

**Standard Bidding Documents**

**For procurement of goods and works under bracket 3**

Rehabilitation of Ghoru MHP 250 kW

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

PAK-AKDN-CHI-003

Section 0: Invitation to Bid (ITB)

Copyright:

PATRIP Foundation

&

Georg Fiebig Consultants Pty Ltd

**PART 0 – Invitation to Bid**

**Section 0 General project information for bidders**

## Objectives

**Project name:** **Improved Governance of the National Parks Across Wakhan Corridor**

**Location of project:** Perkusap Mastuj Upper Chitral

***Summary of Project:***  The flood events during 2022 and 2023 in Chitral caused huge damages to crops, orchards, livestock, and essential infrastructure, including roads, water supply schemes, irrigation channels, and hydropower stations. This situation, especially in Upper Chitral, became extremely precarious due to the impact on critical community infrastructure. The community-based Micro Hydropower Projects (MHPs) were particularly affected, leading to an electricity shortage that disrupted the daily lives of the local community and hampered the operation of schools and basic health facilities.

PATRIP Foundation provided additional funding to AKRSP under the project "Improved Governance in National Parks across the Wakhan Corridor" to rehabilitate the damaged MHPs in Upper Chitral. The project aims to restore and enhance the MHPs, ensuring a reliable electricity supply for the community. The restoration is vital not only for meeting daily electricity needs but also for supporting essential services such as schools and health facilities.

The availability of electricity through the rehabilitated power stations will create numerous opportunities for the local population, enabling small businesses and local enterprises to thrive.

The construction activities will adhere to the guidelines of the Environmental and Social Management Plan (ESMP), with the detailed scope of works and services provided in section 3.2 on Budget and Financing.

***Requested Services to be carried out:***

A well-qualified technically and financially qualified Firm or Contractor will be hired to execute the construction work of the Ghoru MHP. The firm/contractor will undertake construction work in the power channel which include rock excavation, dressing & disposal of up to 50m of soft rock, slate, shale, schist or laterite, and random rubble masonry in the foundation & plinth in cement and sand mortar. The RCC works are also involved for structures like dams, weirs, and other hydraulic parts. This work will encompass tasks such as formwork. Additionally, the firm or contractor will supply and fabricate mild steel reinforcement for cement concrete. They will be tasked with executing plain cement concrete work, which involves placing, compacting, finishing, and curing the concrete. Cement plaster will be applied as needed, and they will also handle the erection and removal of formwork, ensuring wood surface finishing for RCC or plain cement concrete according to the engineering design and specifications.

## Source of Funding

PATRIP Foundation has provided funds for the Rehabilitation of Ghoru MHP. AKRSP is responsible for implementation of this project in partnership with local community organizations and other stakeholders. The project activities will be regularly monitored by Georg Fiebig Consultants (GFC).

**Award of contract under this tender is subject to availability of funds from PATRIP Foundation at the time of financial bid(s) evaluation.**

## Deadline for works and services.

The project will be completed in 13 months, **which includes the slack season**, subject to the opening of the valley road, the security situation, and the occurrence of no disaster events.

# RELEVANT BACKGROUND INFORMATION

## Implementing Partner and stakeholders

AKRSP, established in 1982 and registered under the Companies Act in Pakistan as a non-profit company, has been working in Gilgit Baltistan & Chitral (GBC) region of Pakistan with the mandate to improve the quality of life of rural people through an approach rooted in social mobilization and community organization. AKRSP has supported the construction and rehabilitation of more than 4,333 small infrastructure projects (bridges, roads, irrigation channels, hydropower units, etc) throughout the region with an increasing focus on connecting and developing isolated and resource-poor valleys like Upper Yarkhun and Broghil in Chitral to provide locals with socio-economic development opportunities and access to services.

AKRSP, with AKF’s supervision, will implement the project in partnership with community organizations and in consultation with other AKDN agencies. The AKRSP technical staff and supervisors will closely monitor construction works to ensure the quality and implementation of the project per the defined specifications. AKRSP will maintain close coordination with District Administration, and other relevant departments to implement this project in a collaborated manner. Local communities will be involved in all stages of project implementation, through their community-based organization. The involvement of communities in all stages of project implementation will ensure transparency and accountability in the process. After completion, the project will be handed over to communities and local administration for routine and upkeep.

## Procedure of bidding process

Documents to be submitted are defined in Section 1 - Instructions to Bidders, [paragraph 13](#_Technical_Qualification_Documents).

### Deadline for submission date and location for bidding

The deadline and location for submission of the complete bidding documents is mentioned in Section 2, - Bid Data Sheet, paragraph 20.6.

### Minimum Requirements for Bidders

To be successful, a bidder has to satisfy the following minimum requirements:

* Work Experience:

The Bidder shall present max. ten (10) relevant references on assignments of a similar size and nature:

* The Firm must be registered with the Pakistan Engineering Council in C4 or above category. A valid PEC registration certificate shall be submitted. Receipt of the application for renewal of the registration will also be acceptable as a valid registration of the firm.
* Satisfactory completion of at least 03 (three) hydropower projects of a similar nature as the works to be tendered and of at least PKR 40 million contract value in the past 10 years along with the provision of Work Orders/Completion Certificates for the said projects.

Note: Work Orders and Completion Certificates are both compulsory as work orders show the project starting date and the completion date, and the completion certificate verifies the successful completion of the project.

* Financial Capability: The average annual turnover in the last 05 years should be at least PKRs 40 million.

The turnover must be supported by an original bank statement or audit reports for the last five years (ending 30th June 2024) in the name of the business. The bank statement shall be stamped by the bank. Alternatively, bidders can also submit their Audit Reports along with audited financial statements of the company for the last five years issued by a registered Audit Firm.

* Staff Resources: The company should have at least following 04 staff in the payroll list.

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Designation** | **Experience** | **Quantity** |
| 1 | Civil Engineer | 05 years of relevant experience. | 01 |
| 1 | Electrical Engineer | 05 years of relevant experience. | 01 |
| 2 | Sub- Engineer (Civil, Electrical) | 03 years of relevant experience. | 02 |

List of Equipment: The company should either own or rent following machineries to carry out the activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Particular** | **Capacity/Type** | **Quantity** |
| 1 | Crawler Excavator | #200/120 | 03 |
| 2 | Dumpers | Mazda type/Truck | 03 |
| 3 | Concrete Mixer Machine | Full size (50kg bag) | 04 |
| 4 | Concrete vibrator | Needle Type | 02 |

In addition, relevant information, as described in Section 2, paragraph 13 and corresponding documents, must be submitted to the full satisfaction of the evaluation committee.

### Evaluation of bids

A Bidder has to submit the information specified in [Section 1](#_Section_1:_Instructions) and [Section 3](#_Section_3) of the Bidding Documents. The evaluation of bids will be carried out in two steps:

* Technical Qualification: Required information will be evaluated on a ‘pass’ and ‘fail’ basis acc. to criteria listed in Section 1. Only if a bidder obtains a ‘pass’ for all required criteria, the financial bid will be opened and evaluated.
* Financial evaluation: The most favourable bidder is the one with the lowest price and complying with all requirements.

The procedure of the evaluation of bids is defined in Section 1 - Instructions to Bidders, paragraph 28.

## List of bidding documents

Additional and detailed information on the bidding documents can be found in the following Sections, which form an integral part of the bidding process and thus of the contract.

PART I Bidding Procedures

* Section 1 - Instructions to Bidders (ITB)
* Section 2 - Bid Data Sheet (BDS)
* Section 3.1 - Bidding Forms
* Section 3.2 - Bill of Quantities

PART II Implementing Partner's Requirements

* Section 4.1 - General Specifications
* Section 4.2 – Particular Specifications

PART III Conditions of Contract and Contract Forms

* Section 5 - Contract Form, incl. General and Particular Conditions of Contract

PART IV Scope of Works and Design Report

* Section 6 - Scope of Works, Design Report incl. attachments, drawings, etc.



**Bidding Documents**

**for**

Rehabilitation of Ghoru MHP 250 kW

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

PAK-AKDN-CHI-003

Section 1: Instructions to Bidders (ITB)

**Content**

[1 Scope of the Tender 1](#_Toc95718983)

[2 Conflict of Interest 1](#_Toc95718984)

[3 Fairness and Transparency 1](#_Toc95718985)

[4 Eligible Materials, Equipment and Services 2](#_Toc95718986)

[5 Joint Ventures 2](#_Toc95718987)

[6 One Tender per Bidder 2](#_Toc95718988)

[7 Cost of tendering 3](#_Toc95718989)

[8 Pre-tender meeting or site visit 3](#_Toc95718990)

[TENDER DOCUMENTS 4](#_Toc95718991)

[9 Contents of tender documents 4](#_Toc95718992)

[10 Clarifications and questions 4](#_Toc95718993)

[11 Amendment of tender documents 4](#_Toc95718994)

[PREPARATION OF BIDS 5](#_Toc95718995)

[12 Language of bid 5](#_Toc95718996)

[13 Documents comprising the bid 5](#_Toc95718997)

[14 Tender Prices 8](#_Toc95718998)

[15 Currencies of Tender and Payment 8](#_Toc95718999)

[16 Tender Validity 8](#_Toc95719000)

[17 Tender Security (Bid Bond) 8](#_Toc95719001)

[18 Alternative Proposals by Bidders 9](#_Toc95719002)

[19 Format and Signing of Tender 9](#_Toc95719003)

[SUBMISSION OF BIDS 10](#_Toc95719004)

[20 Sealing and marking of Bids 10](#_Toc95719005)

[21 Neglecting of Bids 10](#_Toc95719006)

[22 Modification and withdrawal of bids 11](#_Toc95719007)

[TENDER OPENING AND EVALUATION 12](#_Toc95719008)

[23 Bid Opening 12](#_Toc95719009)

[24 Process to be confidential and transparent 12](#_Toc95719010)

[25 Clarification of bids 12](#_Toc95719011)

[26 Examination of bids and determination of responsiveness 13](#_Toc95719012)

[27 Qualification 13](#_Toc95719013)

[28 Evaluation and comparison of bids 13](#_Toc95719014)

[29 The Implementing Partner’s right to accept any tender and to reject any or all bids 16](#_Toc95719015)

[30 Complaint Mechanism by Bidders 16](#_Toc95719016)

[AWARD OF CONTRACT 17](#_Toc95719017)

[31 Award criteria 17](#_Toc95719018)

[32 Notification of Award 17](#_Toc95719019)

[33 Signing of Contract Agreement 17](#_Toc95719020)

[34 Performance Security 17](#_Toc95719021)

**List of Abbreviations**

BDS Bid Data Sheet

BoQ Bill of Quantities

ITB Instructions to Bidder

AKRSP Implementing Partner

QD Qualification Documents

# INSTRUCTIONS TO BIDDERS

# Scope of the Tender

## The Implementing Partner (AKRSP) invites interested companies to submit post-qualification documents for the realisation of the Works as described in Section 2, *Bid Data Sheet (BDS).*

## The AKRSP issues these instructions for preparing a Qualification Document (QD) to Companies interested in bidding for the works described in paragraph 1.1 of the ITB.

## The Company shall examine all instructions, forms, and terms in the QD and furnish all information or documentation required by the QD by completing fully all forms and supplying all the requested information. Supplementary pages may be inserted if required.

## The name, contact details and responsible person of the AKRSP are named in the *BDS*.

# Conflict of Interest

A firm participating in this present procurement process must not have a conflict of interest. Any firm found to have a conflict of interest shall be ineligible for an award of a contract. If there is any personal relationship between the bidder, the AKRSP or the PATRIP Foundation, this must be stated as this might result in an exclusion of the bidder.

# Fairness and Transparency

## All bidders who take part in a procurement for consulting services, goods or works must ensure a fair and transparent competition and to fulfil at least the International Labour Organisation’s (ILO) key norms, which are ratified by the country in which the services or works are performed. These must be documented by signing a Declaration of Undertaking in compliance with the specimen provided in Section 3.1, paragraph 9. If the Declaration of Undertaking is not provided in the Technical Envelop by the bidder with the tender documents, the bidder will be excluded from the tender.

## **Fraud and Corruption**: When participating in this tender, it is required that bidders, suppliers, contractors and their agents and any personnel thereof, observe the highest standard of ethics during the procurement and execution of contracts. For the purpose of this provision, the terms set forth are defined below:

1. “*Corrupt practice*” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
2. “*Fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
3. “*Collusive practice*” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
4. “*Coercive practice*” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
5. “*obstructive practice*” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation of money donor into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

## **Confidentiality:** The tender process shall be treated confidentially. During the tender process, no information will be given to bidders or third parties who do not officially participate in the tender about the evaluation of the proposals and recommendations for the award of contract. If the confidentiality has been broken the tender can be cancelled. In the time between the public announcement of the tender and the award of the contract, discussions with the bidders about their offers are not allowed. However, visits to the project sites or searching/reviews of documents are allowed if these activities serve the bidders for getting acquainted with the working environment. Furthermore, questions for clarification in writing are allowed. Answers will be given in writing and will be made available to all bidders who have registered.

## **Eligible Bids:** Bids from companies, organisations or individuals are accepted for the tender, if none of the following reasons for exclusion apply:

* The company, organisation or individual is listed in the sanction and embargo list of the UN Security Council, the EU or the German Government.
* The company, organisation or individual is legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
* The company, organisation or individual to be contracted is an enterprise economically intertwined with persons conducting the tender.

# Eligible Materials, Equipment and Services

The materials, equipment, and services to be provided under the Contract shall be of the highest quality and long-life international recognized standard. At the AKRSP's request, the three Bidders having offered the lowest evaluated tender may be required to provide evidence of the quality standard certification and the origin of materials, equipment, and services, satisfactory to the AKRSP. "Origin" means the place where the materials and equipment are mined, grown, produced or manufactured, and from which the services are provided.

# Joint Ventures

Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements:

## The tender shall include all the information describing the firms’ qualification and capacities for each joint venture partner, whereby the lead firm must provide the completed Tender Security.

## In case of a successful tender, the Form of Agreement (Section 5, paragraph 1) shall be signed so as to be legally binding on all partners.

## One of the partners shall be nominated as the lead firm; this nomination shall be evidenced by a power of attorney signed by legally authorized signatories of all the partners.

## The lead firm shall be authorized to assume liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the Contract, including payments by the AKRSP, which will be done exclusively with the lead firm.

## All partners of the joint venture shall be liable jointly and individually for the execution of the Contract in accordance with the Contract terms and condition, and as stated in the Form of Agreement (in case of a successful tender).

## A copy of the agreement entered into by the joint venture partners shall be submitted with the tender.

## All members of a joint venture must sign and submit with the bidding documents an individual Declaration of Undertaking. Failure to do so will lead to the disqualification of the joint venture.

# One Tender per Bidder

Each Bidder shall submit only one tender either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one tender will be disqualified.

# Cost of tendering

All cost for a site visit, obtaining information/data and preparation / submission of the qualification document, meetings, negotiations, etc. in relation with the qualification or the subsequent proposal shall be borne by the bidders.

# Pre-tender meeting or site visit

## The bidder is advised to attend any pre-tender meeting or site visit as scheduled in the *BDS*.

## The bidder is advised to visit and examine the site of works and its surroundings and obtain all site information that may be necessary for preparing the tender and entering into a contract for construction of the works. The cost of visiting the site shall be at the bidder’s expense.

## The bidder and any of its personnel or agents will be granted permission by the AKRSP to enter its premises and lands for the purpose of such visit, but only upon the express condition that the bidder, its personnel and agents, will release and indemnify the AKRSP and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of, or damage to property, and any other losses, damage, costs, and expenses incurred as a result of the inspection.

## The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. Answers to all questions raised during the meeting should be shared in writing with all bidders that have received the tender documents at least 7 days before the submission deadline.

## Bidders must submit any questions in writing, to reach the AKRSP not later than one week before the pre-bid meeting.

## Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

# TENDER DOCUMENTS

# Contents of tender documents

## The tender documents comprise the documents listed below, other documentation or drawings specified in the BDS.

**PART I Bidding Procedures**

* Section 1 - Instructions to Bidder (ITB)
* Section 2 - Bid Data Sheet (BDS)
* Section 3.1 - Bidding Forms
* Section 3.2 - Bill of Quantities (BoQ)

**PART II Implementing Partner’s Requirements**

* Section 4.1 - General Specifications
* Section 4.2 – Particular Specifications

**PART III Conditions of Contract and Contract Forms**

* Section 5 – Contract Form, incl. General and Particular Conditions

**PART IV Scope of Works and Design Report**

* Section 6 - Scope of Works, Design Report incl. attachments, drawings, and other documents to best describe the works or services to be undertaken.

