

NATIONAL RURAL SUPPORT PROGRAM

Serial No. _____



BIDDING DOCUMENTS

FOR

**SUPPLY & FIXING TUFF TILES (PAVER), EDGING
AND KERB STONE AT NEWLY CONSTRUCTED
BUILDING OF NRSP REGIONAL OFFICE,
SARGODHA**

Tender No. NRSP-SGD / Tender / Paver / 2021 - 22/11

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(NEWSPAPER ADVERTISEMENT)

 TENDER NOTICE				
National Rural Support Programme				
<p>Sealed tenders/bids are invited for supply of listed below Items from financially sound and well reputed Manufacturers of Tuff tiles , firms / Contractors duly registered in PEC with relevant code and Sales Tax, PRA, Income Tax Departments (Active Tax Payer).</p>				
LOT .No.	Nature of Work	Description	Earnest Money	Cost of Tender
1.	Supply & Fixing of Tuff Tiles (Pavers) / Edging and Kerb Stone	Schedule attached in Bidding Documents	2% of Bid Amount	Free of Cost
<p><u>TERMS & CONDITIONS:</u></p> <ul style="list-style-type: none"> • Further Details, specifications and other information is provided in the Tender Documents that can be downloaded free of cost from NRSP's website https://www.nrsp.org.pk • Sealed Bids should reach this office on OR before 23-Nov-2021 till 3:00 PM, which shall be opened on same day at 3:30 PM, in the presence of Bidder's representatives. Late receiving of Tenders shall not be entertained in any case. • NRSP reserves the right to accept OR reject "anyone or all" bids at any stage. • For further information regarding (Scope of work/ Technical clarification) call our site supervisor Mr. Mukhtar Hussain (0307-2223501). <p style="text-align: center;">Administration Officer NRSP Regional Office, 208, Block-B, Aziz Bhatti Town, Sargodha. Ph. No.048-3838299 / 3838098</p>				

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1. INVITATION TO THE BID

1.1 Bids/Tenders are invited, for supply and Fixing of Tuff tiles(Paver) / Edging and Kerb Stone through their own specialized team of professionals at newly constructed NRSP's Regional Office building, **Sargodha**, from the Manufacturers of tuff tiles, firms, contractors registered in PEC with relevant code and Sales Tax, PRA, Income Tax (Active Tax Payers) having sound financial position..

2. INSTRUCTIONS TO THE BIDDERS

- 2.1. Procurement will be made under NRSP Procurement Rules.
- 2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3. Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 2.4. The Bidder, at the Bidder's own responsibility and risk are encouraged to visit and examine, the Site of Work and obtain all information to understand the Drawings / Design / actual volume of the work may be necessary for preparing the Bid (cost estimation) and entering into a Contract for supply of desired material. The costs of visiting the Site shall be at the Bidder's own expense.
- 2.5. The submission of Tender by the Contractor implies that he is fully conversant with the site work, scope of work and terms & conditions laid down in the Tender Documents.
- 2.6. Bids without supporting documents, undertaking, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due date and time and bids without Bid Security in shape of CDR or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.7. Conditional Tender/ Bid shall not be accepted.
- 2.8. Each Bidder shall submit only one Bid for subject Contract.
- 2.9. Tender documents are not transferable and must be attached with the Bid duly signed & stamped.
- 2.8. The bidder must quote rates multiplying the total Quantity. The quoted rates shall be deemed inclusive of all taxes and the costs of material to be supplied and to be used in

fixing, labor cost, transportation (loading / unloading) supervision, profit, preliminaries, all temporary works, night works, shift works, storage facility, security, working with site constraints, working with full compliance to all requirement, restrictions etc.

2.9. Mode of Advertisement:

As per NRSP Procurement Rules, advertisement is being placed on two Newspapers and on the website of NRSP (www.nrsp.org.pk).

2.10. Type of Open Competitive Bidding:

As per NRSP Procurement Rule No. 7.3(Sub-Catagory-2) a Single stage Two envelope procedure shall be followed with details given below:

2.10.1. The bid shall comprise of a single package containing two envelope. Containing one for Technical Proposal & other for Financial Proposal.

2.10.2. The technical proposal as well as financial proposals shall be opened publicly, and venue announced and communicated to the bidders.

