



TENDER DOCUMENT
for
SUPPLY, INSTALLATION AND COMMISSIONING OF
OFFICE FURNITURE & WORKSTATIONS
AT
READ FOUNDATION (HEAD OFFICE) BUILDING, NEAR KORAL
INTERCHANGE, ISLAMABAD



17th August, 2025

Eligibility Criteria Checklist:

Before the bidders submit their bids within the stipulated date and time mentioned in this Tender Document, bidders are required to make sure that the following requirements are fulfilled. **These requirements must be furnished at the time of submission of bid.**

Sr. No.	Eligibility Criteria Checklist	Attached (Yes/No)
1.	Tender Document (Duly Stamped & Signed on Each Page)	
2.	Company's Profile	
3.	Proof of Certificate of Incorporation OR Registration with SECP, if applicable	
4.	Proof of NTN & GST Registration Certificate	
5.	Bid Security equals to 3% of the total project cost in the form of Pay Order / Demand Draft issued by a Scheduled Bank of Pakistan in favour of “READ Foundation, NTN No. 2494325-8” (cross cheque is not acceptable). Bid submitted without bid security shall be “REJECTED” being non-responsive	
6.	<u>Two Separately Sealed Envelopes:</u> Envelope # 1 shall clearly bear the name “TECHNICAL BID” and it must be sealed in Envelope # 1 and shall not be part of the Financial Bid in any form	
7.	Envelope # 2 shall clearly bear the name “FINANCIAL BID” and it must be sealed in Envelope # 2 and shall not be part of the Technical Bid in any form	
8.	Original Affidavit on Stamp Paper of worth Rs. 100/- or above that the company/firm have never been black listed by any Govt. Department, Private Organization or NGOs'. Failure to provide this undertaking will result in the “REJECTION” of the Bid	

READ Foundation (Introduction):

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 children. More details about the organization are available at www.readfoundation.org

Scope of Work & Specifications of Office Furniture and Workstations:

Scope of Work includes supply, installation and commissioning of Office Furniture and Workstations as per specifications and pictures attached as “**Annexure-D**” with this Tender Document at READ Foundation (Head Office) Building, Near Koral Interchange, Islamabad.

Instruction to Bidders:

1. The bidding procedure of Single Stage-two envelope procedure will be followed in this Tender Document. A single package containing two separate envelopes clearly marked “**Technical Bid**” and “**Financial Bid**” shall be submitted.
2. Bids must include the complete address of bidder’s office with name, mailing address and telephone number of the person, the company should be contacted regarding the bid.
3. Bids must be signed by a company officer empowered to bind the executing agency.
4. Bidders must understand that their qualification for consideration for award of the contract depends upon their ability to deliver all services as illustrated in “Scope of Work / Annexure-D”.
5. **Technical Bid duly filled shall contain:**
 - i. Company’s Profile;
 - ii. Copies of Income Tax & Sales Tax Registration Certificates.
 - iii. Complete details of similar projects completed during the last 3 years. **Documentary evidence in the form of Purchase/Work Order, Agreement or Experience Certificate is mandatory.**
 - iv. Complete details of similar projects in hand. **Documentary evidence in the form of Purchase/Work Order or Agreement is mandatory.**
 - v. List of Workshops facilities in Pakistan.
 - vi. Undertaking on Stamp Paper of Rs.100/- or above that the company/firm have never been Black listed by any Govt. department, private organization, NGOs’ nor they are involved in any litigation with any department. **Failure to provide this undertaking will result in the REJECTION of the Bid.**

6. Financial Bid duly filled in format given at “Annexure-A” shall contain:

- i.** Rates of the required items as per specifications (**inclusive of all applicable Govt. taxes**).
- ii.** Bid security equals to 3% of the total project cost in the form of Pay Order/Demand Draft issued by a Scheduled Bank of Pakistan in favour of “READ Foundation”. **Bid submitted without bid security shall be rejected being non-responsive.**

Terms and Conditions:

