

### Doc 3: Instructions to Tenderers

#### Detail of Student Uniform – Total 13000

Lot No	Items name & Description	Specification	Unit	Total Quantity
1	Un Stitched Student Uniform for KP	<ul style="list-style-type: none"><li>• Polyester: 80% (+/- 5%)</li><li>• Cotton: 20% (+/- 5%)</li><li>• Length: 2 meters white &amp; 2 meters' Royal Blue</li><li>• Width: 56 inches</li></ul>	Suit	7800
2	Un Stitched Student Uniform for Baluchistan	<ul style="list-style-type: none"><li>• Polyester: 80% (+/- 5%)</li><li>• Cotton: 20% (+/- 5%)</li><li>• Length: 2 meters white &amp; 2 meters' Royal Blue</li><li>• Width: 56 inches</li></ul>	Suit	5200

**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)
1. Closing date and time for submission of tenders:  
**16/06/2023 at 02:00 PM**
  2. Submission of tenders  
**House # 02, Street # 01, Palosai Road Rahatabad, Peshawar**
  3. Delivery Schedule  
Delivery shall be required within 10 days (Suit wise separate packing).
  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  
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 **16/06/2023 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 16/06/2023 at 02:30 PM** in the presence of vendors or their representatives, who wish to witness the tender opening.

12. Sample Inspection

All the bidders are requested to submit the sample with bids.

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. 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.