2.11. **BID DATA SHEET (Information for the Bidders)**

1	Procuring Agency	NRSP- Regional Office, Aziz Bhatti Town, Sargodha.
2	Tender Number	NRSP-SGD/Tender/Paver / 2021-22/11
3	Name of Tender	SUPPLY AND FIXING OF PAVER (TUFF TILES), EDGING AND KERB STONE FOR NEWLY CONSTRUCTED REGIONAL OFFICE BUILDING, AT SARGODHA.
4	Tender Document available place	www.nrsp.org.pk
5	Cost of Tender Document	FREE OF COST
6	Bid Security	2% of contract price as ratio mentioned in Clause No.10 of the Tender Document in shape of CDR i.e, Pay Order etc, in favor of “NRSP Sargodha”
7	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance
8	Tender Addressed to	Regional General Manager NRSP Regional Office, Aziz Bhatti Town, Sargodha
9	Contact Number	Ph. 048-3838299/ 3838098
10	Due Date, Time and place of submission of Tender Document	23-Nov-2021 till 3:00 PM Office of the Administration officer NRSP Regional Office, Aziz Bhatti Town Sargodha
11	Date, Time and Place of Bid Opening	23-Nov-2021 at 3:30 PM at Meeting Hall NRSP Regional Office, Aziz Bhatti Town Sargodha.

3. **PART – I TERMS AND CONDITIONS OF THE TENDER**

Definitions

- 3.1. "Purchaser" means National Rural Support Program.
- 3.2. "NRSP" means National Rural Support Program (Employer)
- 3.3. "Bidder/Tenderer" means the Firm/ Company / Contractor / Dealer that may provide or provides the supply and services and related services to any of the public sector organization under the contract and have registered for the relevant business thereof.
- 3.4. "Contract" means the agreement entered into between the Purchaser and the Contractor, in form of Supply Order or as recorded in the Contract Form signed by the parties including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.5. "Contractor/ The Successful Bidder" means the person whose Tender has been accepted and
awarded letter of Acceptance followed by the Supply Order or Contract by the Purchaser.
- 3.6. "Contract Value" means that portion of the Contract Price/ Bid Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion able to the Goods or Services in question.
- 3.7. "Goods/Material" means equipment, items, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- 3.8. "Services" means the provision of labor services, installation, fabrication, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.9. "NRSP Procurement Manual" means the Policy Guidelines under which NRSP regulate its Procurements approved by the Board of Directors.

4. **TENDERER / BIDDEER'S ELIGIBILITY**

Eligible Bidder/Tenderer is one who:

- 4.1. Must be registered with Pakistan Engineering Council with relevant code.(attach Proof valid registration for the year 2021-22)
- 4.2. Must have registration with Income Tax, Sales Tax and Punjab Revenue Authority (Valid Registration Certificates must be attached)
- 4.3. Is an active Income Tax Payer; (attach proof)
- 4.4. Must acquire fully equipped team of specialized professional.
- 4.5. Conforms to the clause of "Responsiveness of Bid" given in this tender document;
- 4.6. Has not been blacklisted and never been involved in Money laundering / Terror Financing.
- 4.7 Has to provide at least 1 year's financially sound Bank statement.
- 4.8 Has to produce at least 03 work orders of same worth and nature of work during last 2 years. (Supply & Fixation).
- 4.9 should provide the warrantees in respect of durability (quality) of product.

5. **EXAMINATION OF THE TENDER DOCUMENT**

The bidder/Tenderer is expected to examine the Tender Document, including all terms and conditions.

6. **AMENDMENT OF THE TENDER DOCUMENT**

6.1. The Purchase Committee of NRSP, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

6.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.

6.3. The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

7. **BID CURRENCY**

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistani Rupees only.

8. VALIDITY PERIOD OF THE BID

8.1. Validity period of the bids shall be 90 days.

8.2. In exceptional circumstances, the Purchase Committee of NRSP may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

9. Contract Price.

The Contract Price (Rate) will remain fixed during the tenure and extended period of validity, if any. (Bid price shall be calculated on given quantity and specification of supplies /Supplies along with delivery at site/ transportation, loading/unloading and its fixing).

10. BID SECURITY

10.1. Bidder will submit Bid Security drawn in the name of NRSP Sargodha against contract/Bid amount: *(The required amount of Bid Security will be 2% of estimated cost of the bid amount) in the shape of CDR / Pay Order.*

10.2. Cheque or Cross Cheque shall not be accepted at all.

10.3. The Bid Security shall be refunded to the unsuccessful bidders within 30 days after the decision for the award of the said tender on bidders request on its Company's letter Head (Format attached).

10.4. The Bid Security of Successful Bidder(s) may be adjusted as part of the Performance Guarantee for successful execution of the work.

10.5. Subject to the award of contract, the Bid Security in form of CDR shall be returned to successful bidder against submission of Performance Guarantee

10.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.

10.7. The Bid Security may be forfeited if a Bidder:

- a) Refuses to accept Letter of Acceptance of the Bid; or
- b) Fails to furnish Performance Security.

11. BID PREPARATION AND SUBMISSION

11.1. The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped, signed and sealed the envelop by the Tenderer/ Bidder or his Authorized Representative. In case of copies, photocopies

may be attested.

