiation: 1st Jan. 2023

Disclaimer

RAHMA Islamic Relief reserves the right to alter the dates of the deadline and other dates as well as in BOQ, drawing or specification prior to award of agreement. Moreover, RAHMA reserves right to modify the plan during execution as per agreement. RAHMA Islamic Relief does not bind itself to accept the lowest or any tender. RAHMA Islamic Relief is in no way responsible for the cost of preparation/submission of the tender response or any expense during tender process.

GENERAL INSTRUCTIONS TO BIDDERS

The Bidder shall follow the instructions contained herein and furnish all information as required. Failure to supply such information may disqualify a Bid/offer.

A. The Bidder is requested to submit an offer directly responsive to the terms, conditions, and clauses of this Tender Notice. Proposals not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.

B. The offer must be received no later than the deadline. The Bidder may submit its bid/offer by following means:

B-1. Hand delivery (including by commercial courier) to the address below of one (1) original and (1) paper copies of the proposal/offer. If the Bidder submits soft copies, the Bidder must submit the offer on CD/DVD with the text and data compatible with MS Word, MS Excel, and Adobe Acrobat on MS Windows software.

B-2. A constructor may apply for construction of all or more than 10 projects/houses. However, in this case, the constructor should submit application/documents separately for each project.

Manager Administration & Procurement,

H#817, RAHMA House, Askari Road,

Ammar Shaheed Chowk, Chaklala Scheme III, Rawalpindi, Pakistan.