**Doc 3: Instructions to Tenderers**

**Lot # 1 Detail of Teaching Kits**

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| **Sr. No.** | **Description** |  | **Specification** | **Unit** | **QTY Required** |
|  | Concept of whole numbers | Chats must be laminated, 200gm Art Cart, 18”x23” size | Counting Charts 1 to 100(numbers with words charts up to Hundred) | Nos. | 200 |
|  | Days of the week, Months  of the year | Pictorial charts with days and months of year | Nos. | 200 |
|  | My Country | Map of Pakistan | Nos. | 200 |
|  | My Province | Map of Khyber Pakhtunkhwa | Nos. | 200 |
|  | Seasons | Chart of four seasons | Nos. | 200 |
|  | Solar System | Chart of Solar system | Nos. | 200 |
|  | Animals and Plants | Fruits, vegetables, animals and birds charts | Nos. | 200 |
|  | English and Urdu Alphabets | English and Urdu alphabets charts | Nos. | 200 |
|  | Occupations | Different occupations pictorial chart | Nos. | 200 |
|  | Parts of body | Charts of human body skeleton | Nos. | 200 |
|  | Inventions and inventors | Chart of famous inventions and inventors | Nos. | 200 |
|  | Human Health | Balance diet chart | Nos. | 200 |
|  | Shapes | Shapes chart | Nos. | 200 |
|  | White Board | 8x4 size | Nos. | 200 |
|  | Math’s Teacher kit |  | Classroom Geometry 5 Piece Set Include Compass Protractor Triangles Ruler big for Teachers (plastic made). | Kits | 200 |
|  | White board with duster |  | ` | Nos. | 200 |
|  | White board Marker |  | 3 box for each class  (2 blue & 1 Black) | Boxes | 600 |

**Lot # 2 Detail of Student Kits**

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| School Bag Specification | | | |
| **S No.** | **Particulars** | **Specifications** | **Total Qty** |
| 1.a | School Bag Size | Imported parachute 15 x12 inch with 5 inch width (2 Pocket for books, and 1 for stationary) | **1000 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 | 68gm paper, 3 Stapler Punched binding, Title art card, each note book contain 60 leaf | Nos. | 1000 |
|  | Urdu Note book | Nos. | 3000 |
|  | Maths Note book | Nos. | 1000 |
|  | General Science Note book | Nos. | 1000 |

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| **Other Student items with specification** | | | | |
| **Sr. No.** | **Description** | **Specification** | **Unit** | **QTY Required** |
|  | Geometry box with math’s kits | Plastic made, Normal quality with math’s kits | Nos. | 1000 |
|  | Lead Pencil | HB2, best quality, each packet contain 10 pieces | Packet | 1000 |
|  | Color pencil | Best quality, 10 inch | Packet | 1000 |
|  | Sharpener & Eraser | Each packet contain 10 sharpener and 10 eraser | Packet | 1000 |
|  | Logo Printing | 2 or 3 logo, single color printing | Nos. | 1000 |

**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)
4. *Closing date and time for submission of tenders:*

**22/06/2022 at 02:00 PM**

1. *Submission of tenders*

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

1. *Delivery Schedule*

Delivery shall be required within 5 days.

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, 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

* 1. *Script Required*

Firms information along with profile must be submitted along with the tender form **House # 2, Street # 1 Rahatabad Peshawar** on or **22/06/2022 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 22/06/2022 at 02:30 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.

1. *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.

1. *Evaluation of tenders*

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

1. *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.

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 Chief Executive – IDEA

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.
* 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.