11.2. The Bids/Tenders should be submitted collectively (One Main envelop) comprising upon two separate envelopes one for **Technical Proposal** and other for **Financial Proposal**. Clearly mark on envelop that **“Tender Documents for”**).

11.3 The envelopes shall be addressed to the Employer at the following address:

National Rural Support Program (NRSP)
Regional Office,
House No.208, Block - B
Aziz Bhatti Town, Sargodha
Phone No: 048-3838299 /3838098

11.4 Deadline for Submission of the Bids.

The Bid should be addressed to “The Regional General Manager, National Rural Support Program, Sargodha” can physically be dropped in the Tender Box placed at Administration Section of NRSP Regional Office, Sargodha. **OR** can be sent through Courier service not **later than 3:00 PM on 23.Nov.2021.**

11.5. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

11.6 The Employer may extend the deadline for submission of Bids by issuing an amendment indicating the revised deadline in writing.

12. BID OPENING AND EVALUATION.

Bids will be opened by the Purchase Committee of NRSP Sargodha on the date and time as specified in the Tender Notice /Bid Data Sheet. The Bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening. The bids shall be evaluated on the basis of Quality and Cost Base Selection (QCBS)

12.1.1 Preliminary Examination:

The Procuring Agency shall examine the bids to determine whether these are complete OR not, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

12.1.2 Process to Be Confidential:

Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations 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 to influence the Employer’s processing of Bids or award decisions may result in the rejection of his Bid.

12.1.3. Bid Evaluation Criteria :

All the Bids will be evaluated on Quality and Cost Base Selection (QCBS) Method in term of quality of the product and its cost effectiveness. Plus sample approval.

12.2. Correction of Errors

Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- (a) Where there is a discrepancy between the rates in figures and in words, the rate in Words will govern; and
- (b) 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.

12.3 The amount stated in the Bid will be adjusted by the Employer 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 the Bid will be rejected.

12.4. The Bidder must quote the rate in lump sum as per unit cost multiplying the total quantity partial bidding is not allowed.

12.5. Detail and Order of Documents to be furnished with the proposal. The documents attached with the Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order:

12.5.1. Covering letter on Contractor's letterhead (Annexure-A) duly signed and stamped by authorized representative.

12.5.2. Company/ Firm Registration certificate, indicating the status of the Company/Firm, either it is Sole proprietorship, Association of Person OR Public limited Company? etc.

12.5.3. Valid PEC registration with relevant code for the year 2021-22.

12.5.4. Copy of Income Tax Registration Certificate.

12.5.5. Copy of Sales Tax / PRA Registration Certificate.

12.5.6. Bank Statement for last one (01) year.

12.5.7. At least three relevant work Orders/Contracts received in the last 02 years.
(Identical nature of job)

12.5.8 Should provide the warrantees in respect of durability (quality) of product..

- 12.5.9. Any other affiliation with International Standard Organizations in respect of product (If any, not mandatory but will be plus point).
- 12.5.10. List of equipment, tools, machinery and supporting material necessary for performance of contract activity/ services for the products to be provided. (attach list & proof)
- 12.5.11. Must attach a certificate on Company's letter Head that we have understand the scope of work and terms & conditions laid down in the Tender documents.
- 12.5.12. Affidavit/Undertaking Covering Letter on Stamp Paper (Annexure-D).
- 12.5.13. Tender Documents duly signed and stamped by the bidder.
- 12.6.** The Proposal of the bidder shall include the price break up of taxes/duties. All taxes/duties as applicable by law shall be responsibility of the bidders.
- 12.7.** The Bid price quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any. (No escalation is allowed)
- 12.8.** The quoted price will be inclusive of all applicable taxes, duties, levies, insurance, freight (transportation charges), loading/unloading, fixing labor cost etc.
- 12.9.** The Bid is liable for rejection, if Proposal contains conditional offer.
- 12.10.** The Bidder must quote rates of all the items in a lot/package, quoting the partial items in a lot/package is not allowed. If the bidder does not quote for all items in a lot (lump Sum) rate in sqft multiplying the total quantity, its bid will not be accepted.
- 12.11** The Bid cover shall be marked as "Bid for **SUPPLY AND FIXING OF TUFF TILES, EDGING AND KERB STONE.**" – Bid Ref..... due on..... The "FROM" address and "TO" address shall be written without fail.

13. MODIFICATION/WITHDRAWAL OF THE TENDER

- 13.1. The Bidder may, by written notice served to the Purchaser, modify or withdraw the Tender after submission of the Bid/Tender, prior to the deadline for submission of the Bid/Tender.
- 13.2. The Bid/Tender, withdrawn after the deadline for submission of the Tender/Bid and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.
- 13.3. Suppression of facts and misleading information:**
- 13.3.1. During the bid evaluation, if any suppression or misrepresentation of information is

brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid Security/Performance Guarantee, as the case may be, shall be forfeited.

