

























Doc 3: Instructions to Tenderers







Lot No. 01: Tool Kits for Tailoring

S.No	Items	Description	Unit	Quantity
1	 <p>Sewing Machine</p>	Standard manual Sewing Machine High Quality (1 Year Brand Warranty). With cover and wooden base (With steel plate for visibility)	Nos.	62
2	 <p>Inch Tape</p>	Soft and thick measuring tape: made for vinyl, soft, thick and comfortable, suitable for measuring rounded or flat surfaces, ideal for measuring. With 5feet length	Nos.	62
3	 <p>Scissor</p>	Standard stainless steel made (09 No.) scissor used for professional cutting	Nos.	62
4	 <p>Tailoring Chalk</p>	Sewing Chalk Dressmakers Tailor Chalk. 20 in each kit (Mix Color)	Kit	62
5	 <p>Thread</p>	Polyester Sewing Thread (Multi colors) 10 rills in each Packet and 05 Packets in each Kit.	Packets	62
6	 <p>Needles</p>	Stainless steel Needles High Res Stock (Machine, Hand stitching and Croatia) 10 Packets for machine needles (12 and 14 No.) 15 packets Hand stitching needles (6, 7, 8 No.) in each kit.	Packets	62
7	 <p>Common Pin</p>	Common Pin Red Box 01 Packet in each kit	Nos.	62
8	 <p>Tracing Wheel</p>	Tools of Trade Tracing Wheel made of stainless steel with wooden handle (7.3" length of tool, wheel dia 0.9")	Nos.	62


9	Thread Cutter 	Standard Steel Thread Cutter made of rust free material.	Nos.	62
10	Button 	Basics Buttons (Multi-colors) Packet (100 Buttons in each Packet)	Packet	62
11	Scales set used for tailoring 	Wooden L scale-1 pc- hip-curve-1 pc- leg-curve-1 pc - 24" wooden ruler (4 Piece in each set) 1 set in each Kit	Set	62
12	Machine oil 	In 1 liter plastic can having small standard size plastic oil bottle.	Nos.	62
13	Charcoal Iron 	Used for domestic purpose made of good quality iron with rust free surface of 10 No	Nos.	62
14	Bobbin 	Steel standard size bobbin with case (05 in each kit)	Kit	62
15	Small Scissors 	Small scissors to cut the embroidery threads	Nos.	62
16	Stationary (Clear bag) 	2 Led Pencils, 2 Sharpener, 2 Ball Pen, Note Pads A5 size having 30-50 pages.	Kit	62

Lot No. 02: Tool Kits for Embroidery

S.No	Items	Description	Unit	Quantity
1	Sewing Machine 	Standard manual Sewing Machine High Quality (1 Year Brand Warranty). With cover and wooden base (With steel plate for visibility)	Nos.	109
2	Inch Tape 	Soft and thick measuring tape: made for vinyl, soft, thick and comfortable, suitable for measuring rounded or flat surfaces, ideal for measuring. With 5feet length	Nos.	109
3	Scissor 	Standard stainless steel made (09 No.) scissor used for professional cutting	Nos.	109
4	Tailoring Chalk 	Sewing Chalk Dressmakers Tailor Chalk. 20 in each kit (Mix Color)	Kit	109
5	Needles 	Stainless steel Needles High Res Stock (Machine, Hand stitching and Croatia) 10 Packets for machine needles (12 and 14 No.) 15 packets Hand stitching needles (6, 7, 8 No.) in each kit.	Packets	109
6	Stationary 	Led Pencils, Ball Pen, Note Pads.	Kit	109
7	 Thread Cutter	Standard Steel Thread Cutter made of rust free material.	Nos.	109
8	Embroidery  frames	Wooden of 8",10" and 12" (01 set of three frames)	Set	109

9	Crochet Needle 	Used for aari work (Crochet work needle)	Nos.	109
10	Tracing Polish 	Brown and white polish	Nos.	109
11	Small Scissors 	Small scissors to cut the embroidery threads	Nos.	109
12	Pinning Machine 	Pinning machine to trace the design on tracing paper	Nos.	109
13	Common Pin 	Common Pin Red Box 01 Packet in each kit	Nos.	109
14	Tracing Paper 	A4 and A3 paper for	Sheets	1000

