



SECTION 1: INVITATION TO BID (ITB)

Date of Issuance: 28th July 2025

Company Name: Community Services Program (CSP)

Company Address: Suite No.3, First Floor, Al-Zahir Arcade, Korang Road, Bani Gala, Islamabad.

Brief Introduction of Organization:

Community Services Program (CSP) is a national level multi-disciplinary, non-governmental, non-political and non-profit organization established in 2008 and formally registered in SECP. It aims at alleviating the sufferings of affected populations by delivering rapid, flexible, effective and timely humanitarian emergency response and building resilient communities. The CSP is working in Punjab, Sindh and Azad Jammu & Kashmir. It partnered with many international/ national organizations and grassroots community institutions to deliver sustainable, innovative, cost-effective and impactful quality interventions in the sectors of disaster preparedness, emergency, primary and mother & child healthcare (MCH), education and child welfare, water, sanitation & hygiene (WASH), climate change adaptation, food security & livelihoods, women & youth empowerment, advocacy & campaigning. It uses community institutionalization, environmental protection, CEA and gender, disability & protection as cross-cutting themes delivering all kind of interventions.

Brief Introduction of the Project:

Provision of clean drinking water is one of the core programme of the Community Services Program (CSP). The purpose of the Safe Water Project is to enhance the access of marginalized communities to clean water for drinking and other domestic purpose. The availability of clean drinking water will improve the hygienic condition of communities leading towards the reduced outbreak of water-borne diseases resulting in the improvement of their social and financial wellbeing.

Community Services Program (CSP) is hereby inviting sealed bids from registered reputable general order suppliers and contractors to participate in bidding for the below mentioned, including skilled, unskilled labor, material and transportation for construction/ project sites.

District	Type of work	ITB Ref No.	Quantity required
Bhimber, Kotli & Mirpur Azad Jammu & Kashmir	Installation of Deep Water Wells	CSP/ITB/07/2025	30

The deadline for submission of SEALED bids is 04th August 2025.

CSP reserve the right to accept or reject any bid without showing any reason whatsoever.

Sincerely

Community Services Program (CSP):



SECTION 2: BID DATA SHEET

2.1) Background Data:

Project Name: Safe Water Project for Vulnerable Communities of District Bhimber, Kotli & Mirpur, AJK

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this ITB. Failure to submit a bid containing all the required information and documentation within the deadline specified will lead to the rejection of the bid. No account can be taken for any reservation in the bid as regards the ITB; any reservation on account of missing information will result in the immediate rejection of the bid without further evaluation.

2.2) Scope of Work:

The subject of the contract is for provision, supply and installation of Deep Water Wells including provision of required construction materials, labor, tools and transportation to the desired construction sites.

Sr. #	District	Quantity
1	Bhimber, Kotli and Mirpur	30

Completion Time of the entire contract by the contractor must be clearly mentioned here: _____ days

*The final list will be specified in the contract agreement. There might be change in the location. Which will be communicated to contractors.

2.3) Manner of Submission Bids:

- All the bidders are clearly informed to prepare one set of the bids. To be sent to the CSP office by hand or courier delivery to the below addresses.

1) Original Bid Documents
Organization Name: Community Services Program (CSP)
Office Address: Suite No.3, First Floor, Al-Zahir Arcade, Korang Road, Bani Gala, Islamabad
Contact No: +923088537370
Email: procurement@cspk.org

- Sealed envelopes should be marked with **ITB Ref no. CSP/ITB/07/2025**. Bids not submitted as per above will not be entertained further.
- In order to consider bids valid; Supplier should submit quotation for all the mentioned Items.
- All bids delivered must be registered at the reception and kept carefully in the tender box. Unregistered bids will not be opened and entertained further.



2.4) Submission of Technical documents:

The following documents to be a part of companies profile should be submitted along with ITB.

- Registration of Business (NTN/ STRN) – Mandatory
- Details of previous completed similar nature of projects in the last two (02) years. Annex A2 attached is also to be filled (Copies of Purchase Orders/ Contracts)
- A detailed profile of the organization must also be sent for review and assessment.
- Time duration to complete this project, must be clearly mentioned in this ITB.
- Bank Statement for the last one (01) year. (Mandatory)

The Community Services Program can ask the bidder to provide any additional documents not listed here or clarification of the documents submitted along with the bid and can verify work done mentioned in the profile through any means.

2.5) Maximum time for completion of work:

Any contractor failing to complete the contract by the stated date will be subjected to penalty to be levied as per the contractual rules for any delay in completion of the contract. Delay in completing the contract is unacceptable as per Community Services Program and donor rules. **Contractor will be bound to execute contract in the acceptable rate of progress. Persistence of slow progress may result in warning letter, penalty or even termination of the contract during the execution of contract.**

SECTION 3: INSTRUCTION TO BIDDERS

3.1) Scope of Bid:

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

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

3.3) Natural or legal persons are not entitled to participate in competitive tendering if:

- (a) 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;
- (b) 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;
- (c) 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);
- (d) They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (e) 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;



- (f) They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
- (g) 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;
- (h) 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;
- (i) They are in one of the situations allowing exclusion referred to in the Ethics Clauses (paragraph below) in connection with the bid or contract.

4) **Corrupt Practices:**

CSP and donor require Employees, Bidders and Contractors, to observe the highest standards of ethics during procurement and the execution of the contracts. In pursuit of this, CSP 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 Community services programme, 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 Community services programme of the benefits of free and open competition.