13.3.2. It is the Bidder's responsibility to prove the Bidder's requisite qualification, experience and capacity to undertake the project to the entire satisfaction of the Purchase Committee failing which the Bid may be rejected.

14. DETERMINATION OF RESPONSIVENESS OF THE BID.

The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

14.1.1. Meets eligibility criteria for the Bidder / the Goods / the Services;

14.1.2. Meets all the mandatory requirements of the evaluation criteria;

14.1.3. Meets the Technical Specifications for the Goods/ Material / the Services;

14.1.4. Meets the delivery period / point for the Goods / the Services;

14.1.5. Is accompanied by the required Bid Security;

14.1.6. Is otherwise complete and generally in order;

14.1.7. Conforms to all terms and conditions of the Tender Document, without material deviation or reservations.

14.2. A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

14.3. The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

14.4. The Purchase Committee may inspect the manufacturing facility / Plant / any of the working site under process of the Bidder to verify the Manufacturing/ working Facilities OR site already done. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and apply, besides maintenance / warranty services will be rejected.

15. REJECTION AND ACCEPTANCE OF THE TENDER/BID

15.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

15.2. The Tender / bid shall be rejected if:

15.2.1. It is substantially non-responsive; or

15.2.2. The bidder does not meet any of the mandatory criteria mentioned in Clause No.4, 11 and all sections of clause 12.5; or

15.2.3. If does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 4 & 11 ; or the evaluation criteria (for Tender under Reference);

or

15.2.4. The bidder is not authorized to work with his name OR ever been black listed.

15.2.5. The bid is incomplete, partial, conditional, alternative, late; or

15.2.6. The Authorization Certificate could not be verified; or

15.2.7. The bidder does not attach Bid Security in Shape of CDR; or

15.2.8. The bid security is not attached or it is less than the required amount; or

15.2.9. The Bidder submits more than one Bids against one Tender; or

15.2.10. The Bidder tries to influence the Tender evaluation / Contract award; or

15.2.11. The Bidder engages in corrupt or fraudulent practices in competing for the Contract award; **OR**

15.2.12. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or

15.2.13. The Bidder submits any financial conditions as part of its bid which is not in conformity with tender document.

15.2.14. The bidder quotes partial items in a lot.

15.2.15. Just after the announcement of Tender results, the winning vendor has to provide his sample at site within 10 days. The samples provided (supply of material and it's installation

where required) both supply and services rendered by the bidders if, are of low quality (material preparation, workmanship and finish) and not as per specifications given in the Tender Document (such items will not be included in the Comparative Statement).

16. CONTACTING THE PROCURING AGENCY

16.1. No Bidder shall contact the Purchase Committee of NRSP on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

16.2. Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

17. ANNOUNCEMENT OF EVALUATION REPORT:

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract.

The report shall be made available on **NRSP website** and all the bidders shall be informed of this.

18. AWARD OF CONTRACT:

18.1. The Tender will be awarded on (QCBS) Quality and Cost Base Selection, to the Bidder who has been declared Technically & Financially Qualified.

19. Letter of Acceptance (LOA):

After acceptance of the Bids by the Purchase Committee, Letter of Acceptance (LOA) will be issued only to the Successful Bidder(s), with a sort of formal bargaining meeting, prior to enter into contract agreement subject to approval of sample.

20. SUBMISSION OF SAMPLE:

Just after issuance of LOA, The successful Bidder shall be asked to provide his sample of product, the final decision of tender acceptance will be conditional to the acceptance of sample.

21. SUBMISSION OF PERFORMANCE GUARANTEE (PG)

21.1. The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 10 % of the value of the contract price. The **PG** should be paid by way of Cash Deposit Receipt (CDR) Bank Guarantee drawn in favor of "NRSP Sargodha" as unconditional Guarantee.

21.2. The **PG** should be submitted after receipt of Letter of Acceptance for signing the contract.

21.3. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign

the contract.

22. REFUND OF BID SECURITY (BS): The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder(s) Submits Performance Guarantee for the stipulated value in full by way of Cash Deposit Receipt (CDR) and/or Bank Guarantee, the **BS** will be refunded. The **BS** of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits the Performance Guarantee in the shape of CDR and/or Bank Guarantee.

23. ISSUANCE OF WORK ORDER OR SIGNING THE CONTRACT:

23.1. The Purchase Committee shall issue Work Order or sign a Contract with the Successful bidder who has submitted the Performance Guarantee.

23.2. The Successful Bidder will provide the stamp paper of 0.25% of total order value for issuance of Supply Order or Signing the Contract.

24. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY:

24.1. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than 10 days after the announcement of the bid evaluation report.

