

Term of Reference for provision printing of training manuals

Background:

Idara-e-Taleem-o-Aagahi (ITA) is a leading national organization working in the education sector since 2000.

Objectives of Assignment:

To facilitate and organise the quality delivery of the training manuals, ITA is seeking from registered firms. Under direct supervision of ITA Islamabad dedicated staff, the firm will be responsible for ensuring the provision of printed training manuals a timely and effective manner.

Scope of work for printing materials CLP & ECE:

Sr.	Content	Qty of manuals	No. of Double sides copies	Specifications
1	Parna Likna Siko Urdu workbook	3,274	186,618	1- Black & white photocopies double sided on A4 size 80 gsm paper 2- Color Print single sided on A4 size 80 gsm paper 3- Ring Binding of Manuals
2	Maths workbook Urdu	3,274	140,782	
3	Student work book English	3,274	188,255	
4	TLMs	60	7,200	
5	Teacher Manual English	60	4,260	
6	Lesson Plans	60	3,960	
7	Student Work book	850	22,100	
8	Handwriting book English	850	23,800	
9	Handwriting book Urdu	850	33,150	
10	Teacher ECE Manual	45	3,465	
11	Ring Binding	12,597		

Terms & Conditions:

1. Idara-e-Taleem-o-Aagahi (ITA) has the authority to reject any quotation without furnishing any reason.
2. ITA will enter into an agreement with the supplier with prior approval of competent authorities.
3. All payment will be made through cross cheque/PO to supplier.
4. Quality of items will not be compromised, and ITA reserve the right to cancel the contract at any time; the cost of sub-standard supplies will be born by the supplier.
5. Quoted prices will be **inclusive of taxes**.
6. ITA will deduct taxes at source as per prevailing Government rules.
7. Payment will be made subject to delivery of services, invoice and tax certificate.
8. The request items will be delivered at FBlSE auditorium Islamabad
9. Seal Quotations should be on letterheads, signed and stamped on **Address: M-4, 47 west, Mezzanine Floor, Dossal Arcade, Blue Area, Islamabad, Pakistan**
10. Quotation submission deadline is **March 2, 2024 till 5:00 p.m.**

Ethical plan:

The organizer team are required to set out their approach to ensuring complete compliance with international good practice regarding ethics and protocols, particularly with regards to safeguarding children and vulnerable groups. Consideration should be given to:

Administrative, technical, and physical safeguards to protect in the event and;
Data protection and secure maintenance procedures for personal information.

Timeframe:

The duration of the service contract will be from March - September.

Selection criteria:

1. Strong customer support
2. Strong focus on improving user performance
3. Flexibility
4. Service Commitments