



National Rural Support Programme

National Rural Support Programme

Registered Office: UBL Building, 7th Floor, Jinnah Avenue, Blue Area, Islamabad.

Tel# 051-2822319

Programme Support Unit: IRM Complex, 7, Sunrise Avenue, Park Road, Chak Shehzad,
Near COMSATS University, Islamabad. Ph:051-8746170-3

Tender# FCDO/NRSP/Tender/RQ-1221

Date: June 13, 2023

Tender Documents
For the procurement of different kits
Under
Girls and Out of School Children: Action for Learning
(GOAL)
funded by FCDO

(Newspaper Advertisement)

NRSP

National Rural Support Programme

TENDER NOTICE

National Rural Support Programme (NRSP) invites sealed tenders for supply of school furniture and different kits from manufacturers/suppliers with valid and active NTN & GST. Delivery required in the different schools in district DG Khan and Rajanpur. The details are given below:

Sr #.	Description	UOM	Qty	Tender No.
1	Desk with bench for primary classes	Each	2500	Tender# RSPN-FCDO/NRSP/Tender/RQ-1219
2	Desk with bench for high classes	Each	600	
3	Teacher Chair	Each	600	
4	Student Learning Kit	Kit	25000	Tender# RSPN-FCDO/NRSP/Tender/RQ-1221
6	Hygiene/Dignity Kit	Kit	7000	
5	Teaching Kit	Kit	250	
7	School in a Box Kit	Kit	120	

Detailed specifications and terms & conditions are available in the tender documents that can be downloaded free of cost from NRSP website <https://nrsp.org.pk/tenders/>. The deadline for submission of tender is **June 26, 2023 till 3:00pm** at the below given address. NRSP reserve the right to accept or reject any/all bids without reason thereof or funding constrains.

NRSP- Procurement Section, 7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Ph:051-8746170-3, procurement@nrsp.org.pk

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Schedule		
1.	Date of commencement of Tender Document (available on NRSP website)	June 13, 2023
2.	Last date ,time and address for receipt of Tender Document	June 26, 2023 till 3:00pm NRSP Procurement Section, IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Tel# 051-8746170-3
3.	Date and Time of Tender Opening	June 26, 2023 at 3:30pm
4.	Place of opening of Tenders	Procurement Committee, IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad, Near COMSATS University, Islamabad. Tel# 051-8746170-3
5.	Address for communication	As Above
6.	Contact to Bidders	Interested bidders can contact for any queries to procurement@nrsp.org.pk containing following information, so that in case of any clarification, the same may be issued to them, Name of Company, Contact person, Mailing address, Telephone No. Fax No. or Email address, Mobile No. Etc.

Note: Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

1. Introduction

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984.

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

2. Background

NRSP is implementing the project titled as "Bringing Children Back to School" with the financial assistance of RSPN - FCDO, The project mainly focus on rehabilitating the flood affected schools and provision of missing facilities in District Dera Ghazi Khan and Rajanpur.

3. Procurement details.

Below is the bill of quantity (BOQ) with complete specifications of required different kits.

Lot No.1		List of items for Student Learning Kit Class Nursery to Class 2			
S.No	STUDENT LEARNING KIT		UoM	Quantity in each Kit	Total Kits
	Item	Detail			
1	Color Pencil	Color Pencil Goldfish/Picasso/Deer or equal pack of 12 small pencils of different colors	Pack	1	9,807
2	Note Book	Size 8-1/2" x 6-1/2", 40 pages inside of 55g, outer cover boxboard 300g with any printing. 2 Each of Urdu (broad line), 2 each of English (four line) and 2 each of Mathematics (square).	Each	6	
5	Led Pencil	Led pencils 12/pack good quality	Pack	5	
6	sharpener	Silver Dux/Bhadur or equal	Each	6	
7	Pencil Case	Pencil Case or Pouch to carry pencils, eraser, sharpener etc.	Each	1	
8	Eraser	Medium size, Make ORO, Al or Equivalent	Each	6	
9	Pen	Pointer Pen 0.8mm tip any color	Each	4	
10	School Bag	made of korean cloth/parachute having at least two major pockets and one or two outer pockets with heavy duty zips and runners, handle and back pack adjustable straps, size at least 13" high x 10" wide x 5-1/2" depth- good quality multicolor without any picture.	Each	1	
11	Scale	Scale 6 inch plastic	Each	1	
12	Magic Slate	Plastic with wipe out or equivalent	Each	1	
13	Slate	8 1/2" x 10 1/2" having smooth writing surface and weight of at least 200 grams	Each	1	