24.2. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

24.3. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

24.4. Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

24.5 Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

_____ **XXXXXXX** _____

PAERT – II GENERAL CONDITIONS OF THE WORK ORDER / CONTRACT

25. DELIVERY OF ITEMS/ SERVICES:

25.1. Delivery Period for supply of items/ Services will be as under:

Delivery Period for provision of goods / material (Services) would have to be communicated by the bidder as per his own privilege / convenience, As minimum as possible calculated estimated time after inspection of site from the date of the signing contract. **(Our desirous time period is 90 days after signing of contract)**

25.2. The bidder will be responsible for delivery of items/ services at following location:

**NRSP-Regional Office Site
Chak No.36-NB Sargodha – Khushab Bypass Road
Sargodha.**

25.3. The purchaser may inspect the supplies / material before delivery of items to the purchaser's locations.

25.4. The Bidder/ Contractor will bear all costs associated with the preparation, delivery and fixing the material supplied and the Purchaser will in no case be responsible or liable for those costs. The Contractor will make such arrangements to ensure safe delivery of goods/ material. Any damage/ delay sustained during transportation / delivery / performance of services will be rectified by the supplier at his own cost.

26. LIQUIDATED DAMAGES.

26.1. When the Bidder/ Contractor fails to deliver the goods/ material (services) or both within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.1% of the contract price of the delayed goods/material (services) per day of delay, maximum up to 10% of the price of total value of the contract.

26.2. The Successful Bidder will be responsible to provide the delivery of goods & material (services where required) within the specified delivery period in order to avoid delay and liquidated Charges.

27. INSPECTION AND TESTS.

27.1. The Inspection Committee of NRSP shall inspect and test the quality of good and services provided and the quality of work performed by utilizing contractor's services, under the Contract/ work Order, to verify their conformity to the technical Specifications/ service quality.

27.2. The Inspection Committee of NRSP, if deem necessary, may inspect and check the quality of goods / material and operational system (services) already rendered at the premises of the Contractor / Successful Bidder's working site.

27.3. During the inspection at employers' site, the unfinished/ finished work may be rejected on being found unsatisfactory and the bidder will be required to rectify / modify the finished/ unfinished work.

27.4 For the purpose the employer may undergo the testing procedure through 3rd party (Lab tests) the material and (the installation of material / services rendered, where necessary)

27.5. Finished work will be accepted only after the inspection carried out by the Inspection Committee/ site in charge. The Inspection Committee will check that:

27.5.1.1. Either goods / material (Services) provided are as per specifications given.

27.5.1.2. Either the goods / material (Services) quality in performance are of top quality.

27.5.1.3. Either piece of work done looks and feel smooth and having no variation.

27.5.1.4. Either parts (exposed / unexposed) are used new and are of best quality no deviation between them.

27.5.1.5. Either both Workmanship and finished work are of top quality.

27.6. After the inspection **OR** test if the Purchase Committee/ site in charge is of the opinion that the work done do not conform to the specification and the criteria mentioned above, the Inspection Committee may reject them, and the Contractor shall either replace the rejected work done or make all alterations necessary to meet the requirements of the specifications, at his own cost to the NRSP

28. RELEASE OF PERFORMANCE GUARANTEE (PG)

The Performance Guarantee will be refunded to the Successful Bidder(s) after completion of delivery of goods and material / Services successfully as per the required specifications, duly issuance of clearance certificate by the site in charge.

29. CONTRACT AMENDMENT.

29.1. The Purchaser may, at any time, by written notice served on the Contractor, may alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / the Services / the Works, in whole or in part.

29.2. No variation in or modification in the Contract shall be made, except by written

amendment signed by both the parties (Purchaser and the Contractor).

30. TERMINATION FOR DEFAULT.

The Purchase Committee of NRSP may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part **if**:

30.1. The bidder/ Contractor fails to provide supplies & services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency.

30.2. The successful bidder/ Contractor fails to deliver goods / material and services as per its technical specifications offered in the bid.

30.3. The successful bidder/ Contractor fails to perform any other obligation(s) under the Contract.

30.4. The bidder/ Contractor, in the judgment of the Purchase Committee found engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

31. MECHANISM FOR BLACKLISTING.

If the bidder / Contractor fails / delays in performance of any of the obligations, under the Contract / Letter of Acceptance, violates any of the provisions of the Contract / Letter of Acceptance, commits breach of any of the terms and conditions of the Contract / Letter of Acceptance or found to have engaged in corrupt or fraudulent practices in competing for the award of contract

/ Letter of Acceptance or during the execution of the contract / Letter of Acceptance, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per mechanism provided in NRSP Procurement Manual.

32. Force Majeure.

Majeure means an act of nature or an event beyond the control of the Contractor and not involving the Contractor's fault or negligence directly or indirectly purporting to miss planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof.

