

NATIONAL DISASTER MANAGEMENT AUTHORITY

PREQUALIFICATION OF SUPPLIERS FOR TENTS, BLANKETS& TARPAULIN

National Disaster Management Authority (NDMA), Islamabad invites applications from well reputed and competent Contractors / Firms for pre-qualification for supply of following items for the Calendar years 2018 & 2019.

- a. Tents
- b. Blankets
- c. Tarpaulin Shelters

The Applicant must be registered with Income Tax and Sales Tax Department. The interested firms are required to apply separately for tents, blankets and tarpaulin shelters as being different items.

The pre-qualification documents including instructions/ terms and conditions may be obtained from the Office of the Undersigned (Room No.238-B, Prime Minister's Office Premises, Islamabad) during office hours. The same can also be downloaded from NDMA's website: www.ndma.gov.pk. The documents must reach the Undersigned **before 1100 hours on 26-12-2017 which will be opened the same day at 1130 hours.**

Note:- Firms already prequalified with NDMA for said supplies till 31st December, 2017 are to forward only a certificate for the assurance of willingness and quality of service for calendar years 2018-19. Non provisioning of said certificate may lead to their disqualification for next tenure.

Director (Administration & Procurement)
Tel: 9204429

PREQUALIFICATION OF CONTRACTORS FOR SUPPLY OF TENTS,BLANKETS& TARPAULINS
TERMS AND CONDITIONS

1. **Tender Identification Number** TENDER No. 03 / 17-18.
2. **Title** Pre-qualification of Contractors for Supply of Tents, Blankets and Tarpaulins.
3. **Procurement Agency**

National Disaster Management Authority
Prime Minister's Office Premises
Islamabad
4. **Last Date & Time for Submission of Applications** 26-12-2017 at 1100 Hours.
5. **Opening Date & Time** 26-12-2017 at 1130 hours.
6. **Opening Address**

Room No. 220-E
National Disaster Management Authority
Prime Minister's Office Premises, Islamabad.
7. **Time Period of Contract** Applicants will be pre-qualified for a period of two year i.e Calendar years 2018 & 2019 which could be extendable for a further period of one year.
8. **Rejection of Applications**
 - a. Incomplete and conditional applications will be rejected forthwith.
 - b. Applications received after due date & time of submission will not be accepted.
9. **Applicants Mandatory Qualifications / Prerequisites**
 - a. Registered with Income Tax Department and Sales Tax Department.
 - b. Must be an original manufacturer having own production units.
 - c. Must have at least 10 years' experience in the market.
10. **Supporting Documents**
 - a. Company details including manpower strength and annual business turnover for last 5 years.
 - b. List of all products including details of per day manufacturing capacity, location of warehouses and present level of stocks of each product.

- c. Total annual average international sales turnover for each of the last three years as documented by audited financial statements.
- d. Total annual average domestic sales turnover for each of the last three years as documented by audited financial statements.
- e. Income Tax Registration Certificate.
- f. Company Profile including proof of existence in particular business.
- g. An affidavit that the Firm / Company has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan in the past.
- h. Details of past business experience with various clients to include quantities supplied.
- i. Average holding level of each product in the warehouse throughout the year.
- j. **Technical Capacity and Experience**
 - (1) Total annual production capacity for the product the manufacturer is offering to supply.
 - (2) Details of manufacturer's on-site quality assurance testing facilities.
 - (3) Number of similar contracts in last five years.

11. **Specifications of Tents & Blankets** Specifications of the Tents are given at **AnnexA**, specifications of Blankets are at **Annex B** and specifications of Tarpaulin are at **Annex C** to this Tender Document. However the applicant will be prequalified on the basis of their credentials and capacity. NDMA may ask for items with different specifications as well.

12. **Draft Contract Agreement** Copy Enclosed at **Appendix A**.

13. **Award of Contract / Supply Order** Competitive bidding will be done through Limited Tender System only with successful prequalified Contractors. The Contractor offering overall lowest bid against items of required quantity and specifications will be awarded the Contract / Supply Order.

14. **Earnest Money** The prequalified Contractors will be required to deposit Earnest Money @ 2% of the bid value at the time of financial bidding.

15. **Maximum Time of Delivery** The prequalified contractors would be asked to quote their rates and deliver items with delivery period given at the time of seeking quotations.

16. **Payments** Will be processed after satisfactory delivery of items as per contract.

