**Doc 3: Instructions to Tenderers**

1. *Supplies to be provided*

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| School Bag Specification | | | |
| **S No.** | **Particulars** | **Specifications** | **Total Qty** |
| 1.a | School Bag Size | 15 x12 inch with 5-inch width,  Made from heavy duty imported parachute,  Having 2 pocket (1 for stationery items 1 pocket for books and note books) | 2000 bags |
| 1.b | Piping | Plastic of best quality to maintain shape of the bag. |
| 1.c | Buckles | Plastic which can bear & impact of at least 6 kg weight |
| 1.d | Stitching | Double stitching threaded quality suitable for material |
| 1.e | Zipper | (fastener) with 2 nos.  sliding tabs |
| 1.f | Shoulder handle | Standard size as per mention school bag size |

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| **Note books for Student with Specification** | | | | |
| **Sr. No.** | **Description** | **Specification** | **Unit** | **QTY Required** |
|  | English Note book | 70gm paper, 3 Stapler Punched binding, Title art card with 4 color logo printing, each note book contain 60 leaf, | Nos. | 2000 |
|  | Urdu Note book | Nos. | 6800 |
|  | Math’s Note book | Nos. | 2000 |
|  | General Science Note book | Nos. | 2000 |

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| --- | --- | --- | --- | --- |
| **Other Student items with specification** | | | | |
| **Sr. No.** | **Description** | **Specification** | **Unit** | **QTY Required** |
|  | Geometry box with math’s kits | Student size Plastic made, best quality with math’s kits | Nos. | 2000 |
|  | Lead Pencil | HB2, best quality, each packet contain 10 pieces | Packet | 2000 |
|  | Color pencil | 12 color pencil packet, Best quality, 10 inch size of each pencil | Packet | 2000 |
|  | Sharpener & Eraser | Each packet contain 10 sharpener and 10 eraser | Packet | 2000 |
|  | Logo Printing | 2 or 3 logo, single color printing | Nos. | 2000 |

**Note:**

1. Payment details of the supplier must be clear stated e.g. to whom cheque should be addresses and if necessary.
2. Payment will be made after successful delivery as per approved sample.
3. *Closing date and time for submission of tenders*

**24/03/2022 at 02.00PM**

1. *Submission of tenders*

**House # 02, Street # 01, Palosai Road Rahat Abad, Peshawar**

1. *Schedule and Delivery Location*

All supplies will be delivered within 20 days at IDEA warehouse located: House 2, Street 1, near Peshawar Zoo Rahatabad Peshawar

1. *Language of offers*

All tenders’ documents are to be submitted in English

1. *Period of validity of offers*

All bids must be valid for 60 days from the tender submission date.

1. *Currency*

Pakistani Rupee

*8. Terms*

The prices must be inclusive of all applicable taxes, loading unloading charges with transportation to mentioned location.

The bidder must quote only one option for bid. Bids received with more than one options and rates may be rejected. Bidder and their staff 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

**IDEA reserves the right to** **change the required quantities or minor Specification accept or reject any or all tender forms without assigning any reason.**

*Type of contract*

Supplies Contract

*10.* *Content of tenders*

-Technical Specification (experience)

-Financial Offer

-Signed Tenderers Declaration

-Company Certificate of Registration

-Completed ‘Tenderers Relevant Experience Form’

-Script.

11. *Opening of tenders*

Tender will be opened at **House # 2, Street # 1 Rahatabad Peshawar, at March 24, 2022 at 02.30PM in** the presence of vendors or their representatives, who wish to witness the tender opening.

*12. Sample Inspection*

As per criteria the top three qualified bidder shall submit samples for inspection. The samples will be return on request of supplier after successful delivery of items to actual destination within 15 working days.

1. *Performance Guarantee*

Selected supplier/vendor/company will have to submit a pay order/ demand draft in favour of “IDEA” with a value of 5% of the bid amount as a Performance Guarantee. This Guarantee amount will be released after the successful completion of the contract.

1. *Evaluation of tenders*

Lowest price will not be the sole criteria; good quality items & previous experience will also be considered.

1. *Cancellation of the tender procedure*

Tender evaluation committee reserves the right to change the quantities cancel/reject any or all offers without assigning any reason.

1. *Appeals Process*

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Director Programm within 5 working days.

1. *Data protection*

IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.

1. *TOR for Vendor*

* A complete firm information will be submitted to IDEA with the tender form.
* All charges, taxes, dues and contribution imposed by whatever authority in relation to this contract will be the sole responsibility of the Supplier. All applicable Government taxes at admissible rate shall be deducted at source by IDEA from Supplier and quadruplicate copy of the IT receipt shall be provided to the Supplier if required on written request.
* In case of evacuation from KP & Islamabad the vehicle can be moved anywhere within Pakistan by the organization with driver or on self-drive bases but in the latter case the responsibility of the vehicle will lie with the Organization. IDEA can give notice of any such movement to the Supplier prior to such movement at the given contact numbers of the Supplier/contractor.
* In case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved
* The envelopes should have the name, address and contact details of the addresses and the addressors.
* Suppliers who do not receive written feedback within One weeks after expiry of the IFT deadline have not been successful, and will not be informed in writing or via email.
* The bidder shall specify validity of quotation or bid in days, the submitted bid IDEA may under exceptional circumstances request for extension in bid validity.