The Committee constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority.

However, unless otherwise directed by the Procuring Agency in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

33. TERMINATION FOR INSOLVENCY.

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Contractor, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

34. FORFEITURE OF PERFORMANCE SECURITY.

34.1. If the bidder fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

34.2. Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company/ Contractor will not be allowed to participate in future tenders as well.

35. PAYMENT.

35.1. Periodical payments will be made by the NRSP to the Successful Bidder/ Contractor after delivery of goods/ material "services" (Payment Schedule can be made between 02 parties with mutual understanding at the time of signing the contract)

Payments shall be processed on receipt of the following documents:

- i. Invoice (Intimating the work done) duly vetted by the site in charge.
- iii. GST/ PST Invoice
- iv. Inspection/Completion report.

36. Warranty.

36.1. The Bidder shall confirm that the goods/material (services where required) provided under this contract are of the best quality. The Contractor shall further warrant that all the goods /material (services) provided under this contract shall have no defect arising from installation/fabrication of materials or workmanship or from any act or omission of the contractor that may arise under the normal use in the conditions prevailing in the NRSP. (Warranty of product quality and its operative system (services) in years_____)

36.2. The Purchase Committee shall notify the Contractor in writing of any claim arising under the warranty. Upon receipt of such notice, the Contractor shall repair or replace the defective parts within **15 days**, inclusive of, where applicable, the cost of delivery of the repaired or replaced parts shall be beard by the contractor.

-----XXXXXXXX-----

TECHNICAL SPECIFICATIONS:

REQUIREMENT SHEET

A MATERIALS	
1	CEMENT (MAPLE LEAF, BEST WAY, DG)
2	SAND (LAWRENCE PUR, CHENAB) WASHED SAND PREFERABLE
3	CRUSH STONE (MARGALA) SHOULD BE WASHED & SIEVED

B STRENGTH	
1	7,000 PLUS PSI STRENGTH AVERAGE 28 DAYS REQUIREMENT (TUFF TILE)
2	3,000 PLUS PSI STRENGTH AVERAGE 28 DAYS REQUIREMENT (KERB STONE)

MINIMUM TEST REQUIREMENTS

MATERAIL PROCESSING	
A1	All Crush stone should be processed & graded using in house crushers (preferable).
A2	Sand should be washed & sieved using sand washing equipment (preferable).
A3	Fully automatic plant should be used for manufacturing. Manufacturing plant should preferably be of European origin.

APPLICATION	
	The paver supplier applicator will provide all necessary documents for the correct method of paver application and conditions during application.

HEALTH AND SAFETY	
	The paver supplier applicator will ensure health and safety of its team on site and also ensure all health and safety equipment are being used.

TESTING LAB RESULTS	
	PCSIR

PROJECT LIST	
A1	COMPLETE COMPANY PROFILE
A2	COMPLETE INVENTORY LIST
A3	STAFF DETAIL

BOQ & PRICE SCHEDULE OF TUFF TILE, EDGING & KERB STONE

SR#	Description	Unit	Qty	Rate	Amount
1	Providing & Fixing of Tuff Tiles/Pavers , Rectangle (4" x 8") having 60 mm thick , Grey (70%) & Red (30%) , complete in all respect	Sq.ft	47,500		
2	Providing & Fixing of Tuff Tiles/Pavers , Rectangle (4" x 8") having 50 mm thick , Grey (60%) & Red (40%) color , complete in all respect	Sq.ft	13,500		
3	Providing & Fixing of Edging (3"x6"x18") Grey color , complete in all respect	Nos.	2,600		
4	Providing & Fixing of Kerb Stone (6"x12"x14") Grey color , complete in all respect	Nos.	4,000		
Grand Total					

Annexure- A

Proposal Covering Letter

To

The Regional General Manager
National Rural Support Program,
Regional Office,
Sargodha.

Dear Sir,

We are hereby submitting our Proposal, against bid No. **NRSP-SGD / T e n d e r / P a v e r / 2 0 2 1 - 2 2 / 1 1** which includes the Technical Proposal / Financial Proposal sealed in two separate envelopes. We have attached the Technical/Financial Bid Form, Check List, Detailed Specifications and the required supporting documents along with our Proposals.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm & Address

Annexure- B Check List (Technical Proposal)

The bidder must attach this list along with the Bid

1.1 Packing of the Bid

S.NO	DESCRIPTION	YES / NO
1	Whether the Bid is submitted in two envelopes?	
2	Single Stage two envelop?	
3	Whether Financial / Technical Proposal put in separately?	