17. **Annexes**

- a. Specifications of family tent - Annex A to Appendix A
- b. Specifications of blankets - Annex B to Appendix A
- c. Specifications of Tarpaulin - Annex C to Appendix A
- d. Specimen of Acceptance Certificate. - Annex D to Appendix A
- e. Specimen of Performance Bank Guarantee. - Annex E to Appendix A
- f. Credential evaluation proforma - Annex F
- g. Visual Inspection proforma - Annex G
- h. Ground Check proforma - Annex H
- i. Laboratory report proforma - Annex I
- J. Consolidated Technical evaluation proforma - Annex J



CONTRACT

(FOR)/ Services

No. _____

Dated _____

BETWEEN

GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
NATIONAL DISASTER MANAGEMENT AUTHORITY

AND

M/S _____

NATIONAL DISASTER MANAGEMENT AUTHORITY
ISLAMABAD

AGREEMENT FOR SUPPLY OF

XXXXXXXX

This Agreement is made at Islamabad on _____ 2017 between the President of Islamic Republic of Pakistan (hereinafter called the "Purchaser") the First Party and **Messer's** _____(hereinafter called the "Supplier") the Second Party. The President of Islamic Republic of Pakistan shall be represented by the Director Administration, National Disaster Management Authority, Pakistan and **M/s** _____. Whereby, it is agreed that the Supplier shall, supply tent covers subject to terms and conditions as stipulated in the articles /clauses, annexes and attachments attached hereto. These articles clauses, annexes and attachments shall constitute the entire Agreement between the two parties and shall supersede any previous undertaking, commitments or representations whatsoever oral or written in this regard.

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GENERAL PARTICULARS OF CONTRACT

1. Name of Purchaser National Disaster Management Authority, Islamabad.
2. Consignee Director Administration, NDMA, Islamabad.
3. Cost Debitable Head XXXX
4. Name of Supplier XXXX
5. Delivery The Supplier will be bound to provide the items at the shortest possible notice not exceeding _____ days .
6. Default by Contractor In case the Supplier defaults to supply the items at his quoted rates, the Purchaser will be at liberty to purchase the items from open source and price difference will be paid by the Supplier.
7. Contract Agreement Number Contract / NDMA /01/item /Supplier/20____

CLAUSE – 1

DEFINITIONS

1.0 The following words and expressions shall have the meaning assigned to them as defined here under:-

1.1 **Contractual Documents** .Shall mean in the order of precedence, the Contract Agreement including all annexes and its distributed copies.

1.2 **Supply Item**. "Supply Item" shall mean the quantities of the items to be supplied by the Suppliers and when required to fulfill the Scope of Contract as defined in **Clause 3**.

1.3 **Purchase Order**. The Purchase Order shall mean the formal order issued by the Purchaser/Consignee to the Supplier to supply the tent covers as defined in the scope of Contract (**Clause 3**) as a whole or partially, as defined scope of work.

1.4 **Services**. "Services" shall mean all type of services pursuant to the Purchase Order.

1.5 **Inspection**. 100 % inspection of items shall be done by the consignee in the presence of representatives of supplier before delivery / dispatch of items at suppliers end, in accordance with the Purchase Order and inspection report shall be submitted to the Chairman, NDMA. In addition, stage inspection will also be carried out by representative of NDMA during the manufacturing of items.

1.6 **Contract Duration**. The duration of the Contract is valid for the Financial year _____ unless terminated pursuant to **Clause 11** of this Agreement and extendable for a further period of one year on the discretion of the Chairman, NDMA.

CLAUSE – 2

GENERAL CONDITIONS OF THE CONTRACT

The following General Conditions shall apply to this Contract:-

2.1 **Applicable Laws** The Contract shall be interpreted in accordance with the laws of Pakistan.

2.2 **Obligation of The Supplier**. The obligation of the Supplier is limited to supply the items as and when required.

2.3 **Rate Validity Period** Quoted rates will be valid for 120 days from the date of opening of tender.

2.3 **Taxes and Duties** All applicable taxes will be paid by Supplier as per Govt of Pakistan rules about taxation and duties of all kinds. Exemptions of taxes and duties for this Contract Agreement, if any vide SRO for which necessary documentation, will be provided by the Supplier with the payable invoices.

2.4 **Notices** Any notice given by one party to the other, pursuant to this Contract, shall be sent in writing or by fax (followed by email) and confirmed in writing to the address, specified for the purpose in the conditions of Contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

2.5 **Execution of The Contract.** Execution of the Contract will be made by the Purchaser in accordance with the terms of the Contract under its own supervision. Any damaged goods are to be replaced by the Supplier.

2.6 **Language of The Contract.** Language of the Contract will be English.

CLAUSE – 3 SCOPE OF THE CONTRACT

The Supplier shall deliver the XXXXXX as specified in the Purchase Order No _____ dated _____ at _____ (City) by _____ (date) as per specifications at **Annexs-A, B & C.**

CLAUSE – 4 TERMS OF PAYMENT

4.1 Payment shall be made to the supplier on acceptance of the items and on production of following documents:-

- (1) Delivery Challan (In duplicate).
- (2) Firm bill (In duplicate).
- (3) Sale tax invoice (In duplicate).
- (4) Valid Professional Tax & Income Tax exemption Certificate (If applicable).

4.2 Part payments are permissible after delivery of 25% of the contracted quantity. Part payment will be made for the delivered stores only subject to completion of all codal formalities as mentioned above.