## Bidders are expected to examine the tender documents, including all instructions, forms, BoQs, drawings, contract terms and specifications. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the documents in every respect, will be at the bidder’s risk and will lead to the rejection of the tender as an outcome of non-qualifying in the Technical Evaluation OR not fulfilling the documents required for Technical Evaluation. By submitting priced BoQs bidders acknowledge the correctness of the BoQs, the related drawings and specifications, unless the bidder specifically points out any discrepancy between the aforementioned documents in the bidding document.

# Clarifications and questions

## An interested bidder requiring any clarification of the qualification documents may notify the AKRSP in writing to the AKRSP’s address indicated in the *BDS*. All requests for clarification must be received by the AKRSP no later than thirteen (13) calendar days prior to the deadline for the submission of documents.

## Responses to requests for clarification will be made by the AKRSP to all interested bidders no later than ten (10) calendar days prior to the deadline for the submission of documents.

## The qualification and all documents and correspondence relating to the qualification exchanged between the company and the AKRSP shall be written in the language of the qualification specified in the *BDS*. Supporting documents and printed literature furnished by the company may be in other languages.

# Amendment of tender documents

## At any time but at the latest ten (10) calendar days prior to the deadline for submission of bids, the AKRSP may amend the tender documents by issuing addenda.

## Any addendum thus issued shall be part of the tender documents and shall be communicated in writing to all prospective bidders that have received the tender documents. Prospective bidders shall promptly acknowledge the receipt of each addendum in writing to the AKRSP.

## To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the AKRSP may, at its discretion, extend the deadline for submission of bids, in accordance with paragraph 20.6.

# PREPARATION OF BIDS

This bidding procedure will be carried out according to the latest version of the “PATRIP Foundation Project Implementation Manual”.

The technical qualification documents and the financial bid shall be submitted simultaneously in two separate envelopes (one stage two-envelope procedure with one outer and two inner envelops). In the first public session, only the technical envelopes with the qualification documents will be opened and examined for completeness, including the Declaration of Undertaking and the Tender Security, and fulfilment of the compliancy criteria – refer to paragraph 13.1.1. During the first public session the financial bid must not be opened, and the bid price must not be read out. If any bidder mentions the bid amount in the technical qualification documents or any other separate page of the technical proposal, this will be at the bidder’s risk and will lead to the rejection of the contractor’s bid. Bidders shall be informed in writing to participate in first public session and bidders are required to reply in writing about their participation.

**The qualification of submitted bids will be evaluated according to the criteria specified under paragraph 28**. In the second public session, the financial envelopes, with the price bid of those bidders who have fulfilled the qualification criteria, will be opened. Bidders shall be informed in writing to participate in the second public session and bidders are required to reply in writing about their participation.

# Language of bid

The qualification document as well as all correspondence and documents relating to the qualification shall be in English language. Supporting documents and printed literature, that are part of the application, may be in another language.

# Documents comprising the bid.

Bidders must meet all requirements as specified. Failure to meet even a single criterion will lead to a failure, which will lead to the exclusion of the bidder.

The bid documents to be submitted are divided in two components:

* Technical Qualification Document (inner envelope 1)
* Financial Bid Document (inner envelope 2)

## Technical Qualification Documents (inner envelope 1)

13.1.1 Documents for Compliancy

#### **1. Declaration of Undertaking**, using the form given in Section 3, paragraph 1. This form must be used without any alteration, addition, or omission. Bidders should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. Technical Qualification proposals will be rejected, if the interested company or any Joint Venture / Association member has not submitted a signed Declaration of Undertaking with the Technical Qualification Documents.

#### **2. Tender Security**, using the form given in Section 3, paragraph 2

13.1.2 Documents for Technical Qualification

**3. Letter of Submission**, using the form given in Section 3, paragraph 3. This format must be used without any alteration, addition, or omission.

**4. Bidder Information Form**, using the form given in Section 3, paragraph 4. This format must be used without any alteration, addition, or omission. In addition, the following documents must be provided:

* Copy of a valid registration of firm. The receipt for application for renewal of the registration will not be considered as a valid registration of the firm and might lead to the rejection of the tender.
* Written authorisation (the same individual cannot be authorised by two different firms);
* In case of Joint Venture / Association: Letter of Intent from Joint Venture / Association partner and
* In case of Joint Venture / Association: Letter of Application for each partner incl. Name of company, leading the Joint Venture / Association

**5. Work Experience** in the last ten (10) years, using the form given in Section 3, paragraph 5. Bidders and each member of a Joint Venture / Association should provide information on their work experience relevant to carry out the tendered work, concerning technical and country / regional expertise. Max. ten (10) relevant references on assignments of a similar size and nature must be provided:

* Satisfactory completion of projects of the same nature as the works to be tendered and of a certain contract value each in the past ten (10) years. The specific numbers and amounts are defined in the *BDS*.
* Satisfactory completion of projects with a certain contract value of in countries of the region in the last ten (10) years. The specific numbers and amounts are defined in the *BDS*.
* The Bidders should have been involved in the completion of the projects within the last 10 (ten) years in the role of principal or lead contractor, a partner in a joint venture or as a major sub-contractor. The projects listed above should have been implemented successfully.
* The Applicant (in case of consortium/joint ventures each partner) should have a business license since at least five (5) years.

**6. Financial Capability**, using the form given in Section 3, paragraph 6. In addition, bank state­ments/audit reports have to be attached. Each statement page must be signed by the declaring company. Do not include full financial reports. The average annual turnover over the last five (5) years shall be at least as specified in the *BDS*. This form has to be filled in by each member of a Joint Venture / Association. In case of a joint venture, the turnover will be satisfied by the JV as a whole and not individually be each member.

**7. Staff Resources**, using the form given in Section 3, paragraph 7. The Bidder must demons­trate that his personnel foreseen for the key positions meet the minimum requirements as specified in the *BDS*. CVs of key staff must be attached, using the form given in Section 3, paragraph 7.

**8. Company’s Equipment**, using the form given in Section 3, paragraph 8. Each individual major item of equipment that is required as per the AKRSP’s requirements to be deployed on the Contract must be mentioned.

1. Knowledge of the type and quantity of equipment required to complete the work of each engineering category; and
2. Possession of all required equipment or the ability to obtain it otherwise for the work.
3. The Bidder shall demonstrate that he has the knowledge and possession of the type and quantity of equipment required to perform the works in question by applying most suitable equipment and state-of-the-art technologies in order to ensure that all quality requirements according to international standards, technical specifications and within the timeframe can be complied with. The AKRSP reserves the right to physically verify the list of equipment.

**9. Present Projects**, using the form given in Section 3, paragraph 9.

**10. Method Statement,** using additional information given in Section 3, paragraph 10 unless stated otherwise in the *BDS*.The clearness, logical sequence, completeness of the method statement and construction schedule will be evaluated. The contractor must show that he understood the interrelation of the various tasks and show clearly how he intends to perform the works, which equipment is required, the number and composition of working teams etc., Please see *BDS* for details.

**11. Implementation Schedule,** using additional information given in Section 3, paragraph 11 as proposed by the bidder for the implementation of the project.

**12. Additional Information**, as specified in Section 3, paragraph 12. In particular:

1. Declaration of submitting a proposal.
2. Technical Information and Data Sheets: The completeness of information, the quality of material, machinery and other plant, the compliance with the specifications will be evaluated.
3. AKRSP’s references and/or Taking Over Certificates and/or other references for the above projects (if certificates are existing).
4. Photos of projects carried out for each project (if photos are available).
5. Any other information supporting the company’s eligibility.

## Financial bid document (inner envelope 2)

13.2.1 Financial Bid Document

**13. Letter of Bid**, using the form given in Section 3, paragraph 13.

In case the form of bid is not filled in completely, the bid will be excluded from further evaluation and the company will be disqualified from the tender process.

**14. Information on intended sub-contracts**, using the form given in Section 3, paragraph 14, if applicable, otherwise please fill in ‘n/a’.

**15. Priced Bill of Quantities**, using the form given in Section 3, paragraph 15.

1. Unless where Bill of Quantities (BoQ) have been made available by the AKRSP, the bidder has to elaborate and submit complete BoQ for all services (design and construction works) to be carried out, to provide the tendered infrastructure. The BoQ shall be elaborated in conjunction with the documents of this limited competitive bidding, e.g. Conditions of Contract, the Technical Specifications, and the Drawings.
2. Where the AKRSP has made available BoQ for the project with the tender documents it is the responsibility of the bidder to review, and where deemed necessary, notify the AKRSP about any required miscalculation or omissions noticed in the BoQ. By submitting a bid bidder confirms the correctness of the BoQ and has no right to claim any extra volumes, should an omission or miscalculation be noticed after the signing of the contract.
3. The bidder shall satisfy himself as to the meaning of every item in the BoQ and the frame conditions for the execution of the respective work. The fixed prices entered in the BoQ for the various sections of works are deemed to cover all supplies and work, finished, and completed in all respects.
4. The items set forth in the BoQ and the prices entered therein shall, except insofar as may be otherwise expressly provided for in the Contract, be deemed to cover all the Contractor’s liabilities and obligations and all matters and things necessary for the proper performance, intended function and maintenance and completion of the works as specified.
5. The rates shall include the following unless expressly stated otherwise:
   * labour and all costs in connection therewith.
   * the supply of materials and goods to site, including costs for purchase, transportation, storage, wastage, and any other charges.
   * equipment and all costs in connection therewith.
   * fixing, erecting, and installing or placing.
   * all Temporary Works, complete including equipment, tools and consumables, and.
   * charges, overheads, and profit.
6. No extra payment shall be made in respect of anything described in the Contract for which no corresponding item is given in the BoQ although necessary for completion of the Work and the cost thereof shall be deemed to be included in and covered by the Contract Price elsewhere as aforesaid. Any requirements written down in the Technical Specifications, which have not been included in the Bill of Quantities shall be deemed to have been included within the priced items in the BoQ. The cost of any item against which no unit rate has been entered shall be deemed to be covered by unit rates of other items.
7. In case the AKRSP evaluates that the BoQ does not cover the complete works acc. to the requirement and specifications, the bid will be excluded from further evaluation.

## The bidder shall submit offers, which comply with the requirements of the tender documents, including the basic technical requirements as indicated in the drawings and specifications. The attention of bidders is drawn to the provision of paragraph 9 regarding the rejection of bids, which are not responsive to the requirements of the tender documents.

# Tender Prices

## The Contract shall be for the works and services as described in the *BDS*, paragraph 1, based on the schedule of unit rates and prices submitted by the bidder.

## The Bidder shall submit a Bid for the whole of the Works described in the *BDS*, paragraph 1, by filling in price(s) for all items of the Works, as identified in the BoQ. Items against which no rate or price is entered by the Bidder shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the AKRSP. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Bid, and provided that the Bid is determined substantially responsive notwithstanding this omission, the highest price of the item quoted by substantially responsive Bidders will be added to the Bid price and the equivalent total cost of the Bid so determined will be used for price comparison.

## All duties, taxes and other levies of the project country payable by the Contractor under the Contract, or for any other cause, shall be included in the rates and prices and the total tender price submitted by the bidder. The evaluation and comparison of tenders by the AKRSP shall be made accordingly.

## The rates and prices quoted by the bidders are not subject to adjustment during the performance of the contract, as specified in the *BDS*.

# Currencies of Tender and Payment

The unit rates and prices shall be quoted by the bidder only in in the currency as specified in the *BDS*.

# Tender Validity

## Tenders shall remain valid for a period as specified in the *BDS*.

## In exceptional circumstances, prior to expiry of the original tender validity period, the AKRSP may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting his Tender Security. A bidder agreeing to the request will not be required or permitted to modify his tender but will be required to extend the validity of his Tender Security for the period of the extension, and in compliance with paragraph 17 in all respects.

# Tender Security (Bid Bond)

## The bidder shall furnish as part of his tender, a Tender Security as specified in the *BDS*.

## The Tender Security shall, at the bidder’s option, be in the form of a certified check, bank draft, standby letter of credit or guarantee from a bank located in the country of the AKRSP or a foreign bank, which has been determined by the bidder to be acceptable to the AKRSP. The format of the tender bank guarantee shall be in accordance with the sample form of Tender Security included in Section 3, paragraph 10. Bank guarantees issued as surety for the tender shall be valid for 28 days beyond the validity of the tender.

## Any tender not accompanied by an acceptable Tender Security will be rejected by the AKRSP as non-responsive.

## The tender securities of unsuccessful bidders will be returned as promptly as possible, but not later than 28 days after the expiration of the period of tender validity.

## The Tender Security of the successful bidder will be returned when the bidder has signed the Agreement and furnished the required Performance Security.

## The Tender Security may be forfeited.

If the bidder withdraws his tender during the period of tender validity.

If the bidder does not accept the correction of his tender price, pursuant to paragraph 28.7; or

In the case of a successful bidder, if he fails within the specified time limit to

### (i) Sign the Agreement, or

### (ii) Furnish the required Performance Bank Guarantee.

# Alternative Proposals by Bidders

## Bidders shall submit offers, which comply with the requirements of the tender documents and with the basic technical design as, indicated in the Drawings and Specifications. Alternatives may be submitted, if allowable in the *BDS*, but will not be considered as part of the evaluation and comparison procedure of tenders. The attention of bidders is drawn to the provisions of paragraph 28 regarding the rejection of tenders, which are not substantially responsive to the requirements of the tender documents.

## When alternatives are explicitly invited or permitted, a statement to that effect will be included in the *BDS*, together with the submission requirements and the methods for evaluating such alternatives.

# Format and Signing of Tender

## The bidder shall prepare one original of the documents comprising the tender as described in paragraph 13, with the section containing the Form of Tender, and clearly marked “ORIGINAL”. In addition, the bidder shall submit copies of the tender, in the number specified in the *BDS*, and clearly marked as “COPY”. In the event of a discrepancy between the original and the copies, the original shall prevail.

## The original and all copies of the tender shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder, pursuant to paragraph 13.2, as the case may be. All pages of the tender where entries or amendments have been made shall be initialled by the person or persons signing the tender.

## The tender shall contain no alternations, omissions or additions, except those to comply with instructions issued by the AKRSP or, as necessary, to correct errors made by the bidder. Any such correction shall be valid only if it is initialled by the person or persons signing the tender.

# SUBMISSION OF BIDS

# Sealing and marking of Bids

## The bidder shall submit his tender in two inner envelopes:

One envelope (inner envelope 1) marked “TECHNICAL QUALIFICATION DOCUMENTS” containing the original and copy of the qualification documents as specified in paragraph 13.1.

One envelope (inner envelope 2) marked “FINANCIAL BID DOCUMENTS” containing original and copies of the complete bid as specified in paragraph 13.2.

The inner envelopes shall be sealed in an outer envelope.

## The inner and outer envelopes shall:

be addressed to the AKRSP at the address provided in the *BDS*;

bear the name and identification of the contract as defined in the *BDS*; and

provide a warning not to open before the specified time and date for tender opening.

## In addition to the identification required above, the inner envelopes shall indicate the name and address of the bidder to enable the tender to be returned unopened in case it is declared “late” pursuant to paragraph 21, and for matching purposes under paragraph 22. The envelope “FINANCIAL BID DOCUMENTS” shall also provide the warning “only to be opened if qualification is approved”.

## If the outer envelope is not sealed and marked as required above, the AKRSP will assume no responsibility for the misplacement or premature opening of the tender. If the outer envelope discloses the bidder’s identity, the AKRSP will not guarantee the anonymity of the tender submission, but this shall not constitute grounds for rejection of the tender.

## The complete documents shall be submitted in original and copies as specified: The “ORIGINAL” shall be submitted by as one original and number of copies as specified in the *BDS* including a softcopy (searchable pdf-file) to the address of the AKRSP as indicated in the *BDS*.