Lot No. 03: Tool Kits for Motorbike Training

S.N	Items	Unit	Quantity
1	9 Pcs L N key set	Set	69
2	Magnet Puller	Set	69
3	Clutch Puller	Set	69
4	Screw driver set (3 standard size of + screw driver and 3 of -)	Set	69
5	Locking Pliers	Set	69
6	Magnet Pati	Set	69
7	Clutch Box Pati	Set	69
8	Goti Pana tool 40 Piece Toolkit (Tool kit Combination Socket Ratchet Wrench Set Tool Kit Toolkit Goti Set Ring Spanner Pana Set Screw Driver Bit Set Hand Toolkit Tools Kit Car Bike Cycle Repairing Hand Tool kit Toolkit Set)		69
9	3 ways spanner Pana set	Set	69
10	Cross wheel spanner	Set	69
11	Cutter Plies	Set	69
12	Fine Reti	Set	69
13	Adjustable Wrench (8 Inch)	Nos.	69
14	Ring Pana Set 8 Piece Set start from 8No	Set	69
15	Plastic Matts (14*12 feet)	Nos.	69
16	Water Cooler 20 LTR with 2 steel glasses (Food grade material)	Nos.	69
17	White Board(4 x 6)	Nos.	69
18	Wooden Chair for trainer	Nos.	69

Lot No. 04: Tool kits for Electrician

S.N	Items	Unit	Total Quantity
1	Flat Plier	Nos.	25
2	Nose Plier	Nos.	25
3	Side Cutter	Nos.	25
4	Screw Driver set for electric work (6 pieces kits, China best Quality)	Nos.	25
5	Measuring Tap 16 inch	Nos.	25
6	Clamp Matter	Nos.	25
7	Drill machine <ul style="list-style-type: none">• 100% Pure Copper Winding.• Super-Fast 2600 RPM.• 10MM Chuck (Removable).• 220V Power Input.• 3 standard size bits• 5 Feet Long Wire.• Comfortable Grip.• Complete Box + Guide Book + Drill Key.	Nos.	25
8	hand Hack saw with Blade (Standard size)	Nos.	25
9	Hammer with handle <ul style="list-style-type: none">• Made Iron Hand• Tool Size Length 11 inches• Weight 0.9 kg	Nos.	25
10	Chizle Flat	Nos.	25
11	Steel Wire	Nos.	25
12	Water Level	Nos.	25
13	Wire stripper	Nos.	25
14	Electric Glube	Nos.	25
15	Drill Bit set	Nos.	25
16	Safety Helmet	Nos.	25
17	Safety Gaggel	Nos.	25
18	Tester	Nos.	25
19	Volt Meter <ul style="list-style-type: none">• Auto-Ranging Volt Meter Measures Voltage, Current, Resistance, Continuity, Capacitance, Frequency	Nos.	25

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.

1. Closing date and time for submission of tenders:

01/05/2023 at 11:00 AM

2. Submission of tenders

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

3. Delivery Time

Delivery shall be required within 10 days.

4. Delivery Schedule

S.No	Item Detail	Total Quantity	For Quetta	For KP
1	Tool Kits for Tailoring (Lot # 1)	62	22	40
2	Tool Kits for Embroidery (Lot # 2)	109	69	40
3	Tool kits for Motorbike (Lot # 3)	69	44	25
4	Tool kits for Electrician (Lot # 4)	25	--	25

5. Language of offers

All tenders' documents are to be submitted in English

6. Period of validity of offers

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

7. 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.

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 bid security.

Bidder may apply for a single or multiple lots. Tender committee has right to divide the order lot wise.

Type of contract

Supply Agreement/Purchase Order

9. Script Required

Firms information along with profile must be submitted along with the tender form to House # 2, Street # 1 Rahatabad Peshawar on or 01/05/2023 at 11.00 AM, 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 01/05/2023 at 11.30 PM in the presence of vendors or their representatives, who wish to witness the tender opening.

12. Sample Inspection

All the bidder will have to submit the sample with the time of bid submission. Bids received without samples may be rejected.

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 model of the required vehicle, quantities or vehicle hiring period 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 will 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.