- 1.** Bid validity will be counted from the last date of its submission (mentioned below). While comparing the offers, if the procuring entity observes that a bidder has charged an incorrect tax ratio, it reserves the right to rectify it. The bidder would be required to conduct the detailed visit of the premises to determine the exact size of the required furniture before submission of the bid.
- 2.** The bid security of the successful bidder will be retained as a “Performance Guarantee” until successful delivery of all items and completion of project. Bids security of the unsuccessful bidders will be released and can be collected from the office of the “Procurement Department” within ten (10) calendar days upon award of contract to the successful bidder.
- 3.** READ Foundation will not accept, pay or bear the cost of any substandard material, workmanship of work and the Supplier must ensure that all items delivered shall meet the specified requirements and adhere to international standards. The supplier must make arrangements for disposal of trash generated during fixation and timely removal of the debris from the site.
- 4.** The Supplier shall be responsible for any damage that may occur during the course of execution of work and shall be liable for its rectification / repair in accordance with the restoration of its originality.
- 5.** Boarding, lodging, loading, unloading and transportation will be responsibility of the bidding firm on each respective floor.
- 6.** The successful bidder will have to provide a work schedule of start and completion dates and the order in which the delivery and work will be completed at site. In case of delay (not due to any justified reason, duly accepted by purchaser), a penalty of 1% of the total contract amount will be charged for every seven (07) days of delay beyond the agreed-upon project completion date.
- 7.** The unit price quoted by the bidder shall remain firm and fixed during the bidder’s performance of the contract and not subject to variation on any account including any price escalation, currency exchange rates, increase and decrease of taxes, levies and duties by the Government.
- 8.** Any advance requested by the bidder will be against either a Bank Guarantee, issued by Scheduled Bank of Pakistan (with minimum six months validity) or a Pay Order of equal amount (cross cheque is not acceptable).
- 9.** The Supplier shall be responsible for any damage of the equipment / material during transportation to site, storage and installation until satisfactory handing over to the Client. It will be the Supplier's entire

responsibility to ensure that all necessary precautions are taken during transportation to avoid damage to any of the equipment. The Supplier shall replace any damaged equipment/materials at his own cost. The furniture shall remain at risk and in the physical custody of the bidder until the delivery, installation and commissioning is successfully completed at site.

10. READ Foundation or its representatives accept no liability, expressed or implied, for any damages that may occur or may be incurred before and during the period of execution of work. Furthermore, READ Foundation or its representatives accept no liability for bodily harm, injury or death that might come about as a result of the implementation of the project. The successful bidder shall bear responsibility for the safety of his employees, labour, during work execution within project site area.

11. A bidder shall submit only one bid, in the same bidding process, either individually as a bidder or as a member in a joint venture or any similar arrangement. 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 procuring entity, will be blacklisted and debarred.

12. The successful bidder must provide a 3D view Presentation showing their design theme for all items (Part A) to the Purchaser before signing the Contract. Further, the successful bidder shall submit the applicable samples after incorporating any changes suggested by the Purchaser, within ten (10) days of receiving approval for the 3D view presentation.

13. The bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the bidders.

14. Usage of correction fluid & corrections are strictly prohibited unless duly initiated. Any erasing/cutting etc. appearing on the bid, must be properly signed by the person signing the Tender.

15. The Purchaser reserves the right to alter quantities or delete some items specified in this Tender Document, when awarding contract to successful bidder. The Purchaser shall be under no obligation to accept the lowest or any other offer received in response to this Tender Notice and shall be entitled to reject any or all bids without assigning any reason at any stage.

16. A bidder's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids, conditional quotations or amendments will not be accepted for evaluation.

17. Payment will be made through cross cheque / IBFT after deduction of applicable Govt. taxes.

18. Each paper of the bid document alongwith this Tender Document shall be stamped and signed by the authorized Signatory of the firm/company.

19. Sealed bids must be received latest by **Monday, 01st September 2025 before 11:00 a.m** via courier service, postmail or by hand and will be opened on the same day at 11:30 a.m (afternoon) in the presence of bidder's representative who may wish to attend. Representatives of the bidders who choose to

attend shall sign the “Attendance Sheet”. **Kindly mention “Tender Reference Number” at top left corner of the envelope.**

20. The bids must be sent to the following address and received by this organization not later than the date and time indicated above.