CLAUSE – 5 INSPECTION

An officer or a board of officers detailed by Chairman, NDMA will carry out detailed inspection of the items at the place of the supplier before dispatch of items and sign an acceptance certificate. Specimen of acceptance certificate is at **Annex ‘D’**. Supply of sub-standard items will be rejected forthwith which will have to be replaced by the Supplier and late delivery charges as per **Clause 8** will be deducted from the payment of the Supplier. One randomly selected sample will also be sent for laboratory test.

CLAUSE - 6 PACKAGING Packing of products will be of international standards and sea-worthy so as to withstand weather effects, rough handling during unloading and transportation. Marking will be made in suitable size of bold letters provided that the parts thereof shall be appropriately packed according to the manufacturer’s standards.

CLAUSE – 7 PERFORMANCE BANK GUARANTEE

7.1 The Supplier shall furnish an unconditional/irrecoverable Bank Guarantee from a scheduled bank of Pakistan ‘A’ rating within 7 days from the date of signing of Contract Agreement @ 5 % of the Contract value as Contract Performance Bank Guarantee and shall remain valid till completion of contract. If guarantee of foreign bank is provided, it should be countersigned by Pakistani Schedule bank of “A” rating.

7.2 Performance Bank Guarantee will be endorsed in favor of Director Administration, NDMA.

7.3 Performance Bank Guarantee will be provided on judicial stamped paper of Rs. 100 in accordance with approved format attached at **Annex ‘E’**.

7.4 The aforesaid guarantee will be released by Director Administration, NDMA, after final closure of the Contract at the time of completion of warranty period and issue of “No Demand Certificate” by the Consignee.

7.5 In the event of unsatisfactory performance noticed by the Purchaser/ Consignee, or any breach of terms of the Contract, the amount payable to the Supplier shall be forfeited to the

Government of Pakistan at the discretion of the Purchaser. Furthermore, the Supplier undertakes not to hinder/restrain encashment of Performance Bank Guarantee, provided to the Purchaser on the account of this Contract, through any court, extra judicial or any other processes, including administrative in nature, whatsoever.

CLAUSE – 8 DELAYS IN PERFORMANCE OR SUBSTANDARD GOODS

8.1 Delivery of the goods shall be made by the Supplier in accordance with the time schedule specified on the work order. Late delivery of goods will be subject to penalty @ 0.5% of the delayed goods value per day.

8.2 Any un-excused delay by the Supplier in performance of delivery/project completion obligations shall render the Supplier liable to any or all of the penalties including but not limited to liquidate damages. The Supplier shall promptly notify Purchaser in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the Supplier's notice, Purchaser shall evaluate the situation and may at its sole discretion extend the Supplier's time for performance in which case the extension shall be ratified by the Parties by mutual agreement.

CLAUSE – 9 SUPPLIER'S DEFAULT

9.1 If the Supplier neglects to perform the Contract with due diligence and expedition or shall refuse or neglect to comply with any reasonable orders given to him in writing by Purchaser or any of his authorized representative in connection with the performance of the Contract or shall contravene the provision of the Contract, Purchaser may give notice in writing to the Supplier to make good the failure, neglect or contravention complained of.

9.2 Should the Supplier fail to comply with the said notice within 15 days, a reasonable time from the date of service thereof, it shall be lawful for Purchaser forthwith to terminate the Contract by notice in writing to the Supplier without prejudice to any rights, which may have accrued under the Contract to either party prior to such termination.

CLAUSE – 10 LIQUIDATED DAMAGES

 If Supplier fails to deliver any or all of the goods or perform the services within the time period (s) specified in the work order, Purchaser/consignee shall without prejudice to its other remedies under the Contract, shall have the right to claim liquidated damages and the Supplier shall pay to Purchaser as liquidated damages.

CLAUSE – 11 FAILURE / TERMINATION OF CONTRACT

11.1 Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier terminate this Contract in whole or in part.

11.2 In the event Purchaser terminates the Contract in whole or in part, Purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods and services similar to those un-delivered, and the Supplier shall be liable to Purchaser for any excess costs for such similar goods and services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

11.3 The Time for the delivery of the stores as stipulated in the Work Order shall be taken as the essence of the Contract, all deliveries must be completed within the time period specified in the Contract. Should the supplier fail to deliver the store or any consignment thereof within the stipulated period or any extension thereof, the purchaser shall be entitled at his option to take either of following action:-

- a. To cancel the Contract and/or to purchase elsewhere store not delivered at Risk and Expense of the supplier and without notice to him. The supplier shall be liable for loss which the purchaser may sustain on this account but shall not be entitled to any gain on re-purchase.

OR

- b. To make the supplier liable to pay the stipulated liquidated damages as per liquidated damages Clause.

CLAUSE – 12 AMICABLE SETTLEMENT

12.1 Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with Contract.

