

Doc 3: Instructions to Tenderers

Detail of Student Kits

Lot No. 01: Student learning Kits (Total Quantity 700)

Sr. No.	Item Name	Specification	Qty
1	School Bag Size (Dark blue)	School Bag Size: Good quality imported parachute, Water-Resistant, Width 12”, Height 15” Depth 8” (2 Pocket for books, and 1 for stationary), carrying a weight of 8 kg Piping: Plastic of best quality to maintain shape of the Bag. Buckles: Imported plastic buckles (Best Quality, which can bear & impact of at least 08 kg weight Stitching: Double stitching threaded quality suitable for material Zipper: (fastener) steel zip (standard size) Shoulder handle: Standard size as per mention school bag size Logo Printing: 02 logo, 1 single color & 1 , 4 Color	700

S.no	Item Name	Specification	Qty
2	English Note book (for Class KG-Grade-1) 4-lines	60gm paper, 3 Stapler Punched binding, with 4 color printing on both side, Title art card, each note book contains 60 leafs	700
3	Urdu Note book for Class KG-Grade-1) single line		1400
4	Islamiyat Note book for Class KG-Grade-1) single line		700
5	Pashtu Note book for Class KG-Grade-1) single line		700
6	Maths Note book for Class KG-Grade-1)		1400
7	General Science Note book Class KG-Grade-1)		700
8	Geometry box with math's kits	Dux, Mercury or equivalent, Plastic made, with math's kits	700
9	Lead Pencil	HB2, equivalent best quality, each packet contains 10 pieces	700
10	Color pencil	Mercury, gold fish or equivalent best quality, 10-inch size	700
11	Sharpener & Eraser	Each packet contains 10 sharpener and 10 erasers	700

Lot No. 02: Student Unstitched Uniform (Total Quantity 700)

S.no	Item Name	Specification	Qty
1	Unstitched fabric (In individual printed pack)	Fabric required for Girls student's good quality Polyester: 80% (+/- 5%), Cotton: 20% (+/- 5%) Shalwar: Sky Blue color (1.5 meter), Kameez: Sky Blue color (1.5 meter) Dupatta: white color (1.5 meter)	700 - Suite

Note:

1. Payment details of the supplier must be clear stated e.g. to whom cheque should be addresses and if necessary.
2. The proposal shall be clearly marked on the outer side" Name of firm and APPLY FOR THE TENDER OF STUDENT LEARNING KIT".
3. Payment will be made on satisfactory delivery along with proper invoice, and other relevant documents by the supplier.
4. 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:

06/10/2023 at 11:30 AM

2. Submission of tenders

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

3. Delivery Schedule

Delivery shall be required within 10-15 days to IDEA field office in Nowshera KP.

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

Bid amount must be in PKR, in case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved.

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 item. 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.

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).

Bids received without Bid security may be rejected. If the selected bidder refuses to sign the supplies contract, then IDEA reserves the right to forfeit the bid security.

9. Type of contract

Supply Agreement/Purchase Order

10. Script Required

Firms' information along with profile must be submitted along with the tender form House # 2, Street # 1 Rahatabad Peshawar on or 06/10/2023 at 11:00 AM, with the name of the bidder clearly marked with irremovable ink.

11. Content of tenders

- Technical Specification (experience)
- Financial Offer
- Signed Tenderers Declaration
- Company Certificate of Registration
- Completed 'Tenderers Relevant Experience Form'
- Script.

12. Opening of tenders

Tender will be opened at House # 2, Street # 1 Rahatabad Peshawar, at 06/10/2023 at 11:30 AM in the presence of vendors or their representatives, who wish to witness the tender opening.

13. 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 15-20 working days.

The property of the samples remains to tenderer/sender and are to be delivered and collected at the cost of the tenderer. After tender evaluation the samples can be collected at the address of sample delivery. If not collected within 07 days of the closing of the tender the property of the samples will be change to contracting authority.

14. Performance Guarantee

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

15. Evaluation of tenders

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

16. 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.

17. 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

18. 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.

19. 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.
- 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.