

## Letter of Invitation to Tender

Tender Ref: Ref: D18-2024-25-56

Date: July 6, 2025

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR PROVISION AND INSTALLATION OF 50 SOLAR WATER WELLS AT CHARSADA – KPK, PAKISTAN**

READ Foundation is a not-for-profit non-governmental organization, certified by Pakistan Centre for Philanthropy for NPO good practices in Governance, Financial Management, and Programme Delivery. Currently, it runs 579 schools in AJK & Pakistan with an ever-growing body of 130,000 students and 5,967 teachers. READ Foundation also imparts free education to 14,000 orphan students. Further to the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. Instructions to Tenderers
- B. Tender Form
- C. Tenderer's Declaration
- D. Drawings

We look forward to receiving your tender on or before **11:00 am on 21 July 2025** at the address specified in the tender Form.

Your tender bid must include the following documentation, so please use the list below as a 'Checklist' before submitting your tender to READ Foundation.

- 1. Tender Form
- 2. Bid Security of 3% - (READ NTN: 2494325-8)
- 3. Tenderer's Declaration
- 4. Broachers/pictures/samples of all quoted items showing make, model, capacity, specification.
- 5. Copy of the valid registration certificate, STRN, NTN

Offers must be submitted in sealed envelopes, marked "TENDER FOR 50 SOLAR WELLS" not to be opened before **12:00 pm on 21 July 2025** and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Please note that each page of this tender document must be signed/ stamped by the tenderer. ٹینڈر کے ہر صفحے پر اپنے دستخط اور مہر ضرور لگائیں۔

Yours sincerely,



**Manager Procurement**

Procurement Department

3<sup>rd</sup> Floor, Al-Farooq Plaza, Bahria Enclave (Kurri) road,

Chak Shahzad Islamabad, Pakistan

Ph: 051-8482151

[tenders@readfoundation.org](mailto:tenders@readfoundation.org)

## Instructions to Tenderers

(Ref: D18-2024-25-56)

**1. Specification and Quantity:**

Sr. #	Item Description	Unit	Qty
1	Solar Water Wells (as per specification mentioned in <u>Price Schedule</u> )	Set	50

**2. Location:**

District Charsada – KPK, Pakistan

**3. Closing date and time for submission of tender:**

21 July 2025 at 11:00 AM

**4. Method of procurement:**

The bidders shall submit their bid in a single envelope. 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 will be blacklisted.

**5. Submission of tenders (Address):**

Manager Procurement - READ Foundation  
3<sup>rd</sup> Floor Al-Farooq Plaza, Bahria Enclave (Kurri) Road, Chak Shahzad  
Islamabad, Ph: 051-8482151

**6. Period of validity of offers:**

All bids must be valid for minimum of one month from the tender submission date.

**7. Taxes and other costs**

The prices must be inclusive of all taxes, warehousing and transportation costs upto installation sites located at District Charsada. READ Foundation will not provide Board/Lodge facility or local travel facility to installation team(s).

**8. Tender guarantee**

A tender guarantee of **3%** of the bid submitted must accompany the bid in the shape of a pay order; favouring "READ Foundation". Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies contract, then READ Foundation reserves the right to forfeit the bid security. Once the contract has been awarded to the successful bidder his/her bid security will be converted into a performance guarantee. In case of cancellation of the contract due to poor quality/performance, READ Foundation reserves the right to forfeit the Tender/Performance Guarantee.

**9. Opening of tenders**

**21 July 2025 at 12:00 PM** at **READ Foundation Head Office** (address mentioned under Clause-5) in the presence of bidders or their representatives, who wish to witness the tender opening.

**10. Evaluation of tenders**

The lowest price will not be the sole criteria; quality, completion time and other factors mentioned in "Tender Form" will also be considered.

**11. Cancellation of the tender procedure**

The tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

**12. Schedule of payments**

Payments will be made after 15 working days of satisfactory delivery/completion subject to the submission of the correct invoice from the bidder.

**13. Mode of payments**

Payments will be made after the deduction of applicable taxes on the business name of the successful bidder through cross-cheque/online transfer.

**14. General Terms & Conditions:**

- a) **Price:** The prices stated on the Contract shall be held firm for the period and/or quantity unless specifically stated otherwise.
- b) **Assignment:** The Supplier shall not assign, transfer, sublet, or subcontract the contract or any part thereof without the prior written consent of the Buyer.