14	Slatees	"Slatees" (material for writing on metal slate) length 3 inches white stone, 20 pieces per box packing.	Box	1	
15	Crayon	Medium size 12/pack	Pack	1	
16	Drawing Book	Sketch Books for coloring up to class 2	Each	1	
17	Bottle	Water Bottle Acrylic Plastic un breakable, food grade material capacity 1000ml	Each	1	

Packing: All above items of Student Learning kit to be packed in the School bag.

Lot No.2		List of items for Student Learning Kit Class 3 and above			
S.No	STUDENT LEARNING KIT		UoM	Quantity in each Kit	Total Kits
	Item	Detail			
1	Color Pencil	Color Pencil Goldfish/Picaso/Deer or equal pack of 12 small pencils of different colors	Pack	1	15,193
2	Note Book	Size 8-1/2" x 6-1/2", 40 pages inside of 55g, outer cover boxboard 300g with any printing, 2 Each of Urdu (broad line), 2 each of English (four line) and 2 each of Mathematics (square).	Each	6	
5	Led Pencil	Led pencils 12/pack	Pack	5	
6	sharpener	Silver Dux/Bhadur or equal	Each	6	
7	Geometry Box	or class 4 & 5, plastic body containing one set of compass, once plastic ruler of 6" or 9", one plastic protector, one plastic set square	Each	1	
8	Pencil Case	Pencil Case or Pouch to carry pencils, eraser, sharpener etc.	Each	1	
9	Eraser	Medium size, Make ORO, Al or Equivalent	Each	6	
10	Pen	Pointer Pen 0.8mm tip any color	Each	4	
11	School Bag	School Bag made of parachute having at least two major pockets and one or two outer pockets with heavy duty zips and runners, side pockets with elastic top, handle and back pack adjustable straps, size at least 15" high x 12" wide x 7-1/2" depth- good quality multicolor without any picture.	Each	1	
12	Scale	Scale 6 inch plastic	Each	1	
13	Magic Slate	Magic Slate plastic with wipe out or equivalent	Each	1	
14	Slate	Slate, 8 1/2" x 10 1/2" having smooth writing surface and weight of at least 200 grams	Each	1	
15	Slatees	"Slatees" (material for writing on metal slate) length 3 inches white stone, 20 pieces per box packing.	Box	1	

16	Crayon	Crayon Medium size 12/pack	Pack	1	
17	Drawing Book	Drawing Books / Sketch Books up to class 2	Each	1	
18	Bottle	Water Bottle Acrylic Plastic un breakable, food grade material capacity 1000ml	Each	1	

Packing: All above items of Student Learning kit to be packed in the School bag.

Lot No.3		List of items for Hygiene/Dignity Kits			
S.No	STUDENT HYGIENE/DIGNITY KIT		UoM	Quantity in each Kit	Total Kits
	Item	Detail			
1	Towel	Hand Towel good quality size approx 12 " x 12" thick	Each	2	7,000
2	Soap	Soap (Dettol/safeguard or equal +/-100 gm)	Each	2	
3	Sanitary Cloth	Reusable Menstrual Pads (Sanitary Cloth) size 36 inch x 36 inches color dark should be extra soft and having absorbent	Pcs	2	
4	Sanitary Pads	Sanitary pads at least 9 pcs per pack (soft), 3 pack small and 3 pack medium size	Pack	6	
5	Panties	Underwear/female panties, one small and one medium in each kit	Each	2	
6	Soap	Laundry Soap (250 gm), sufi/balli or equal	Each	2	
7	Packing	Parachute Bag of Dark Blue color with handles and zipper at top, size should be enough to accommodate the above all items easily.	Each	1	