Title/Position:	Deputy Manager (Procurement)
Postal Address:	READ Foundation Al-Farooq Plaza, 3 rd Floor, Bahria Enclave Road, Chak Shahzad, Islamabad
Telephone (Land Line):	051 111 323 424 Ext: 653
Mobile No.:	0333 5319631

Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of its bid and READ Foundation will in no case be responsible or liable to these costs, regardless of the conduct or outcome of the bidding process.

Amendment of Bidding Documents:

At any time, prior to the deadline for submission of bids, READ Foundation may, for any reason, whether at his own initiative or in response to a clarification requested by an interested bidder, modify the Bidding Documents by issuing “ADDENDUM”. Any addendum thus issued shall be part of the Bidding Documents and shall be available to download on READ Foundation’s official website. To afford interested bidders reasonable time in which to take an addendum into account in preparing their Bids, the READ foundation may at its discretion extend the deadline for submission of Bids.

Contract Amendment:

READ Foundation may at any time, by written notice served to the Supplier, alter, or amend the contract for any identified need/requirement. The bidder shall not make any change until and unless READ Foundation has allowed the said change, by written order served on the Supplier. The Change, mutually agreed upon, shall constitute part of the obligations under the Contract, and the provisions of the Contract shall apply to the said change. No variation or modification in the Contract shall be made, except by written amendment signed by both READ Foundation and the Supplier.

Warranty/Guarantee:

All goods / furniture offered by the bidder must be under workmanship and quality Warranty for a period of **05 Years** from the date of delivery. The successful bidder shall also provide Warranty Certificate on the Company’s letterhead, signifying their responsibility for the product’s quality.

Dispute Resolution:

In the case of a dispute between the Purchaser and the Supplier, a Dispute Resolution Committee shall be constituted by READ Foundation for the resolution of dispute. In case of non-resolution, the dispute shall be referred for adjudication or arbitration in accordance with Arbitration Laws of Pakistan and heard at Islamabad, the Capital Territory of Pakistan.

Blacklisting:

If the bidder fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, READ Foundation may without prejudice to any other right of action / remedy it may have, blacklist the bidder, either indefinitely or for a stated period, for future. In such case, the Performance Guarantee / Bid Security of the bidder shall stand “forfeited”.

Payment Terms:

The payments of the work will be released through cross cheque or online bank transfer (IBFT) to the firm after deduction of applicable govt. taxes in a reasonable time not exceeding fifteen (15) working days from the date of receipt of invoice after verification of the delivery and work done by our concerned site staff and Chief Engineer. Final payment terms and schedule will be decided between both parties (READ Foundation and the Successful Bidder) upon signing an agreement or award of Contract with mutual consent.

Bid Evaluation Criteria, Condition & Process:

1. Must register with tax authorities.
2. Initially, only the envelope marked “**Technical Bid**” shall be opened.
3. Firms/Companies scoring **minimum 60% marks in the Technical Evaluation** will be qualified for Financial Evaluation.
4. All those firms/companies blacklisted by any Govt. Department shall not be entertained.
5. Conditional Quotations will not be accepted.
6. Each paper of the bid document (alongwith this Tender Document) shall be stamped and signed by the authorized Signatory of the firm/company.
7. The Financial bids of the “**Qualified**” firms/companies will be opened and contract will be awarded. Financial Bids of bidders found technically “**Non-Responsive**” or “**Not-Qualified**” shall be returned unopened.

Scoring Criteria for Technical Evaluation:

Sr. No.	Category	Maximum Marks
1	Registration with FBR	10
2	Bid Validity	10
3	Nature of Business	10
4	Delivery / Completion Time	15
5	Advance Percentage Required	15
6	Projects of Similar Nature Completed Over the Last 3 Years Note: No marks will be awarded if the Purchase / Work Order, Agreement or Experience Certificates are not attached	20
7	Projects of Similar Nature in Hand Note: No marks will be awarded if the Work Order, Agreement or Experience Certificates are not attached	10
8	Workshop Facilities in Pakistan	10
Total Marks		100

A detailed breakdown of each category’s marks is available in the attached “Annexure ‘B’”.

