

TENDER FORM FOR EDUCATIONAL PAPER PRODUCTS

Date: August 24, 2025

Ref: D39-2025-26-30

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 institutes/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. We at READ Foundation intend to purchase **Educational Paper Products** according to below given specifications for orphan students studying in our schools.

Instructions for bidders:

- Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پُر کریں، کوئی حصہ خالی نہ چھوڑیں۔
- Each page of this bid document must be signed/ stamped by the bidder. فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں
- Bidders may consult our representative to understand specifications before submitting the bid. بولی جمع کرانے سے قبل معیار اور ضروریات کو سمجھنے کے لیے ہمارے مجاز نمائندے سے ملاقات کی جاسکتی ہے۔

Criteria for bid evaluation:

Those who will qualify in following quality parameters, will be assessed for other technical parameters.

The required specifications of paper and bleach card are as follows:

Material	GSM	Ink Spread	Burst Factor (min.)	Tear Factor MD (min.)	Tear Factor CD (min.)	Brightness (min.)	Opacity (min.)
Paper	68 ± 2 gsm (Premier or equivalent)	No	16	45	50	80%	95%
Bleach Card	210 ± 5 gsm (Packages, Century or equivalent)	—	20	75	70	—	—

Note: We may assess the quality of sample paper and bleach card from the results of submitted reports.

Mandatory Requirements / لازمی تقاضے

All bidders must submit the required samples along with their bid. To qualify in the technical evaluation phase, 100% compliance with the specified quality standards is essential. Samples may be tested through a laboratory to verify compliance. Bidders are also required to provide original laboratory test reports for both paper and bleach card, issued within the last two (2) weeks. Bids without the required samples and valid original lab reports will be treated as non-compliant and may be rejected.

تمام بولی دہندگان کو اپنی پیشکش کے ساتھ درکار نمونے جمع کروانا لازمی ہے۔ ٹیکنیکل جائزہ مرحلے میں اہل قرار پانے کے لیے، بتائے گئے معیار پر سو فیصد عملدرآمد ضروری ہے۔ نمونوں کا معیار جانچنے کے لیے انہیں لیبارٹری میں بھی ٹیسٹ کیا جاسکتا ہے۔ بولی دہندگان کو کاغذ اور بلیچ کارڈ دونوں کے لیے اصل لیبارٹری رپورٹیں فراہم کرنا ہوں گی جو گزشتہ دو (2) ہفتوں میں جاری کی گئی ہوں۔ مطلوبہ نمونے اور درست اصل لیبارٹری رپورٹس کے بغیر موصول ہونے والی بولیاں غیر موزوں تصور کی جائیں گی اور مسترد کی جاسکتی ہیں۔

Required Samples for Bid Evaluation

Bidders are requested to provide the following samples for evaluation:

S. No.	Sample Type	Quantity	Specifications	Paper	Cover	Binding
1	Notebooks	2	60 or more leaves, 3-pin binding	68 ± 2 gsm (Premier or equivalent)	4-color printed, 210 ± 5 gsm card (Packages, Century, or equivalent), no lamination	3-pin
2	Registers	2	112 or more leaves, broad-line	68 ± 2 gsm (Premier or equivalent)	4-color printed, UV-laminated 210 ± 5 gsm card (Packages, Century, or equivalent)	Gum binding (German/Taiwan glue)
3	Loose Sheets	2 quires (24 sheets each)	1 four-line, 1 broad-line, finished size 8" × 13"	68 ± 2 gsm (Premier or equivalent)	—	—

Technical score parameters

In addition to price, 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 **60%**.

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 following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" 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 following:

S = St x T% + Sf x P%.

S#	Criteria	Weightage %	Marks					
			5	4	3	2	1	0
1	NTN	3	Yes	-	-	-	-	No
2	Filler (Active)	2	Yes	-	-	-	-	No
3	Own production unit	15	Yes	-	Valid contract with unit	-	-	No
4	Bid validity period	5	30 days +	25 days	20 days	15 days	10 days	<10 days
5	Advance Payment	5	0%	20%	30%	40%	50%	51% or above
6	Order completion time	10	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	>8 weeks
7	Production on automatic plant	10	All items	2 items	1 item	-	-	No
8	Samples Evaluation	50	As per sample evaluation report					
Total weightage:		100						

Business Profile:

Please attach your business profile or visiting card, if available.