In case where fraud or corruption is identified, CSP 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 CSP 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:**

5.1) 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 CSP rules; CSP will not be allowed to avail child labour.**



- i) People involved in weapons business/ trade will also not be awarded with the contract.
- 5.2) 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 Community service program regarding this bidding process.
- 5.3) A bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Community service program.

6) **Bid Price:**

Quoted price must be inclusive of all applicable duties and taxes as per the rule of GOP.

As per the discretion of CSP, contract may be awarded to a single contractor for all supplies or may split between multiple contractors for different quantities.

7) **Earnest Money:**

Bid must be submitted along with security deposit of 2% of the total quoted price in the form of Pay Order, Demand Draft or Call deposit.

The earnest money will be returned to the unsuccessful bidder immediately upon receipt of written application with the specimen signature to be authorized by the Proprietor/Managing Director of the company.

8) **Mobilization Cost:**

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

9) **Cost of preparing bid:**

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

10) **Ownership of Bids:**

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

11) **Pre-Bid Meeting:**

A Pre-Bid meeting will be held on Dated: 28th July 2025 any bidder who wishes to attend the meeting should inform the office before visiting the office.



12) Opening of Bids:

All the received **SEALED** bids will be opened by the procurement committee members of the CSP only. Bidders are not allowed to participate in the bid opening meeting.

13) Award Criteria:

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

(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.
- Earnest money @ 2% of total bid value.

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

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

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

14) Submission of Samples:

Samples will be invited from the shortlisted bidders as per need and desires and according to the specification.

15) Signing of the Contract:

- (a) Within **7 days** of receipt of the offer, the selected bidder shall sign and date the contract and return it to CSP
- (b) If he fails to sign and return the contract within **7 days** after receipt of notification, CSP may consider the acceptance of the tender to be cancelled and the successful bidder will have no claim whatsoever on CSP
- (c) Any supplier who refuses to complete work after award of the contract, his security deposit will be forfeited. The firm shall be black listed and will not be allowed to participate in any future bidding process of Community service program.

16) Other Specific Terms and Conditions:

1. Each Bid Shall be valid for period of sixty (90) 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 Freight/Transportation, Packing, Loading & unloading charges 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, previous experience and timely delivery will be considered.

In no event shall Community Services Program 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 Community Services Program (CSP) has been advised of the possibility of damages. The publication of a tender notice does not commit Community Services Program (CSP) to implement the programme or project announced. Community Services Program (CSP) reserves the right to accept or reject the whole or part of your quotation based on the information provided.

Bidder Information:

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

List of Annexes

A1	Bidder Form
A2	Experience of Bidder
A3	Tenderer Declaration
A4	Bill of Quantity, Cost Proposal.
A5	Detail Drawings



BIDDER FORM

Project Name: Safe Water Project for Vulnerable Communities of District Bhimber, Kotli & Mirpur, AJK

Subject: Call to Bidders.

We, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to Bid No. CSP/ITB/07/2025
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.
3. The total price of Bid for the Safe Water Project for Vulnerable Communities of District Bhimber, Kotli And Mirpur, AJK including required construction material, tools, transportation costs, loading & unloading etc.

PKR:In figures

PKR:In words

Preferably contract will be awarded to the company which can demonstrate its capacity to finish work for the within time period.

This bid is valid for a period of _____ 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 :

Name and Position of person authorized to sign this tender:

.....
Place and date:

Stamp of the Company



BIDDER'S DECLARATION(S)

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

(On headed; note paper)

A: (<name and address of contracting of (date)

Your ref: (< publication reference > of (date)

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 Section 3 of the instructions to Bidders.
2. We agree to abide by the ethics clauses in section 3 of the 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 by Community service programe.
4. We note that the contraction 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 and position of person authorized to sign this tender:

(.....)

Duly authorized to sign this tender on behalf of:

(.....)

Place and date: (.....)

Stamp of the firm / company

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



Bill of Quantity - Cost Proposal

S #	Item Name	Description / Specifications of items / material	Unit Type	Qty.	Rate	Amount
1	Motor	Mono Motor Copper winding, 1.75hp, with warranty	No	1		
2	Electric Wire	7/29 Pak-Cable	Meter	20		
3	Pipe Casing	UPVC Pipe 4" Casing 10 Ft.	No	15		
4	Pipe	UPVC Pipe 2 Inch	Ft	150		
5	Motor Fitting	Labour, Complete Fitting of Motor	No	1		
6	Bore Drilling	Bore Drilling	Ft.	150 Approx.		
7	Bore Fittings	Bore Fittings	Ft.	150 Approx.		
8	Pipe with Filter	PVC Pipe with Filter 2inch	Ft.	10		
9	Taps and solution	Tap Solution Mulmal Cloth	No	3		
10	Bricks for Washing Pad	Bricks	No	150		
11	Steel Grill for Water Tank safety	Iron Grill 1" wide Patti	No	1		
12	Plaques with logos and Project Name	Plaque for Donor Visibility	No	1		
13	Construction of tank pad (4'x4'x4') Block Structure	As per drawing Complete in All Respect	Lumsum	1		
14	Construction of washing pad (4'x4'x4') Brick Structure	As per drawing Complete in All Respect	Lumsum	1		
15	Water Tank	Water Tank Made Master 750 Litre	No	1		
16	Transportation Cost	Transportation/ Carriage Cost	Lumsum	1		
Total Cost of 1 Deep Well						

Total Cost of 30 Deep Wells: _____



Bidder Information:

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

Annex "A5"

