

### Doc 3: Instructions to Tenderers

1. Supplies/Services to be provided

Details of Items			
Lot No.	Name of Item	Specification	Total Quantity
1	Food Items	Detail in Doc-5	Detail in Doc-5
2	Diapers	Detail in Doc-5	Detail in Doc-5
3	<i>Furniture</i>	Detail in Doc-5	Detail in Doc-5
4	Physiotherapy Equipment's	Detail in Doc-5	Detail in Doc-5
5	IT-Equipment	Detail in Doc-5	Detail in Doc-5
6	Electronic Appliances	Detail in Doc-5	Detail in Doc-5
7	Rental Vehicle	Detail in Doc-5	Detail in Doc-5

2. Closing date and time for submission of tenders :

**25-08-2024 at 14:00 Hrs**

3. Submission of tenders

**Tenders can be submitted at NDF Head office : House No A-114 Housing society Nawabshah (02443-66105)**

4. Timetable for provision

To be provided by the bidder- the bidders are required to provide realistic delivery time for the goods/services in relevant section of price schedule.

5. Language of offers

All tender's documents are to be submitted in English

6. Period of validity of offers

All bids must be valid for a minimum of Sixty (60) Days from the tender submission date.

7. Currency

All tender submissions should be received in Pakistani Rupee

8. Terms

The prices must be inclusive of all taxes, delivery / transportation, loading / unloading, packaging and allied costs up to the point of delivery.

The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.

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

9. Lots

- Lot No 01: *Food items at Nawabshah and Larkana*
- Lot No 02: *Diapers at Nawabshah and Larkana*
- Lot No 03: *Furniture*
- Lot No 04: *Physiotherapy Equipments*
- Lot No 05: *IT-Equipment*
- Lot No 06: *Electronic Appliances*
- Lot No 07: *Rental Vehicle*

Bidders can apply for a single or multiple Lots. National disability and development Forum(NDF) reserves the right to divide the order Lot wise to different bidders.

10. Type of contract

Contract/supply agreement for selected tendered items/supplies

11. Samples Required

Samples must be submitted on or before **03-09-2024 at 11:00 AM** at **NDF Head office: House No A-114 Housing society Nawabshah (02443-66105)** with the name of the bidder clearly marked with irremovable ink. The samples of the successful bidders will not be returned, however the samples submitted by the bidders who do not qualify will be returned after 10 days of the opening of the tender. The bidders who do not qualify can collect their sample within 7 days of unsuccessful notice. Unsuccessful bidder will be responsible for collecting the sample from the address where they have submitted the samples.

12. Tender guarantee

A tender guarantee of 2% of the bid submitted must accompany the bid in shape of a demand draft / pay order / call deposit; favouring “National disability and development Forum(NDF)”. Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies contract, then National disability and development Forum(NDF) reserves the right to forfeit the bid security. Once the contract has been awarded to successful bidder his/her bid security will be converted into performance guarantee.

13. Site Visit

It supplier's/tenderer responsibility to aware about typography/access to project area. Organization can facilitate the selected bidders in securing No Object Certificate (NoC) where required.

14. Content of tenders

1. **Instructions to Tenderers (See Doc 3)**
2. **Terms and Conditions (See Doc 4)**
3. **Price Schedule (See Doc 5)**
4. **Tenderer's Relevant Experience (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**

15. Opening of tenders

**25-08-2024 at 02:30 PM** at **NDF Head office: House No A-114 Housing society Nawabshah (02443-66105)**

in the presence of suppliers or their representatives, who wish to witness the tender opening.

16. Evaluation of tenders

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered. Bidders can apply for a single item or all items. NDF reserves the right to divide the order item or supplier wise.

17. Clarification meeting

Potential tenderers can seek clarification on the tender dossier by email to following email and phone number;

Email: [info@ndfpakistan.org]

Phone Number: [0244366105]

18. Cancellation of the tender procedure

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason. Tender might be cancelled due to non-receipt of a minimum number of bids, a change in specification of the material/services, cancellation/non approval of project NoC from Government, the costs exceeding budgetary limits or the project being cancelled by donor.

19. 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 [President\_ National disability and development Forum(NDF)]

20. Data protection

[National disability and development Forum(NDF)] guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. [National disability and development Forum(NDF)] guarantees confidentiality of the procurement process.