TENDER NOTICE

Indus Resource Centre invites sealed tenders from registered suppliers for the provision of School Furniture for the Schools located in different District of Sindh. The School Furniture are required for the project Education Own Resource which is funded by Pakistan Poverty Alleviation Fund.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Items</th>
<th>Specification</th>
<th>Total Units</th>
<th>Total Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School Furniture</td>
<td>Wooden Triple Desk 48 Inch Length, 30 Inch Height, 32 Inch Width, Iron base, Sheesham High Quality, 3 students can comfortably sit</td>
<td>175 Desks</td>
<td>7 Schools</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40 Desks in Khairpur 40 Desks in Jamshoro 30 Desks in Dadu 65 Desks in Karachi</td>
<td></td>
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</tr>
</tbody>
</table>

Terms & Conditions:
1. Tender documents can be downloaded from [www.irc-pakistan.org](http://www.irc-pakistan.org) or may be collected from IRC Office House No. D-42/B, Block No. 1, K.D.A. Scheme No. 5, near Ziauddin Hospital Clifton, Karachi from 11/09/2019 till 25/09/2019 during working hours (9:00 am to 5:30 pm).
2. Sealed tenders should reach IRC Office: House No. D-42/B, Block #1 K.D.A. Scheme 5, near Ziauddin Hospital Clifton, Karachi on or before 3:00 PM on 25/09/2019 and should be clearly marked “TENDER - Not to be opened before 3:00 PM on 25/09/2019”
3. Tenders will be opened on the same day i.e. 25/09/2019 at 3:30 PM in the presence of suppliers or their representatives, who wish to witness the tender opening.
4. In case of the public holiday is announced by the Government (Due to security or any other reason) the tender will be opened on the next working day at the same time and venue.
5. The tender committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.
6. Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/bidding by multiple names/companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently blacklisted.

IRC Office: House No. D-42/B, Block No. 1, K.D.A. Scheme No. 5, near Ziauddin Hospital Clifton, Karachi. Phone No: 021-35822239, 35838690
Administrative and Procurement Officer +92 (0) 320 8202516
LETTER OF INVITATION TO TENDER

Date 6th September, 2019

Tender reference: IRC/KHI/PPAF/PR0000577

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER OF SCHOOL FURNITURE FOR THE SCHOOLS LOCATED IN DIFFERENT DISTRICT OF SINDH

Indus Resource Centre invites sealed tenders from registered suppliers for the provision of School Furniture for the Schools located in different District of Sindh. The School Furniture are required for the project Education Own Resource which is funded by Pakistan Poverty Alleviation Fund.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Quantity</th>
<th>Name of Schools</th>
<th>Place of Delivery</th>
<th>Detail Contact of Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wooden Triple Desk</td>
<td>52</td>
<td>GBSS Ali Brohi</td>
<td>Ali Brohi Goth, Rehri, Karachi</td>
<td>Ms. Farida (Principal) +92 (0) 348 2515022</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>GGLSS Khaskeli</td>
<td>Khaskeli Muhalla, Near Petrol Pump, Karachi</td>
<td>Ms. Nadra (In-charge) +92 (0) 308 2637231</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>IRC Sojhro Elementary School Tando Musti Khan</td>
<td>Village Tando Musti Khan, Near By Pass, Taluka Khairpur, District Khairpur</td>
<td>Ms. Maria (Principal) +92 (0) 303 8100090</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>IRC Sojhro School Moosani</td>
<td>Village Mossani, Near By Pass, Taluka Khairpur, District Khairpur</td>
<td>Ms. Dabeera (Principal) +92 (0) 346 3648862</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>IRC Sojhro School Khero</td>
<td>Village Khero, Taluka Dadu, Near Kakkar Town, Main Indus Highway (N-55), District Dadu</td>
<td>Mr. Aftab Abro +92 (0) 346 3648862</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>IRC Sojhro School Kakkar</td>
<td>Syed Mohalla, Main Old Bazar Road, Kakkar, Taluka KN Shah, District Dadu</td>
<td>Mr. Mohammed Nawaz +92 (0) 300 3027960</td>
</tr>
<tr>
<td></td>
<td>40</td>
<td>IRC Sojhro School Wada Chachar</td>
<td>Village Wada Chachar, UC Amri, Taluka Manjhan, District Jamshoro</td>
<td>Mr. Manthar Chhachhar +92 (0) 344 3230233</td>
</tr>
</tbody>
</table>

Further to the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

A. Letter of Invitation to Tender (See Doc 2)
B. Instructions to Tenderers (See Doc 3)
C. Terms and Conditions (See Doc 4)
D. Price Schedule (See Doc 5)
E. Tenderer’s Relevant Experience (See Doc 6)
F. Tenderer’s Declaration (See Doc 7)
G. Code of Conduct for IRC’s Suppliers (See Doc 8)
H. Anti-Fraud Notice (See Doc 9)
We look forward to receiving your tender on or before **3:00 PM on 25th September, 2019** at the address specified in the tender dossier.