- c) **Corruption:** The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.
- d) **Confidentiality:** All data, including but not limited to, photographs, estimates, plans, reports, and budgets that have been compiled by or received by the Supplier under the contract shall be the property of READ Foundation and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request. The Supplier may not communicate at any time to any other person, government, or authority external to READ Foundation, any information that has been compiled through association with READ Foundation which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.
- e) **Observance of Law:** The Supplier shall comply with all national laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the contract.
- f) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection, or acts similar in nature or force.
- f.1) In the event of and as soon as possible after the occurrence of any cause deemed force majeure, the supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
- f.2) If the Supplier is permanently rendered incapable in whole or part by reason of force majeure to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section "g", Cancellation.
- g) **Cancellation:** The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the management of READ Foundation /Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by READ Foundation for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specifications and terms of contract, prior to receipt of the termination notice.
- g.1) Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership, and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy, it may have under the terms of these conditions.
- h) **Inspection and Test:** The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with the specifications and provisions of the contract. If, in the buyer's opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.
- i) **Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, quantity, destination, or delivery instructions. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 15 days from being notified of any change.
- k) **Rights of READ Foundation:** Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to make delivery of all or part of the goods/services by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:
- Procure all or part of the goods/services from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
  - Refuse to accept all or part of the goods/services.
  - Impose a penalty of 1-3% per day for the whole amount of the contract/purchase order.
  - Terminate the contract and forfeit the tender security.

**Tender Form**

Ref: D18-2024-25-56

**Instructions for bidders:**

1. Please fill out this form completely. Do not leave/ ignore any part of it.
2. Each page of this bid document must be signed/ stamped by the bidder.

**Criteria for bid evaluation:**

In addition to price, the following factors shall also be considered for bid evaluation. Mark scheme for evaluation of technical bid is also given below. The minimum technical score (St) required to **pass is 70%**. Both technical and financial evaluation marks shall have **20% & 80%** respectively in the final evaluation.

The lowest evaluated Financial Proposal (FP) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other proposals is calculated as follows:

$Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are: **T = 20% and P = 80%**

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as  $S = St \times T\% + Sf \times P\%$ .

S #	Criteria for technical evaluation	Wt.	Marks					
			5	4	3	2	1	0
1.	NTN (Active)	10%	Yes	-	-	-	-	No
2.	Bid validity period	10%	30 days	25 days	20 days	15 days	10 days	<10 days
3.	Order/Job completion time	10%	90 days	80 days	70 days	60 days	50 days	>50 days
4.	Advance payment requirement	10%	0%	20%	30%	40%	50%	>50%
5.	Completion Certificate of similar projects in KPK	10%	100 wells	80 wells	60 wells	40 wells	20 wells	<20 wells
6.	CV of Renewable Energy Engineer/Associate Engineer is attached	5%	Yes					No
7.	Broachers/pictures/samples of all quoted items showing make, model, capacity, specification etc is attached <b>(Mandatory)</b>	10%	Yes					No
8.	Quality of the items quoted are as per required specification	30%	As per items evaluation report					

**Business Profile:**

Business name: \_\_\_\_\_ Established in (Date): \_\_\_\_\_

Owner(s)/ partner name(s): \_\_\_\_\_

National Tax No (NTN): \_\_\_\_\_ ☐ Active ☐ In-Active

Office address: \_\_\_\_\_

Contact Person (Name): \_\_\_\_\_

Tel (work): \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Bid validity period:** \_\_\_\_\_ days. **Order/Job completion time:** \_\_\_\_\_ days.

**Advance Payment Requirement (if any):** ☐ 0% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ >50%

**Do you have experience of doing similar work in KPK:** ☐ Yes ☐ No  
(if "Yes" please attached completion certificate)

**Broachers/pictures/Samples of all quoted items showing make, model, capacity, specification etc are attached** ☐ Yes ☐ No

**Note:** this requirement is **mandatory** and required for evaluation of materials.

**CV of Renewable Energy Engineer / Associate Engineer is Attached:** ☐ Yes ☐ No

## Price Schedule:

Sr. #	Description	Unit	Qty	Unit Cost	Total Cost
1	<b>Solar Panels</b> 580-615W each module, Mono-crystalline, Make, LONGI / JINKO / CANADIAN / ASTRONERGY, A-grade (N-Type). (Only original solar panel that can be verified from the manufacturer along with list of data sheet)	Nos	100		
2	<b>DC Submersible</b> Hydro Pro impeller DC pump Copper Winding with Oil, Voltage DC 48V, OUTLET 32MM, Delivery Head 90ft, Power 400W, Rating Voltage = 30-90V, Rotation = 4000 r/min, Body type = Steel, Diameter = 3.5", current 8A, Max Flow 3m <sup>3</sup> /h.	Nos	50		
3	<b>Stand for Solar Panels</b> Stand for solar panel and fixation at top of water tank foundation- made up of MS Steel pipe or Angle iron 18 gauge, 1.5 inches and vertical posts of stand should be properly anchored within PCC, as per the drawing.	Nos	50		
4	<b>Electric Material</b> Provision of 20 feet conduit pipe (BSS 6099) ¾ inches, along with 3 sockets, 6 bends, and 8 clamps (Adamjee, or equivalent), including 100 feet of single core submersible flexible pure aluminum DC wire (Pakistan Cables, GM, Fast, or equivalent). All fittings should be of high quality.	Set	50		
5	<b>Sanitary Material</b> Provision of 50 feet of 25mm PPR pipe along with 2 valves (¾"), 1 gate valve (¾"), 2 unions, 6 elbows, 3 tees, 3 nipples, 1 nozzle, 10 clamps (25mm), and 3 sockets (IIL or equivalent). 2 steel water taps (Faisal or equivalent), ensuring all components are of good quality.	Set	50		
6	<b>Suspension Wire</b> 6mm Steel Wire PVC coated for hanging of pump with thimbles as per requirements.	RFT	4,000		
7	<b>Boring Cost</b> 10" Dia percussion drilling	RFT	5,000		
8	<b>Casing Pipe</b> uPVC Pipe 4", Class-B, BS-3505 (Kawsar Engineering or equivalent)	RFT	4,500		
9	<b>Casing Pipe (Perforated)</b> uPVC Pipe 4", Class-B, BS-3505 with filter cloth, and allied material (Kawsar Engineering or equivalent)	RFT	500		
10	<b>Delivery Pipe</b> HDPE 25 MM (¾") delivery pipe DIN-8074 & 8075 PN 10 PE-100 standard quality	RFT	5,000		
11	<b>Drain out pipe</b> uPVC pipe BSS-4514, 3" dia (Kawsar Engineering or equivalent), along with Tench of 1 foot and backfilled with excavated soil as per the requirements.	RFT	1,000		

