

Doc 3: Instructions to Tenderers

Detail is the below mentioned of the required items

Sr. No.	Name of Item	Required Specifications	Required Quantity
1	Small White board	(3*4 feet)	14
2	White Board	(4*8 feet)	04
3	Geometry Box	Plastic made large size Geometry Box for Board use	05
4	Green Noticeboard	(3* 4 feet)	12
5	Whiteboard Markers	Dollar or Mercury	96 Box of 12 markers
6	Ceiling Fans	AC/DC Standard Size	10
7	Desktop Computer	Core i3, 1 st Generation, 320GB HDD, 4 GB Ram, Keyboard, Mouse, 17-inch screen	03
8	Printer	Hp LaserJet MFP 135A	02
9	Register	Urdu and English	40
10	Clear Bag	School and Office Use	24 Packet of 10 bags
11.	Paper Rim	Copy mate, 70gm, A4 Size	12 No
13.	Floor Mates	12x12 feet, Classroom Use	30
14.	Electric Water Cooler	Nass Gas or Equivalent, 30 ltr	01
15.	Exhaust fan	12-inch, Pak fan or Equivalent	08
16.	Dry Battery	UPS 200 Voltage Battery	01
17.	Dispenser	School and Office Use	01
18.	Office Chair	Wooden made frame, with rexine cousin	05
19.	Office Table	2x4 feet, lamination made with 2 drawers	02
20.	Tablet Chair	School and Office Use	60
21.	Teacher Chair	Wooden made frame, with Rexene cousin	87
22.	Teacher Table	2.5x4 feet Steel frame 18-gauge, Lamination top with 2 drawer	17
23.	Steel Cupboard	Having 4 shelf, 22 gauge	15
24.	Computer Chairs	Wooden made frame, with rexine cousin	10
25.	Sport kits	2 Medium size Batt, 2 sets wickets plastic, 3 sets badminton racket with Net & Shuttle, 2 Skipping rope 1 Volley Ball	2x

Note:

1. Payment details of the supplier must be clear stated e.g. to whom cheque should be addresses and if necessary.
2. Bidders can apply for a complete Lots. Partial applying in a lot will not be considered.
3. Payment will be made after successful completion of the work endorsed and verified by the concerned Engineer.
4. Suppliers who do not receive written feedback within 2 weeks after expiry of the IFT deadline have not been successful, and will not be informed in writing or via email.
5. In case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved.
6. The envelope should have the name, address and contact details of the addresses and the addressors.
7. The bidder shall specify validity in days, the submitted bid IDEA may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
8. 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
9. Contract will be signed with the successful bidders and its terms and conditions will govern the executive of the contract.
10. In case a public holiday is announced by the Government (due to any reason) the tender will be opened the next working day at the same time and venue.
11. A pay order/ demand draft in favor of “IDEA” with a value of 5% of the Bid Security is required. Bids received without Bid security may be rejected.
12. If the selected bidder refuses to sign the supplies contract, then IDEA reserves the right to forfeit the bid security.
13. The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
14. Tender committee reserves the right to change the quantities or cancel/reject any or all offers by assigning cogent reason.
15. 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.
16. Suppliers 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
17. The proposal shall be clearly marked on the outer side **“Name of firm and apply for Tender for provision of Teaching Kits & Student Learning Material”**.
18. 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:

22/12/2023 at 11:00 AM

2. Submission of tenders

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

3. Delivery Schedule

Delivery shall be required within 15-20 days as per below mention plan.