Your tender bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting your tender to IRC Office House No. D-42/B, Block No. 1, K.D.A Scheme No. 5, near Ziauddin Hospital, Clifton, Karachi.

1. Signed and Stamped Documents of Instruction to Tenderers and Terms & Conditions
2. Price Schedule
3. Tenderer’s Relevant Experience
4. Tenderer’s Declaration
5. IRC’s Code of Conduct for Suppliers
6. Anti-Fraud Notice
7. Company Bank Statement (Last 6 month)
8. Annual Return 114(1) for last 2 years
9. Company Certificate of Registration
10. Copy of the valid registration certificate, STRN, NTN
11. Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in “Tenderer’s Relevant Experience Form”.

**Note:** Each page of all above mentioned documents should be dated, signed and stamped by Bidder/ Tenderer

Offers must be submitted in sealed envelopes, marked “not to be opened before 3:00 PM, 25th September, 2019 and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours Sincerely,

Javed Iqbal  
Operation Manager  
Indus Resource Centre (IRC)  
Contact : 021-35822239/ 021-35838690
INSTRUCTION TO TENDERER’S

1. **Supplies/Services to be provided:**
   School Furniture (Wooden Triple Desks) for Schools located in Different District of Sindh (mentioned in Invitation to tender)

2. **Closing date and time for submission of tenders:**
   September 25th, 2019 at 3:00 PM.

3. **Submission of tenders**
   Office: IRC Office, House No. D-42/B, Block No. 1, K.D.A Scheme No. 5, near Ziauddin Hospital, Clifton, Karachi, Sindh. Phone No. 021-35822239 & 35838690

4. **Timetable for provision**
   To be submitted by the bidder

5. **Language of offers**
   All tender documents are to be submitted in English

6. **Period of validity of offers**
   All bids must be valid for a minimum of 3 months from the tender submission date.

7. **Currency**
   Pakistani Rupee

8. **Terms**
   - The prices must be inclusive of all applicable government taxes.
   - The supplier should deliver the material in good condition and during office hours.
   - Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed.
   - Indus Resource Centre (IRC) reserves the right to inspect the material for compliance with specifications and provisions of the contract.
   - Indus Resource Centre (IRC) reserves the right to cancel the purchase order anytime if the services / supplies were not delivered as agreed.
   - The supplier will allow the Buyer or a nominee, all reasonable access to his/her warehouse to examine the quality and quantity of the material.
   - Indus Resource Centre (IRC) reserve the right to reject the supplies which it considers to be damaged or below agreed quality standards.

9. **Type of contract**
   Supply / Services contract (whichever will be applicable)
10. **Award of contract**
   - The Award of contract would be solely based on the evaluation of the material and the physical examine of the sample material.

11. **Content of tenders**
   1. Signed and Stamped Documents of Instruction to Tenderers and Terms & Conditions
   2. Price Schedule
   3. Tenderer's Relevant Experience
   4. Tenderer's Declaration
   5. IRC's Code of Conduct for Suppliers
   6. Anti-Fraud Notice
   7. Company Bank Statement (Last 6 month)
   8. Annual Return 114(1) for last 2 years
   9. Company Certificate of Registration
   10. Copy of the valid registration certificate, STRN, NTN
   11. Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form".

**Note:** Each page of all above mentioned documents should be properly stamped, signed and dated by Bidder/ Tenderer.

12. **Opening of tenders**
   September 25th, 2019 at 3:30 PM at IRC Office House No. D-42/B, Block No.1, K.D.A Scheme No. 5, near Ziauddin Hospital, Clifton, Karachi, Sindh in the presence of suppliers or their representatives, who wish to witness the tender opening.

13. **Tender Guarantee**
   A tender guarantee of **2% of the bid** submitted must accompany the bid in shape of a demand draft / pay order / call deposit; favouring “Indus Resource Centre”. Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies / services contract then IRC reserves the right to forfeit the bid security. Once the contract has been awarded to successful bidder his/her bid security will be converted in to performance guarantee”.

