

**Doc 3: Instructions to Tenderers****Detail of Student Kits****Lot No. 01: Student learning Kits for Baluchistan (Total Quantity 7800)**

Lot No. 01 (A) School Bag Specification			
S No.	Particulars	Specifications	Total Qty
1.a	School Bag Size	Imported parachute, Water-Resistant, Width 12", Height 16" Depth 8" (2 Pocket for books, and 1 for stationary), Adjustable two Strap, one sided water Bottle Pocket, , carrying a weight of 10kg	7800 bags
1.b	Piping	Plastic of best quality to maintain shape of the bag.	
1.c	Buckles	Imported plastic buckles, which can bear & impact of at least 10 kg weight	
1.d	Stitching	Double stitching threaded quality suitable for material	
1.e	Zipper	(fastener) steel zip (standard size	
1.f	Shoulder handle	Standard size as per mention school bag size	
1.g	Logo Printing	2 or 3 logo, single color printing	

Lot No. 01 (B) Note books for Student with Specification (for Class KG)				
Sr. No.	Description	Specification	Unit	QTY Required
1.	English Note book	68gm paper, 3 Stapler Punched binding, Title art card, each note book contains 60 leaf	Nos.	2400
2.	Urdu Note book		Nos.	2400
3.	Math's Note book		Nos.	2400
4.	Urdu sketch book	2 stapler punched binding, Title art card, size 8.5x11, 26 leaf	Nos.	2400
5.	English sketch book		Nos.	2400
6.	Math's sketch book		Nos.	2400

Lot No. 01 (C) Note books for Student with Specification (class 1 to class 5)				
Sr. No.	Description	Specification	Unit	QTY Required
1.	English Note book	68gm paper, 3 Stapler Punched binding, Title art card, each note book contain 60 leaf	Nos.	5400
2.	Urdu, Pushto & Islmiyat Note book		Nos.	16200
3.	Math's Note book		Nos.	5400
4.	General Science Note book		Nos.	5400

Lot No. 01 (D) Other Student items with specification				
Sr. No.	Description	Specification	Unit	QTY Required
1	Geometry box with math's kits	Dux, Mercury or equivalent, Plastic made, with math's kits	Nos.	7800
2	Lead Pencil	HB2, best quality, each packet contain 10 pieces	Packet	7800
3	Color pencil	Mercury, gold fish or equivalent Best quality, 10 inch	Packet	7800
4	Sharpener & Eraser	Each packet contain 10 sharpener and 10 eraser	Packet	7800

**Lot No. 02: Student learning Kits for KP (Total Quantity 5200)**

Lot No. 02 (A) School Bag Specification			
S No.	Particulars	Specifications	Total Qty
1.a	School Bag Size	Imported parachute, Water-Resistant, Width 12", Height 16" Depth 8" (2 Pocket for books, and 1 for stationary), Adjustable two Strap, one sided water Bottle Pocket, , carrying a weight of 10kg	5200 bags
1.b	Piping	Plastic of best quality to maintain shape of the bag.	
1.c	Buckles	Imported plastic buckles, which can bear & impact of at least 10 kg weight	
1.d	Stitching	Double stitching threaded quality suitable for material	
1.e	Zipper	(fastener) steel zip (standard size	
1.f	Shoulder handle	Standard size as per mention school bag size	
1.g	Logo Printing	2 or 3 logo, single color printing	

Lot No. 02 (B) Note books for Student with Specification (for Class KG)				
Sr. No.	Description	Specification	Unit	QTY Required
1	English Note book	68gm paper, 3 Stapler Punched binding, Title art card, each note book contains 60 leaf	Nos.	1600
2	Urdu Note book		Nos.	1600
3	Math's Note book		Nos.	1600
4	Urdu sketch book	2 stapler punched binding, Title art card, size 8.5x11, 26 leaf	Nos.	1600
5	English sketch book		Nos.	1600
6	Math's sketch book		Nos.	1600

Lot No. 02 (C) Note books for Student with Specification (class 1 to class 5)				
Sr. No.	Description	Specification	Unit	QTY Required
1	English Note book	68gm paper, 3 Stapler Punched binding, Title art card, each note book contain 60 leaf	Nos.	3600
2	Urdu, Pushto & Islmiyat Note book		Nos.	10800
3	Math's Note book		Nos.	3600
4	General Science Note book		Nos.	3600

Lot No. 02 (D) Other Student items with specification				
Sr. No.	Description	Specification	Unit	QTY Required
1	Geometry box with math's kits	Dux, Mercury or equivalent, Plastic made, with math's kits	Nos.	5400
2	Lead Pencil	HB2, best quality, each packet contain 10 pieces	Packet	5400
3	Color pencil	Mercury, gold fish or equivalent Best quality, 10 inch	Packet	5400
4	Sharpener & Eraser	Each packet contain 10 sharpener and 10 eraser	Packet	5400

**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 AND TEACHER LEARNING MATRERAIL”.
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:**

20/12/2022 at 11:30 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	Item Name	Per kit detail	Kits Qty	Location
1	Student kits (for Class Kg)	<ul style="list-style-type: none"><li>• <b>Sketch book</b> (Urdu, Eng, Math's)</li><li>• Note Book (1 Urdu, 1 Eng, 1 Math's)</li><li>• Geometry Box with math's kit</li><li>• Color Pencil packet</li><li>• Lead pencil packet</li><li>• 10 sharpener and 10 Eraser</li></ul>	2400	Chaman Housing Scheme Quetta Baluchistan
2	Student kits (for Class Kg)	<ul style="list-style-type: none"><li>• <b>Sketch book</b> (1 Urdu, 1 Eng, 1 Math's)</li><li>• Note Book (1 Urdu, 1 Eng, 1 Math's)</li><li>• Geometry Box with math's kit</li><li>• Color Pencil packet</li><li>• Lead pencil packet</li><li>• 10 sharpener and 10 Eraser</li></ul>	1600	Rahatabad Peshawar
3	Student kits (for Class 1 <sup>st</sup> to 5th)	<ul style="list-style-type: none"><li>• Note Book (3 Urdu, Eng, Math's, G Science)</li><li>• Geometry Box with math's kit</li><li>• Color Pencil packet</li><li>• Lead pencil packet</li><li>• 10 sharpener and 10 Eraser</li></ul>	5400	Chaman Housing Scheme Quetta Baluchistan
4	Student kits (for Class 1 <sup>st</sup> to 5th)	<ul style="list-style-type: none"><li>• Note Book (3 Urdu, Eng, Math's, G Science)</li><li>• Geometry Box with math's kit</li><li>• Color Pencil packet</li><li>• Lead pencil packet</li><li>• 10 sharpener and 10 Eraser</li></ul>	3600	Rahatabad Peshawar

**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 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.

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 22/06/2022 at 02:00 PM, 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 20/12/2022 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 five 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 will be 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.