Selection – Evaluation Process:

- 1.** An evaluation committee will review in detail all bids that are received to determine the extent to which they comply with Tender Document requirements, without reference to the price and reject any bid which does not conform to the specified requirements as listed in “Scope of Work / Annexure-D” section.
- 2.** Financial bid will be checked only if a bid is determined to be otherwise qualified. The envelope marked as “**Financial Bid**” shall be opened in front of Procurement Committee members and the representatives of Qualified Bidders who may like to attend the meeting at a date, time and venue announced and communicated in advance.
- 3.** Overall evaluation shall be carried out based on weighted average methodology wherein Technical Evaluation will carry 40% and Financial Evaluation will carry 60% weightage respectively.

Combined Score:

% weightage to **Technical Evaluation (40%)**

% weightage to **Financial Evaluation (60%)**

Technical Score = Total Secured Marks in all Technical Categories / 100 x 40

Financial Score = Lowest Financial Bid / Bidder's Financial Bid x 60

Final Score = Technical Score + Financial Score

FINANCIAL BID

ANNEXURE 'A'

Registered Name of Firm: _____

National Tax No.: _____ **Sales Tax Registration No.:** _____

EOBI Registration (Yes / No) If Yes, Kindly Provide EOBI Registration No.: _____

Address: _____

Contact Person: _____ **Tel:** _____

Nature of Business: _____ (Manufacturer / Importer / General Order Supplier / Others)

Bid Validity: _____ Calendar Days **Delivery / Completion Time:** _____ Calendar Days

Advance Percentage Required, if any: _____ %

Sr. No.	Description	Unit	Qty	Rate Rs.	Amount Rs.
A	WORKSTATIONS, TABLES, SOFAS				
1	<p>Workstation with front soft board (4 ft wide x 3'-9" long x 30" - 48"x45"x30") MS in base & legs (2-1/2"x1-1/2" x 16 swg) in dark grey powder coating/Deco finish with protective glides in bases with top MDF laminated Patex Elegance EP 618/601 with 1.3mm to 1.5mm thick PVC edging/lipping with machine in hotmelt glue with fine finish.</p> <p>In top use size 10"x4" openable electrical boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with flexible spine pipe floor to electrical boxes.</p> <p>Privacy panel in MDF laminated sheet EP618/601 with soft board sheet, industrial fabric twill mesh both sides, size 36"x20" with partition clamp black powder coated divider strip under Privacy panel throughout length. Use black adamji brand screws where required.</p>	No.	87		
2	<p>Workstation (Extended) with front soft Board (4ft wide x 5 ft longx30") MS in base & legs (2-1/2"x1-1/2" x 16 swg) in dark grey powder coating/Deco finish with protective glides in bases with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC edging/lipping with machine in hotmelt glue with fine finish.</p> <p>In top use size 10"x4" openable electrical boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with flexible spine pipe floor to electrical boxes.</p> <p>Privacy panel in MDF laminated sheet EP618/601 with soft board sheet, industrial fabric twill mesh both sides, size</p>	No.	3		