12.2 The Contract will be construed under and governed by THE LAWS OF THE ISLAMIC REPUBLIC OF PAKISTAN.

CLAUSE – 13 FORCE MAJEURE

13.1 The Supplier will not be held responsible for any delay in supply of items due to events of Force Majeure such as acts of God, War, Riots, Civil commotion, Strike, lockouts, acts of foreign government and its agencies and disturbance directly affecting the supply over which events or circumstances the Supplier has no control. In such an event the Supplier shall inform the Purchaser/Consignee within 72 hours of the happening through mail /writing.

13.2 The Supplier shall use his best effort to avoid or remove such circumstances and continue fulfillment of obligations as soon as such circumstances are removed/over.

CLAUSE – 14 ARBITRATION

14.1 All matters of dispute or difference regarding rejection of items by the Inspection Team or cancellation of the Contract by the Purchaser to failure or performance, arising out of this Agreement between the parties thereto, the settlement of which is not otherwise specially provided for in this Agreement, shall be referred to grievance committee as constituted under PPRA Rules

14.2 If a party has any objection on the decision of the Grievance Committee, the case would be referred to Chairman, NDMA, whose decision will be final.

14.3 In the course of arbitration the Contract shall continuously be executed except that part which is under arbitration.

14.4 All proceedings under this Clause shall be conducted in English language and in writing.

CLAUSE – 15 SUBLETTING

15.1 The Supplier and his representative will be entirely responsible for execution of the Contract in all respects according to the terms of the Contract. The Supplier shall also ensure to take the responsibility of all the work assigned to him.

15.2 Subletting is not allowed.

CLAUSE-16 **WARRANTY / GUARANTEE**

16.1 The supplier shall furnish warranty as per specimen (attached as per Annex 'E') for the store against any defect in material workmanship etc for a period of _____ months/years from the date of receipt of store by consignee.

16.2 The Supplier warrants that all materials and workmanship will be to the highest grade and consistent with the established and the generally accepted standard for stores of the type ordered, and in full conformity with the specification and drawings. The Supplier further agrees to protect the Purchaser and save him from any loss, damage or expense whatsoever including lawyer's fees that the Purchaser may suffer as a result of failure of the stores to be as warranted, and this warranty shall remain effective after inspection of, payment for, and acceptance of goods as to the patent or latent defects. The supplier further agrees to replace FOR point of manufacture and material which may prove defective within twelve month after its arrival at consignee's end. Payment of the full/part price on proof of dispatch shall not absolve the Supplier of his responsibility under the contract to supply stores of the requisite description and in the quantity required and the Supplier shall promptly settle any claim made by the Purchaser on that account

Note: Any deviation to this clause will be wither prior approval of Competent Authority

CLAUSE-17 **AMENDMENT TO CONTRACT**

Contract may be amended/modified, to include fresh clause(s) or modify the existing clauses with the mutual agreement by the supplier and the purchaser; such modification shall form an integral part of the contract.

CLAUSE-18 **SECRECY**

The Supplier(s) shall undertake that any information about the sale/purchase of the stores under this contract shall not by communicated to any person, or to any press or agency.

CLAUSE-19 **PURCHASER RIGHT**

The purchaser reserves the right of deletion, addition and cancellation of the contract in part or full without assigning any reason whatsoever and without financial

repercussion on either side within xxx days after the signing of contract such information will be passed to the Supplier on his legal address by the purchaser through the fastest possible means i.e Telephone, Fax, Telex, Cable Telegram etc.

CLAUSE – 20 CONTRACT COMPLETION/NO DEMAND CERTIFICATE

Supplier will submit a CONTRACT COMPLETION CERTIFICATE stating that no stores/goods/items/services contracted for are outstanding against the contract, to the procurement agency on the successful culmination of contractual obligations in the contract. Whereas concurrently indenter will certify through a 'NO DEMAND CERTIFICATE' that demand placed on the Procurement Agency has been fulfilled as per terms and conditions of the contract.

CLAUSE-21 OFFICIAL/LEGAL ADDRESSES

21.1 The official legal address on which the official/legal correspondence would be exchanged between the two parties with respect to the contract as under:-

- a. Purchaser address
- b. Supplier address
- c. Consignee Address
- d. inspection authority/inspector address

21.2 In case of change of any of the above addresses on the part of purchaser/supplier shall be notified immediately to the other party by a registered letter through the fastest means indicating his new corresponding/legal address, otherwise all correspondence sent to his address stated in the contract will be considered as correctly directed.