Lot No.4		List of items for Teaching Kit			
S. No	TEACHING KIT		UoM	Quantity in each Kit	Total Kits
	Item	Detail			
1	Duster	Dusters/wipers for white boards Deli or equal	Each	5	250
2	Ruler	Teacher Ruler, blackboard, graduated 100:1 cm and 39:1 inch. Strong plastic, 55 mm wide, 5 mm thick, supplied in 2 x 50 cm halves to be assembled and held firmly together by a detachable handle or equivalent	Each	3	
3	Protector	Teacher Protector Plastic big	Each	3	
4	Duct Tape	Duct tape 2 inch wide x 20 yards	Each	3	
5	Whistle	Whistle/metal good quality	Each	3	

Lot No.5		List of items for School in a Box Kit			
S.No	SCHOOL IN A BOX KIT		UoM	Quantity in each kit	Total Kits
	Item	Detail			

1	Marker	Board Markers different color 90/70 12/box	Box	2	120
2	Marker	Permanent Markers 70/90 any color 12/box	Box	3	
3	Punch	Paper Punch Machine Small 2 holes KW 912 or equal	Each	1	
4	Stapler	Stapler medium size (369 pins) with pin remover	Each	1	
5	Pins	Staple pin Dollar/tick #369 (pack of 1000 pins)	Pack	5	
6	Scissor	Scissors Paper Cutter medium size	Each	2	
7	Register	Teacher Attendance Register, pre-printed, both sides printing single colour with 74 leaves legal size 68 gram high finish paper, pacca binding	Each	2	
8	Register	Students Attendance Register, pre-printed, both sides printing single colour with 74 leaves legal size 68 gram high finish paper, pacca binding	Each	10	
9	Register	Lesson Plan Register for teacher pre printed	Each	7	
10	Board	White Board with top hanging hooks and duster size 3ft x 4 ft	Each	2	
11	Board	Soft Board/Notice board size 4 x 3 ft complete with wooden frame and green cloth on top of soft board, soft board thickness at least 1/2"	Each	2	
12	Board	Pocket Board 3ft x 4 ft (Canvas cloth Green) having at least 18 pockets	Each	5	
13	Teaching clock	Clock; for teaching purposes made of plastic, with desk-top stand. Minimum diameter of clock is 240mm; tough construction for classroom handling, easy-to-see numerals, large and small hands or equivalent	Each	1	
14	Learning cubes	Learning cubes/block with different colors size at least 1-1/2" square	Set	1	
15	Sport Items	Cricket Tennis ball Bat, Size: Medium, Good Quality.	Each	2	
		Tennis Ball, (Original CA or Equivalent)	Each	4	
		Ludo , Size: 22x22" of Good Quality complete	Each	1	
		Jumping ropes:- Ropes standard length are 2.8m or 9ft Nylon rope with rubber/Wooden Handle	Each	2	