S.No	Public School	District	Teaching Materials	School Supplies	Furniture
1	GGHS Khat Kali	Nowshera	1. Markers for the writing board. (12 Packets) 2. Sports Kits	1. Small whiteboard (02) (3*4) 2. Two Noticeboards (02) (3*4) 3. Big size Geometry box for the board use.	1. (3) Steel Cupboards, 2. Teacher Chairs (06)
2	Akora	Nowshera	1. Sports Kits	N/A	1. 10 Computer Chairs 2. Tablet Chair (10) 3. Teacher Chairs (10)
3	Baghban Pora	Nowshera	1. Markers for the writing board. (12 Packets)	1. Small whiteboard (02) (3*4) 2. Two Noticeboards (3*4) 3. Big size Geometry box for the board use.	15 teacher's chairs + 01 office chair
4	Gullbella	Peshawar	N/A	1. 04 whiteboards (4*8) 2. White board markers 12 packets 2. Big size Geometry box for the board use. 3. Two Noticeboards (3*4) 4. Ceiling Fans (04) 5. Desktop Computer 6. Printer	1. Teacher Chair (05) 2. Office Chair (01) 3. Office Table (01)
5	Irrigation Colony	Peshawar	1. Sports Kits	1. Big size Geometry box for boards use, 2. White board markers 12 packets, 2. English and Urdu registers each (10) 3. Ring files and Clear bags (12) 4. Paper Rim (06)	1. Steel cupboards 06 2. Teacher Chair (10) 3. Office Chair (01)
6	Banda Kachori	Peshawar	1. Markers for the writing board. (12 Packets) 2. 50 Anchor charts for different subjects	1. Small whiteboard (02) (3*4) 2. Two Noticeboards (3*4)	1. Teacher's chairs (06) 2. Teacher Tablet (03) 3. Steel Cupboard (03) 4. Tablet Chair (10)

7	Mazahra	Peshawar	1. Markers for the writing board. (12 Packets)	1. Big size Geometry box for boards use, 2. White board markers 12 packets (3*4) 2. English and Urdu registers each (10) 3. Ring files and Clear bags (12) 4. Paper Rim (06)	1. Teacher Chair (10) 2. Office Chair (01) 3. Office Table (01)
8	Arhat Kurona	Peshawar	1. Markers for the writing board. (12 Packets)	1. Small whiteboard (02) (3*4) 2. Two Noticeboards (3*4)	N/A
9	khushal Bagh	Peshawar	1. Three (03) whiteboards (3*4) 2. Two Noticeboard 3. Markers for the writing board. (12 Packets) 4. Paper Rim	N/A	1. Steel Cupboards (03) 2. Teacher Chair (05) 3. Teacher Table (04)
10	Shakarpura	Peshawar	1. Floor mates (10 mates) 2. stand whiteboards 03	N/A	N/A
11	Haryana Bala	Peshawar	1. Markers for the writing board. (12 Packets) 2. Markers for the writing board. (12 Packets) 3. Paper Rim (06)	1. Multimedia projector 2. Desktop Computer 3. Three (03) whiteboards (3*4) 4. Two noticeboard (3*4)	1. Teacher Chair 05
12	Nahaqai	Peshawar	1. Markers for the writing board. (12 Packets)	1. Floor mates (20 mates)	1. Teacher's chairs and tables 10 no.
13	GGHS KDA Kohat	Kohat	N/A	1. One Electric water cooler 2. 08-10 Exhaust Fans 3. One UPS Dry Battery 200 voltage 4. 06 ceiling Fans	N/A
14	GGHS Darsamand Hangu	Hangu	N/A	1 Desktop Computer, 1 printer, 1 dispenser, Whiteboards 03 Markers (12) Packets Office Chair	Tablet Chair 40 Teacher Chair 05

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.

7. Terms

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

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.

8.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 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 22/12/2023 at 11:30 AM in the presence of vendors or their representatives, who wish to witness the tender opening.

12.Sample Inspection

Due to time shortage bidders are requested to submit the sample with bid. The samples will be return on request of supplier after successful delivery of items to actual destination.

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.

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. SELECTION CRITERIA

- a. All the bids shall be evaluated under single stage one envelope procedures, where all bids will be opened and evaluated as per the set mandatory eligibility criteria. The bidders who fulfilling the mandatory Criteria and offering the lowest rate for the required items will be consider for further proceeding.
- b. Final Evaluation:
Contract will be awarded to the bidder who fulfils the basic eligibility criteria and offer the lowest bid and provide the sample according to required specification duly approved by the inspection committee will be consider as a successful bidder.

19. TOR for Vendor

- A complete firm information will be submitted to IDEA with the tender form.
- The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
- 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 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.