Sr. #	Description	Unit	Qty	Unit Cost	Total Cost
12	<b>Elbow</b> uPVC, 3" dia (Kawsar Engineering or equivalent)	Nos.	50		
13	<b>Floor Drain</b> Stainless steel, galvanized, 6x6", 430 grade	Nos.	50		
14	<b>Water Tank</b> Master Fit /Master 5 ply (White) or equivalent (200 GL), along with washout and overflow pipe.	Nos.	50		
15	<b>Plate Form</b> Foundation/platform, including bore foundation, and slab as per the drawing. 52" x 52" x 4'-9" which include: <ul style="list-style-type: none"> <li>•Brick: 1st class burnt bricks of size (9"x4.5"x3")</li> <li>•Tile work up to 3' in front wall only: Glazed wall tiles shall be of 1st quality Tile with bound &amp; fixing.</li> <li>• Cement: Fresh Ordinary Portland cement with normal setting time</li> <li>•Stone/Brick ballast: Broken/crushed pieces of 1st class burnt bricks or stone, size should be 1-1/2" to 2".</li> <li>•Sand: Shall be sharp, cubical, hard, and dense; it should be free from organic impurities and clay lumps</li> <li>•Coarse aggregate: Angular, hard, and durable</li> <li>•Paint 3 coats ICI/Berger/Nippon or equivalent with surface preparation as per the requirements.</li> </ul>	Set	50		
16	<b>Labor</b> Platform construction, sanitary, and electrical fittings, as per the drawings.	Job	50		
17	<b>Plaque</b> Donor Plaque Stainless steel 18 Gauge- Size 1'.5"x2'	Nos.	50		
<b>Grand Total: (PKRs.)</b>					
<b>The total amount in words:</b>					

Note: Applicable taxes are inclusive in above quoted prices.

## Tender Guarantee:

Amount (PKRs):\_\_\_\_\_ Pay Order Number:\_\_\_\_\_ Bank:\_\_\_\_\_

**Note:** Please attach Tender Guarantee Pay Order (Original)

## UNDERTAKING BY BIDDER:

*I hereby undertake that the above information is correct and if found incorrect, the firm shall be liable for disqualification/ legal action. I acknowledge the terms and conditions along with right of READ Foundation to accept/reject the application without assigning any reason, which shall not be challenged in any court of law.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stamp

\_\_\_\_\_  
Signature

## Bidder's Declaration

Ref: D18-2024-25-56

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accepted in full the content of the dossier for the invitation to tender. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We will inform READ Foundation immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 3 We note that READ Foundation is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 4 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 5 We confirm that we are not engaged in any corrupt, fraudulent, collusive, or coercive practices and acknowledge that if evidence contrary to this exists, READ Foundation reserves the right to terminate the contract with immediate effect.
- 6 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- 7 We must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If we are found to be involved in such practices our bid may be rejected and the companies in question permanently blacklisted.
- 8 We are not involved in and do not support any activity which is considered illegal by the Government of Pakistan or what may be termed a 'terrorist activity, terror financing, and money laundering.
9. Observance of Law and Child Safeguarding: The Supplier shall comply with all applicable laws and regulations, including those related to child safeguarding.
- 10 We have attached Pay Order (3% of quoted amount) with Tender Form.    ☐ YES    ☐ NO
- 11 Does the Supplier have any relationship with current READ Foundation staff?    ☐ YES    ☐ NO

*If you have answered YES then can you please state in detail the relationship you have and with whom?*

- 12 We have fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Pakistan in which we are established.

**Sign and official stamp:**\_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:**\_\_\_\_\_

## Drawings

Ref: D18-2024-25-56