	50"x20" with partition clamp black powder coated divider strip under Privacy panel throughout length. Use black adamji brand screws where required.				
3	Mobile Drawer for workstation (18"x15"x20") MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC edging/lipping with machine in hotmelt glue with fine finish. Chanel in drawers of Yale/Euroart with imported openable handle & adjustable wheel/fix foot & protective glides complete with all respect.	No.	180		
4	Manager Table (5' x 2'-6") (5' x 22") Material in MS in Base & legs (2.5" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick edging/lipping with machine in hotmelt glue with fine finish. In top use top openable electrical Boxes (1 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible Spine pipe floor to Electrical Box with plastic strip for front foot area hanging complete with all respect. Side Rack Material use MS in Base & legs imported in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance No EP 618/601 with 1.3mm to 1.5mm thick PVC edging with Machine in hotmelt glue with fine finish using channels Yale/Euroart brand with adamji screw, with high quality drawer hinges with SS made handle. Complete with all respect.	No.	14		
5	CEO Table (6' x 3')(6' x 22") Manager Table (5' x 2'-6") (5' x 22")Material in MS in Base & legs (2.5" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick edging/lipping with machine in hotmelt glue with fine finish. In top use top openable electrical Boxes (1 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible Spine pipe floor to Electrical Box with plastic strip for front foot area hanging complete with all respect. Side Rack Material use MS in Base & legs imported in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance No EP 618/601 with 1.3mm to 1.5mm thick PVC edging with Machine in hotmelt glue with fine finish using channels Yale/Euroart brand with adamji screw, with high quality drawer hinges with SS made handle. Complete with all respect.	No.	1		
6	Sofa Three Seater - Executives (7'-9" x36"x 30") In solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back in arem use 2" thick foam with imported tire patti with spring in Industrial Fabric 5201-5213 (color as selected) with wooden legs in matt polish complete with all respect.	No.	3		

7	<p>Sofa Single Seater -Executives (3' x 36"x 30") In solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back, in arms use 2" thick foam with imported tire patti with spring in Industrial Fabric 5201-5213 (color as selected) with wooden legs in matt polish complete with all respect.</p>	No.	4		
8	<p>Sofa Three Seater (7'-6" x36"x 30") Material use solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back in arem use 2" thick foam with imported tyre patti with spring in Industrial fabric 2201-2213 as recommended with wooden legs matt polish complete with all respect.</p>	No.	1		
9	<p>Sofa Single Seater (3' x 36"x 30") Material use solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back in arem use 2" thick foam with imported tyre patti with spring in Industrial fabric 2201-2213 as recommended with wooden legsmatt polish complete with all respect.</p>	No.	5		
10	<p>Coffee Table (42"x 24"). In solid wood kiker/yellow pine matt polished used in base legs with MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.5mm thick PVC Edging machine made in hotmelt glue complete with all respect.</p>	No.	4		
11	<p>Side Table (22" x 22") Material use solid wood kiker/Yellow pine used in base legs with MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.5mm thick PVC Edging machine made in hotmelt glue complete with all respect.</p>	No.	7		
12	<p>Glass Round Table (3' x 3'x 30") Material use MDF laminated Patex Elegance EP 618/EP 601 Matt Finish in base with 1.5mm Pvc edging machine made in hotmelt glue with protective glides with top 12mm glass with side polish use space in between base & top complete with all respect.</p>	No.	2		
13	<p>Reception Counter (10' x 24"x 36") Solid wood in frame with MDF laminated Patex Elegance EP 618/EP 601 in deco finish In white area use marbleize finish in MDF with imported hardener in drawers use channel of Yale/Euroate with adamje screw use in base use 4" thick wooden base with aluminum/SS use complete with all respect in top use openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible spine pipe floor to Electrical Box. Provision of space for fixing 2 No. 24"LED screens for the receptionist at a level invisible to the visitors. Design has to be approved before supply.</p>	No.	1		
14	<p>Board Room Table (20' x 5'). MS in Base & legs (2.5" x 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and</p>	No.	1		

	also in top 1.5' thick with fine finish in top use top use Hydraulic openable electrical Boxes (9 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect.				
15	<p>Meeting Table (18' x 4') MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use Hydraulic openable electrical Boxes (4 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect.</p>	No.	1		
16	<p>Meeting Table (10' x 3'-6") MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use top openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect</p>	No.	2		
17	<p>Meeting Table (8'x 3') MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use top openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect.</p>	No.	3		
18	<p>Meeting Table (8'x 2'.6") - Semicircular MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use top openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect.</p>	No.	1		

