


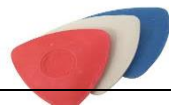















Doc 3: Instructions to Tenderers

1. Tool kits Items

S.No	Items	Description	Unit	Total Quantity
i.	Sewing Machine 	(Singer, Butterfly or equivalent Standard) Sewing Machine High Quality (1 Year Brand Warranty). With Electric motor, cover and wooden base (With steel plate for logos visibility)	Nos.	140
ii.	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.	198
iii.	Scissor 	Standard stainless steel made (09 No.) scissor used for professional cutting	Nos.	198
iv.	Tailoring Chalk 	Sewing Chalk Dressmakers Tailor Chalk. 25 in each kit (Mix Color)	Kit	198 packs
v.	Buckram 	Loosely woven fabric/ Hard Buckram 05 Meters in each kit.	Metter	700 Meters
vi.	Zeen Fabric	05 Meters in each kit.	Meters	980 Meters
vii.	Pure Cotton fabric	05 Meters in each kit	Meter	980 Meters

viii.	Thread 	Sewing Thread (Multi colors) 10 rills in each Packet	Packet	140 packets
ix.	Needles 	Stainless steel Needles High Res Stock (Machine, Hand stitching and Croatia) 10 Packets for machine needles (12 and 14 No.)	70 packet of 12no & 70 packet of 14no	140 Packets
x.	Common Pin 	Common Pin Red Box 01 Packet in each kit	Nos.	198 box
xi.	Tracing Wheel 	Tools of Trade Tracing Wheel made of stainless steel with wooden handle (7.3" length of tool, wheel dia 0.9")	Nos.	198 unit
xii.	Thread Cutter 	Standard Steel Thread Cutter made of rust free material.	Nos.	198 unit
xiii.	Button 	Basics Buttons (Multi-colors) Packet (100 Buttons in each Packet)	Packet	26 packets
xiv.	Embroidery frames 	Wooden of 8",10" and 12" (01 set of three frames)	Set	60 (set of 3)
xv.	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	150 sets

xvi.	Embroidery Needles	15 packets Hand stitching needles (6, 7, 8 No.) in each kit.	20 packet of each size	60 Packets
xvii.	Machine oil 	In 50ml plastic can having small standard size plastic oil bottle.	Nos.	160 bottles
xviii.	Charcoal Iron 	Used for domestic purpose made of good quality iron with rust free surface of 10 No	Nos.	16 units
xix.	Bobbin 	Steel standard size bobbin with case (05 in each kit)	Kit	140 packets
xx.	Crochet Needle 	Used for aari work (Crochet work needle) 3 sizes in each pack	Nos.	60 packs
xxi.		UMC thread (Multicolor) Gola (10 golas in one box)	Box	300 Boxes
xxii.		UMC thread (Multicolor) Lachi (24 lachi in each box)	Box	300 Boxes
xxiii.	Zips	8" 16" 24" (Hidden stitching zip)	100 packet of each size	300 Packs

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.

2. Closing date and time for submission of tenders :
06/06/2022 at 11:00 AM

3. Submission of tenders
House # 02, Street # 01, Palosai Road Rahat Abad, Peshawar

4. Delivery Schedule
Delivery shall be required within 5 days.

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.

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 **06/06/2022 at 11.30 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 06/06/2022 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 remain 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 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.