14. **Cancellation of the tender procedure**
   Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

15. **Appeals Process**
   Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and to the attention of the Executive Director of Indus Resource Centre (IRC).

16. **Data protection**
   Indus Resource Centre (IRC) guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Indus Resource Centre (IRC) guarantees confidentiality of the procurement process.
TENDER TERMS AND CONDITIONS

PURCHASING TERMS AND CONDITIONS

Unless the context indicates otherwise, the term “Buyer” refers to the term “Supplier” refers to the entity named on the order and contracting with the Buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply/service agreement, whichever is in place.

GENERAL TERMS AND CONDITIONS

1) Price: The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise.

2) Source of Instructions: The Supplier shall not seek nor accept instructions from any source external to Indus Resource Centre in relation to the performance of the contract.

3) Assignment: The Supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.

4) Corruption: The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.

5) Confidentiality: All data, including but not limited to maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Supplier under the contract shall be the property of Indus Resource Centre and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.

5.1) The Supplier may not communicate at any time to any other person, government or authority external to Indus Resource Centre, any information that has been compiled through association with Indus Resource Centre which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.

6) Use of Emblem or Name: Unless otherwise agreed in writing; the Supplier shall not advertise nor make public the fact that services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of Indus Resource Centre in connection with its business or otherwise.
7) **Observance of Law:** The Supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.

8) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

   8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

   8.2) If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

9) **Cancellation:** The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of Indus Resource Centre/Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by Indus Resource Centre for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

   9.1) Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

10) **Warranty:** The Supplier shall provide the Buyer with the manufacturer’s warranties. The supplier warrants that all material supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent then at the choice of the Buyer the Supplier will either replace the item at their cost or reimburse the Buyer.

11) **Inspection and Test:** The Supplier will allow the Buyer or a nominee, all reasonable access to his/her warehouse to examine the quality and quantity of the supplies/services at specified point of supplies. The Supplier must inspect the material prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The
Buyer reserves the right to inspect the material for compliance with specifications and provisions of the contract. If, in the Buyers’ opinion, the material and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.

12) Changes: The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 15 days from being notified of any change.

13) Import License: If an import license or licenses are required for the material, the Supplier has the responsibility to obtain that license or licenses.

14) Payment Terms: Unless otherwise agreed, payment terms will be net 30 days from receipt of a correctly prepared invoice. The Supplier will provide Invoice / Bill in the name of Indus Resource Centre.

15) Ethics: The Code of Conduct to which IRC expects all of its suppliers to respect is as follows;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local Labour laws are complied with.
- Social rights are respected

15.1) Environmental Standards - Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management
- Packaging and Paper
• Conservation
• Energy Use
• Sustainability

16) Rights of Indus Resource Centre: Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain import licenses or to make delivery of all or part of the material by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:

• Provide all material, in which event the Buyer may hold the Supplier liable for additional costs incurred.
• Refuse to accept Services.
• Impose a penalty of 0.5% day for the whole amount of the contract / purchase order.
• Terminate the contract.

17) Rights of access for test purposes: Indus Resource Centre is contractually obliged to facilitate certain donor’s direct access to suppliers for test purposes.

18) No Agency: This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.
**PRICE SCHEDULE**

Date: ________________  
Tender reference: IRC/KHI/PPAF/PR0000577

Please mention your bid / quote on this form along with your sign and stamp on each page or in the same manner on your letter head.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Material Description</th>
<th>Material Specification</th>
<th>Payment Terms (To be filled by bidder)</th>
<th>Units</th>
<th>Unit Price inclusive of all Govt. taxes (To be filled in PKR by the bidder)</th>
<th>Total Price inclusive of all applicable taxes</th>
<th>Delivery Time in Days after PO / Contract (To be filled by bidder)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wooden Triple Desk</td>
<td>48 Inch Length, 30 Inch Height, 32 Inch Width, 13 Inch Top, (Iron base, Sheesham High Quality, 3 students can comfortably sit)</td>
<td>175</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Transportation of Material</td>
<td></td>
<td>1</td>
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</tr>
</tbody>
</table>

GRAND TOTAL

**Name of Bidder**  
**Signature & Stamp of Bidder**  
**Date**

TENDERER’S RELEVANT EXPERIENCE

Please complete the table below using the format to summarise the major relevant services carried out in the course of the past 5 years by the tenderer. The number of references to be provided must not exceed 10 for the entire tender.