CLAUSE-22

CONTRACT COMING INTO FORCE

This Contract comes into force upon its signatures on this _____

SIGNATURES

PURCHASER – NDMA

SUPPLIER – M/S _____

Signature: _____
Director

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

For and on behalf of the President of Islamic Republic of Pakistan For and on Behalf of _____

Dated: _____

Dated: _____

Witness No 1: (Purchaser)

Witness No 2: (Supplier)

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

CNIC No: _____

CNIC No: _____

Dated: _____

Dated: _____

COUNTERSIGNED

Signature: _____

Name: _____

Designation: _____

Dated: _____

SPECIFICATIONS OF NDMA TENTS

1	Description	Family tent of double fly single fold, having standard size 4 x 4 meters, with ground sheet of PE material
2	Material	Outer Fold of heavy water proof, rot proof cotton canvas, weight 420-450 gsm (+_ 5%). Inner Fold of heavy water proof, rot proof cotton canvas weight 420-450gsm (+_5%).
3	Size and Measurement	<ul style="list-style-type: none"> a. Size- 4 x4 meters b. Minimum Rigid length – 4 meters c. Minimum central height – 2 meters d. Minimum side wall – 0.9 meters e. Windows on both sides – 2 x 2 fts f. P.E Ground sheet(150 gsm) – 4 x 4 meters g. PE Mud flap(150 gsm) – 10 inches h. Size of outer flap – 12 inches i. Front hood – Canvas or PE material j. Colour – Off white or light green k. Weight – Minimum 40-45 Kgs l. Instruction page for pitching
4	Accessories of tent	<ul style="list-style-type: none"> a. Two standing iron poles of M.S. Pipe of 1.5 inch of 16 SWG with base. b. One Rigid iron pole in two pieces of equal size joined together with a 10 inch long socket of larger dia welded to one piece. Welding should be complete and touching welding will not be accepted c. 8 x ropes of 3 meters on each side and 2 x ropes of 4 meter on front / back side of tent. The rope cotton undyed with reinforcement of cloth pads along with 12 runners (one with each rope). Braded rope shall also be accepted. d. 1 x hammer with wood or plastics handle of approx. 1 kg e. 10 x pegs of large size for outer pitching(MS bar 5/8"x14") f. 16 x pins for mud flap pitching(MS bar 3/8"x8") g. 3 x packing bags, one each for the tent canvas, tents poles and accessories
5	NDMA Colour Logo	<ul style="list-style-type: none"> a. NDMA colour logo of 1 x 1 meters dia on both side of the tent to be printed / pasted at central fly of the tent. b. Small logo of 1x1 feet dia to be printed /pasted at centre of the tent bag / cover.
6	Manufacturer Identification	Manufacture Name, Batch/ Lot Number, Date of manufacturing and NOT FOR SALE on inner/ outer cover should be printed.

SPECIFICATIONS OF BLANKETS (SINGLE PLY MEDIUM THERMAL FLEECE)		
Sr	Items	Specifications
1	Description	Single Ply Medium Thermal Blanket
2	Material	Knitted, single ply blankets, raised on both sides with 100 % virgin polyester.
3	Size and Measurement	<p>The Medium Thermal Blankets shall have following minimum size and measurement</p> <ul style="list-style-type: none"> a. Dry weight 350 - 670 GR/M2 as per ISO 1833 or 1.2 kg to 1.5 Kgs. b. Size(Width x length)- 150 x 210 cm +-1 % c. Colour – Grey shade. d. Tensile strength in both directions 250N minimum as per ISO13934 –1 e. Less than 5% loss in tensile strength & 5% shrinkage after washing as per ISO 6330 f. Less than 5% weight loss after washing as per ISO 6330 a. TOG from min 1.5 - 2.5 as per ISO 5085 - 1 b. Thickness of min. 4 mm, measured after washing resistance to airflow. c. Less than 1000L/Ms/s as per ISO 9237 under 100PA pressure drop. d. Finish whipped seam of min 10 stitches per 10 cm
4	Ignition and flame proofing	<p>The blankets are to be:-</p> <ul style="list-style-type: none"> a. Cigarette proof as per ISO 12952 -1 & 2. b. No ignition c. Flam proof as per ISO 12952--3&4. d. No ignition packing e. No bad smell ,no irritating, no dust f. pH between 4 and 9 and fit for human use and free from voc.
5	Laboratory Testing	<p>In order to ensure adherence to the standard specification, an appropriate sample, preferably one blanket out of lot of 2000 blankets are to be send to any one of the NDMA approved laboratories for testing and checking at the cost of vendor(s). The test must include checking of 100% virginity of polyester, Weight, Tensile strength, knitting, raised on both side, TOG of min 2.5 and ignition and cigarette proofing test.</p>