## The deadline for the receipt of the qualification documents at the AKRSP is defined in the *BDS*. Failure to respect these requirements will constitute a formal error and will result in the rejection of the qualification proposal. For timely delivery, receipt of the application by the AKRSP is relevant. The AKRSP may extend the deadline for submission of bids by amending the tender documents in accordance with paragraph 11, in which case all rights and obligations of the AKRSP and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

# Neglecting of Bids

Bids are disregarded if:

1. Anybody involved in the tender procedure has influenced the selection procedure with illegal payments or by granting or promising other advantages, or if circumstances suggest that such influence has been exercised.
2. A bid has been received after expiry of the deadline. The bidders are advised to inform the AKRSP by e-mail before the deadline for submission when and how they have sent or will deliver the tender. In case of sending by courier, copies of evidence shall be attached.
3. The bid does not fulfil the criteria in the request for tenders in essential points, if it is incomplete or contains inadmissible restrictions.
4. The statement by the applicant that he is associated with other companies does not clearly show that the former or the latter will not apply to participate in the same project as manufacturers, suppliers or construction firms.
5. The bidder and not all members have submitted a Declaration of Undertaking in compliance with the specimen in Section 3, paragraph 9 and/or a Tender Security.

# Modification and withdrawal of bids

## The bidder may modify, substitute, or withdraw its tender by giving notice in writing to the AKRSP before the deadline prescribed in paragraph 20.6.

## The bidder’s modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with paragraph 20, with the outer and inner envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

## No tender may be modified by the bidder after the deadline for submission of bids.

## Withdrawal of a tender between the deadline for submission of bids and the expiration of the period of tender validity may result in the forfeiture of the Tender Security pursuant to paragraph 17.6.

# TENDER OPENING AND EVALUATION

# Bid Opening

## The AKRSP will register all Tenders and open the qualification documentation in the presence of the evaluation committee and any person wishing to participate, on the same day as specified in the *BDS*.

## No tender shall be rejected at tender opening, except for late bids, which shall be returned unopened to the bidders pursuant to paragraph 21.

## The bidders’ names, and any such other details as the AKRSP may consider appropriate, will be announced by the AKRSP at the opening of the Technical Qualification Documents. Bids (and modification submitted pursuant to paragraph 22) that are not opened at tender opening will not be considered further for evaluation, irrespective of the circumstances. The financial envelopes must remain sealed, and the bid amount must not be read out nor recorded in the minutes of the bid opening.

## The AKRSP shall prepare minutes of the bid opening, including the information disclosed to those present, in accordance with paragraph 23.3. A copy of the minutes will be sent to all bidders who submitted a tender.

## Subsequent to the evaluation of the technical qualification documents, the AKRSP will open the financial envelopes (Financial Bid Documents) of bidders who qualified in the technical evaluation only, including tender price, substitutions and modifications submitted (if applicable) and any such other details as the AKRSP may consider appropriate, pursuant to paragraph 22. Bidders, who are qualified technically shall be invited to attend the opening of the financial bids and shall confirm their attendance by signing an attendance list.

## The AKRSP shall prepare minutes of the financial bid opening. A copy of the minutes will be sent to all bidders who submitted a tender.

# Process to be confidential and transparent.

## The tender evaluation processes up to the award of a contract is confidential.

## Information relating to the examination, clarification, evaluation and comparison of bids, and recommendation for the award of a contract, shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

## Any effort by a bidder or its agents to influence the AKRSPs evaluation of bids or award decision, including the offering or giving of bribes, gifts, or other inducement, will result in the invalidation of its tender and the forfeiture of its Tender Security, pursuant to paragraph 17.6.

## All decisions will be made by the AKRSP’s tender evaluation committee, in presence of the PATRIP Foundation officials or appointed persons, if present, and require the no-objection of PATRIP Foundation.

# Clarification of bids

To assist in the examination, evaluation, and comparison of bids, the AKRSP may, at its discretion, ask any bidder for clarification of its tender, including breakdowns of its prices. Such clarification may be requested at any stage up to the contract award decision. Requests for clarification and the respon­ses shall be in writing or by fax and no change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the AKRSP during evaluation of the bids in accordance with paragraph 26.

# Examination of bids and determination of responsiveness

## Prior to the detailed evaluation of Tenders, the AKRSP will determine whether each Tender is responsive to the requirements of the Tender Documents. For the purpose of these processes, a substantially responsive Tender is one, which conforms to all the terms, conditions and require­ments of the Tender Documents without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the Works, or which limits in any substantial way (inconsistent with the Tender Documents) the AKRSP's rights or the Contractor's obligations under the Contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting responsive Tenders.

## A tender determined as substantially non-responsive will be rejected by the AKRSP and may not subsequently be made responsive by the bidder by correction of the non-conformity.

## The tender will be classified as non-responsive and result in the invalidation of the tender if:

* No Declaration of Undertaking has been submitted in the technical envelop.
* No Tender Security has been submitted in the technical envelop.
* False statements or evidence of fraud is discovered during evaluation.
* The priced BoQ or schedule of price and related data sheets have not been completed and properly filled out with the relevant entries; and
* The technical evaluation results in one or more ‘Fail(s)’.

## The AKRSP may waive any minor informality or non-conformity or irregularity in a tender, which does not constitute material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tender.

# Qualification

## As a pre-condition to opening the Financial Bid Documents (inner envelope 2) the AKRSP will determine to its satisfaction whether the bid meets the qualifying criteria specified in the paragraphs 2 and 3 and returns ‘Pass’ for all criteria as well as on the basis of the document submitted has demonstrated that he is capable of performing the contract satisfactorily.

## The final determination will be based upon an examination of the qualification documentary evi­dence of the bidder’s qualifications submitted by the bidder in its tender as described in paragraph 13.

## The capabilities of the subcontractors proposed in the tender to be used by the lowest evaluated bidder will also be evaluated. Their participation should be confirmed with a letter of intent, as needed. Should a subcontractor be determined to be unacceptable, the tender will not be rejected, but the bidder will be required to substitute an acceptable subcontractor without any change to the tender price.

# Evaluation and comparison of bids

## A bidder will be evaluated in accordance with the procedures set out in the latest version of the “PATRIP Foundation Project Implementation Manual”, available at PATRIP Foundation.

## The evaluation process comprises a technical qualification evaluation and a financial evaluation. Those bidders which fulfil all technical qualification criteria and score a ‘Pass’ for all technical criteria mentioned under 28.3. will qualify technically and have their Financial Bid Documents opened. The most favourable bidder is the one technically qualified bidder with the lowest evalua­ted bid price, fulfilling all requirements. The lowest bid price alone is generally not decisive.

## The technical evaluation will be carried out in two steps:

## **Compliancy check:** Availability of Declaration of Undertaking, Tender Security and separated and sealed financial envelope. If these documents are not submitted according to the criteria (paragraph 13, 14, 26, 28 as well as in section 3), the company will be disqualified immediately without any further evaluation.

## **Technical qualification:** Evaluation of general company information (letter of submission, bidder information form, work experience, financial capability, staff resources, present projects) and specific company information (company’s equipment, method statement, time schedule, additional information, completed and initialised tender documents). Each criterion will be evaluated separately with ‘Pass’ and ‘Fail’ according to the criteria listed in the paragraph 13, 14, 26, 28 as well as in section 3. Should the bidder score one or more ‘Fail(s)’ in this section the company will be considered non-responsive and be excluded from any further evaluation. In detail:

**1. Declaration of Undertaking** using the form provided.

**2. Tender Security**, using the form provided.

**3. Letter of Submission:** Bidders must fill in the form, as described in paragraph 13.1 in conjunction with the relevant forms in Section 3 shall be provided.

**4. Bidder Information Form:** Bidders must fill in the form, as described in paragraph 13.1 in conjunction with the relevant forms in Section 3 shall be provided.

**5. Work Experience:** Bidders shall satisfy all the conditions as described in paragraph 13.1 in conjunction with the relevant forms in the Annex shall be provided.   
**In case the AKRSP evaluates that the experience is not sufficient, the bid will not be considered for the evaluation of the financial bid.**

**6. Financial Capability:** Information submitted regarding a joint venture, must consider all of the assets, liabilities and contractual commitments of the joint venture members. The assets, liabilities and obligations of the individual partners shall be shown separately. The information, as described in paragraph 13.1 in conjunction with the relevant forms in Section 3 shall be provided.   
The Bidder shall demonstrate, to the satisfaction of the AKRSP, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.   
The Bidder must have access to credit and other financial facilities adequate to assure the required cash flow for the duration of the Contract. In any case the credit amount available for the execution of the Project (and not already committed to other activities) should be a minimum of twice the contract price.   
**Only financially capable firms, which have submitted the necessary statements and declarations, and which satisfy the set conditions will be evaluated.**   
**Qualification documents of Companies, Joint Ventures or Consortia providing evi­dence of fewer turnovers (certified net sales) than required will be excluded from fur­ther evaluation. In case the AKRSP evaluates that financial resources are not suffi­cient, the bid will not be considered for the evaluation of the financial bid.**

**7. Staff Resources:** Bidders shall satisfy all of the conditions as described in paragraph 13.1 in conjunction with the relevant forms in Section 3 shall be provided. For key staff CVs shall be provided.   
**In case minimum staff requirements cannot be proposed, the bid will not be considered for the evaluation of the financial bid**.

**8. Company’s Equipment** (for all firms in a joint venture/consortium): Bidders shall satisfy all of the condi­tions as described in paragraph 13.1 in conjunction with the relevant forms in Section 3 shall be provided.   
**In case the AKRSP evaluates that the list and description of equipment does not lead to the specified results, the bid will not be considered for the evaluation of the financial bid.**

**9. Present projects:** Bidders shall satisfy all of the conditions as described in paragraph 13.1 in conjunction with the relevant forms in Section 3 shall be provided.   
**In case the AKRSP evaluates that resources are not sufficient to carry out the pre­sent additional project, the bid will not be considered for the evaluation of the financial bid.**

**10. Proposed Method statement:** The bid for services must present the methodological approach and the programme of work in such a way that their suitability in regard to the terms of reference can be assessed and can be compared with other qualified bids: this includes a work programme and a staffing schedule. If according to the professional judgement of the evaluation committee and of the PATRIP Foundation there is an evident discrepancy between the terms of reference and the quantities given, the bid may not be considered. The bid shall clearly describe how the task will be undertaken and the resources used, how project activities are divided between team members, how the coordination with project stakeholders (beneficiaries & partners) is to be organised and how the quality of work is to be assured. The bid must be supplemented with diagrams, tables and, in the case of a complex project with appropriate graphics.**In case the AKRSP evaluates that the method statement does not lead to the speci­fied results, the bid will not be considered for the evaluation of the financial bid.**

**011. Implementation Schedule:** Bidders shall elaborate a realistic time schedule considering all relevant steps to achieve excellent result.   
**In case the AKRSP evaluates that the implementation schedule is not realistic, the bid will not be considered for the evaluation of the financial bid.**

**12. Additional information:** Bidders shall all of the conditions as described in paragraph 13.1 in conjunction with the relevant forms in Section 3 shall be provided.

## Tenders are only technically qualified, if all documents (see section 3) are submitted according to the stipulated templates and all points are described to full satisfaction of the evaluation committee. Only in case that the company infor­mation is not sufficient, a query for additional information (about general or specific company information) from the bidder will be requested acc. to paragraph 25. If the requested information can be approved, the bidder will be considered for the opening of the financial proposal, if not the bidder is excluded. There will be no ranking.

## Only if the bidder is technically accepted (see paragraph 28.3), the financial envelopes will be opened. The most favourable bidder is the one with the lowest price after applying paragraphs 28.6 to 28.11.

## The Financial Envelopes will be checked for any arithmetic errors, which will be corrected by as follows:

Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and

Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the AKRSP there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted will govern and the unit rate will be corrected.

## The amount stated in the Form of Tender will be adjusted by the AKRSP in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount of tender, his tender will be rejected, and the Tender Security may be forfeited in accordance with paragraph 17.6.

## The AKRSP will determine for each tender the Evaluated Tender Price by adjusting the Tender Price as follows:

Making any correction for errors pursuant to paragraph 28.6;

Making any adjustment for modifications pursuant to paragraph 22.

## The AKRSP reserves the right to accept or reject any variation, deviation or alternative offer. Variations, deviations, alternative offers and other factors, which are in excess of the require­ments of the tender documents or otherwise result in the accrual of unsolicited benefits to the AKRSP, shall not be taken into account in tender evaluation.

## The estimated effect of the price adjustment provisions, if any, of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in tender evaluation.

## If the tender of the successful Bidder is seriously unbalanced in relation to the Engineer's estimate of the cost of work to be performed under the Contract, the AKRSP may require the Bidder to produce detailed price analyses for any or all items of the Bills of Quantities, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analyses, the AKRSP may require that the amount of the Performance Security set forth in paragraph 33 be increased at the expense of the successful Bidder to a level sufficient to protect the AKRSP against financial loss in the event of default of the successful Bidder under the Contract.

# The Implementing Partner’s right to accept any tender and to reject any or all bids

Notwithstanding paragraph 30, the AKRSP or PATRIP Foundation reserve the right to accept or reject any tender, and to cancel the tender process and reject all bids, at any time prior to the award of Contract without thereby incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidder or bidders of the grounds for the AKRSP’s action. Reasons to cancel the tender may be:

1. The project funded by PATRIP Foundation has been cancelled.
2. Circumstances underlying the invitation to tender have changed materially.
3. No bid satisfies the criteria for the award of the contract.
4. Competition was inadequate.
5. The price quotations are obviously unreasonable and/or exceed the financial resources earmarked for the contract. In this case, the AKRSP, with approval by PATRIP Foundation may, as an alternative to re-tendering, enter negotiations with the winning bidder to try to obtain a satisfactory offer.
6. The responsive bids substantially exceed the budget; and
7. The rates of the bid are obviously and clearly unreasonably high.

# Complaint Mechanism by Bidders

For PATRIP Foundation financed projects, PATRIP Foundation needs to be informed about complaints and their resolution. E.g.: Applicants/Bidders who consider that actions or decisions by the AKRSP / NGO during the Tender Process result in an unfair disadvantage may file a procurement related complaint. Such a complaint shall be addressed in writing to the AKRSP / NGO, with copy to PATRIP Foundation, detailing the grounds for the complaint with reference to the applicable provisions in the Tender Documents or other applicable regulations. Upon receipt of such a complaint the AKRSP / NGO shall promptly handle the complaint and respond to the complainant in writing detailing the result of the complaint’s handling. Should the handling of the complaint by the AKRSP / NGO not be possible within three (3) working days after the receipt of the complaint the AKRSP / NGO should at least acknowledge its receipt and respond to the complainant with the results of the complaint’s handling within ten (10) working days from the acknowledgment of the receipt.

The AKRSP / NGO shall ensure that all complaints and its handling in a PATRIP Foundation financed Tender Process are brought to the knowledge of PATRIP Foundation for monitoring in due time. The award of a Contract shall not take place until all complaints have been handled adequately.

# AWARD OF CONTRACT

# Award criteria

Subject to paragraph 29, the AKRSP will award the Contract to the bidder whose tender has been determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price, provided that such bidder has been determined to be qualified to perform the contract satisfactorily in accordance with the provisions in paragraph 28.1. The most advantageous bid determined based on this procedure after correction of any arithmetic errors will win the contract. The lowest bid price alone is generally not decisive.

# Notification of Award

## Prior to expiration of the period of tender validity the AKRSP will notify the successful bidder by fax, confirmed by registered or handed over letter, that its tender has been accepted. This will be announced by e-mail. The notification of award shall specify the sum which the AKRSP will pay the Contractor in consideration of the execution and completion of the Works and the remedying of any defects therein by the Contractor as prescribed in the Contract (hereinafter and in the Conditions of Contract called “the Contract Price”). The AKRSP reserves the right to reduce the scope of the works if contracting of the complete scope would exceed the available budget.

## The notification of award (hereinafter and in the Conditions of Contract called the “Letter of Acceptance “) will constitute the formation of the Contract.

# Signing of Contract Agreement

## While the AKRSP notifies the successful bidder that its tender has been accepted, the AKRSP will send the bidder the Agreement in the form provided in Section 5, paragraph 1, incorporating all understandings between the parties.

## Within twenty-eight (28) days of receipt of the Agreement, the successful bidder shall sign the Agreement and return it to the AKRSP, together with the required Performance Security.

## Upon fulfilment of paragraph 33.2, the AKRSP will promptly notify the other bidders that their bids have been unsuccessful and their Tender Security will be returned as promptly as possible, in accordance with paragraph 17.5.

# Performance Security

## Within twenty-eight (28) days of receipt of the Letter of Acceptance from the AKRSP, the successful bidder shall furnish to the AKRSP a Performance Security in accordance with the Conditions of Contract and in the form stipulated in the tender documents, or in another form acceptable to the AKRSP.