B	CHAIRS				
1	Workstation Chairs (Imported) Black PP Plastic high quality mesh 11" mechanism 120mm gas lifter 320mm base PU wheelset.	No.	180		
2	Meeting Room Chairs (Imported) Sleek back design with lumber support fix padded headrest height adjustable armrest 2" thickness foam double lever mechanism with any position lock 320mm plastic base pu wheelset.	No.	32		
3	Manager + CEO Chair (Imported) Adjustable armrest adjustable headrest nylon mesh pu foam seat with high quality fabric double lever mechanism 350mm chrome base 50mm wheelset class & class 4 gas lifter.	No.	15		
4	Board Room Chair (Imported) 3 position mechanism with seat slider 3d adjustable armrests nylon mesh back adjustable padded headrest pu foam in seat 120mm gas lifter 320mm plastic base PU wheelset castor.	No.	36		
5	CEO Room Visitor chair (Imported) 16 gauge chrome frame 2" thickness foam PP plastic back plastic armrest.	No.	2		
6	Chairs with Reception Area Tables (Imported) PP Plastic high quality mesh 11" mechanism 120mm gas lifter 320mm base PU wheelset castor.	No.	8		
7	Office Visitor Chair (Imported) 16 gauge metal frame in black powder coating 2" thickness foam pp plastic back plastic armrest.	No.	44		
Sub-Total					
GST					
Total (Inclusive of all taxes)					

BREAKDOWN OF SCORING CRITERIA

ANNEXURE 'B'

Registration with FBR (Maximum 10 Marks) – Tick One Only	
NTN & STR No.	Only NTN No.
10 Marks	05 Marks

Bid Validity (Maximum 10 Marks) – Tick One Only	
30 Days & Above	Less than 30 Days
10 Marks	05 Marks

Nature of Business (Maximum 10 Marks) – Tick One Only			
Manufacturer	Importer	General Order Supplier	Others
10 Marks	08 Marks	05 Marks	03 Marks

Delivery / Completion Time (Maximum 15 Marks) – Tick One Only		
50 Days & Less	51-60 Days	More than 60 Days
15 Marks	10 Marks	5 Marks

Advance Percentage Required (Maximum 15 Marks) – Tick One Only			
0%	1-10%	11-20%	More than 20%
15 Marks	10 Marks	05 Marks	0 Marks

Projects of Similar Nature Completed Over the Last 3 Years (Maximum 20 Marks)				
More than 50	30-49	20-29	5-19	Less than 5
20 Marks	15 Marks	10 Marks	05 Marks	0 Marks

Projects of Similar Nature in Hand (Maximum 10 Marks)		
More than 10	3-10	Less than 3
10 Marks	05 Marks	0 Marks

Workshop Facilities in Pakistan (Maximum 10 Marks)		
More than 10	01-10	0 (Nil)
10 Marks	05 Marks	0 Marks

BIDDER’S DECLARATION

ANNEXURE ‘C’

In response to your Tender Document dated 17th August 2025, we, the undersigned, hereby declare that:

1. We have examined and accepted in full the content of the Tender Document. We hereby accept its provisions in their entirety, without reservation or restriction. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the Tender Document.
2. 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.
3. 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.
4. 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.
5. 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.
6. We also acknowledge that if we are selected and have requested an advance in our bid, we will be obligated to deposit the equal amount in the form of a Bank Guarantee or Pay Order before receiving the advance. If we fail to submit the Bank Guarantee or Pay Order within fifteen (15) calendar days of signing the agreement, READ Foundation will have the authority to cancel our order and forfeit our bid security, and we will have no objections to this.
7. 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 by us may result in our exclusion from this and other contracts of the contracting authority.
8. In case of any dispute, decision of the Procurement Committee of READ Foundation would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.
9. We have attached Pay Order (3% of quoted amount) with Financial Bid Form. YES NO
10. 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?

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

Name of Signing Person
Designation:





Date





Stamp







Signature



**READ FOUNDATION
PROCUREMENT DEPARTMENT**

SPECIFICATIONS OF OFFICE FURNITURE & WORKSTATIONS (HEAD OFFICE BUILDING PROJECT)