6	Packing and Weight	Blankets are to be packed into a master bale of 20 - 25 x blankets. The blankets are to be first packed in separate polythene cover to avoid dirt and moisture. Each polythene bag to be closed manually or sealed by heat. The master bundle shall also be cover with polypropylene sheet / polythene before pressing. The master bundle shall be pressed by bale pressing machine to ensure that the individual blanket will not fall out of the bag during transport and handling. Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag, compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).The prefer size of bale shall be 70 x 60 x 50 cm.
7	Expected Life Span	High thermal fleece blankets are premeditated for short term bedding requirements, particularly in support to emergency situation and is not a substitute of a more permanent bedding solution. It is expected that Blankets should have a life span of 1 year minimum, maintaining its TOG and tensile strength capacities in all types of climates. The blankets shall have a shelf life of minimum of 3 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses.
8	Manufacturing Marking and Batch Number	Every blanket shall include a tag, stitched in one corner of whipped seam of blanket, with size of 5 x 5cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
9	NDMA Colour Logo	NDMA colour logo of 12 x 12 cm in dia on one corner side of the blankets to be printed / pasted. Similarly, NDMA logo of 30 x 30 cm to be printed / pasted at centre of the master bale of blankets.
10	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of blankets to the required destination by designated officers of NDMA. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 2,000 blankets. The inspecting officer shall collect random sample from the assigned lots and will submit to the nearest designated laboratory of NDMA. The blankets shall be only dispatched, if accepted by inspection officers.
11	Delivery/ Dispatches Instruction	The blankets shall be delivered at the cost of vendor to the designated destination in coordination with Logistics Section of NDMA. Delivery schedule to be shared with NDMA. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and NDMA and shall be timely intimated to vendor for onwards transportation arrangement

SPECIFICATIONS OF HIGH THERMAL FLEECE BLANKETS (DOUBLE PLY)		
Sr	Items	Specifications
1	Description	Double Ply High Thermal Fleece Blanket
2	Material	Knitted, double ply High Thermal blankets, raised on both sides with 100 % virgin polyester.
3	Size and Measurement	<p>The High Thermal Fleece blankets shall have following minimum measurement:-</p> <ul style="list-style-type: none"> g. Dry weight 600--850 GR/M2 as per ISO 1833 OR 1.8 kg to 2.5 Kgs. h. Size(Width x length)- 150 x 210 cm +-1 % i. Colour – Grey shade. j. Tensile strength in both directions 250 N minimum as per ISO 13934 –1 k. Less than 5% loss in tensile strength & 5% shrinkage after washing as per ISO 6330 l. Less than 5% weight loss after washing as per ISO 6330 e. TOG from min 3- 4.0 as per ISO 5085 - 1 f. Thickness of min. 4 mm, measured after washing resistance to airflow. g. Less than 1000L/M2/S as per ISO 9237 under 100PA pressure drop. h. Finish whipped seam of min 10 stitches per 10 cm
4	Ignition and flame proofing	<p>The blankets are to be:-</p> <ul style="list-style-type: none"> g. Cigarette proof as per ISO 12952 -1 & 2. h. No ignition i. Flam proof as per ISO 12952--3&4. j. No ignition packing k. No bad smell ,no irritating, no dust l. PH between 4 and 9 and fit for human use and Free from VOC
5	Laboratory Testing	In order to ensure adherence to the standard specification, an appropriate sample, preferably one blankets out of lot of 5000 are to be send to any one of the NDMA approved laboratories for testing and checking at the cost of vendor(s).The test must include checking of 100% virginity of polyester, Weight, Tensile strength, knitting, raised on both side, TOG of min 4.00 and ignition and cigarette proofing test

6	Packing and Weight	Blankets are to be packed into a master bale of 20 x blankets. The blankets are to be first packed in separate polythene cover to avoid dirt and moisture. Each polythene bag to be closed manually or sealed by heat. The master bundle shall also be cover with polypropylene sheet / polythene before pressing. The master bundle shall be pressed by bale pressing machine to ensure that the individual blankets will not fall out of the bag during transport and handling. Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag, compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).The prefer size of bale shall be 70 x 60 x 50 cm.
7	Expected Life Span	High thermal fleece blankets are premeditated for short term bedding requirements, particularly in support to emergency situation and is not a substitute of a more permanent bedding solution. It is expected that Blankets should have a life span of 2 year minimum, maintaining its TOG and tensile strength capacities in all types of climates. The blankets shall have a shelf life of minimum of 5 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses.
8	Manufacturing Marking and Batch Number	Every blanket shall include a tag, stitched in one corner of whipped seam of blanket, with size of 5 x 5cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
9	NDMA Colour Logo	NDMA colour logo of 15 x 15 cm in dia on one corner side of the blankets to be printed / pasted. Similarly, NDMA logo of 30 x 30 cm to be printed /pasted at centre of the master bale of blankets.
10	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of blankets to the required destination by designated officers of NDMA. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 2,000 blankets. The inspecting officer shall collect random sample from the assigned lots and will submit to the nearest designated laboratory of NDMA. The blankets shall be only dispatched, if accepted by inspection officers.
11	Delivery/ Dispatches Instruction	The Blankets shall be delivered at the cost of vendor to the designated destination in coordination with Logistics Section of NDMA. Delivery schedule to be shared with NDMA. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and NDMA and shall be timely intimated to vendor for onwards transportation arrangement