## Failure of the successful bidder to comply with the requirements of paragraphs 33.2 or 34.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security, in which event the AKRSP may make the award to the next lowest evaluated bidder or call for new bids.

## The AKRSP is not bound to select any company.

## The preparation and the submission of the qualification document is the responsibility of the applicant, and no relief or consideration can be given for errors and omissions.

## After opening of the qualification documents until preparation of the short-list of the qualified companies, no communication of any type shall be entertained unless called for by the establish­ments.



Rehabilitation/improvement of Civil Work Ghoru MHP 250 kW

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

Section 2: Bid Data Sheet (BDS)

**Paragraph 1: Name and address of the Implementing Partner:**

Sajjad Hussain

Regional Programme Manager

Aga Khan Rural Support Programme,

Regional Programme Office near Shahi Qilla Chitral KPK

**Paragraph 1: Description of Works** The construction of the Ghoru MHP Power Channel will involve a series of detailed activities to ensure strong and efficient infrastructure. Initially, rock excavation will be performed to remove up to 50 meters of soft rock, including materials like slate, shale, schist, and laterite. The excavated material will be dressed and disposed of within the specified range. Following this, the foundation and plinth will be established using random rubble masonry with cement-sand mortar. This foundational work is crucial for providing a stable base for subsequent construction.

For the construction of hydraulic structures, such as dams and weirs, reinforced cement concrete (RCC) will be used. This will involve comprehensive processes, including the installation and removal of formwork tailored to various shapes and positions as per engineering designs. The scope excludes the cost of steel fabrication and additives, focusing solely on the structural integrity of the concrete work. Additionally, Deformed bars reinforcement will be supplied and fabricated to reinforce the cement concrete structures, enhancing their strength and longevity.

Lastly, plain cement concrete (PCC) will be applied, covering the essential steps of placing, compacting, finishing, and curing to achieve a seamless and enduring surface. Cement plaster will be applied where necessary to provide a smooth and protective finish. Throughout the construction process, wooden formwork will be used for surface finishing of both RCC and PCC structures, ensuring conformity to design specifications and aesthetic requirements. Adherence to precise engineering designs and safety standards will be paramount to ensure the successful completion of the project. Construction activities will adhere strictly to guidelines outlined in the Environmental and Social Management Plan (ESMP).

**The Bill of Quantities (BoQ) for the MHP rehabilitation are based on current market rates. Bidders are advised to submit bids with realistic pricing, considering potential future increases in market rates, as well as the challenges posed by the remote location and terrain difficulties. It's essential to note that no escalation will be provided for the original scope of work in case of project extensions beyond the 14-month construction period.**

**Paragraph 1: Time for Completion of the Works**

The project will be completed in 13 months, **which includes the slack season**, subject to the opening of the valley road, the security situation, and the occurrence of no disaster events. The month's period also includes the slack winter season.

**Paragraph 8: Pre-Bid meeting or site visit**

A pre-bid meeting will be held after the tender advertisement in the Regional Programme Office of AKRSP. During the pre-bid meeting, all the requirements of the bid will be presented to interested companies and clarifications can be sought by bidders. *Participation is not mandatory. Meeting minutes will be sent to all bidders who have expressed their interest in the bid. AKRSP will also assist if any bidder shows interest in site visit before submission and any related field expenses will not be borne by AKRSP.*

*The exact time, date, and venue have been provided in the tender advertisement.*

**Paragraph 9: Content of tender documents**

Beyond the documents specified in paragraph 9 of Section 1, the following additional documents are requested:

* Non applicable

**Paragraph 12: Language of Bid**

The language of the Tender and the Contract Documents will be English.

**Paragraph 13: Qualifying Requirement**

Qualification documents will only be considered from companies who have complied fully with the criteria as described.

**Paragraph 13.1e: Work Experience**

The Bidder shall present max. ten (10) relevant references on assignments of a similar size and nature:

* The Firm must be registered with Pakistan Engineering Council in C4 or above category. A valid PEC registration certificate shall be submitted. Receipt of the application for renewal of the registration will also be acceptable as a valid registration of the firm.
* Satisfactory completion of at least 03 (three) hydropower projects of a similar nature as the works to be tendered and of at least PKR 40 million contract value in the past 10 years along with the provision of Work Orders/ Completion Certificates for the said projects.

Note: Work Orders and Completion Certificates are both compulsory as work orders show the project starting date and the completion date, and the completion certificate verifies the successful completion of the project.

**Paragraph 13.1f: Financial Capability**

The average annual turnover over the last five years shall be at least PKR 40 million.

The turnover must be supported by an original bank statements or audit reports for the last five years (ending 30th June 2024) in the name of the business. The bank statement shall be stamped by the bank. Alternatively, bidders can also submit their Audit Reports along with audited financial statements of the company for the last five years issued by a registered Audit Firm.

**Paragraph 13.1g: Staff Resources**

The company should have at least following 04 staffs in the payroll list as below:

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Designation** | **Experience** | **Quantity** |
| 1 | Civil Engineer | 05 years of relevant experience. | 01 |
| 1 | Electrical Engineer | 05 years of relevant experience. | 01 |
| 2 | Sub- Engineer (Civil, Electrical) | 03 years of relevant experience. | 02 |

**Paragraph 13.1h: Equipment resources:** The company should either own or rent following machineries to carry out the activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Particular** | **Capacity/Type** | **Quantity** |
| 1 | Crawler Excavator | #200/120 | 03 |
| 2 | Dumpers | Mazda type/Truck | 03 |
| 3 | Concrete Mixer Machine | Full size (50Kg Bag) | 04 |
| 4 | Concrete vibrator | Needle Type | 02 |

**Paragraph 13.1i: Method statement**

The bid for services must present the methodological approach and the programme of work in such a way that their suitability regarding the terms of reference can be assessed and can be compared with other qualified bids: this includes a work programme such as mobilization of labour/ machineries, initiation of construction works, and provision of materials at sites. The bid shall clearly describe how the task will be undertaken at a particular time. The bid must be supplemented with the proper work plan and achievement of each of the milestones.

**Paragraph 14.1: Works by others**

The bidder can subcontract specific works or supplies to any other contractor however it is important that detailed information concerning sub-contractors and the type and percentage of the work to be sub-contracted or supplies to be subcontracted to other suppliers or contractors will be shared along with bids. Data concerning envisaged subcontractors and the percentage of works to be subcontracted. Not more than 25% of the contract amount are to be sub-contracted.

**Paragraph 14.4: Tender prices**

Tender prices will remain fixed for the entire contractual works.

**Paragraph 15: Tender currencies**

The tender currency will be in Pakistan Rupees (PKRs)

**Paragraph 16.1: Period of tender validity**

This tender will be valid for 120 days from the date of bid submission deadline.

**Paragraph 17.1: Tender security (Bid bond)**

The bidder shall furnish, in the technical bid envelope, a Bid Security in shape of Call Deposit Receipt (CDR) amounting to PKRs 850,000/- as tender security of the bid cost issued by a Scheduled Bank in Pakistan in favor of Principal, Aga Khan Rural Support Programme.

**Paragraph 18.1 & 18.2: Alternative Bids**

Bidders are not allowed to submit Alternative Bids.

**Paragraph 19.1: Number of copies of tender and qualification documents**.

Bidders shall submit one original and one copy of the complete documents.

**Paragraph 20.2a: Address of Implementing Partner**

Please see paragraph 1 in the BDS.

**Paragraph 20.2b, c: Tender Identification**

The bidder shall enter the Implementing Partner’s name and address, the tender identification “ ….” and the words “DO NOT OPEN BEFORE 4 00 HOUR 17 September 2024 .

**Paragraph 20.6: Deadline and location for submission of tender**

The deadline for submission of tenders 4 00 hour 17 September 2024

**Paragraph 23.1: Opening of tenders by Implementing Partner**

The Implementing Partner will register all tenders and open the Qualification Document at 11 30 am hours, 18 Septmeber 2018at Regional Programme Office of AKRSP, Shahi Qilla Road Chitral(address of location).



Rehabilitation of Ghoru MHP 250 kW

250 kW

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

PAK-AKDN-CHI-003

Section 3

Section 3.1: Bidding Forms

**Content**

[NOTICE TO BIDDERS 1](#_Toc95719272)

[1. General 1](#_Toc95719273)

[2. Evaluation 1](#_Toc95719274)

[A: TEMPLATES OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNCIAL QUALIFICATION DOCUMENTS 2](#_Toc95719275)

[2 Tender Security / Bid Bond 6](#_Toc95719276)

[3 Letter of Submission 7](#_Toc95719277)

[4 Bidder Information Form 9](#_Toc95719278)

[5 Work Experience in the last five years 10](#_Toc95719279)

[6 Financial Capability 17](#_Toc95719280)

[7 Staff Resources 19](#_Toc95719281)

[8 Company’s Equipment 23](#_Toc95719282)

[9 List of on-going / present projects implemented by the Company (if any) 24](#_Toc95719283)

[10 Method Statement 25](#_Toc95719284)

[11 Implementation Schedule 26](#_Toc95719285)

[12 Additional information – if applicable 27](#_Toc95719286)

[B: TEMPLATES OF DOCUMENTS OF DOCUMENTS TO BE SUBMITTED WITH THE FINANCIAL BID DOCUMENTS 28](#_Toc95719287)

[13 Letter of Bid 29](#_Toc95719288)

[14 Information on intended Sub-Contracts 31](#_Toc95719289)

[15 Priced Bill of Quantities 32](#_Toc95719290)

# NOTICE TO BIDDERS

# General

* All questions contained in all the Forms shall be answered by the Bidder.
* Additional sheets may be attached as necessary.
* If a question does not apply, "Not applicable" shall be written against it, with a brief explanation of why it does not apply.
* Each page of every individual form shall be numbered consecutively in the lower right corner.
* Financial data and declarations presented by the Bidder shall be given in the currency, specified in Section 2 (BDS), paragraph 15. Original bank statements may be also attached for reference.
* Attached documentation/certificates must always be accompanied by a relevant translation into the English language.
* Accuracy in the filling in of the questionnaire, its completeness and attached documentation will be taken into account in the Bid evaluation. The attention of the Bidder is also drawn to the fact that the failure of providing particular data may cause the “non-compliance” in the related item of evaluation.

# Evaluation

For the evaluation, the criteria listed in Section 1, paragraph 13, 14, 26, 28 as well as the following criteria shall apply:

Before beginning a detailed analysis of the bids, the Evaluation Committee will check that each bid:

* has been properly signed, and
* substantially complies with the requirements of these bid documents (administrative compli­ance).
* An admissible bid is one, which conforms to the requirements and specifications described in the bid documents with no substantial deviations or reservations. Substantial deviations and reservations are those which:
* in any way influence the scope, quality or execution of works, or
* restrict the rights of the Implementing Partner or the obligations of the Bidder under the contract in a manner inconsistent with the bid documents, or
* rectification of which would unfairly affect the competitive position of other Bidders presenting admissible bids.

If a bid does not comply with the above requirements, it will be rejected by the Evaluation Committee when checking admissibility. The Evaluation Committee will evaluate and compare only those bids considered substantially admissible.

# A: TEMPLATES OF DOCUMENTS TO BE SUBMITTED WITH THE TECHNCIAL QUALIFICATION DOCUMENTS

**Documents for compliancy**

* Declaration of Undertaking
* Tender Security (Bid Bond)

**Documents for technical qualification**

* Letter of Submission
* Bidder Information Form
* Work Experience in the last five years
* Financial Capability
* Staff Resources
* Company’s Equipment
* List of on-going / present projects implemented by the Company (if any)
* Method Statement
* Implementation Schedule
* Additional Information

Declaration of Undertaking

Reference name of the Application/Offer/Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ("**Contract**")[[1]](#footnote-1)

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**"Implementing Partner"**)

1. We recognise and accept that KfW[[2]](#footnote-2) (via PATRIP Foundation) only finances projects of the Implementing Partner (“AKRSP”)[[3]](#footnote-3) subject to its own conditions which are set out in the Funding Agreement it has entered into with PATRIP Foundation which has entered into a Funding Agreement with the AKRSP. As a matter of consequence, no legal relationship exists between KfW or PATRIP Foundation and our company, our Joint Venture or our Subcontractors under the Contract. The AKRSP retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract.
2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:

2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;

2.2) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union or Germany for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;

2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU’s financial interests *(in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction)*;

2.4) having been subject within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5) not having fulfilled applicable fiscal obligations regarding payments of taxes either in the country where we are constituted or the AKRSP's country;

2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank *(in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction)*; or

2.7) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.

1. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:

3.1) being an affiliate controlled by the AKRSP or a shareholder controlling the AKRSP, unless the stemming conflict of interest has been brought to the attention of KfW (and PATRIP Foundation) and resolved to their satisfaction;

3.2) having a business or family relationship with a AKRSP's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of KfW (and PATRIP Foundation) and resolved to its satisfaction;

3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the AKRSP;

3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the AKRSP;

3.5) in the case of procurement of Works, Plant or Goods:

1. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
2. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;
3. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
4. We undertake to bring to the attention of the AKRSP, which will inform KfW (and PATRIP Foundation), any change in situation with regard to points 2 to 4 here above.
5. In the context of the Tender Process and performance of the corresponding Contract:

6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and

6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation[[4]](#footnote-4) (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the AKRSP and, in any case, implement measures to prevent sexual exploitation and abuse and gender based violence.

1. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the AKRSP and PATRIP Foundation and KfW or an agent appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on-the-spot checks and to ensure access to sites and the respective project.
2. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case, for at least six years from the date of fulfilment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by the AKRSP, PATRIP Foundation and KfW.

Name: In the capacity of:

Duly empowered to sign in the name and on behalf of[[5]](#footnote-5):

Signature: Dated:

# 2 Tender Security / Bid Bond

**Bank Guarantee *(to be issued on letterhead of bank)***

*(All italicized text and any enclosing brackets are for use in preparing the form and should be deleted from the final product.)*

……………………………………………………………………. *(Bank name and address of issuing branch or office)*

Beneficiary:

*(Name and address of the Implementing Partner)*

Date ……………………………………………………………. Bid Guarantee No.: ………………………………………

We, the undersigned ............................. (Guarantor), in order to enable ................................... to bid for ......................................... (project, object of contract), hereby irrevocably and independently guarantee to pay to you an amount up to a total of

...........................................................................

waiving all objections and defences.

We shall effect payments under this guarantee on your first written demand, which must be accompanied by your confirmation that you have accepted the above-mentioned bid and that the firm ................................................. is no longer prepared to abide by this bid.

This guarantee shall expire no later than ...........................................

By this date we must have received any claims for payment by letter or encoded telecommunication.

It is understood that you will return this guarantee to us on expiry or after payment of the total amount to be claimed hereunder.

This guarantee is governed by the laws of ............................

………………………… ………………………………………………

Date Guarantor

# 3 Letter of Submission

**Name of Contract: Rehabilitation/ Improvement of Civil work (Ghoru)**

|  |
| --- |
| **1 Name of Company:** |
| Address: |
| Telephone /Fax number: |
| E-mail address: |
| Registered office address: |

To:

Sajjad Hussain

Regional Programme Manager

Aga Khan Rural Support Programme,

Regional Programme Office near Shahi Qilla Chitral KPK

Madam/ Sir,

We have the pleasure to submit for your consideration our Tender for the above Contract.

1. In this Envelope No. 1 (QUALIFICATION TECHNICAL DOCUMENTS) of our Tender, we have included the following documents as per template provided in the tender documents (please tick the relevant box):

Documents for compliancy:

* 1. Declaration of Undertaking
* 2. Tender Security (Bid Bond)

Documents for company information:

* 3. Letter of Submission
* 4. Bidder Information Form
* 5. Work Experience in the last five years
* 6. Financial Capability
* 7. Staff Resources
* 8. Company’s Equipment
* 9. List of on-going / present projects implemented by the Company (if any)
* 10. Method Statement
* 11. Implementation Schedule
* 12. Additional Information

Furthermore, with Envelope No. 1 of the "ORIGINAL" of our tender documents we have enclosed the remainder of the "original" Tender Documents initialled and stamped by us in confirmation of our acceptance of the specifications, and the terms and conditions prescribed therein.

2. The attached Envelope No. 2 (FINANCIAL BID DOCUMENTS) of our Tender contains:

* 13. Letter of Bid
* 14. Information on intended Sub-Contracts
* 15. The priced Bill of Quantities

3. We confirm that our Tender is in full compliance with the Tender Documents and all amendments issued. We further confirm that our Tender does not contain any conditions or modifications or deletions or special conditions or clarifications of any sort. If any such additions or modifications or the like of any sort are noted in our Tender, following Tender opening, they are hereby considered null and void.