S. No.	Item Description	Pictures	Unit	Qty
A	Workstations, Tables, Sofas			
1	<p>Workstation with front soft board (4 ft wide x 3'-9" long x 30" - 48"x 45"x30") MS in base & legs (2-1/2"x1-1/2"x 16 swg) in dark grey powder coating/Deco finish with protective glides in bases with top MDF laminated Patex Elegance EP 618/601 with 1.3mm to 1.5mm thick PVC edging/lipping with machine in hotmelt glue with fine finish.</p> <p>In top use size 10"x4" openable electrical boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with flexible spine pipe floor to electrical boxes.</p> <p>Privacy panel in MDF laminated sheet EP618/601 with soft board sheet, industrial fabric twill mesh both sides, size 36"x20" with partition clamp black powder coated divider strip under Privacy panel throughout length. Use black adamji brand screws where required.</p>		No.	87
2	<p>Workstation (Extended) with front soft Board (4ft wide x 5 ft longx30") MS in base & legs (2-1/2"x1-1/2"x 16 swg) in dark grey powder coating/Deco finish with protective glides in bases with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC edging/lipping with machine in hotmelt glue with fine finish.</p> <p>In top use size 10"x4" openable electrical boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with flexible spine pipe floor to electrical boxes.</p> <p>Privacy panel in MDF laminated sheet EP618/601 with soft board sheet, industrial fabric twill mesh both sides, size 50"x20" with partition clamp black powder coated divider strip under Privacy panel throughout length. Use black adamji brand screws where required.</p>	As above	No.	3
3	<p>Mobile Drawer for workstation (18"x15"x20") MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC edging/lipping with machine in hotmelt glue with fine finish. Channels in drawers of Yale/Euroart with imported openable handle & adjustable wheel/fix foot & protective glides complete with all respect.</p>		No.	180
4	<p>Manager Table (5' x 2'-6") (5' x 22") Material in MS in Base & legs (2.5" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick edging/lipping with machine in hotmelt glue with fine finish. In top use top openable electrical Boxes (1 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible Spine pipe floor to Electrical Box with plastic strip for front foot area hanging complete with all respect. Side Rack Material use MS in Base & legs imported in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance No EP 618/601 with 1.3mm to 1.5mm thick PVC edging with Machine in hotmelt glue with fine finish using channels Yale/Euroart brand with adamgi screw, with high quality drawer hinges with SS made handle. Complete with all respect.</p>	 	No.	14

S. No.	Item Description	Pictures	Unit	Qty
5	<p>CEO Table (6' x 3')(6' x 22") Manager Table (5' x 2'-6") (5' x 22") Material in MS in Base & legs (2.5" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick edging/lipping with machine in hotmelt glue with fine finish. In top use top openable electrical Boxes (1 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible Spine pipe floor to Electrical Box with plastic strip for front foot area hanging complete with all respect. Side Rack Material use MS in Base & legs imported in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance No EP 618/601 with 1.3mm to 1.5mm thick PVC edging with Machine in hotmelt glue with fine finish using channels Yale/Euroart brand with adamgi screw, with high quality drawer hinges with SS made handle. Complete with all respect.</p>		No.	1
6	<p>Sofa Three Seater - Executives (7'-9" x36"x 30") In solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back in arem use 2" thick foam with imported tire patti with spring in Industrial Fabric 5201-5213 (color as selected) with wooden legs in matt polish complete with all respect.</p>		No.	3
7	<p>Sofa Single Seater -Executives (3' x 36"x 30") In solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back, in arms use 2" thick foam with imported tire patti with spring in Industrial Fabric 5201-5213 (color as selected) with wooden legs in matt polish complete with all respect.</p>		No.	4
8	<p>Sofa Three Seater (7'-6" x36"x 30") Material use solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back in arem use 2" thick foam with imported tyre patti with spring in Industrial fabric 2201-2213 as recommended with wooden legs matt polish complete with all respect.</p>	As above	No.	1
9	<p>Sofa Single Seater (3' x 36"x 30") Material use solid wood kiker in structure upholstery in Diamond/Molty foam 5" thick in seat 2.5" thick foam in back in arem use 2" thick foam with imported tyre patti with spring in Industrial fabric 2201-2213 as recommended with wooden legsmatt polish complete with all respect.</p>	As above	No.	5
10	<p>Coffee Table (42"x 24"). In solid wood kiker/yellow pine matt polished used in base legs with MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.5mm thick PVC Edging machine made in hotmelt glue complete with all respect.</p>		No.	4