SPECIFICATIONS OF NDMA TARPAULINE SHEETS

Sr	Items	Specifications
1	General Information and Description	<p>Reinforced Plastic Tarpaulin Sheets having standard size of 4 x 5 meters has to be developed according to international standards and designed for long outdoor use in all climates. Plastic tarpaulins are to be used in support to humanitarian operations, for temporary shelter and are recommended for individual and Family) shelter protection.</p> <p>The technical specification of this tarpaulin sheet are generic, ensuring that the product can be manufactured by different suppliers in the country with the common technical know-how and standard equipment from the textile industry. According to its design, plastics tarpaulin should comply with all the technical requirements, criteria and parameters described in this document.</p>
2	Material	<p>Reinforced plastic tarpaulin sheets are made of woven high-density black polyethylene fibres, warp x weft, laminated with both sides with low density polyethylene coating, with reinforced rims by heat sealing on all sides, (or 2 sides heat sealing and 2 sides double stitching) and a 5 millimetres diameter PE or PP rope on the edge, inside the hem of 1000 denier minimum. Minimum material weight shall be 190 gr/m²</p>
3	Size and Measurement	<p>The Plastics tarpaulin shall have following minimum measurement.</p> <ol style="list-style-type: none"> Size - 4 x 5 metres Tensile strength - minimum 600 N both directions of warp and weft. Welding - only one is allowed along the middle of the sheet, length wise. Reinforcement Eyelets - Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm \pm5cm centre to centre, providing very strong fixation points Minimum resistance is 80% of the original tarpaulin tensile strength in the weft under ISO 1421 plus additional procedure. Colour - white sun reflective on both sides, inner black fibres to ensure opacity. Weight - 3.8 - 4.2 Kgs 20 x meter barded or polyester- Nylon rope
4	Heat proofing/ UV resistance	<p>UV resistance - stabilized against ultraviolet rays and access heat for log out door exposure. Maximum 5 % loss of original tensile strength under ISO 1421 after 1500 hours UV under ASTM G53/94.</p>

5	Laboratory Testing	In order to ensure adherence to the standard specification, an appropriate sample, preferably one tarpaulin out of lot of 2000 are to be send to any one of the NDMA approved laboratories for testing and checking at the cost of vendor(s).The test must include checking of high-density black polyethylene fibre, size of 4 x 5 meters, UV resistance, water proofing and tensile strength.
6	Packing and Weight	Tarpaulins are to be packed into a master bale of 5 x tarpaulins. Each individual tarpaulin are to be folded in way to avoid dirt and cutting. The master bundle shall also be cover with tarpaulin sheet / polythene before pressing. The master bundle shall be pressed by bale pressing machine to ensure that the individual tarpaulin will not fall out of the bag during transport and handling. Bales to be wrapped in a water-tight polypropylene or jute woven bag, compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).The prefer size of bale shall 56 x 39 x 20 cm. Minimum gross weight of single bale is - 20 kgs.
7	Expected Life Span	It is expected that reinforced tarpaulin will maintain sheltering and waterproof capacities for 1 x year under the strongest weather conditions. The tarpaulin shall have a shelf life of minimum of 5 x years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses.
8	Manufacturing Marking and Batch Number	Every tarpaulin shall include a tag, stitched in one corner of whipped seam of tarpaulin, with size of 5 x 5cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
8	NDMA Colour Logo	NDMA colour logo of 1 x 1 meters in dia at central of the tarpaulin to be printed / pasted. Similarly, NDMA logo of 10 x 10 cm to be printed /pasted at centre of the master bale of tarpaulin.
9	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of tarpaulins to the required destination by designated officers of NDMA. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 2,000 tarpaulins. The inspecting officer shall collect random sample from the assigned lots and will submit to the nearest designated laboratory of NDMA. The tarpaulin shall be only dispatched, if accepted by inspection officers.
10	Delivery/ Dispatches Instruction	The tarpaulin shall be delivered at the cost of vendor to the designated destination in coordination with Logistics Section of NDMA. Delivery schedule to be shared with NDMA. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and NDMA and shall be timely intimated to vendor for onwards transportation arrangement

Annex 'D'

To NDMA Contract Agreement
Contract / NDMA/ 01 / Item / Supplier / 20...

ACCEPTANCE CERTIFICATE

Place: Islamabad, Pakistan

Date: _____ 20...

In accordance with Contract No. Contract / NDMA / 01 /item / Supplier / 2016 signed by National Disaster Management Authority of Pakistan and Supplier, after detailed and friendly visual inspection & physical inventory by both sides, the Acceptance Committee from Purchaser side found the items both in quality and quantity as satisfactory.

In Witness thereof, both parties have signed this Acceptance Certificate, which comes into force on XXX.