1.2 SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide the all the Supporting Documents, number all the pages of supporting documents, provide the pages information and arrange the documents in the following order:

S.NO	ENCLOSURES OF TECHNICAL PROPOSAL	Attached YES / NO	Page #
1	Covering Letter		
2	Copy of Valid PEC Registration (where applicable)		
3	Copy of Income Tax Registration Certificate		
4	Copy of GST/ PST Registration Certificate		
5	01 year's Bank Statement.		
6	Affidavit / Undertaking on the stamp paper		
7	At least three relevant Supply Orders/ Contracts received in the past.		
8	The specified catalogues / brochures of items quoted by bidder (if any)		
Note: All the above documents and any other supporting documents must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Bid		_____ Pages	
9	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Bid.		
10	Proposal Form duly filled, signed and stamped by the bidder		
11	Bid Security in shape of CDR		

Annexure – C

Technical BID FORM

S.#	Particulars	Bidder's Response
A	Information about the Bidder	
	Name of the Company	
	Year of incorporation / Registration	
	Status of Company (Sole proprietorship / AOP / Public Ltd Co)	
	PEC Registration	
	NTN Registration Number	
	GST / PST Registration Number	
	Location of Main Office/Head office	
	No. of branches in Pakistan	
	Address	
	Office Telephone Numbers	
	e-Mail address of the Company	
	Name of Contact Person	
	Mobile Number of Contact Person	

C - Past Performance (Detail of Top three relevant Projects Completed from 2018 onward						
S.#	Name of Project	PO/LOA/Contract No. Date	Value of Project	Item Detail	Customer Name and Institution	Customer Contact Person Name & Phone No.
1						
2						
3						
	e-Mail address of Contact person					

Annexure – D

AFFIDAVIT / BIDDER'S UNDERTAKING ON STAMP PAPER

Ref: **NRSP-SGD / T e n d e r / P a v e r / 2 0 2 1 - 2 2 / 1 1**

1. We have inspected the site / understand the Drawings /Design and Quality of work required by NRSP and examined the Tender/ bid Documents and we undertake to meet the requirements regarding supply of goods and services, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed tempered with.
3. We have read the provisions of Tender / Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/ Bid Document.
5. If our Bid is accepted, to provision of goods and services, We undertake that we will be bound to deliver all goods and services within the prescribed period as mentioned in the Tender Document.(Mutually agreed)
6. We understand that No Document regarding evaluation criteria will be accepted after opening of the Bids and we are bound to provide all the document before opening of Bid.
7. We agree that the Purchase Committee of NRSP is not bound to accept the lowest or any of bids received. We also agreed that the Purchase Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under NRSP Procurement Rules.
8. We also declare that our Company / Organization is not Black listed by any of the Department / Institutions/ Autonomous Bodies / Federal or Provincial Government in Pakistan.

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm & Address

Annexure- E Financial Proposal Form

To

The Regional General Manager
National Rural Support Program,
Regional Office,
Sargodha.

Dear Sir,

With Reference to your Tender NO. **NRSP-SGD / T e n d e r / P a v e r / 2 0 2 1 – 2 2 / 1 1** for (*Title of the Tender*). Please find attached our Financial Proposal for the sum of Rs. _____/- (*Insert amount in words and figures*). This amount is inclusive of all Taxes applicable by law.

We have attached the Bid Security of amount Rs. _____/- (*Insert the amount in words and figures*) having CDR NO. _____ dated. _____, drawn on Bank _____ Branch _____ . With our Financial Bid.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm & Address

Annexure- F Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [National Rural Support Program] (hereinafter called “the Organization”) of the one part and [name and address of Contractor] (hereinafter called “the Contractor”) of the other part: WHEREAS the NRSP invited Tenders for “ **supply and Fixing of Tuff Tiles, Edging and Kerb Stone** ” and related services, viz, [brief description of related services] and has accepted a Tender by the Contractor for the supply of those related services in the sum of Rs. _____/-. [Contract Price in figures and in words] (hereinafter called “the Contract Price”).

NOW THEREFORE the parties hereby agree as follow:

1. The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Tender/Bid Document
 - ii- Letter of Acceptance
 - iii- Work Order (If any)
 - iv- Contract extension letter (If any)
 - v- Performance Guarantee equivalent to 10% of Contract Price in shape of CDR or Bank Guarantee.
 - vi- Specifications / Drawings (all annexures of Bidding Documents)

2- The Terms and Conditions of work Order/Contract given in the Tender/Bid Document will be applicable.

3- The mutual rights and obligations of the NRSP and the Contractor will be preserved in the light of Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For and on behalf of NRSP:

For the Supplier:

(Ghulam Rasool)
Regional General Manager
Sargodha Region, SARGODHA.

(Name of Contractor)
(Put the Designation)
(Name of Contractor’s Company)

Witness –1

Witness – 2

Annexure – G Bank Guarantee format for Performance Security

(This is the format for Performance Security to be issued by a Scheduled Bank of Pakistan)

Contract NO. **NRSP-SGD / T e n d e r / P a v e r / 2 0 21 – 22 /11**
Contract Amount
Contract Period.