Business name: _____ Established in (Date): _____

Nature of business¹: ☐ Production unit/ factory ☐ Sale office/ Shop ☐ General order supplier

Owner(s)/ partner name(s): _____

National Tax No (NTN): _____ Filling Status: ☐ Active ☐ In-Active

Account Title: _____ Account #/IBAN: _____ Bank: _____

Postal address: _____

Factory/ production unit address: _____

Contact Person (Name): _____

Tel (work): _____ Mobile: _____ Email: _____

Bid validity period: ☐ 30 days ☐ 25 days ☐ 20 days ☐ 15 days ☐ 10 days ☐ <10 days

Order Completion Time: ☐ 4 weeks ☐ 5 weeks ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ >8 weeks

Advance payment (if any): ☐ 0% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ >50%

¹ A valid agreement with the manufacturing/ production unit shall be required in case the bidder is a shopkeeper or general order supplier.

Price Schedule (PKR):

Bidders are requested to provide their most competitive unit and total prices for the following items, ensuring that rates are inclusive of all applicable taxes and transportation charges, in accordance with the specifications provided in this tender document.

S. No.	Item Description	Breakdown of Demand	Unit	Total Quantity	Unit Price (PKR)	Total Price (PKR)
1	Loose sheets Finished size: 8" × 13"; Paper quality: 68 ± 2 gsm (Premier or equivalent), packed 24 sheets per quire, with line and margin spacing as specified.	Broad Line – 1,901,844, Four Line – 52,992	Sheet	1,954,836		
2	Notebooks Finished size 11" × 8.5" (60 leaves / 120 pages), Paper quality: 68 ± 2 gsm (Premier or equivalent), 210 ± 5 gsm card cover (Packages/Century, or equivalent) without lamination 4-color printed, 3-pin binding, with line and margin spacing as specified.	Single Line – 46,240, Four Line – 28,420, Square Box – 12,276, Broad Line – 87,019	Notebook	173,955		
3	Registers Finished size 7.5"×11.75" (112 leaves/224 pages/ 28 sheets), Paper quality: 68 ± 2 gsm (Premier or equivalent), 4-color printed UV-laminated 210 ± 5 gsm card cover (Packages, Century, or equivalent), gum binding (German/Taiwan glue), broad line, with line and margin spacing as specified.	Broad Line – 40,432	Register	40,432		
Grand total (PKR)						
Total in words:						

Note: *The above quantities are tentative, final quantities will be shared at the time of awarding contract.*

Tender Guarantee Amount (PKRs): _____ Pay Order Number: _____ Bank: _____

Note: Please attach Tender Guarantee Pay Order (Original)

Bidder Production Capacity & Automation Details:

Capacity / Equipment	Number of Machines	Daily Production Capacity	Automation Level
Automatic Notebook Making Machine(s)			Fully / Semi / Manual
Automatic Register Making Machine(s)			Fully / Semi / Manual
Automatic Loose Sheet Cutting / Ruling Machine(s)			Fully / Semi / Manual
Daily Notebook Production Capacity	—		—
Daily Register Production Capacity	—		—
Daily Loose Sheet Production Capacity	—		—
Warehousing Capacity	—		—

Defect Classification and Inspection Guidelines

Inspection of shipments will be carried out through random sampling in accordance with READ Foundation's policy. Any notebook, register, or quire of loose sheets containing more than four defective pages will be rejected. If the defect rate in the inspected lot exceeds five percent, the entire shipment of that product type—such as notebooks, registers, or loose sheets—will be rejected. If the defect rate is five percent or less, the supplier must sort and replace all defective items at their own expense before the shipment can be accepted.

Defect Classification – Educational Paper Products

Defects are classified into Critical, Major, and Minor categories based on their severity.