For and on behalf of

For and on behalf of Supplier

NATIONAL DISASTER MANAGEMENT AUTHORITY. M/S _____

Name: _____

Name: _____

Designation: _____

CNIC Number: _____

Date: _____

Designation: _____

Date: _____

BANK GUARANTEE FOR PERFORMANCE ON JUDICIAL STAMP PAPER OF Rs. 100/- OR AS SUITABLE TO THE AMOUNT OF BANK GUARANTEE

FORM OF PERFORMANCE SECURITY (BANK GUARANTEE)

Guarantee No. _____
Executed on _____
Expiry Date _____

(Letter by the Guarantor to the Employer)

Name of Guarantor (Bank) with address: _____
(Scheduled Bank in Pakistan)

Name of Principal (Supplier) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No _____ dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound upto Rs 500,000/- (Rupees Five Hundred Thousand) (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Supplier) for the _____ (Name of Project).

NOW THEREFORE, if Principal (Supplier) shall well and truly perform and fulfill all the undertaking covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contractor and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 49, Defects Liability, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum above and it is condition of any liability attaching to us under this Guarantee that the claim for payment in writing

shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Supplier) has duly performed his obligations under the Contactor or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. _____

Corporate Secretary (Seal)

Signature: _____

Name:

Title: _____

2. _____

Name, Title & Address

Corporate Guarantor (Seal)

VISUAL INSPECTION PROFORMA

Sr	NDMA Standard Specification	Points	NAME OF FIRMS				
			M/s	M/s	M/s	M/s	M/s
1.	Size 4 x4m	2					
2.	Central Height - 2m	2					
3.	Side wall - 0.9-1m	2					
4.	Window -2x2fts	2					
5.	P.E G. Sheet 4x4m	2					
6.	Outer lap 12"	2					
7.	Mud Flap 10"	2					
8.	Outer cover-P.E(3 x bags)	2					
9.	NDMA Logo - 1X1m	2					
10.	1 x Rigid pole with socket	2					
11.	2 x iron poles	2					
12.	Pegs and pins	2					
13.	8 x ropes - 3mtrs each side	2					
14.	Front hood	2					
15.	2 x ropes of 4 mtrs	2					
16.	1 x hammer with handle	2					
17.	Gape b/t 2 fly min - 3-6"	2					
18.	Canvas panel - 3- 4 Nos	2					
19.	Provision of base plate	2					
20.	Manufacturing / Not for Sales	2					

	Additional Features	10					
21.	Use of Tapenawar						
22.	Rope runner						
23.	Suspension stripes/loops						
24.	Window position						
25.	Window crossing						
26.	Hammer quality						
27.	Pipe powder coated						
28.	Total points obtained						

GROUND CHECK PROFORMA FOR INSPECTION OF FACTORY / FIRMS

Sr.	Description	Remarks
1.	About Factory / Firm	
	a. Factory / Firm Name	
	b. Date of Inspection	
	c. Address of Factory	
	d. Name of Factory Owner	
	e. Established in Year	
	f. Landline telephone installed	
	g. NTN Number	
	h. Size of Factory(Kanal)	
2.	Nature of Business	
	a. Manufacturing Facility	
	b. Processing / stitching Facility	
	c. Distributor / supplier	
d. Others		
3.	Items being manufactured / processed / assembled / distributed / supplied	
	a. Tents	
	b. Blankets	
	c. Tarpaulins	
d. Others		
4.	No of production / distribution capacity per day (quantity)	
	a. Tents	
	b. Blankets	
	c. Tarpaulins	
d. Others		
5.	Types with capacity of storage facility available in factory(quantity)	
	a. Permanent warehouse	
	b. Open storage yard	
	c. Outside facility	
d. Others		
6.	Manpower / HR Strength	
	a. Managerial	
	b. Skilled	
c. Unskilled		

7.	ISO Certification a. Type of certification b. Year of certification				
8.	System of Quality Control (Yes / No)				
9.	Working experience with NDMA / PDMA's	Sr	Product	Year of supply	Qty
		a.			
		b.			
		c.			
		d.			
e.					
10.	Gas + Electricity Bills(attach bills for 6-12 months)				
11.	Observations , if any				
12.	Recommended / Not recommended				
13.	Category of Recommendation (A,B & C)*				

* Points – 30 -50 = A , Points – 20- 29 = B & Points- 1-19 = C

Signature of inspecting team members:

1. Name 2. Name.....
 Signature..... Signature.....
 Date..... Date.....

Annex-I

LAB REPORTS TECHNICAL EVALUATION PROFORMA.

Sr	Name of Firm	Material	Weight	Water Proofing	Strength	Accessories tests	Total Points
		10 points	10 points	15 points	10 points	5 points	50 x points
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Annex-J

CONSOLIDATED TECHNICAL EVALUATION PROFORMA FOR.....

Sr	Name of Firms	Location of Factory	Credential Score / Points	Ground Check Score / Points	Visual Inspection Score /Points	Laboratory Test Score / Points	Overall Score / Point	Remarks
			50 x Points	50 x Points	50 x Points	50 x Points	200 x Points	
1								
2								
3								
4								
5								
6								
7								

Note:

- Firms with points 150+ points will be graded as "A"
- Firms with points 100-149 will be graded as "B"
- Firms with points 1-99 will be graded as "C"