

### Doc 3: Instructions to Tenderers

#### Lot # 1 Detail of Delivery kits – Total 1250 kits

S No.	Items and Specification	Unit	Total Qty
1	Sterilized Surgical Blade # 10	No.	1250
2	Plastic Umbilical Cord Clamp	No.	1250
3	Cotton Threads for Knotting the Cord – ½ meter	No.	1250
4	Gauze Pad 8 ply 4" x 4" (pack of 5)	No.	1250
5	Pair of Sterilized Disposable Surgical Gloves	No.	1250
6	Transparent Polythene Sheet 1 x 1 Square Meter	No.	1250
7	Pack of Ten Cotton Swabs (Cotton Ball)	No.	1250
8	Anti-bacterial Soap 135 gm	No.	1250

#### Lot # 2 Detail of MHM / Dignity kits – Total 600 kits

Sr. No.	Description	Specification	Unit	QTY Required
1	Bath soap	Hand Washing Soap <b>3 per kit</b> (Anti-Bacterial bath soaps, 125gm to 135gm Approved from Pakistan medical association/WHO) Minimum expiry 1 year	Nos.	1800
2	Underwear	Underwear (Medium size 100% Cotton Stuff) classic briefs panties for girls, 3 in 1 pack (Skin color or multiple color )	Packet	600
3	Detergent powder	1kg Packet, Surf Excel or Equivalent	Packet	600
4	Sanitary Cloth	Sanitary Cloth, Microfiber cloth (30x30cm) 3 cloths in 1 pack	Packet	600
5	Toothpaste with brush	Colgate or Equivalent, 200gm	Nos.	600
6	Nail cutter	Stainless steel size 2.75" to 3" with nail filer blade Good Quality	Nos.	600
7	Towel	100% cotton, Size 50*100 cm Good Quality. Minimum Weight 175 grams Color multiple	Nos.	600
8	Comb	Nylon, size 6-7"*2" Made from Plastic Good Quality	Nos.	600
9	Bag/Box	Canvas/parachute Bag for packing, branding of all Items. With CWW and IDEA logos	Nos.	600

**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 on satisfactory delivery along with proper invoice, and other relevant documents by the supplier.
3. Bidders can apply for a complete single or multiple Lots. "IDEA" reserves the right to divide the order Lot wise. (Partial applying in a lot will not be considered)

1. Closing date and time for submission of tenders:

**21/02/2023 at 02:00 PM**

2. Submission of tenders

**House # 02, Street # 01, Palosai Road Rahatabad, Peshawar**

3. Delivery Schedule

Delivery shall be required within 10 days (kit wise).

4. Language of offers

All tenders' documents are to be submitted in English

5. Period of validity of offers

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

6. Currency

Pakistani Rupee

8. Terms

The prices must be inclusive of all applicable taxes, loading unloading, transportation and other allied charges up to the delivery point.

The bidder must quote only one option for each items. 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 reject any or all tenders without assigning any reason.**

Type of contract

Supply Agreement/Purchase Order

9. Script Required

Firms information along with profile must be submitted along with the tender form **House # 2, Street # 1 Rahatabad Peshawar** on or **21/02/2023 at 02:00 PM**, with the name of the bidder clearly marked with irremovable ink.

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 21/02/2023 at 02:30 PM** in the presence of vendors or their representatives, who wish to witness the tender opening.

12. Sample Inspection

Lowest qualified bidder will be call to submit the sample for inspection.

13. Performance Guarantee

The 5% bid security will be remaining as a Performance Guarantee. This Guarantee amount will be released after the successful completion of the contract/supply.

14. Evaluation of tenders

Lowest price will not be the sole criteria; previous experiences and quality items will also be considered.

15. Cancellation of the tender procedure

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

16. 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 Chief Executive – IDEA

17. 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.

18. TOR for Vendor

- A complete firm information will be submitted to IDEA with the tender form.
- 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 a written feedback within 1 weeks after expiry of the IFT deadline have not been successful, and well not be informed in writing or via email.
- Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project, will be blacklisted and debarred.
- 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.