**Doc 3: Instructions to Tenderers**

**Below are the detail/specification of the required items**

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| --- | --- | --- | --- |
| Sr. No. | Name of Item | Required Specifications | Required Quantity |
| 1 | White Board for Class Rooms for (**Peshawar)** | Size 6 x 4 feet, Dry-erase whiteboard with neat finished surface, Panels are to framed in satin finish aluminum trim. | 80 |
| 2 | White Board for Class Rooms for **(Kohat)** | Size 6 x 4 feet, Dry-erase whiteboard with neat finished surface, Panels are to framed in satin finish aluminum trim. | 100 |

**Note:**

1. The bidder will clearly mention the Payment details e.g. to whom cheque should be addresses.
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/Supplies endorsed and verified by the concerned team.
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 White Board for Class rooms**”.
18. Payment will be made on satisfactory delivery along with proper invoice, and other relevant documents by the supplier.
19. **Closing date and time for submission of tenders:**

April 1st, 2024 at 11:00 AM

1. **Submission of tenders**

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

1. **Delivery Schedule**

Delivery shall be required within 10-15 days to IDEA Warehouse located

“House 4, Street 1, Rahatabad Peshawar.

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**

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 to

House # 2, Street # 1 Rahatabad Peshawar on or April 1st, 2024 at 11:00 AM, 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 April 1st, 2024 at 11:30 AM in the presence of vendors or their representatives, who wish to witness the tender opening.

**12. Sample Inspection**

Bidders are requested to submit the sample (any size of board) 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 of the successful bidder 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**

1. All the bids shall be evaluated under single stage one envelope procedures, where all the bid will be evaluated against the technical criteria, weightage for technical will be 60% and financial bid will be 40%. The top 3 bidders whose secure maximum marks in technical and financial evaluation will be called for sample submission.

1. **Following are the mandatory eligibility criteria for supplier/bidder:**
2. Bidders should be registered entities with the Government (Company with SECP or Registrar of Firms, or any other Government authority. **(10 Marks)**
3. Bidder must be an active tax payer list of FBR). **(10 Marks)**
4. Affidavit must provide on a stamp paper or on company letter head stating that the proponent has never been blacklisted by any government/semi-government organizations NGO or INGO. **(Mandatory)**
5. Have active bank account in the name of their business. **(Account maintenance certificate (10 Marks)**
6. The Bidder/Supplier should have a documented track of completing at least three (3) similar assignments, during the last three (3) years, involving the supply of comparable scale**. (10 Marks for each assignment)**
7. **Final Evaluation:**

Contract will be awarded to the bidder who secure maximum mark in technical and financial evaluation 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-biding 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.