		Football, Size: 4 Number size (The Size 4 Football Balls are of 25-26 inches in circumference and weigh 12-13 ounces. This ball is a standard football ball for kids aged between 9 and 11 years old)	Each	2
		Mini Hand Air Pump for Football with nozzle	Each	1
		Frisbee, Size: Standard Size.	Each	2
		Carrom Board ,Standard Size wooden and local made with set of goats & striker	Each	1
16	Flash cards	Flash cards of Haroof (urdu) with pictures size 2" x 2"	Set	2
17	Flash cards	Flash cards of numbers with picture size 2"x 2"	Set	2
18	Flash cards	Flash cards of Alphabets with picture size 2"x 2"	Set	2
19	Cards	Small alphabet cards for making words	Set	2
20	Cards	small alphabet cards for making sentences	Set	2
21	Cards	Nomenclature cards: transport, professions, home appliances	Set	2
22	Cards	Word cards with pictures	Set	2
23	Cards	Alphabet cards (cutouts) for word making	Set	2
24	Cards	Alphabet cards (cutouts) for sentence making	Set	2
25	Chart	Chart of solar system	Each	2
26	Chart	Charts of social skills and good behaviors	Each	2
27	Chart	Chart of Alphabet	Each	2
28	Chart	Chart of Haroof	Each	2
29	Chart	Charts parts different human body systems	Each	2
30	Chart	Chart of fruit	Each	2
31	Chart	Charts of Vegetables	Each	2
32	Calendar	Current Year Calendar one pager 2023	Each	2
33	Story Books	by Feroz sons company for primary age children A4 size pages 25 to 30 (10 in each kit, 5 Urdu and 5 English)	Set	1
34	Blocks	Blocks of numbers 0-9 having pictures of animals	Each	2
35	Blocks	Blocks A to Z of alphabets	Set	2
36	Blocks	Urdu Haroof Alif to Yay	Set	2
37	Model	Models of Animal Medium size	Set	2
38	Kit	Place value cards and physical items such as matchsticks, buttons, ping pong balls, corks	Set	2
39	Pretend money	Pretend money – notes	Set	2

40	Clock	Wall Clock with 12" dia big letters	Each	2
41	Puzzle	Jigsaw Puzzles number games	Each	2
42	Puzzle	Jigsaw puzzles with Urdu Haroof	Each	2
43	Board	Geo Board size 18" x 18" with pack of rubber bands (to learn and make shapes)	Each	2
44	Story cutout	Story cutouts (pictorial story, children cut the character from it and paste on drawing note books to make and learn story)	Each	2
45	Buttons	Buttons different size and colors	Dozen	2
46	Beads	Beads different size and colors	Dozen	2
47	Toy	Kitchen Toy Set	Each	2
48	Toy	Doctor kit Toy Set	Each	2
49	Magnifying glass	Magnifying glass medium size with handle	Each	2
50	Magnetic bar	Magnetic bar (1 Straight and 1 U shape)	Set	2
51	Cupboard	MS Cupboard H=72inch x D=18 inch x W=42inch having four shelves, height of each shelf is 12", two chest doors with lock and duplicate set of key of lock, made of 22 AWG all sides and shelves, Painted with steel grey color inside and outside with matt finish,	Each	1
52	Mat	Plastic Mats/chattai for Children sitting 10x15 ft multi color good quality 2 or 3 fold	Each	2
53	Dust Bin	Dust Bin large size 11" dia x 18" high plastic with logo/picture "use me" multi color	Each	7
54	Bucket	Plastic Bucket , 20 liter bucket transparent light color having MS handle	Each	2
55	Mug	Plastic Mug for bucket, 1 liter mug plastic transparent light color with hanging arm	Each	2
56	Bell	School Bell Manual 9" to 10" dia with hammer and hanging hook	Each	1
57	First Aid Box	First Aid Box size should be enough to accommodate the below medicines easily having written " FIRST AID BOX" and mark "+" in red color	Each	1
		Surgical Gauze Pads 10cm x 10cm	pack	4
		Triangular Bandage	Each	1
		Scissor (Medium)	Each	1
		Pivodene 60ml	bottle	2
		Cikatrin Powder	Each	2
		Roller Bandage 4"	Each	12
Roller Bandage 2"	Each	12		

	Alcohol Swabs	Each	100
	Crepe Bandage 4"	Each	4
	Adhesive Tape 2.5cm	Each	2
	Disposable Gloves , Polythene, 100/pack	Pack	1
	Safety Pins Large	Each	12
	Dettol Liquid 100ml	bottle	1
	Saniplast	Each	200
	Polyfax Skin Ointment (Med)	Each	2
	Iodex or equal	Each	2
	Thermometer digital	Each	1