To,
The National Rural Support Program
208, Block – B, Aziz Bhatti Town,
Sargodha.

PERFORMANCE GUARANTEE NO. *(Insert Performance Guarantee number here)*

We have been informed that *(Name of Contractor)* (hereinafter called “the Contractor”) has undertaken pursuant to Contract No. **NRSP-SGD / T e n d e r / P a v e r / 2 0 21 – 22 /11**, dated _____ (hereinafter called “the Contract”) for the supply of goods/ services under the contract.

Furthermore, we understand that, according to your conditions, contracts must be supported by a performance guarantee.

At the request of the Contractor, we *(Name of Bank)* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Rs. _____/- *(insert amount in words and figures)* upon receipt by us of your first written demand accompanied by a written statement that the Contractor is in breach of its obligation(s) under the contract conditions, without you needing to prove or show grounds or reason for your demand of the sum specified therein.

This guarantee is valid until *(date of validity of guarantee)*. Consequently, we must receive at the above mentioned office any demand for payment under this guarantee on or before that date.

[Signatures of authorized representative of Bank]

Signature

Seal of Bank

ANNEXURE -H

FORM OF BANK GUARANTEE FOR ADVANCE PAYMENT

Guarantee No. _____

Executed on _____

(Letter by the Guarantor to the Employer)

WHEREAS the _____ (hereinafter called the Employer) has entered into a Contract for **SUPPLY AND FIXING OF TUFF TILES, EDGING AND CURVE STONE**, at NRSP's Regional Office, Sargodha UNDER Contract agreement which was won through Tender NO. **NRSP-SGD / T e n d e r / P a v e r / 2 0 2 1 – 2 2 / 1 1**, wit M/s _____ (hereinafter called the Contractor). **AND WHEREAS** the Employer has agreed to advance to the Contractor, at the Contractor's request, an amount of Rs. _____ Rupees _____) which amount shall be advanced to the Contractor as per provisions of the Contract. **AND WHEREAS** the Employer has asked the Contractor to furnish Guarantee to secure the advance payment for the performance of his obligations under the said Contract. **AND WHEREAS** _____ (Scheduled Bank) (hereinafter called the Guarantor) at the request of the Contractor and in consideration of the Employer agreeing to make the above advance to the Contractor, has agreed to furnish the said Guarantee. NOW THEREFORE the Guarantor hereby guarantees that the Contractor shall use the advance for the purpose of above mentioned Contract and if he fails, and commits default in fulfillment of any of his obligations for which the advance payment is made, the Guarantor shall be liable to the Employer for payment not exceeding the aforementioned amount. Notice in writing of any default, of which the Employer shall be the sole and final judge, as aforesaid, on the part of the Contractor, shall be given by the Employer to the Guarantor, and on such first written demand payment shall be made by the Guarantor of all sums then due under this Guarantee without any reference to the Contractor and without any objection. This Guarantee shall come into force as soon as the advance payment has been credited to the account of the Contractor. This Guarantee shall expire not later than _____ .
" SUPPLY AND FIXING OF TUFF TILES, EDGING AND CURVE STONE " Bidding Document by which date we must have received any claims by registered letter, telegram, telex or telefax. It is understood that you will return this Guarantee to us on expiry or after settlement of the total amount to be claimed hereunder.

Guarantor (Scheduled Bank)
 Corporate Secretary (Seal)
 (Name, Title & Address) Corporate Guarantor (Seal)

Witness: 1. _____ Name _____ Signature _____

Witness: 2 _____ Name _____ Signature _____

ANNEXURE – I

CODE OF CONDUCT AND ETHICS

(NON-EMPLOYEE, CONSULTANTS, VENDORS AND THIRD PARTIES)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors:-

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept assignments that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the assignment.
3. Before accepting any assignment will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from assignment when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change is contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an assignment.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any assignment to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.

13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting assignments, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

XXXXXXXX

Annexure - J

Anti-Money Laundering and Anti-Terrorism Financing Policy

“It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities” by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.

Undertaking/Declaration

I agree to the terms and conditions detailed in this agreement/contract. I do hereby state on solemn affirmation and undertake as under: -

- I have received, read and understood the NRSP’s, Code of Conduct, Anti Money Laundering and Counter Terrorism Financing Policy and other Policies and solemnly declare that I shall abide by all provisions and stipulations in performance of my duties throughout my engagement with NRSP.
- I am not involved in any activities related to Money Laundering and counter terrorism Financing or any other illegal activity as per the prevailing Laws and Policies of the country.

Name: _____

Signature & Stamp: _____

CNIC #: _____

Date: _____