4. We confirm that the above materials and supplies comply with the minimum requirements of the Specifications. If, prior to award or during the implementation of the Contract, it is determined by the Engineer that any of the materials or supplies do not meet the minimum requirements of the Specifications of the Contract we undertake to provide and to complete the Works in full compliance with the Contract and at no additional cost for the Implementing Partner.

This Letter of Submission and the documents included in Envelope No. 1 form an integral part of our Tender.

Signed this Day / Month / Year

Stamp and Signature

By:

Name:

Position:

duly authorized to sign tenders for and on behalf of Bidder

# 4 Bidder Information Form

Date:

|  |
| --- |
| 1. Company’ Legal Name: |
| 2. In case of Joint Venture / Association, legal name of each party: |
| 3. Company’s valid Registration along with its category and Year of Registration: |
| 4. Company’s Legal Address: |
| 5. Company’s authorized representative information:  Name:  Address:  Telephone / Fax numbers:  E-mail address: |
| 6. Attached are copies of original documents of:   * Articles of Incorporation or Registration of firm named in 1, above * In case of Joint Venture / Association, Letter of Intent from Joint Venture / Association partner |

Please note:

* Missing registration will lead to the exclusion of the company.
* A written authorisation needs to be attached to this sheet.
* Please use this form for each joint venture / association member and name the leader of the joint venture / association.

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# 5 Work Experience in the last ten years

Bidders and each member to a JV should provide information on their work experience relevant to carry out the tendered work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting Month / Year** | **Ending Month / Year** | **Contract Identification** | **Role of Company** |
|  |  | Contract name:  Brief description of the works performed by Bidder:  Amount of Contract (PKR):  Name of Implementing Partner / Client:  Contact person / address:  Telephone number:  Email (if available): |  |

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting Month / Year** | **Ending Month / Year** | **Contract Identification** | **Role of Company** |
|  |  | Contract name:  Brief description of the works performed by Bidder:  Amount of Contract (PKR):  Name of Implementing Partner / Client:  Contact person / address:  Telephone number:  Email (if available): |  |

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting Month / Year** | **Ending Month / Year** | **Contract Identification** | **Role of Company** |
|  |  | Contract name:  Brief description of the works performed by Bidder:  Amount of Contract (PKR):  Name of Implementing Partner / Client:  Contact person / address:  Telephone number:  Email (if available): |  |

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# 6 Financial Capability

The company is required to submit original banks statements/Audit reports for the last five years for assessing the financial capability and summary of annual turnover data in the format provided below;

**1. Financial data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Historic information for previous four years (EUR / USD equivalent)** | | | | |
|  | Completed year | Completed - 1 | Completed - 2 | Completed - 3 | Completed - 4 |
| Information from Balance Sheet | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Liquidity |  |  |  |  |  |
| Information from Income Statement | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities |  |  |  |  |  |

**2. Turn-over during the last five years**

|  |  |  |
| --- | --- | --- |
| **Annual Turn-over data of the last five fiscal years** | | |
| **Year** | **Amount and Currency** | **EUR / USD equivalent** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| \* Average Annual Turnover |  |  |

\* Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified five (5) years.

**3. Bank Statements**

Showing the actual status of cash in the company’s account

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# 7 Staff Resources

**7.1 Presentation of staff Characteristics**

Each Bidder or member of a JV must fill in this form. Each specialized Subcontractor must fill this form.

**1. Number of staff**

|  |
| --- |
| 1. Total number of permanent Staff: |
| 2. Managerial: |
| 3. Engineers: |
| 4. Technical staff / masons, etc.: |
| 5. Administrative: |
| 6. Other (specify): |

**2. Availability of key staff for current project**

List here the number of persons, which the Bidder intends to assign to this contract. CVs shall be attached.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Language**  **Skills** | **Profession** | **Professional experience (years)** | **Working experience in the following positions** | **Expe-rience in similar projects** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

**7.2 Presentation of Curricula Vitae**

|  |  |
| --- | --- |
| **Position Title and No.** | *[e.g., K-1, TEAM LEADER]* |
| **Name of Expert:** | *[Insert full name]* |
| **Date of Birth:** | *[day/month/year]* |
| **Country of Citizenship/Residence** |  |

**Education:** *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/discipline (s) obtained]*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment record relevant to the assignment:** *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Employing organization and your title/position. Contact info for references | Country | Summary of activities performed relevant to the Assignment |
| *[e.g., May 2005-present]* | *[e.g., Ministry of ……, advisor/consultant to…*  *For references: Tel…………/ e-mail……; Mr/Mrs B, deputy minister]* |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language Skills (indicate only languages in which you can work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Adequacy for the Assignment:**

|  |  |
| --- | --- |
| Detailed Tasks Assigned on Consultant’s Team of Experts: | Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks |
|  |  |
|  |  |
|  |  |

# 8 Company’s Equipment

Each individual major item of equipment that to be deployed on the Contract shall be mentioned. The equipment listed is to be assigned exclusively to the Contract for as long as required and must not form part of a pool of equipment used on other Contracts. The list may be expanded by the Bidder, if required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type / Description / Mode** | **Size / Capacity** | **Number** | **Current Location** | **Owned or leased** | **Age** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# 9 List of on-going / present projects implemented by the Company (if any)

Bidders and each member to a JV should provide information on their current commitments on all con­tracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of project** | **Amount of Contract (PKR)** | **Start Date** | **End Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# 10 Method Statement

(a) Provide a comprehensive Method Statement, with drawings (tender design drawings) where applicable, showing the methods proposed by the Bidder for carrying out the works, as specified in Section 3, paragraph 2.2.

In addition, the Method Statement shall include:

• proposed location of your main office on the site, workshops, stations (steel / concrete / asphalt structures), warehouses, laboratories, accommodation, etc. (sketches to be attached as required);

• site organisation;

• the method - including the number of Equipment (referring to the items in Form “Company’s Equipment), labour and materials to be used for carrying out each major category of works;

• the logical sequence and correlation between the major categories of activities (works);

• all details as required to be described according to Part II, Section 5.2 (“General Specifications”);

• traffic measures during construction works

(b) Provide details of the temporary and permanent works to be constructed, taking into account the prevailing climatic conditions and the requirement to obtain various permits and approvals and that the existing sewage system must remain functioning during construction.

(c) Attach a Graphic Implementation Schedule as per Bid Form 11 below.

# 11 Implementation Schedule

EXAMPLE

Attach a Graphic Implementation Schedule (critical milestone bar chart) for mobilization, ordering, manufacturing and delivery of Equipment and material, construction, detailing the relevant activities, dates, allocation of labour and plant resources, etc. The planned input of the joint venture members and sub-contractors shall be highlighted as well (in terms of activities undertaken, timing, etc.).

# 12 Additional information – if applicable

* Declaration of submitting a proposal
* Implementing Partner’s references and/or Taking Over Certificates and/or other references for the above projects (if certificates are existing)
* Photos of projects carried out for each project (if photos are existing)
* Any other information supporting the company’s eligibility

# B: TEMPLATES OF DOCUMENTS OF DOCUMENTS TO BE SUBMITTED WITH THE FINANCIAL BID DOCUMENTS

**Documents for financial submission**

* Letter of Bid
* Information on intended Sub-Contracts
* Priced Bill of Quantities

# 13 Letter of Bid

Date:

Company’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JV / Associated Partner’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Contract: Rehabilitation/ Improvement of Civil work Ghoru MHP 250kW**

To:

Sajjad Hussain

Regional Programme Manager

Aga Khan Rural Support Programme,

Regional Programme Office near Shahi Qilla Chitral KPK

**We, the undersigned, declare that.**

### We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with the Instructions to Bidders (ITB) for:

### We offer to execute in conformity with the Bidding Document the following works:

### The price of our Bid(s) is

Total

### Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

### If our bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Document.

### We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with the Instructions to Bidders of this bidding document.

### We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with the ITB other than alternative offers submitted in accordance with ITB (if any); We, including any of our subcontractors or suppliers for any part of the contract, have not been declared ineligible, under the Implementing Partner’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.

### We are not a government owned entity.

### We have paid, or will pay, the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Recipient** | **Address** | **Reason** | **Amount** |
|  |  |  |  |
|  |  |  |  |

[if none has been paid or is to be paid, indicate “none”]

### We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

### We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

### We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# 14 Information on intended Sub-Contracts

Data concerning envisaged subcontractors and the percentage of works to be subcontracted. Not more than **25%** of the contract amount are to be sub-contracted.

The Bidder is requested to submit detailed information concerning sub-contractors and the type and percentage of the work to be sub-contracted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work intended to be subcontracted** | **Name and details (address, contact) of subcontractor** | **Value of subcontract as percentage of the Bid Price (%)** | **Value of the work to be sub- contracted (PKR)** | **Experience in similar work (details to be specified)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** value/percentage to be subcontracted | |  |  |  |

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# Description: Description: Description: AKDN logo 2012.tiff

Rehabilitation of Ghoru MHP 250 kW

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

PAK-AKDN-CHI-003

SECTION 3.2 BILL OF QUANTITIES

# 15 Priced Bill of Quantities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Detail of Work** | **Unit** | **Quantity** | **Quoted unit rate** | **Total Quoted Rate** |
| **1.00** | **Power Channel** |  |  |  |  |
|  | **Earth Work** |  |  |  |  |
| 1.1 | Rock Excavation, dressing & disposal up to 50m Soft Rock, slate, shale, schist or laterite | CFT | 617,384 |  |  |
| **2.00** | **Concrete Work** |  |  |  |  |
| 2.1 | Plain Cement Concrete including placing, compacting, finishing & curing (Ratio 1:4:8) | CFT | 1740 |  |  |
| 2.2 | Plain Cement Concrete including placing, compacting, finishing & curing (Ratio 1:2:4) | CFT | 2,949 |  |  |
| 2.3 | RCC (1:2:4) as in dams, weirs and other Hydraulic structures including form work and excluding steel fabrication and additives cost | CFT | 2,800 |  |  |
| 2.4 | Supply & fabricate M.S. reinforcement for cement  concrete (Hot rolled deformed bars Grade 40) | KG | 6,225 |  |  |
| **3.00** | **Masonry Work** |  |  |  |  |
| **3.1** | Random rubble masonry in foundn. & plinth in cement, sand mortar: Ratio 1:4 | CFT | 18,944 |  |  |
| **4.00** | **Plastering Work** |  |  |  |  |
| **4.1** | Cement plaster 1:4 up to 20' height 1/2" thick | CFT | 12,350 |  |  |
| **4.2** | Erection and removal of Form work with Wood Surface Finishing for RCC or Plain cement Concrete in any shape - Position / Horizontal | SFT | 508 |  |  |
| **5.00** | **Others** |  |  |  |  |
|  |  |  |  |  |  |
| **5.1** | Disposal of Excavated material through Tractor or Mazda from the project Site | CFT | 616,688 |  |  |
| **5.2** | Installation of Expansion joint as per Penstock Profile | NOS | 1 |  |  |
| **5.3** | Sluice valve for Power Channel i. Flush-bottom type, non-eccentric hoist mechanism  ii. Stem of mild steel, slide should be 4mm thick MS sheet  iii. NEOPRENE seal at bottom.  iv. Frame should be 8mm thick MS with internal dimensions: 9' high and 4' wide.  v. Slide dimensions: 4.5' high and 4' wide. | NOS | 02 |  |  |
| **5.4** | Gate valve for Gravel Trap i. Flush-bottom type, non-eccentric hoist mechanism  ii. Stem of Mild Steel, slide should be 4mm thick MS sheet  iii. NEOPRENE seal at bottom.  iv. Frame should be 8mm thick MS with internal dimensions: 9' high and 2' wide.  v. Slide dimensions: 3' high and 2' wide. | NOS | 01 |  |  |
| **5.5** | Trash Rack i. 4' deep and 4' wide frame  ii. 12mm thick grade 40 steel non deformed bars as gratings  iii. Vertical grating of spacing 20mm  iv. One Trash Rack to be contrived at site at bell mouth inlet aperture | NOS | 02 |  |  |
|  |  |  |  |  |  |



Rehabilitation of Ghoru MHP 250 kW

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

PAK-AKDN-CHI-003

Section 4: Specifications

Section 4.1: General Specifications

**Content**

[1 …. 1](#_Toc493750470)

The bidder must follow approved technical specifications attached with tender documents. If not attach, the bidder will ask for technical specification from the given address.

[akhlaq.ahmad@akdn.org](mailto:akhlaq.ahmad@akdn.org)



Rehabilitation of Ghoru MHP 250 kW

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

PAK-AKDN-CHI-003

Section 5: Contract Form and Conditions of Contract

**Content**

[1. Letter of Acceptance 3](#_Toc95719369)

[2. Contract Form 4](#_Toc95719370)

[3. Appendix to Contract 5](#_Toc95719371)

[4. Advance Payment Security 15](#_Toc95719372)

[5. Performance Security 16](#_Toc95719373)

# 1. Letter of Acceptance

Sajjad Hussain

Regional Programme Manager

Aga Khan Rural Support Programme,

Regional Programme Office near Shahi Qilla Chitral KPK

**Letter of Acceptance**

Chitral and dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Notification of Award for Contract No........................

This is to notify you that your Bid dated ................ for execution of the

Rehabilitation of Ghoru MHP 250 kW under the project Improved Governance of the National Parks across the Wakhan Corridor (PAK-AKDN-CHI-003)

for the Accepted Contract Amount of

**PKR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(in words\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

as corrected and modified in accordance with the Instructions to Bidders, is hereby accepted. You are requested to furnish the Performance Security for the Regular Items in the amount of

**PKR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

within 14 days in accordance with the Conditions of Contract, by using the Performance Security Form included in Section 8 (Contract Forms) of the Bidding Document.

Authorized Signature: ..........................................................................

Title and Name of Signatory: .................................................................

Name of Agency: ...................................................................................

Attachment: Contract Agreement

# 2. Contract Form

Reference No. / Short Tag \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Between the *Aga Khan Rural Support Program (AKRSP)*

and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereinafter referred to as the ‘Contractor’

the following agreement for the execution of *Rehabilitation of Ghoru MHP 250 kW under the project Improved Governance of the National Parks across the Wakhan Corridor (PAK-AKDN-CHI-003)*

, hereinafter referred to as the ‘Works’.

is made:

Type of Contract:

(a) measured contract,

(b) milestone lump sum,

(c) mixed contract of (a) and (b)

(tick one only!)

The Contractor has offered to execute the Works as general contractor as per the terms and conditions listed in the Appendix, which forms part of this Agreement, and offers to execute the Works in conformity with the Contract for the sum of (contract sum without contingencies)

PKR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in figures)

PKR (in words)

This Offer, in this form of an Agreement, will become the Agreement if

a) accepted by the Implementing Partner and signed by all parties

or

b) corrected for arithmetical errors and then signed by all parties.

All documents listed in the Appendix and the Appendix will form part of the Agreement.

Signature: Date:

Name: Authorized to sign on behalf of

(Construction Company)

Capacity: (stamp)

# 3. Appendix to Contract

**1. Documents forming the Contract listed in the order of priority**

A) the Agreement

B) this Appendix

C) the Annexes

Annex 1: Minutes of Clarification Meeting

Annex 2: Technical Specifications

Annex 3: Drawings, Standard Designs, Conceptual Plan, Sketches, etc.

Annex 4: Basis of Payment: for type (a) Bill of Quantities (priced) \*), for type (b) Payment Schedule

Annex 5: Technical Description of Work, Studies and other Reports

Annex 6: Global time Schedule and/or Sequence of Works (Implementation Plan)

Annex 7: Contractor´s Detailed Implementation Schedule / Works Program

Annex 8: Declaration of Undertaking \*)

Annex 9: Valid Registration \*)

Annex 10: CVs of Contractor´s Key Staff for the project \*)

Annex 11: List of Contractor’s Description for the project \*)

Annex 12: Form of Performance Bond \*\*)

Annex 13 Minimum Labour Standards (construction)

Annex 14 Workers Health & Safety Plan including incident reporting (construction)

\*) Annexes 8 to 11 and priced Bill of Quantities as submitted with the tender by the bidder or as agreed upon.

\*\*) The Contractor shall deliver to the Implementing Partner within 14 days of the Commencement Date a Performance Security as stated in section 1.

