



**TENDER DOCUMENT**  
**for**  
**SUPPLY AND INSTALLATION OF**  
**FALSE CEILING (DAMPA ALUMINUM)**  
**AT**  
**READ FOUNDATION (HEAD OFFICE), NEAR KORAL INTERCHANGE,**  
**ISLAMABAD**



24<sup>th</sup> August, 2025

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**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 <b>"READ Foundation, NTN No. 2494325-8"</b> (cross cheque is not acceptable). Bid submitted without bid security shall be <b>"REJECTED"</b> being non-responsive	
6.	<b><u>Two Separately Sealed Envelopes:</u></b> <b>Envelope # 1</b> shall clearly bear the name <b>"TECHNICAL BID"</b> and it must be sealed in Envelope # 1 and shall not be part of the Financial Bid in any form	
7.	<b>Envelope # 2</b> shall clearly bear the name <b>"FINANCIAL BID"</b> 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'. <b>Failure to provide this undertaking will result in the "REJECTION" of the Bid</b>	

**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 400 schools in AJK & Pakistan with an ever-growing body of 118,000 students and 5,967 teachers. READ Foundation also imparts free education to 11,000 orphan children. More details about the organization are available at [www.readfoundation.org](http://www.readfoundation.org)

**Scope of Work:**

Scope of Work includes supply and installation of False Ceiling (Dampa Aluminum) and other allied works as per below specifications at READ Foundation (Head Office), Near Koral Interchange, Islamabad.

Sr. No.	Description	Unit	Estimated Qty
1	<p><b><u>FALSE CEILING ( DAMPA ALUMINUM):</u></b>            Providing &amp; fixing Dampa Ceiling Aluminum (<b>Douglas of China</b>) make 2'x2' tiles ceiling, laid into a G.I T &amp; L Angle 1" x 1" frame work, plump, rods, hanger clips, jointing clips and G.I Wire etc suspended from the structural ceiling, complete in all respect as per site requirement, approved as per manufacturer specifications, including cutting/punching holes for electric fixtures lights, ACs, fans etc with transportation (including loading, unloading) and lifting upto required floor.</p> <p><b><u>SPECIFICATION:</u></b>  <b>Brand Name:</b> Douglas  <b>Material:</b> Aluminum  <b>Color:</b> White  <b>Size:</b> 600x600mm (2'x2') (as per Manufacturer size)  <b>Thickness:</b> 0.7 mm  <b>With Perforation Hole Size:</b> 1.8mm with 20% open 45-degree (Standard) – <b>Almost 90 % of Total Quantity</b>  <b>Without Perforation hole (Standard) for Toilet Area – Almost 10 % of Total Quantity</b>  <b>Surface:</b> High-Qualified Powder Coated Paint  <b>Smoke Density Grade:</b> 8  <b>Average Smoke Temperature:</b> 111°C  <b>Sound Absorption Coefficient:</b> ISO 354  <b>Certificate Standard:</b> B S476, Part6, 1989, BS476, Part7, 1971, ASTM E84-04            Non-woven acoustic Black tissue inside for good sound absorption.            Maximum distances of all carrier and hanger centres should not be more than;</p>	Sft	21,239



	A: Wall to First Hanger (Maximum 600 mm or as per site adjustment) B: Hanger to Hanger (Maximum 1200 mm or as per site adjustment)		
2	<b>4" MS Frame for Holding Dampa Ceiling Near Windows</b> Providing and fixing of MS pipe Structure for holding of Dampa ceiling near windows at required floors. Size of MS pipe 4"x1/1/2", 16 gauge, 2"x2" angle for brackets. 10mm Rawal bolt made by Hilti/fisher should be used. Two coats of Red Oxide paint and two coats of approved make shade enamel paint is included (Complete in respect).	Rft	650

**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".
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. 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.
2. Quantities mentioned in the "Scope of Work" are estimated and can be increased / decreased. Final payment will be made on the measurement of actual quantities recorded at site. Further, openings in multiples of 2'x2' (tile size), will not be measured for ceiling lights, ACs etc.
3. The bid security of the successful bidder will be retained as a "Performance Guarantee" until successful completion of the 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.
4. 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.
5. 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.
6. Boarding, lodging, loading, unloading and transportation will be responsibility of the bidding firm on each respective floor.
7. 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 days of delay beyond the agreed-upon project completion date.
8. 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 but not limited to any price escalation, currency exchange rates, increase and decrease of taxes, levies and duties by the Government.
9. 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).
10. The Supplier shall be responsible for any damage to the material during transportation to site. 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 material. The Supplier shall replace any damaged materials at his own cost.



11. 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.
12. 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.
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. Each paper of the bid document alongwith this Tender Document shall be stamped and signed by the authorized Signatory of the firm/company.
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. READ Foundation reserves the right to accept or reject any or all of the bids without assigning any reason at any stage.
19. Sealed bids must be received latest by **Monday, 08<sup>th</sup> 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.

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

### **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 stands "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.

  
read foundation  
Saeed-Ur-Rehman Shah  
Dy. Manager Procurement  
Head Office - Islamabad



**Inspection at Site Works:**

All materials supplied by the Contractor shall be inspected by the Chief Engineer/Construction Division's staff after delivery at site to assess any damage or any other requirements of the specifications. The Chief Engineer/Construction Division's staff may inspect the works in progress as and when considered necessary and the Contractor shall provide full access and assistance for carrying out inspection to verify the conformity of works. Such inspection if made shall not relieve the Contractor from any obligations under the Contract.