4. Submission of Bid

- a) Technical and financial bids must be submitted in the same envelope clearly mentioned as "Technical Bid" and "Financial Bid". Both the technical and financial bids should be further packed in one outer envelope with details of tender and name of bidder.
- b) Prices should be inclusive of all applicable taxes and transportation must be mentioned clearly.
- c) Price of each item in the kit to be mentioned separately. NRSP reserve the right to delete any item or increase or decrease the qty of any item before ordering.
- d) Quoted Prices shall include all the applicable taxes (WHT & GST) packing, transportation, loading/unloading, till the destination which **are at two places, one DG Khan and other Rajanpur**. Details provided in the attached delivery schedule attached as **Annex B**.
- e) The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be **properly numbered** and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny.
- f) **Last Date of Submission is June 26, 2023 till 3:00 pm local time.**
- g) The bids to this tender must be submitted in original hard copy not later than June 26, 2023 till 3:00pm local time to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non-responsive and disqualified from further consideration.
- h) The Bids should be marked/addressed as:

(Tender# FCDO/NRSP/Tender/RQ-1221- Different Kits)
NRSP Procurement Section,
IRM Complex, #7 Sunrise Avenue, Park Road, Chak Shehzad,
Near COMSATS University, Islamabad. Tel# 051-8746170-3
- i) Offer your best prices as there will be **NO price negotiation** after opening of the bids.
- j) The purchaser reserves the right for conducting pre-shipment inspection by its own personnel or reputed third parties. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- k) The offer should remain **valid for a period of 45 days** from the closing date of the Commercial Bid. Any offer falling short of the validity period is liable for rejection. If a bidder extends bid validity period, then will also extend the bid security period.
- l) Selected bidder must undertake to provide the purchaser, the consignment note number(s) by which the item ordered had been dispatched from their site, so as to have online / web access to the tracking system of physical movement of the consignments sent through courier.
- m) The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the purchaser prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the bidder subsequent to the closing date and time for submission of offers.

5. Eligibility of the Bidder

Below is the eligibility criteria: -

- a) Bidder must have valid and active NTN and GST registration.
- b) Bidder must be on the active tax payer list of FBR on the date of submission of bids.
- c) Have not been blacklisted by any Private / Government (federal or provincial) / Semi- government or by any other authority.
- d) Bidder/Company/Firm its directors/partners or individuals have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, embezzlement, cheque frauds, credit cards frauds, etc.

6. Deliverables

Different kits as per details given section 3.

7. Terms of Bid

a) Bid Security

All bidders shall furnish Security Deposit equivalent to **2% of the Cost of Deliverables (total bid value)** in the form of Call deposit/Pay Order/Demand Draft in favor of NRSP. Cheque will not be accepted in any case. After selection of successful bidder, NRSP will return/release the bid security to the unsuccessful bidders.

b) Performance Security

Performance Security is 10% of the total contract value which need to submitted within 10 days of issuance or letter of award. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.

8. Warranties

The Bidder shall confirm that the material used by the bidder is new and as per specification given in the Tender Document. The bidder shall further warrant that all work under this contract shall have no defect arising from design, materials or workmanship or from any act or omission of the bidder.

9. Submission of Bid and required Documents

- a) The Bid should comply with the specification of required different kits as specified in section 3. The offer should be complete in all respects and contain all information asked for, with prices The Bid must be organized neatly and securely in the following manner.
 - i. Covering letter (on bidder letterhead) Annex A
 - ii. NTN and GST Certificate
 - iii. Proof of active tax payer status (Filer) as per FBR list.
 - iv. Tender documents dully singed and stamped by bidder.
 - v. Price Schedule Form duly filled, signed and stamped by the Bidder. Annex C
 - vi. Bid Security of amount mentioned in section 7 of the Tender Document.
 - vii. Declaration of eligibility as per Annex D (on Rs.100 Stamp paper)
 - viii. Others, if any.
- b) If the Bid is not submitted in the prescribed formats or any of the item in the as mentioned above, the Bid is liable for outright rejection. All the required documents must be attached/provided.
- c) Once the bid is submitted in sealed cover by the bidder, the purchaser will not accept any addition / alterations / deletions of the Bid. However, the purchaser reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will need to submit the documentary evidence(s) as required by the purchaser.

