



F.3(19)/2022-23/NDMA (Proc)
Government of Pakistan
National Disaster Management Authority



“EMERGENCY TENDER NOTICE”
FOR PROCUREMENT OF WINTER RELIEF GOODS FOR FLOOD
AFFECTED POPULATION

National Disaster Management Authority (NDMA), Islamabad invites sealed bids from the original manufacturers/ authorized distributors/ suppliers registered with Income and Sales Tax Departments, for procurement of following items:-

Sr.	Description	Required Qty
a.	Matts (Bubble Matts 10x3 feet)	43,000
b.	Heater Fujika or equivalent (Kerosene Oil)	7,167

2. The bidding documents, specifications, instructions / terms and conditions may be downloaded from NDMA (www.ndma.gov.pk) and PPRA website. Pay order of Rs.2,000/- (Non-refundable) in favour of Director (Procurement), NDMA should be deposited at the time of submission of documents / bids as tender fee. Interested firms may drop their bids in **PO Box No.3356, Islamabad GPO** before 1100 hours on **28th November, 2022** which will be opened in the presence of bidders on the same day at 1200 hours NDMA Office.

Director (Procurement)
PO Box-3356, Islamabad GPO
Tel: +92519087843

TERMS AND CONDITIONS

For Emergency Procurement of Winter Relief Goods for Flood Affected Population

1. **Tender Identification Number** TENDER No. **06/ Winter Relief/22-23**.
2. **Title:** Procurement of Winter Relief Goods, through "SINGLE STAGE TWO ENVELOPE METHOD".
3. **Procuring Agency:** National Disaster Management Authority, Islamabad
4. **Last Date & Time for Submission of Applications:** **28th November, 2022** at 1100 Hours.
5. **Opening Date & Time:** **28th November, 2022** at 1200 hours.
6. **Opening Address:** Room No. 220-E, National Disaster Management Authority Prime Minister's Office Premises, G-5 Islamabad.
7. **Time / Bid Validity:** Bid validity shall be 90 days from the date of opening of bid
8. **Rejection of Applications:** Application on following grounds to be rejected:-
 - a. Incomplete and conditional bids will be rejected forthwith.
 - b. Applications received after due date & time of submission shall not be accepted.
9. **Applicant's Mandatory Qualifications / Prerequisites:**
 - a. Registered with Income and Sales Tax Department.
 - b. The original manufacturers having own production units would be preferred.
 - c. Firms having experience in the market would be preferred.
10. **Supporting Documents:**
 - a. Company details including manpower, strength and annual business turnover for last 5 years.
 - b. List of all products including details of per day manufacturing capacity, location of warehouses and present level of stocks of each product.
 - c. Total annual average international sales turnover for each of the last three years as documented by audited financial statements.
 - d. Total annual average domestic sales turnover for each of the last three years as documented by audited financial statements.
 - e. Income and Sales Tax Registration Certificates.
 - f. Company Profile including proof of existence in particular business.

- g. An affidavit that the Firm / Company has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan in the past.
- h. Details of past business experience with various clients to include quantities supplied.
- i. Average holding level of each product in the warehouse throughout the year.

11. **Production Capacity:**

- a. Total annual production capacity for the product the manufacturer is offering to supply.
- b. Details of manufacturer's on-site quality assurance testing facilities.
- c. Number of similar contracts in last five years.

12. **Specification:** Specifications of the items is given at **Annex-A**, to this document.

13. **Draft Contract Agreement:** Draft contract agreement is at **Annex-B**.

14. **Award of Contract / Supply Order:** Firm will be shortlisted after technical and financial evaluation. Interested firms will be asked to pitch their samples before Technical Committee of NDMA for visual inspection. NDMA may send the samples to any designated laboratory for lab testing on the expense of the firms. The most advantageous bidder will be awarded the Contract / Supply Order.

15. **Earnest Money/ Bid Security:** The firm shall submit pay order amounting to Rs.1.5 Million (One Million Five Hundred Thousand only) as bid security. The earnest money of the successful bidder will be retained till signing of contract / submission of bank guarantee. Earnest money of the unsuccessful bidder shall be returned to them.

16. **Maximum Time of Delivery:** The successful contractors shall deliver the items within delivery period given at the work order.

17. **Payments:** Payment will be processed after satisfactory delivery with inspection report signed by the end user of the required items as per supply / work order / contract agreement.

Specifications of Items

Sr #	Item	Specifications
ii	Matts	Bubble Matts Length 10 feet Width 3 feet
iii	Heater Fujika or equivalent (Kerosene Oil)	Height 45cm Width 32.5cm Length 32.5cm Weight 4.5 kg Tank Capacity 4.8 lit