**Approval of Samples:**

Prior to initializing any work, the Contractor shall provide samples of the products to the Client for evaluation and approval. The Client shall have a reasonable time to review the samples and provide feedback. In the event of rejection, the Contractor shall make necessary revisions and resubmit samples for approval. Failure to obtain approval shall entitle the Client to withhold payment and/or terminate the agreement without liability.

**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	Delivery / Completion Time	15
4	Advance %age Required	25
5	Projects of Similar Nature Completed Over the Last 3 Years <b>Note: No marks will be awarded if the Purchase/Work Order, Agreement or Experience Certificates are not attached</b>	20
6	Projects of Similar Nature in Hand <b>Note: No marks will be awarded if the Purchase/Work Order or Agreement are not attached</b>	20
<b>Total Marks</b>		<b>100</b>

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”.
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 30% and Financial Evaluation will carry 70% weightage respectively.

**Combined Score:**

% weightage to **Technical Evaluation (30%)**

% weightage to **Financial Evaluation (70%)**

**Technical Score** = Total Secured Marks in all Technical Categories / 100 x 30

**Financial Score** = Lowest Financial Bid / Bidder's Financial Bid x 70

**Final Score** = Technical Score + Financial Score

  
Soeed-Ur-Rehman Shah  
Dy. Manager Procurement  
Head Office - Islamabad

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

Bid Validity: \_\_\_\_\_ Calendar Days Delivery / Completion Time: \_\_\_\_\_ Calendar Days

Advance Percentage Required, if any: \_\_\_\_\_ %

Sr. No.	Description	Unit	Qty	Rate Rs.	Amount Rs.
1	<p><b><u>FALSE CEILING ( DAMPA ALUMINUM):</u></b>  Providing &amp; fixing Dampa Ceiling Aluminum (<b>Douglas of China</b>) make 2'x2' tiles ceiling, laid into a G.I T &amp; L Angle 1" x 1" frame work, plump, rods, hanger clips, jointing clips and G.I Wire etc suspended from the structural ceiling, complete in all respect as per site requirement, approved as per manufacturer specifications, including cutting/punching holes for electric fixtures lights, ACs, fans etc with transportation (including loading, unloading) and lifting upto required floor.</p> <p><b><u>SPECIFICATION:</u></b>  <b>Brand Name:</b> Douglas  <b>Material:</b> Aluminum  <b>Color:</b> White  <b>Size:</b> 600x600mm (2'x2') (as per Manufacturer size)  <b>Thickness:</b> 0.7 mm  <b>With Perforation Hole Size:</b> 1.8mm with 20% open 45-degree (Standard) – <b>Almost 90 % of Total Quantity</b>  <b>Without Perforation hole (Standard)</b> for Toilet Area – <b>Almost 10 % of Total Quantity</b>  <b>Surface:</b> High-Qualified Powder Coated Paint  <b>Smoke Density Grade:</b> 8  <b>Average Smoke Temperature:</b> 111°C  <b>Sound Absorption Coefficient:</b> ISO 354  <b>Certificate Standard:</b> B S476, Part6, 1989, BS476, Part7, 1971, ASTM E84-04  Non-woven acoustic Black tissue inside for good sound absorption.  Maximum distances of all carrier and hanger centres should</p>	Sft	21,239		



	not be more than; <b>A:</b> Wall to First Hanger (Maximum 600 mm or as per site adjustment) <b>B:</b> Hanger to Hanger (Maximum 1200 mm or as per site adjustment)				
2	<b>4" MS Frame for Holding Dampa Ceiling Near Windows</b> Providing and fixing of MS pipe Structure for holding of Dampa ceiling near windows at required floors. Size of MS pipe 4"x1 1/2", 16 gauge, 2"x2" angle for brackets. 10mm Rawal bolt made by Hilti/fisher should be used. Two coats of Red Oxide paint and two coats of approved make shade enamel paint is included (Complete in respect).	Rft	650		
<b>Sub-Total</b>					
<b>GST</b>					
<b>Total (Inclusive of all taxes)</b>					

Amount in words: \_\_\_\_\_

\_\_\_\_\_

**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

  

Delivery / Completion Time (Maximum 15 Marks) – Tick One Only		
50 Days & Less	51-60 Days	More than 60 Days
15 Marks	10 Marks	05 Marks

  

Advance %age Required (Maximum 25 Marks) – Tick One Only				
0%	1-10%	11-20%	21-30%	More than 30%
25 Marks	20 Marks	15 Marks	10 Marks	05 Marks

  

Projects of Similar Nature Completed Over the Last 3 Years (Maximum 20 Marks)				
More than 40	26-40	11-25	5-10	Less than 5
20 Marks	15 Marks	10 Marks	05 Marks	0 Marks

  

Projects of Similar Nature in Hand (Maximum 20 Marks)		
More than 05	01-05	0 (Nil)
20 Marks	10 Marks	0 Marks



**BIDDER'S DECLARATION****ANNEXURE 'C'**

In response to your Tender Document dated 24<sup>th</sup> 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

  
Sajid-Ur-Rehman Shah  
Dy. Manager Procurement  
Head Office - Islamabad