S. No.	Item Description	Pictures	Unit	Qty
11	<p>Side Table (22" x 22") Material use solid wood kiker/Yellow pine used in base legs with MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.5mm thick PVC Edging machine made in hotmelt glue complete with all respect</p>		No.	7
12	<p>Glass Round Table (3' x 3'x 30") Material use MDF laminated Patex Elegance EP 618/EP 601 Matt Finish in base with 1.5mm Pvc edging machine made in hotmelt glue with protective glides with top 12mm glass with side polish use space in between base & top complete with all respect.</p>		No.	2
13	<p>Reception Counter (10' x 24"x 36") Solid wood in frame with MDF laminated Patex Elegance EP 618/EP 601 in deco finish In white area use marbleize finish in MDF with imported hardener in drawers use channel of Yale/Euroate with adamje screw use in base use 4" thick wooden base with aluminum/SS use complete with all respect in top use openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible spine pipe floor to Electrical Box. Provision of space for fixing 2 No. 24"LED screens for the receptionist at a level invisible to the visitors. Design has to be approved before supply.</p>		No.	1
14	<p>Board Room Table (20' x 5') . MS in Base & legs (2.5" x 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use top use Hydraulic openable electrical Boxes (9 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect.</p>		No.	1
15	<p>Meeting Table (18' x 4') MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use Hydraulic openable electrical Boxes (4 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect</p>		No.	1
16	<p>Meeting Table (10' x 3'-6") MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use top openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect</p>		No.	2

S. No.	Item Description	Pictures	Unit	Qty
17	<p>Meeting Table (8'x 3') MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with topMDF laminated Patex Elegance EP 618/EP 601 Matt Finish with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use top openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect</p>		No.	3
18	<p>Meeting Table (8'x 2'.6") - Semicircular MS in Base & legs (2.5" * 2" thick in 16 gauge swg) in dark grey/white powder coating/Deco finish with protective glides with top MDF laminated Patex Elegance EP 618/EP 601 Matt Finish, with 1.3mm to 1.5mm thick PVC Edging with Machine in hotmelt glue use in base front & back area and also in top 1.5' thick with fine finish in top use top openable electrical Boxes (2 No.), each having 2 x Universal Power Sockets, 1x Network Ports (LAN/RJ45), 1 x Telephone Ports (RJ11) with Flexible pipe floor to Electrical Box with protective glides complete with all respect</p>	As above (Semi Circular - Customized)	No.	1
B Chairs				
1	<p>Workstation Chair (Imported) Black PP Plastic high quality mesh 11" mechanism 120mm gas lifter 320mm base PU wheelset.</p>		No.	180
2	<p>Meeting Room Chairs (Imported) Sleek back design with lumber support fix padded headrest height adjustable armrest 2" thickness foam double lever mechanism with any position lock 320mm plastic base pu wheelset.</p>		No.	32
3	<p>Manager + CEO Chair (Imported) Adjustable armrest adjustable headrest nylon mesh pu foam seat with high quality fabric double lever mechanism 350mm chrome base 50mm wheelset class & class 4 gas lifter.</p>		No.	15

S. No.	Item Description	Pictures	Unit	Qty
4	<p>Board Room Chair (Imported) 3 position mechanism with seat slider 3d adjustable armrests nylon mesh back adjustable padded headrest pu foam in seat 120mm gas lifter 320mm plastic base PU wheelset castor.</p>		No.	36
5	<p>CEO Room Visitor Chair (Imported) 16 gauge chrome frame 2" thickness foam PP plastic back plastic armrest.</p>		No.	2
6	<p>Chairs with Reception Area Tables (Imported) PP Plastic high quality mesh 11" mechanism 120mm gas lifter 320mm base PU wheelset castor.</p>		No.	8
7	<p>Office Visitor Chair (Imported) 16 gauge metal frame in black powder coating 2" thickness foam pp plastic back plastic armrest.</p>		No.	44

Note: Pictures where given are presented for helping bidders in having an idea of the design theme.