The documents forming the Contract are to be taken as mutually explanatory of each other. The priority of the documents shall be in accordance with the order as listed above. Documents with a higher priority overrule documents with a lower priority. If an ambiguity or discrepancy is found in the documents that is not clarified by the overruling regulation the Implementing Partner shall issue any necessary instructions to the Contractor.

**=2. Time for Completion**

calendar days, i.e. starting date of works \_\_\_\_\_, completion date.

**3. Law of the Contract**

Law of Pakistan, as far as applicable.

**4. Language of the Contract**

The Contract language is the English language.

**5. Commencement of Works**

Works are to be commenced within calendar days from signing of contract.

**6. Contractor’s responsible supervising Engineer who manages the Project**

Name: Phone:

**7. Contractor’s other key staff: (list all required positions)**

a) Position:

Name: Phone:

b) Position:

Name: Phone:

c) Position:

Name: Phone:

d) Position:

Name: Phone:

**8. Contractor’s Description**

Contractor´s key Description as per Annex 11 has to be on site and operable at all times as required per project phase. Standard tools and any other Description have to be on site in sufficient numbers and be operable at all times as per project requirements.

**9. Contractor’s Account Information**

Account Holder

Account No.

Bank

IBAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWIFT

Corresponding Bank

**10. Implementing Partner’s representatives**

a) Client´s Engineer:

(company)

represented by:

(name)

, Technical Unit Leader.

**11. Implementing Partner’s Liability**

- The Implementing Partner shall provide the Site and right of access thereto as required.

- The Implementing Partner is liable for the Design, respectively the basis of Contractor´s Design as provided in Annex 3.

**12. Implementing Partner’s Instructions**

The Contractor shall comply with all instructions given by the Implementing Partner in respect of the Works including the suspension of all or part of the Works.

**13. Approvals**

No approval or consent or absence of comment by the Implementing Partner or the Implementing Partner's representative shall affect the Contractor's obligations.

**14. General Obligations of the Contractor**

The Contractor shall carry out the Works properly and in accordance with the Contract. The Contractor shall check the BoQs and designs prior to execution and shall give notice in due time if he discovers mistakes.

In case the Contractor carries out design works as specified in Annex 2, Specifications as per Annex 4, or BoQs, he shall be responsible for the design including mistakes not discovered during approval. He shall also be responsible for mistakes not discovered in the BoQs, even he was not tasked to prepare these.

The Contractor shall deliver the design promptly and latest as per the agreed upon work program (Annex 7). Corrections as per the Implementing Partner´s instruction shall be made promptly and works shall not start before the Implementing Partner´s approval of the Design.

The Contractor shall provide all supervision, labour, Materials, Plant and Contractor's Description which may be required. All Materials and Plant on Site shall be deemed to be the property of the Implementing Partner.

**15. Compliance with Laws and Regulations**

It is the responsibility of the contractor to comply with all laws and regulations in Pakistan, including social, environmental and hygiene standards and liabilities to third parties. The Contractor shall give all notices and pay all fees and other charges in respect of the Works.

Only non-hazardous and environmentally friendly materials shall be used, e.g. no asbestos and no paint etc. that have negative impact on health.

The Contractor shall draw up a Health and Safety Plan for approval through the Implementing Partner which has to be adhered to.

**16. Contractor’s Representative**

The Contractor shall submit to the Implementing Partner for consent the name and particulars of the person authorised to receive instructions on behalf of the Contractor.

**17. Subcontracting**

The Contractor is not permitted to subcontract the whole of the Works. The Contractor shall not subcontract any part of the Works without the written consent of the Implementing Partner. The Contractor shall not subcontract more than 40% of the works.

**18. Execution of the Works**

The Contractor shall commence the Works on the Commencement Date and shall proceed expeditiously and without delay and shall complete the Works within the Time for Completion.

**19. Program**

A detailed Works-Program/Time Schedule, based on the Time Schedule already submitted with the tender documents and attached to this Agreement will be submitted by the Contractor within two weeks after signing of the contract and is a precondition for any first payment. This detailed Program will become part of the contract (Annex 6) after approval through the Implementing Partner. Dates for the completion of milestones/major components will be fixed in this Works Program.

**20. Extension of Time**

The Contractor shall be entitled to an extension of the Time for Completion if he is or will be delayed by any of the Implementing Partner's Liabilities or through Force Majeure.

The Contractor must apply for Extension of Time within one week of the occurrence of the cause of the delay.

On recarpet of an application from the Contractor, the Implementing Partner will consider all supporting details provided by the Contractor in due time and will extend the Time for Completion as appropriate.

**21. Late Completion**

Failure to complete the Works or to achieve the agreed progress due to default of the contractor may result in termination of this agreement in conformity with the Termination and Repayment Clause. Deduction of 0.1% (zero-point one percent) of Contract Sum per calendar day up to a total deduction of 10 % can be applied. As soon as such delays become evident, the deduction may be applied on interim payments.

**22. Completion and Inspection thereof**

The Contractor may notify the Implementing Partner when he considers that the Works are complete. When this notice is given, all works must have been executed. The Implementing Partner shall then inspect the works for Handing over.

**23. Technical Standards**

The Contractor will adhere to the prevailing technical standards in Pakistan and the attached Specification as applicable and apply all diligence and care customary in his field of operation and as far as possible under the given circumstances.

**24. Remedying Defects**

The Contractor will execute the Works to the best professional practice according to abovementioned Technical Standards. Payments will only be released for correctly executed works. Substandard work has to be redone or will be executed at the expense of the contractor even at higher cost. The contractor will be liable for defects becoming apparent during defects liability period (DLP) of 12 months. The payment of the retention money will only be made after correction of such defects and after the end of DLP. The Implementing Partner reserves the right to reduce the payment in case such corrections are unsuccessful or unreasonably delayed, or to get defects corrected at the expense of the contractor.

The Implementing Partner also may at any time prior to the expiry of the liability period notify the Contractor of any defects or outstanding work. The Contractor shall remedy at no cost to the Implementing Partner any defects due to the Contractor's design, Materials, Plant or workmanship not being in accordance with the Contract.

**25. Uncovering and Testing**

The Implementing Partner may give instruction as to the uncovering and/or testing of any work. Unless as a result of any uncovering and/or testing it is established that the Contractor's design, Materials, Plant or workmanship are not in accordance with the Contract, the Contractor shall be paid for such uncovering and/or testing as a Variation.

**26. Variations**

All additional/variated works, if any, have to be agreed upon in writing with the Implementing Partner before executing. A standard form for this request will be handed over to the contractor. Additional/variated works executed without written agreement will not be paid. The value of variations will be determined on the basis of the BoQ rates as far as applicable.

**27. Early Warning**

A Party shall notify the other as soon as he is aware of any circumstance which may delay or disrupt the Works, or which may give rise to a claim for additional payment. The Contractor shall take all reasonable steps to minimize these effects.

The Contractor's entitlement to extension of the Time for Completion or additional payment shall be limited to the time and payment which would have been due if he had given prompt notice and had taken all reasonable steps.

**28. Right to Claim**

If Cost incurs for the Contractor as a result of any of the Implementing Partner's Liabilities, the Contractor shall be entitled to the justified and reasonable amount of such Cost. If as a result of any of the Implementing Partner's Liabilities it is necessary to change the Works, this shall be dealt with as a Variation.

**29. Claim Procedure**

The Contractor shall submit to the Implementing Partner an itemised make-up of the value of Variations and claims within 28 days of the Instruction of the Implementing Partner or of the event giving rise to the claim. The Implementing Partner shall check and if possible agree the value. In the absence of agreement, the Implementing Partner shall determine the value.

**30. Valuation of the Works**

The Works shall be valued according to remeasurements with Bill of Quantities for measured contracts and as per each milestone in the payment schedule fully completed for lump sum-milestone contracts.

Costs for construction Description and other materials required to carry out the works are to be included in the tender prices and cannot be claimed separately.

**31. Payments and Performance Bond:**

31.1 For measured contracts (type (a)):

The Contractor shall be entitled to be paid at monthly intervals:

a) the value of the Works executed,

b) 80% of the value of Materials delivered to the Site at a reasonable time, but not exceeding 30% of the amount for finished works.

This is only applicable if the Contractor has given the material component cost for these items in his tender, and after this has been accepted as reasonable before contracting.

c) subject to any additions or deductions which may be due.

31.2 For milestone-lump sum contracts (type (b)):

Payment shall be on milestones completed as per payment schedule.

31.3 For mixed contracts (type (c)):

One defined component is based on Bill of Quantities as for type (a) contracts above; the other is based on milestones as for type (b).

31.4 All contract types are not subject to a price adjustment, i.e. the rates respectively, the milestone payments and contract unit rates are fixed and are not subject to inflation, rise in market prices, variation of quantities (for milestone contracts) or similar.

31.5 The Contractor shall deliver to the Implementing Partner within 14 days of the Commencement Date a Performance Security in the form handed out with the Tender documents and from a third party approved by the Implementing Partner over 10 % of the Contract Sum as per Section "A.2: Acceptance" of this Contract valid until the closing date of this contract. The delivery of the Performance Bond is a precondition for any payment within this contract. The Performance Bond will be kept at the Implementing Partner’s Head office and will be discharged/returned by the Implementing Partner after handing over of the Works under the Contract and their acceptance through the Implementing Partner.

**32. Interim Payments**

Within 28 days of delivery of each statement, i.e. date of confirmed receipt the Implementing Partner shall either state refusal of payment with reasons given in writing or pay to the Contractor the amount shown in the Contractor's statement less retention for defects liability at the rate of 8% (eight percent) unless for lump sum-milestone payments calculated considering the retention for defects liability, and less any amount for which the Implementing Partner has specified his reasons for disagreement. The Implementing Partner shall not be bound by any sum previously considered by him to be due to the Contractor.

**33. Form of Payments**

Payments are made by the Implementing Partner and will be disbursed after checking (checking of measurement for type a and c contracts) of the Works through the Engineer. Payments will be made on the Contractor's bank account stated in paragraph 9.

**34. Currency of Payments**

Payments will be made in Pakistani Rupee (PKRS)

**35. Payment of Retention**

The retention shall be paid by the Implementing Partner to the Contractor within 28 days after either the expiry of the defect’s liability period or the remedying of notified defects; whichever is the later, and presentation of the respective contractor’s invoice.

**36. Final Invoice**

Final invoices for the executed works will be presented by the Contractor within 28 days after completion.

**37. Insolvency**

If the Contractor is declared insolvent under any applicable law, the Implementing Partner may by notice terminate the Contract immediately. The Contractor shall then demobilise from the Site, leaving behind any Contractor's Description, installations and materials which the Implementing Partner instructs in the notice is to be used until the completion of the Works.

**38. Termination Clause**

a) Default of the Contractor:

The Implementing Partner may terminate this Agreement if the Contractor still fails to perform the agreed services, is seriously delaying the works program and time schedule or is otherwise in serious breach of the Contract after two subsequent notifications by the Implementing Partner as to his failure (term of notice for the first one 21 days, for the second one 14 days). In this case the Contractor has to compensate the Implementing Partner for all cost resulting from this termination.

b) Termination by the Implementing Partner:

The Implementing Partner may at any time terminate the contract due to reasons not related to the contractor, or due to Force Majeure.

The Contractor shall in this case be compensated for all works executed so far, including partially completed works, as defined under the clause for Force Majeure.

The net balance due shall be paid or repaid within 28 days of the notice of termination.

**39. Repayment Clause**

The Implementing Partner may request re-payment of any amounts disbursed if the Contractor fails to perform the services as described in this Agreement. Repayments will be made immediately by the Contractor in a form determined by the Implementing Partner and confirmed in writing by the Implementing Partner, directly to the account of the Implementing Partner.

(IBAN AND S.W.I.F.T. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*); Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, through a recognized international Bank in Pakistan.

**40. Contractor’s Care of the Works**

The Contractor shall take full responsibility for the Care of the Works from the Commencement Date until the date of the Completion certificate. If any loss or damage happens to the Works during the above period, the Contractor shall rectify such loss or damage at his own cost so that the Works conform to the Contract.

**41. Force Majeure**

"Force Majeure" means an exceptional event or circumstance; which is beyond a Party's control; which such Party could not reasonably have provided against before entering into the Contract; which, having arisen, such Party could not reasonably have avoided or overcome; and, which is not substantially attributable to the other Party, such as:

a) war, invasion,

b) rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war, within the Project Area

c) riot, commotion or disorder by persons other than the Contractor's personnel and other employees, affecting the Site and/or the Works,

d) any operation of the forces of nature affecting the Site and/or the Works, which was unforeseeable or against which an experienced contractor could not reasonably have been expected to take precautions.

If a Party is or will be prevented from performing any of its obligations by Force Majeure, the Party affected shall notify the other Party immediately. If necessary, the Contractor shall suspend the execution of the Works and, to the extent agreed with the Implementing Partner, demobilize the Contractor's Description.

If the event continues for a period of 84 days, either Party may then give notice of termination, which shall take effect 28 days after the giving of the notice.

After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the Materials reasonably delivered to the Site, adjusted by the following:

a) any sums to which the Contractor is entitled under title: “Materials”

b) the Cost of his suspension and demobilization,

c) any sums to which the Implementing Partner is entitled.

The net balance due shall be paid or repaid within 28 days of the notice of termination.

**42. Contractor's liability:**

The contractor is fully liable for the safety on site and all losses or damages, especially:

a) for loss and damage to the Works, Materials, Plant and the Contractor's Description,

b) for loss, damage, death or injury to third parties or their property arising out of the contractor's performance of the Contract

c) for death or injury to the Contractor's personnel

In case of design-build contracts, the contractor is also responsible for his design.

**43. Extent of Insurance Cover**

The Contractor shall, prior to commencing the Works, effect and thereafter maintain insurances for the following liabilities to an extent of the Accepted Contract Sum multiplied by 1.2:

a) for loss and damage to the Works, Materials, Plant and the Contractor's Description,

b) for liability for loss, damage, death or injury to third parties or their property arising out of the Contractor's performance of the Contract, including the Contractor's liability for damage to the Implementing Partner's property other than the Works,

c) for liability for death or injury to the Contractor’s personnel.

**44. Failure to Insure**

If the Contractor fails to effect or keep in force any of the insurances referred to in the previous Clauses, he has to indemnify the Implementing Partner or third parties for all subsequent losses.

The contractor is fully liable for the safety on site and all losses or damages.

**45. Arbitration**

All disputes arising from, or in connection with, this Contract should be settled amicably between the contracting parties.

All disputes that cannot be settled amicably by the connecting parties shall be settled by a Dispute Adjudication Board consisting of three arbitrators, aligned with the FIDIC Conditions of Contract for Plant and Design-Build, Sub-Clauses 20.2 to 20.4.

If the decision of the Dispute Adjudication Board is refused by at least one of the parties the dispute shall be finally and exclusively settled in accordance with the Rules of Conciliation and Arbitration of the International Chamber of Commerce in Paris.

Cost for Dispute Adjudication and Arbitration shall be borne by the Contractor whereas the Implementing Partner shall reimburse 50% of the cost.

**46. Salvatory Clause**

The invalidity of any provision of this Contract shall not affect the validity of the remaining provisions. Any gap resulting in consequence shall be filled by a provision consistent with the purpose of this Contract.