- d) Any Bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

8. Evaluation Criteria for Bid

- a) The Purchaser will scrutinize the offers to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the purchaser, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The Purchaser reserves the right for such waivers and this shall be binding on all bidders.
- b) Below evaluation criteria would be used for the technical evaluation of the bids.

Evaluation Criteria	Requirement
Sales Tax Registration	Mandatory
Income Tax Registration	Mandatory
On the active tax payer list of FBR	Mandatory
Conformance to the required specification of items given section 3	Mandatory
Delivery Period	Maximum 45 days

- c) The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Technical Bid and no document will be received or considered after opening of the Bid.
- d) First and Second Lowest Evaluated Bidder(s) (Kit wise) would be required to submit the sample with 3 working days once informed them via email.
- e) NRSP reserve the right to call the sample from next lowest evaluated bidders if the sample of first and second lowest evaluated bidder is not approved/rejected.
- f) The Tender will be awarded to the Lowest Evaluated Bidder(s) (Kit wise) who has been declared Technically Qualified and his sample is approved.
- g) Purchase have the right to split the order between two or more bidders for one or more items.
- h) Complete kit would be shortlisted and individual items would not be shortlisted/ordered.
- i) For proper scrutiny, evaluation and comparison of offers, the purchaser may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

10. Fees and payment Schedule

- a) No Advance will be allowed in any case.
- b) Payment will be made after the complete and satisfactory delivery/acceptance of the different kits to the designated delivery site/destinations within 3-4 weeks through cross cheque.
- c) Partial Delivery and partial payment is allowed.
- d) Applicable taxes will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. Tax challan will be provided within 3-4 weeks of the payment.

11. Paying Authority

The payments as per the Payment Schedule covered hereinabove shall be paid by NRSP.

Following Documents are to be submitted for Payment:

- a) Bill
b) GST Invoice

- c) Duly acknowledged Delivery Challan from the respective school and from the NRSP project representative.

12. Delivery Schedule

- a) The Selected Bidder must undertake to deliver the Different kits ordered, to location/office as mentioned in **Annex B** within the time offered in the bids from the date of the Purchase Order. However, Delivery schedule may be changed under special circumstances at the discretion of the Purchaser.
- b) The delivery of Different kits will be delivered as the quantity is mentioned in section 3. The purchaser reserves right to increase or decrease the requirement by 15%.

13. Penalty for Downtime

In case of delay in the supply of material against the terms indicated in the purchase order, the Bidder will have to pay a fine of 0.5 % (Half) percent of the balance quantity for each day of delay. If shipment is delayed for more than 15 days the Purchaser has the right to unilaterally cancel the contract and his bid security will be forfeited.

14. Penalty On Liquidated Damages for delayed supply

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 10 days or more. The penalty for late delivery will be deducted from the bill amount.

15. Bid Currency

All prices shall be expressed in Pakistani Rupees only.

16. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bids & samples and NRSP will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

17. Bidding Document

The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

18. Deadline for Submission of Bids

Bids must be received by the Purchaser at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the Purchaser, the bids will be received up to the appointed time on next working day.

The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

19. Confidentiality Statement

All data and information received from NRSP for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NRSP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NRSP.

NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

20. General Terms & Conditions

- a) The Purchaser **does not bind** itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- b) NRSP have the right to split the order in two or more bidders depending upon the rates/items being shortlisted.
- c) The **NRSP** reserves the right to resort to **re-tendering without providing any reason whatsoever**. The **NRSP** shall not incur any liability on account of such rejection.
- d) The **NRSP** reserves the right to **modify** any terms, conditions or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- e) **Canvassing** of any kind will be a disqualification and the **NRSP** may decide to cancel the bidder from its empanelment.
- f) Bidder code of conduct is attached for required compliance as **Annex E**.