<table>
<thead>
<tr>
<th>NGO/Company Name</th>
<th>Contact Details in NGO/Co.</th>
<th>District/Province</th>
<th>Total Contract value</th>
<th>Dates</th>
<th>Description of Contract</th>
<th>Related Services Provided</th>
</tr>
</thead>
<tbody>
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Note: Please provide copies of the previous purchase orders/contract of above provided relevant experience
TENDERER’S DECLARATION

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to tender reference………………………………………………………………………………………………………………….>of dated<………………………………….> we, hereby accept its provisions in their entirety, without reservation or restriction.

2. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction: Supplies/Services according to the above mentioned (Price schedule) description and quantity.

3. The price of our tender is Rs. <………………………………………………………………………>.

4. We will grant a discount of [%], or […………..] in the event of our being awarded the project.

5. This tender is valid for a period of 3 months from the final date for submission of tenders.

6. We will inform Indus Resource Centre (IRC) immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.

9. We note that Indus Resource Centre is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.

10. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.

11. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Indus Resource Centre reserves the right to terminate the contract with immediate effect.

12. We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

13. We must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If we found
to be involved in such practices our bid may be rejected and the companies in question permanently black listed.

14 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata.

15 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.

16 We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

17 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests.

18 We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation.

19 We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation.

20 We adhere to respect the IRC's Code of Conduct as per the points listed below;
   • Employment is freely chosen.
   • The rights of staff to freedom of association and to collective bargaining are respected.
   • Working conditions are safe and hygienic.
   • No exploitation of children is tolerated.
   • Wages paid are adequate to cover the cost of a reasonable living.
   • Working hours are not excessive.
   • No discrimination is practiced.
   • Regular employment is provided.
   • No harsh or inhumane treatment of staff is tolerated.
   • Local labor laws are complied with.
   • Social rights are respected

20(a) Environmental Standards
Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:
   • Waste Management.
   • Packaging and Paper
   • Conservation
   • Energy Use
• Sustainability

Name of Company/Firm:

Date:

Signature:

Yours faithfully

Complete Name: <…………………………………………………………………>

Title: <…………………………………………………………………………………>

Duly authorised to sign this tender on behalf of:

<…………………………………………………………………………………………>

Place and date: <……………………………………………………………………}>

Stamp of the firm/company:
The Code of Conduct to which Indus Resource Centre (IRC) expects all of its suppliers to respect is as per the issues listed below.

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
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- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability
Definition of Fraud

IRC defines fraud as:
"The theft or misuse of IRC's funds or other resources, by an employee or a third party, which may or may not also involve misstatement of financial documents or records to conceal the theft or misuse"

For example, fraud includes but is not limited to the following:

- Theft of funds or any other IRC property
- Falsification of costs or expenses
- Forgery or alteration of documents
- Destruction or removal of records
- Inappropriate personal use of IRC's assets
- Employees seeking or accepting cash, gifts or other benefits from third parties in
  exchange for preferment of the third parties in their dealings with IRC
- Blackmail or extortion
- Offering, promising or giving of a bribe and requesting, agreeing to receive or
  accepting a bribe for any reason
- Paying of excessive prices or fees to third parties with the aim of personal gain.

Reporting Suspected Fraud

Employees are required to report issues of suspected fraud. They should report their suspicions as follows:

- District staff: To their Line Manager, or to the Administrative District Manager.
- Administrative District Manager: To the Executive Director and Internal Auditor
- SMT Members: To the Executive Director and / or Chairperson, Internal Auditor and Operations Manager
- Internal Auditor: To Audit & Finance Committee of IRC's Board

Employees who suspect fraud should not do any of the following:

- Contact the suspected individual(s) directly in an effort to determine facts, demand explanations or restitution
- Discuss the issue with anyone within IRC other than the people listed above
- Discuss the issue with anyone outside of IRC, except as required by law

If the circumstances are such that reporting a suspicion as above is inappropriate, or if the person to whom it is reported is unable to assist, the issue may be reported to the IRC Confidential helpline. This helpline is monitored by the Internal Auditor and is accessed

☐ By email to info@irc-pakistan.org
☐ By telephone to 021-35822239/ 35838690
☐ By post marked “Private & Confidential” to Internal Auditor, Indus Resource Centre, House No. D-42/ B, Block No.1, K.D.A Scheme No.5, near Ziauddin Hospital, Clifton, Karachi.