**47. Waiver**

Failure of either party to insist upon strict performance by the other party of any provision of the Contract shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

**48. Other Provisions**

a) The Implementing Partner will have the right to inspect the works and assess the progress at any time and ask for the invoices of purchasing the items, source of purchasing and pictorial evidence of the activities for quality purpose.

b) All works must be inspected and approved before they are covered.

c) The Contractor will provide adequate proof of works progress at least once a month with measurement sheets and sketches that allow easy checking, for measured works and for lump-sum contracts about milestones completed and those under execution. The measurement sheet must be signed by the Contractor’s site engineer and endorsed by Implementing Partner’s site Engineer.

d) The Contractor will furnish and erect a construction signboard, with text provided by the Implementing Partner at a location directed by the Implementing Partner.

e) The Implementing Partner will issue a completion certificate latest within 4 weeks of handing over of the whole of the works provided all items in punch lists have been rectified.

f) Provisional/optional items shall only be executed if ordered specifically. The price for provisional items as offered remains valid for 24 months.

g) Invoices have to be checked and verified first by the responsible engineer of the Contractor who will forward them to the Implementing Partner for checking and approval.

h) A qualified resident engineer of the contractor has to be on site at all times. The resident engineer may only be replaced with the prior approval of the Implementing Partner through an engineer with at least equal qualification. The Implementing Partner reserves the right to request the replacement of the engineer at any time if his performance does not match the required standards.

i) The contractor is obliged to have a valid license at all times.

j) Any contractual communication and modification or update of information must be in writing.

k) The project will follow standardized procedures for checking, approval etc. An overview over these procedures will be handed out to the Contractor.

l) The Contractor shall hold regular meetings (on a weekly basis, or as otherwise instructed by the Implementing Partner) with the Implementing Partner to discuss progress and issues related to Project implementation.

m) By signing the contract, the Contractor agrees to implement the works according to the requirements of the PATRIP Foundation Environmental and Social Policy.

n) The special requirements to be followed by the contractor in this project are mentioned in the “Protection, Preservation, Conservation and Management of wildlife and Biodiversity in the Province of the Khyber Pakhtunkhwa Act 2015”, Chapter IV, Section 29 – National Park, Para 5, (that reads as follows); The following acts shall be prohibited in a National Park:

* 1. hunting, shooting, trapping, killing or capturing of any wild animal;
  2. carrying of arms, pet animals, livestock, firing any gun or doing any other act which may disturb any wild animal or doing any act which interferes with the serenity and tranquillity of the park and breeding places of wild animals;
  3. logging, felling, tapping, burning or in any way damaging or destroying, taking, collecting or removing any plant or tree;
  4. grazing of livestock;
  5. fishing;
  6. clearing or breaking up any land for cultivation; mining or quarrying of stones or for any other purpose;
  7. polluting or poisoning water flowing in and through the National Park;
  8. littering and dumping of wastes;
  9. writing, inscribing, carving, disfiguring, defacing, painting, chalking, advertising;
  10. use of vehicular transport, except on recognized roads and routes;
  11. blowing of pressure horns within one kilometre radius of the park boundary; and
  12. play back music, using radios, players or any other audio-video equipment’s, or making noise:
* **Contractor is legally bound to comply with the above requirements** while ensuring that its staff is well aware of the above-mentioned requirement besides the requirements mentioned in the project ESMP and any other requirement mentioned by Wildlife department in its NOC. Moreover, it is important to mention that besides the contractor and its staff, anyone who visit the project site i.e., staff of IP, Consultant (if any),

# 4. Advance Payment Security

**Bank Guarantee *(to be issued on letterhead of bank)***

Address of guarantor bank:

.............................................................................

.............................................................................

.............................................................................

Aga Khan Rural Support Programme (AKRSP)

Shahi Qilla Road Chitral

On ...................................... you concluded with ................................................. ("Contractor") a contract for ................................................................. (project, object of contract) at a price of ................................................................EUR.

In accordance with the provisions of the contract the Contractor receives an advance payment in the amount of .........................., which represents .................. % of the order value.

We, the undersigned ............................. (Guarantor), waiving all objections and defenses under the aforementioned contract, hereby irrevocably and independently guarantee to pay on your first written demand any amount advanced to the Contractor up to a total of ............................................................... (in words: ..................................................................) against your written declaration that the Contractor has failed to duly perform the aforementioned contract.

This guarantee shall come into force and effect as soon as the advance payment has been credited to the account of the Contractor.

In the event of any claim under this guarantee, payment shall be effected to *Aga Khan Rural Support Programme (AKRSP) Shahi Qilla Road Chitral* BIC: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*, account IBAN: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

This guarantee shall expire no later than \*...........................................

By this date we must have received any claims for payment by letter or encoded telecommunication.

It is understood that you will return this guarantee to us on expiry or after payment of the total amount to be claimed hereunder.

This guarantee is governed by the laws of ............................

…………………………… ……………………………

Place, date Guarantor

Note:\* Insert the date twenty-eight days after the expected date of repayment of Advance Payment Security.

# 5. Performance Security

**Bank Guarantee *(to be issued on letterhead of bank)***

Address of guarantor bank:

.............................................................................

.............................................................................

.............................................................................

*Aga Khan Rural Support Programme (AKRSP) Shahi Qilla Road Chitral*

On ..........................you concluded with ................................................. ("Contractor") a contract for ................................................................. (project, object of contract) at a price of .................................................................PKR.

In accordance with the provisions of the contract the Contractor is obligated to provide a performance bond for ........... % of the contract price.

We, the undersigned ...................... (“Guarantor”), waiving all objections and defenses under the aforementioned contract, hereby irrevocably and independently guarantee to pay on your first written demand an amount up to a total of ....................................... (in words: ................................................................................) against your written declaration that the Contractor has failed to duly perform the aforementioned contract.

In the event of any claim under this guarantee, payment shall be effected to Aga Khan Rural Support Programme (AKRSP) Shahi Qilla Road Chitral BIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, account IBAN: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

.

This guarantee shall expire no later than ...........................................

By this date we must have received any claims for payment by letter or encoded telecommunication.

It is understood that you will return this guarantee to us on expiry or after payment of the total amount to be claimed hereunder.

This guarantee is governed by the laws of ..........................................

................................................... ...................................................

Place, date Guarantor

**Annex 13. Declaration of Undertaking: Minimum Labour Standards**

| **Overview of the Project** | | | |
| --- | --- | --- | --- |
| **Project Title:** | | | |
| **Project Location (country, province, city):** | | | |
| **Name of Contractor:** | | | |
| **Name and Contact details of responsible person duly authorized to sign on behalf of the Contractor:** | | | |
| **Name** | **Position** | **Telephone Number** | **Email Address** |
|  |  |  |  |

The purpose of this Declaration is to ensure that the Contractor *<NAME OF THE CONTRACTOR> must* comply with all applicable national and international minimum labour standards. Contractor *<NAME OF THE CONTRACTOR>* with the following sub-contractors: *<NAME OF THE SUB-CONTRACTORS (if any)* have read and understood the Labour Conditions requirements of the E&S Policy of PATRIP Foundation and, by signing below, acknowledge them as fully binding through-out the project timeline, till the completion including the defect liability period (if any).

IN CASE THE IP IS SELF IMPLMENTING THE PROJECT/ CONSTRUCTION ACTIVITY THEN BELOW PARA SHALL BE USED AND ABOVE PARA SHALL BE DELETED ACCORDINGLY.

The purpose of this Declaration is to ensure that the *<NAME OF THE IMPLEMENTING PARTNER> must* comply with all applicable national and international minimum labour standards. *<NAME OF THE IMPLEMENTING PARTNER >* have read and understood the Labour Conditions requirements of the E&S Policy of PATRIP Foundation and, by signing below, acknowledge them as fully binding through-out the project timeline, till the completion including the defect liability period (if any). The Word Contractor in below headings shall be replaced by the Name of the Implementing Partner.

**Environmental and Social Policy of PATRIP Foundation:**

The project must achieve compliance with international labour standards. Therefore, the following minimum standards have to be observed by the contractor in this project being funded by PATRIP Foundation:

**Working Conditions for Construction Labour**

PATRIP is committed to support the area of human rights and working conditions and aligns with practices recommended by the RBA Code of Conduct, which incorporates the International Bill of Human Rights, namely the Universal Convention of Human Rights (1948), the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights and its two Optional Protocols (1966). PATRIP also adheres to the principles set forth in the fundamental ILO Conventions, namely the Forced Labor Convention (1930), the Minimum Age Convention (1973), the Worst Forms of Child Labor Convention (1999) and ILO Declaration on Fundamental Principles and Rights at Work (1998).

**No Child Labour**

The contractor will not employ children below the minimum age for employment according to applicable regional/national law, in any case not under the age of 15. Furthermore, the contractor shall ensure that persons under the age of 18 do not perform any offshore duties or undertake any hazardous work that could jeopardize their health or safety, including night shifts and overtime. “Child labour” means any work by a child or young person, unless it is considered acceptable under the ILO Minimum Age Convention 1973 (C138).

**No Forced Labour**

The contractor does not tolerate any form of forced labour, including debt bondage, indentured labour or involuntary prison, nor any involvement in human trafficking in its business activities. This includes transporting, harbouring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labour or services. The contractor should not unreasonably restrict workers’ freedom of movement throughout project implementation.

**Working Conditions**

Working hours, breaks, holidays and leave periods will be established in compliance with local laws and agreements, and in any case, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off every seven days. Contractor shall ensure that all employees are provided with written agreements of employment and are free to leave their work after giving reasonable notice.

Furthermore, compensation paid to workers shall comply with all local applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

As part of the hiring process, workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her origin.

**Health and Safety**

Contractor consistently complies with applicable environmental, safety and health (ESH) regulations. Contractor furthermore commits to continual improvement of its operations, progressively reducing the potential ESH impact of its activities, by focusing on the health, safety, and productivity of employees and processes; efficient use of natural resources; and prevention of pollution. Contractor sets and reviews relevant ESH objectives and targets for its operations on a regular basis.

**Non-Discrimination & Anti-Harassment**

Contractor ensures equal opportunity for all without discrimination or harassment on the basis of sex, race, age, color, disability, ethnic or national origin, sexual orientation, religion, social or marital status, or other status protected by applicable law. Contractor respects employee’s freedom of thought, conscience, and religion.

The contractor does not tolerate any acts of sexual harassment or other forms of discrimination or harsh treatment.

Contractor encourages all employees to report and remedy harassing workplace conduct with the goal of eliminating such conduct quickly and effectively. The contractor should commit to gender equality and believes that equal work deserves equal pay.

**Contractor and Supplier Requirements**

Beyond observing these requirements in its own operations, Contractor requires that its subcontractors, suppliers and their sub-suppliers adhere to the requirements of this statement.

**Verification of Compliance & Measures to Address Non-Compliance**

Compliance with this statement is the responsibility of the Contractor and the implementation partner will monitor these through periodic site visits and internal audits. Any non-compliance recorded by the IP will be reported to the contractor for adherence.

|  |  |
| --- | --- |
| Name of the Contractor \_\_\_XXXXXXXXXXXX \_\_\_\_\_\_\_  Name of the person duly authorized to sign on behalf of the Contractor \_\_\_XXXXXXXXXXXX \_\_\_\_\_\_\_  Signature of the person named above\_\_\_XXXXXXXXXXXX \_\_\_\_\_\_\_  Date signed \_\_\_XXXXXXXXXXXX \_\_\_\_\_\_\_ | Name of Implementing Partner\_\_\_XXXXXXX \_\_\_\_\_\_\_  Name of the person duly authorized to sign on behalf of the Implementing Partner\_\_\_XXXXXX \_\_  Signature of the person named above\_\_\_XXXXXXXXXXXX  Date signed \_\_\_XXXXXXXXXXXX \_\_\_\_\_\_\_ |

IN CASE THE IP IS SELF IMPLMENTING THE PROJECT/ CONSTRUCTION ACTIVITY THEN BELOW PARA SHALL BE USED AND ABOVE PARA SHALL BE DELETED ACCORDINGLY.

Compliance with this statement is the responsibility of the Implementing Partner. Any non-compliance recorded by the Monitoring Consultant to PATRIP Foundation will be reported to the Implementing Partner for adherence.

|  |
| --- |
| Name of Implementing Partner\_\_\_XXXXXXX \_\_\_\_\_\_\_  Name of the person duly authorized to sign on behalf of the Implementing Partner\_\_\_XXXXXX \_\_  Signature of the person named above\_\_\_XXXXXXXXXXXX  Date signed \_\_\_XXXXXXXXXXXX \_\_\_\_\_\_\_ |

**Annex 14. Occupational Health & Safety Plan including incident reporting (construction)**

It is the responsibility of the contractor to ensure full compliance with all applicable national laws, international best practice and PATRIP Foundation E&S Policy in maintaining, in this regard.

*This OHS Plan template provides guidance (contractor to adjust it according to the nature of risks involved) to the contractor and it shall be completed by the Contractor within a week after the site handing over and must be submitted to the IP for initial approval. Thereafter, IP shall submit it to the PATRIP Foundation for the final approval and record. The final approved version will become part of the contract agreement.*

*One OHS plan is to be submitted for one construction tender, the OHS Plan shall cover all risks site/location wise and the associated measure/s.*

|  |  |
| --- | --- |
| *Colour Coding for this Annex* | |
| *Colour* | *Definition* |
|  | *Guiding Note to be deleted afterwards* |
|  | *To be completed by the IP* |
|  | *To be completed by the Contractor* |

| **Overview of the Project** | | | |
| --- | --- | --- | --- |
| **Project Title:** *PLEASE INSERT TITLE OF THE PROJECT* | | | |
| **Project Location (country, province, city):** *PLEASE INSERT LOCATION OF THE PROJECT* | | | |
| **Name of Contractor:** *PLEASE INSERT NAME OF THE CONTRACTOR* | | | |
| **Name and Contact details of responsible person duly authorized to sign on behalf of the Contractor:** | | | |
| **Name** | **Position** | **Telephone Number** | **Email Address** |
| XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX | XXXXXXXXXXXX |

**14.1. Purposes of the Occupational Health & Safety Plan**

PATRIP is committed to protecting the safety and health of its partner organisation’s employees and associated contractors and the communities in which they operate. The Occupational Health and Safety (OHS) Plan aims to implement the policies and approaches outlined in the PATRIP Foundation Environmental and Social Policy. It is the responsibility of the qualified bidder/contractor to develop site specific OHS Plan based on this template and ensure its implementation through the contractor period. While completing this OHS plan, contractor must also review and incorporate the mitigation measures mentioned in the approved project (Generic and or Specific) ESMP/s.

**14.2. Objectives of the Occupational Health and Safety Plan**

* Provide accident-free environment to contractors’ employees and associated communities.
* Reduce environmental impacts and improve performance regularly.
* Creation of a good image of the organization.
* Introduction of procedures in the fields of activity in which they are required.

**14.3. Assignment of Responsibilities**

**14.3.1. Within the Implementation Partner** *(To be reduced or expanded according to the requirement of the project)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Appointment** **Description** | **Details** **of** **Appointed** **Persons \*** | | |
| **Name** | **Qualification/ Experience** | **Phone number** |
| 1. | Project manager | XXXXXXX | XXXXXXX | XXXXXXX |
| 2. | Site manager | XXXXXXX | XXXXXXX | XXXXXXX |
| 3. | Health & Safety Responsible | XXXXXXX | XXXXXXX | XXXXXXX |

**14.3.2. Appointments by the Contractor** *(To be reduced or expanded according to the requirement of the project)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Appointment** **Description** | **Details** **of** **Appointed** **Persons** | | |
| **Name** | **Qualification/ Experience** | **Phone number** |
| 1 | Construction supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 2 | Assistant construction supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 3 | Construction site health and safety officer | XXXXXXX | XXXXXXX | XXXXXXX |
| 4 | Risk assessor | XXXXXXX | XXXXXXX | XXXXXXX |
| 5 | Fall protection plan developer | XXXXXXX | XXXXXXX | XXXXXXX |
| 6 | Formwork & support work supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 7 | Excavation work supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 8 | Demolition work supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 9 | Scaffolding supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 10 | Suspended platform supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 11 | Material hoist inspector | XXXXXXX | XXXXXXX | XXXXXXX |
| 12 | Batch plant supervisor | XXXXXXX | XXXXXXX | XXXXXXX |
| 13 | Explosive powered tool issuer | XXXXXXX | XXXXXXX | XXXXXXX |
| 14 | Construction vehicles & mobile plant inspector | XXXXXXX | XXXXXXX | XXXXXXX |
| 15 | Temporary electrical installation controller | XXXXXXX | XXXXXXX | XXXXXXX |
| 16 | Stacking and storage supervisor | XXXXXXX | XXXXXXX | XXXXXXX |

**14.3.3. Construction Management and Supervision Organizational Chart**

XXXXXXXX

XXXXXXXX

XXXXXXXX XXXXXXXX XXXXXXXX

**14.4. Construction Risk Assessment (expand as per requirement)**

**Risk assessment carried out by: NAME OF THE PERSON**

**Date of risk assessment: DD.MM.YYYY**

**14.4.1. Severity Index**

|  |  |  |  |
| --- | --- | --- | --- |
| **Probability** | | **Impact** | |
| A | Common | 1 | Fatality or permanent disability |
| B | Has happened | 2 | Major injury |
| C | Could happen | 3 | Average lost time injury |
| D | Not likely | 4 | Minor injury |
| E | Practically impossible | 5 | Medical treatment only or less |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PI Index** | | **Probability** | | | | |
| **A** | **B** | **C** | **D** | **E** |
| **Impact** | **1** | **1** | **2** | **4** | **7** | **11** |
| **2** | **3** | **5** | **8** | **12** | **16** |
| **3** | **6** | **9** | **13** | **17** | **20** |
| **4** | **10** | **14** | **18** | **21** | **23** |
| **5** | **15** | **19** | **22** | **24** | **25** |

Note: This colour coding is to differentiate the risks categories, please do not mix them with the above-mentioned colour coding.