21. Rejection of the Bid

The Bid is liable to be **rejected** if:

- a) The document doesn't bear signature of authorized person.
- b) It is received through Telegram/Fax/E-mail.
- c) If the bid is submitted without or less or not in required type the bid security deposit.
- d) It is received after expiry of the due date and time stipulated for Bid submission.
- e) If the bidder fails to submit the samples within the given date & time and on the given location.
- f) If the bidder fails to sign the contract or does not accept the letter of award.
- g) Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the NRSP.

22. Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- a) No bid will be modified after the deadline for submission of bids.
- b) No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

23. Bid Opening and Evaluation

- a) The Purchaser will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- b) The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Purchaser, the bids shall be opened at the appointed time and place on next working days.
- c) Bidders satisfying the technical requirements as determined by the Purchaser and accepting the Terms and Conditions of this document shall be short-listed.
- d) Decision of the Purchaser in this regard shall be final and binding on the bidders.
- e) The contract will be awarded only to the successful responsive bidders.
- f) NRSP reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to supply the deliverables and his bid security/performance security will be forfeited.

24. Clarifications of Bids

To assist in the examination, evaluation and comparison of bids the Purchaser may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

25. Purchaser's Right to Accept or Reject Any Bid or All Bids

The Purchaser reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Purchaser's action.

26. Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

27. Placement of Order And Acceptance

The bidder shall give acceptance of the order placed on it within 3 days from the date of order, failing which, the Purchaser shall have right to cancel the order.

28. Authorized Signatory

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes *as* required by the NRSP.

29. Appeals

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

Covering Letter

To:

Procurement Committee,
National Rural Support Programme,
IRM Complex, 7th Sunrise Avenue, Park Road,
Near COMSATS University,
Islamabad.
Tel: (92-51) 8746170-73

Subject: Submission of Bid Tender# FCDO/NRSP/Tender/RQ-1221

Sir,

We, the undersigned, offer to supply the different kits to NRSP, in accordance with your subject tender. We are hereby submitting our bid.

Our bid is binding upon us and subject to the modifications resulting from Contract negotiations. We understand that NRSP may accept or reject our proposal without giving any reason.

We understand you are not bound to accept any Proposal you receive.
We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:

Contact Cell No.:

Delivery Schedule

S.No.	Name of Kit	Rajanpur	DG Khan	Total
1	Student Learning Kit class Prep to class 2	6794	3013	9807
2	Student Learning Kit class 3 and above	11706	3487	15193
3	Hygiene/Dignity Kit	5700	1300	7000
4	Teacher Kit	160	90	250
5	School in a Box Kit	77	43	120

Note: Complete delivery address with contact person details will be shared with shortlisted supplier.

Price Schedule

S#	Item Name	Qty	Unit Price without GST	Amount of GST	Unit Price with GST	Total Price with GST
1	Student Learning Kit	25000				
2	Hygiene/Dignity Kit	7000				
3	Teaching Kit	250				
4	School in a Box Kit	120				
Total Amount with all taxes and charges						

Full official Name: _____

Name of Company: _____

Signature: _____

Company Stamp: _____

Undertaking/Declaration of Eligibility

(SHOULD BE SUBMITTED ON RS.100- STAMP PAPER DULLY ATTESTED BY NOTARY PUBLIC)

In the response to your Tender# FCDO/NRSP/Tender/RQ-1219, I/We, the undersigned, hereby declare that:

- Our bid is valid for a period of 45 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our bid or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- Have no relation, direct or indirect, with proscribed individual/entities/political exposed person/s or terrorists organizations.
- Not or never prosecuted under Schedule 4 of the proscribed persons under NACTA for AML/CFT.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____

CNIC No: _____

Name of Company: _____

Signature: _____

Company Stamp: _____

Code of Conduct and Ethics

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors:-

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept agreements that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the agreement.
3. Before accepting any agreement will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the agreement.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from agreement when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an agreement.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any agreement to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting agreements, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

Anti-Money Laundering and Anti-Terrorism Financing Policy

Policy

"It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities" by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.