**14.4.2. PI Index**

|  |  |
| --- | --- |
| **1 – 6** | **HIGH** |
| **7 – 15** | **MEDIUM** |
| **16 – 25** | **LOW** |

**14.4.3. Construction Risk Assessment (expand as per requirement)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Description of Risk** | **Probability** | **Impact** | **PI Index** | **Control** **Measures/Procedures/Methods** **to** **Manage** **the** **Risk** | |
| **Description** | **Responsibility** |
| 1 | TYPE OF RISK i.e, Demolition of old buildings with traces/ suspect of Asbestos presence | C | 3 | 13  Medium | * Describe the control measures to be taken/procedures to be followed to ensure that the workmen performing work are safe or the risk has been avoided and or mitigated. |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |

**14.4.4. Fall Protection Plan (if not applicable please note down ‘n/a’ or expand as per requirement)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk No.** | **Description of Risk** | **Probability** | **Impact** | **PI Index** | **Control** **Measures/Procedures/Methods** **to** **Manage** **the** **Risk** | |
| **Description** | **Responsibility** |
| 1 | Working at height  (Scaffolds) | C | 3 | 13  (Medium) | * Describe the control measures to be taken/procedures to be followed to ensure that the workmen performing work are safe or the risk has been avoided and or mitigated. |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Measures/Procedures/Requirements** | **Responsibility** |
|  |
| **Physical & Psychological Fitness** of Workmen Working At Height | * Describe the measures to be taken/procedures to be followed to ensure that the workmen performing work at *elevated* heights are physically & psychologically fit to perform the work: |  |  |
| **Training** Requirements for Workmen Working at Height | * Define the training requirements/programme for workmen who will be working at elevated heights. |  |  |
| **Fall protection equipment** -Inspection testing & maintenance. | * List & describe the procedures/methods/requirements for ensuring that the fall protection equipment is safe to use. |  |  |

**14.4.5. Hazardous Work/Activities (if not applicable please note down ‘n/a’ or expand as per requirement)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HWA** **No.** | **Description** **of** **Hazardous** **Work** **Activity** | **Method** **To** **be** **Followed/Used** **to** **Safely** **Carry** **Out** **the** **Hazardous** **Activity** | **Work** **Method** **Specified** **by** | **Responsible** **Person** |
|  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**14.4.6. Personal Protective Equipment Requirements (***List to be adjusted to the requirement of the project***)**

|  |  |  |
| --- | --- | --- |
|  | **Protective** **Equipment** **Description** | **Work** **Required** **to** **Be** **Used** **For** |
|  |
|  | Overall |  |  |
|  | Contamination Suit Pants |  |  |
|  | Contamination Suit Top |  |  |
|  | Dust Coat |  |  |
|  | Apron |  |  |
|  | Hard Hat |  |  |
|  | Gum Boots |  |  |
|  | Safety Shoes |  |  |
|  | Gloves |  |  |
|  | Safety Goggles |  |  |
|  | Face Shield |  |  |
|  | Welding Hood |  |  |
|  | Self-Contained Respirator |  |  |
|  | Respirator |  |  |
|  | Dust Mask |  |  |
|  | Hearing Protection |  |  |
|  | Safety Harness & Life Line |  |  |
|  | Thermal Suit |  |  |
|  | Thermal Jacket |  |  |
|  | Jersey |  |  |
|  | Other |  |  |

**14.4.7. Measures to Control the Condition and Use of Tools and Equipment (*Add or reduce the list according to the requirement* and if not applicable please note down ‘n/a’ or expand as per requirement)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** **of** **Tools/Equipment** | **Measures** **&** **Procedures** **To** **Ensure** **Safe** **Condition** **&** **Use** **of** **Tool/Equipment** | **Responsible** **Person** |
|  |
| 1 | Portable electric tools | * Weekly inspection of all portable electrical tools by a competent person (artisan or supervisor). * Tools found to be unsafely tagged “do no use” and withdrawn from the worksite until repaired. * Details of all portable electrical tool inspections and repairs are to be recorded in a register kept on site. * All register entries to be signed and dated by the person performing the inspection. * All portable electrical tools to be removed from the work area and stored in suitable tool boxes * Only persons who have been trained to use the particular portable electrical tool shall be allowed to use it. |  |  |
| 2 | Ladders | * Weekly inspection of all ladders by a competent person (artisan or supervisor). * Ladders found to be unsafely tagged “do no use” and withdrawn from service until repaired. * Details of all ladder inspections and repairs recorded in a register kept on site. * All register entries signed and dated by the person performing the inspection. * Ladders removed from the work area and stored in suitable tool boxes overnight. * All ladders to be secured during use. |  |  |
| 3 | Crane/Lifting Machine | * All cranes/lifting machines shall comply with the requirements of ANSI (American National Standards Institute) B30.5. * Competent person has been appointed for operation of all lifts involving cranes, regardless of size and/or weight capacity. * Area will be surveyed to ensure that the work site is stable and appropriate for the weight and work activities of the crane |  |  |
| 4 | Lifting Tackle |  |  |  |
| 5 | FLT |  |  |  |
| 6 | Other (specify) |  |  |  |

**14.4.8. Construction Site Fire Prevention and Control Measures (if not applicable please note down ‘n/a’ or expand as per requirement)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCHEDULE** **OF** **INFLAMABLE** **SUBSTANCES** **TO** **BE** **STORED** **&** **USED** **AT** **THE** **WORK** **SITE** | | | | | | |
| **Item** | **Name** **of** **Inflammable** **Substance** | **Expected** **Max.** **Qty.** **on** **Site** | **MSDS** | **To** **Be** **Used** **For** | **Details** **of** **Control** **&** **Safety** **Measures** **to** **be** **taken** **during** **Storage** **&** **Use** **of** **the** **Inflammable** **Substance** | **Responsible** **Person** |
|  |  |  | Yes/no |  |  |  |
|  |  |  | Yes/no |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCHEDULE** **OF** **HOT** **WORK** **TO** **BE** **PERFORMED** | | | | | |
| **Item** | **Hot work to be performed** | **Location** **of** **the** **Hot** **Work** | **Combustible** **Materials** **in** **the** **Vicinity** **of** **the** **Hot** **work** | **Measures** **&** **Procedures** **To** **Prevent** **a** **Fire** **Starting** **and** **to** **Handle** **a** **Fire** **Should** **One** **Start** | **Responsible** **Person** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**14.4.9. Control & Safety Measures for Hazardous Chemical Substances (if not applicable please note down ‘n/a’ or expand as per requirement)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCHEDULE** **OF** **HAZARDOUS** **CHEMICAL** **SUBSTANCES** | | | | | | |
| **HCS** **No** | **Name** **of** **HCS** | **Expected** **Max.** **Qty.** **on** **Site** | **MSDS** | **To** **Be** **Used** **For** | **Details** **of** **Control** **&** **Safety** **Measures** **to** **be** **taken** **during** **Storage** **&** **Use** **of** **the** **Inflammable** **Substance** | **Responsible** **Person** |
|  |  |  | Yes/no |  |  |  |
|  |  |  | Yes/no |  |  |  |

**14.4.10. Environmental Protection Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCHEDULE** **OF** **WASTE** **MATERIALS** **&** **EFFLUENTS** | | | | | | |
| **Waste** **No.** | **Description** **of** **Waste/Effluent** **Generated** **on** **the** **Site** | **Expected** **Quantity** **of** **Waste/Effluent** | **Waste/Effluent** **Disposal** **Method** **&** **Procedures** | **Final** **Disposal** **Location** | **Safe** **disposal** **certificate** **required** | **Name,** **address** **&** **contact** **details** **of** **company** **&** **persons** **responsible** **for** **disposal** |
|  |  |  |  |  | Yes/no |  |
|  |  |  |  |  | Yes/no |  |

**14.4.11. First Aid Arrangements**

|  |  |
| --- | --- |
| Name(s) of first aiders on the work site | XXXXXXXXXXXXXXX |
| Number of and location of first aid boxes | XXXXXXXXXXXXXXX |
| Details of other first aid/emergency medical arrangements made | XXXXXXXXXXXXXXX |

**14.4.12. Construction Site Signage**

|  |  |  |
| --- | --- | --- |
|  | **Description** **of** **Signage** | **Location** **Required** |
|  |
|  | Eye Protection shall be worn | XXXXXXXXXXXXXXX |  |
|  | Respiratory protection shall be worn | XXXXXXXXXXXXXXX |  |
|  | Head protection shall be worn | XXXXXXXXXXXXXXX |  |
|  | Hearing Protection shall be worn | XXXXXXXXXXXXXXX |  |
|  | Hand protection shall be worn | XXXXXXXXXXXXXXX |  |
|  | Foot protection against crushing shall be worn | XXXXXXXXXXXXXXX |  |
|  | Safety harness & lifelines shall be worn | XXXXXXXXXXXXXXX |  |
|  | Thoroughfare of Pedestrians Prohibited | XXXXXXXXXXXXXXX |  |
|  | Proceeding beyond this point prohibited | XXXXXXXXXXXXXXX |  |
|  | General Warning of Danger | XXXXXXXXXXXXXXX |  |
|  | Warning of Suspended Loads Hazard | XXXXXXXXXXXXXXX |  |
|  | Warning of Workers Overhead | XXXXXXXXXXXXXXX |  |
|  | Other – (specify) | XXXXXXXXXXXXXXX |  |

**ANNEX F: Incident Reporting Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Incident Reporting Template**  (*Nominated person from IP may complete this Performa*) | | | | | | | | | | | | | | | | |
| **General** **Information** | | | | | | | | | | | | | | | | |
| Project Name & Code, Country: | *(xxxxxxx)* | | | | | | Name of project Implementing Partner: | | | | | | | | *(xxxxxxx)* | |
| Name and designation of person making this report: | *(xxxxxxx)* | | | | | | Name of injured party: | | | | | | | | *(xxxxxxx)* | |
| Sex of injured party/ies (*separate detail may be added against each name*): | | | | | | | | Male  Female | |
| Employment Status of Injured: | Contractor Employee  IP Employee  Member of Public  Visitor to Premises | | | | | | | | | | | | | | | |
| Injured party: | Regular full time  Regular part time  Seasonal Worker  Temporary | | | | | | | | | | | | | | | |
| Months with this employer: | *(xxxxxxx)* | | | | | Months doing this job: | | | | | | | | | *(xxxxxxx)* | |
| Name of Consultant, Contractor, and Subcontractors (if-any): | | *(xxxxxxx)* | | | | | | | | | | | | | | |
| **Details** **about** **Accident/** **Incident/near miss etc.** | | | | | | | | | | | | | | | | |
| Date of injury/near miss: | | | *(xxxxxxx)* | | | | Time of injury/near miss: | | | | | | | | *(xxxxxxx)* | |
| Location of injury/near miss: | | | *(xxxxxxx)* | | | | | | Number of days absent from work due to the accident: | | | *(xxxxxxx)* | | | | |
| Type of Accident/Incident: | Near-miss  Injury | | | | Damage to Property  Illness | | | | | | | | | Security Incident | | |
| Nature of personal injury: | Broken bone  Burn (heat)  Burn (chemical)  Amputation  Hernia | | | | Abrasion/scrapes  Concussion (to the head)  Cut, laceration, puncture  Illness  Sprain, strain | | | | | | | | | Crushing Injury  Bruise  Damage to a body system  Other \_\_\_\_\_\_\_\_\_\_\_ | | |
| What treatment was administered? | | | None needed  First aid only  Hospital or doctor | | | | | | | | | | | | | |
| Name of Witnesses (If any and including any witness statements)? | | | *(xxxxxxx)* | | | | | | | | | | | | | |
| Where, exactly, did it happen? | | | *(xxxxxxx)* | | | | | | | | | | | | | |
| Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials  and other important details. | | | *Describe in detail what has happened in a chronological manner. Who was involved? Which activities were performed? Under which external circumstances did the incident occur? What was the reason for the Incident? Etc.*  *(Attach photos if needed)* | | | | | | | | | | | | | |
| Entering/leaving work | | |  | | | | On employer’s premises: | | | | | | | |  | |
| In normal working hours: | | |  | | | | Following instructions: | | | | | | | |  | |
| Outside working hours: | | |  | | | | No instructions given: | | | | | | | |  | |
| During break/ Meal period | | |  | | | | On other private/public property: | | | | | | | |  | |
| Weather Condition inside or outside: | | | Dry  Windy | | | | | | Light  Slippery | | | other (please explain) | | | | |
| PPE worn? | *If Yes, please mention what type of personal protective equipment was being used?* | | | | | | | | | | | | | | | |
| Head Protection  Hand Protection/ Safety Gloves  Safety Shoes/ Foot Protection  Hearing Protection  Respiratory Protection  Specific Excavation Requirements | | | | | | | | | High Visibility Jackets  Safety Belt/ Lanyard/ Lifelines  Eye and Face Protection  Safety Nets  Specific Working near Water Req.  other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Why did the incident happen? (Check all options in unsafe conditions and unsafe acts columns below) | | | | | | | | | | | | | | | | |
| Unsafe workplace conditions: (Check all that apply)  Inadequate guard  Unguarded hazard  Safety device is defective  Tool or equipment defective  Workstation layout is hazardous  Unsafe lighting  Unsafe ventilation  Lack of needed personal protective equipment  Lack of appropriate equipment / tools  Unsafe clothing  No training or insufficient training  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Unsafe acts by people: (Check all that apply)  Operating without permission  Operating at unsafe speed  Servicing equipment that has power to it  Making a safety device inoperative  Using defective equipment  Using equipment in an unapproved way  Unsafe lifting  Taking an unsafe position or posture  Distraction, teasing, horseplay  Failure to wear personal protective equipment  Failure to use the available equipment / tools  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Why did the unsafe conditions exist? | | | |  | | | | | | | | | | | | |
| Why did the unsafe acts occur? | | | |  | | | | | | | | | | | | |
| Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? | | | | If yes, describe: | | | | | | | | | | | | |
| Were the unsafe acts or conditions reported prior to the incident? | | | |  | | | | | | | | | | | | |
| Have there been similar incidents or near misses prior to this one? | | | |  | | | | | | | | | | | | |
| Describe the immediate response | | | |  | | | | | | | | | | | | |
| **How can future incidents be prevented?** | | | | | | | | | | | | | | | | |
| What changes do you suggest to prevent this incident/near miss from happening again? | Train the employee(s)  Train the supervisor(s)  Redesign work station | | | | | | | Redesign task steps  Stop this activity  Guard the hazard | | | | | Routinely inspect hazard  PPEs provision  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| What should be (or has been) done to carry out the suggestion(s) checked above? |  | | | | | | | | | | | | | | | |
| **Incident** **Report** **Approval** | | | | | | | | | | | | | | | | |
|  | Position | | | | | | | | | | Name | | | | | Date |
| Prepared by |  | | | | | | | | | |  | | | | |  |
| Approved by |  | | | | | | | | | |  | | | | |  |



Rehabilitation/improvement of Civil Work (Ghoru MHP 250 kW)

Improved Governance of the National Parks across the Wakhan Corridor

Broghil Valley Upper Chitral KPK

PAK-AKDN-CHI-003

Section 6: Scope of Works and Design Report

**Content**

The detailed technical designs are attached with tender documents. If not attach, the bidder will ask for detailed technical designs from the given address

[akhlaq.ahmad@akdn.org](mailto:akhlaq.ahmad@akdn.org)

# ….

# The detailed technical designs are attached with tender documents. If not attached, the bidder will ask for detailed technical designs from the given address

# [akhlaq.ahmad@akdn.org](mailto:akhlaq.ahmad@akdn.org)

1. Capitalised terms used, but not otherwise defined in this Declaration of Undertaking have the meaning given to such term in KfW’s “*Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries”*. [↑](#footnote-ref-1)
2. To be adapted throughout the document in case of other donor institution. [↑](#footnote-ref-2)
3. The IP means the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Services. [↑](#footnote-ref-3)
4. In case ILO conventions have not been fully ratified or implemented in the Employer’s country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer, the PATRIP Foundation and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker’s organisations and e) non-discrimination. [↑](#footnote-ref-4)
5. In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder. [↑](#footnote-ref-5)