Type & Impact	Defects
Critical Defects - Immediate rejection of item/shipment. ایسے نقائص پر مکمل مال مسترد کیا جائے گا	1. Paper quality not as specified (68 ± 2 gsm, Premier or equivalent) or fails burst/tear/brightness/opacity/ink spread standards. 2. Bleach card quality not as specified (210 ± 5 gsm) or fails burst/tear standards. 3. Ink spread, show-through, or bleed-through beyond limits. 4. Finished size smaller than specified by more than 2 mm. 5. Missing or incorrect number of leaves beyond ± 1 tolerance. 6. Missing lamination (where required) or severe peeling/bubbling affecting more than 4 pages. 7. Violation of READ Foundation's Safeguarding Policy (e.g., child labour, forced labour, unsafe work practices).
Major Defects - Replacement or rework required; shipment may be rejected if $> 5\%$ defect rate. ایسے نقائص کی صورت میں مال کو واپس کیا جاسکتا ہے یا دوبارہ کام کا کھاجا سکتا ہے	1. Wrinkles, creases, stains, yellowing, smudges, or blackening on more than 4 pages. 2. Binding failure (gum or pins) causing loose pages. 3. Bleeding or crooked printed lines affecting more than 4 pages. 4. Misaligned margin lines by more than $2/8''$ (H/V) on more than 4 pages. 5. Rough trimming affecting handling or stacking.
Minor Defects - Accepted with remarks; monitor for improvement حد سے زیادہ معمولی نقائص کی صورت میں اصلاح کی ضرورت ہو سکتی ہے	1. Slight misalignment of print within tolerance. 2. Minor smudges or wrinkles on up to 4 pages. 3. Slight uneven trimming within tolerance. 4. Minor packaging imperfections.

Inspection schedule:

Inspection will be carried out through random sampling in accordance with READ Foundation's policy.

Sample size:

Lot Size	Minimum Quantity to be Measured	
	Single Color Shipments	Multiple Color Shipments
51-500	5	1% of each color and size
501-1,200	10	1% of each color and size
1,201-3,500	15	1% of each color and size
3501-10,000 & above	50	1% of each color and size

Inspection shall be done according to below given schedule:

Inspection Type	Time	Remarks
First article inspection	Inspection at the time when up to 10% of order (each type) is ready and available for inspection at the supplier warehouse/ production unit.	Materials and the manufacturing process will be inspected at this stage. Further production will proceed only after the acceptance report is issued.
Pre-shipment inspection	Inspection at the time when shipment is ready and available for inspection at the supplier warehouse/ production unit.	Delivery after acceptance report.
Post-shipment inspection	Final inspection of supplies after arrival of shipment in the organizational warehouse.	A rechecking or final checking in organizational warehouse. Payment after acceptance report.

شیڈول کے مطابق سپلائر کی ذمہ داری ہوگی کہ وہ طے شدہ شیڈیول کے مطابق انسپیکشن کروائے اور تیار مال ریڈ فاؤنڈیشن کے گودام (اسلام آباد) تک بحفاظت پہنچائے۔ ماہر کارنگروں سے اپنی نگرانی میں کام کروائیں۔ طے شدہ انسپکشن کروائیں ورنہ ادارہ کسی نقصان کا ذمہ دار نہ ہوگا۔

Lining of Notebooks, Registers and Sheets (Inner page design will be shared with successful bidder)

Item	Classes	Description	Specifications
Notebook English (Four line)	Playgroup to 5th	Size of margin (top + both sides)	2.5 cm
		Distance between top and four lines	0.6 cm
		Distance between each line (within four line)	Total distance from first line to 4th line = 1.1 cm 1st line distance = 0.3 cm 2nd line distance = 0.41 cm 3rd line distance = 0.3 cm
		Distance between each set of four lines	0.6 cm
Notebook/Register English (single line)	6th to 8th	Size of margin (top + both sides)	2.5 cm
		Distance between top and first line	1 cm
		Distance between lines	0.8 cm
Notebook/Register Urdu (Broad line)	Playgroup to 8th	Size of margin (top + both sides)	2.5 cm
		Distance between lines	1.2 cm
Notebook Math (Square box)	Playgroup to 5th	Size of margin (top)	2.5 cm
		Size of margin (both sides)	2 cm
		Size of each square	1.1 cm
Sheet – English (Four Line)		Size of margin (top)	3.0 cm
		Distance between top and four lines	0.6 cm
		Distance between each line (within four line)	Total distance from first line to 4th line = 1.1 cm 1st line distance = 0.3 cm 2nd line distance = 0.41 cm 3rd line distance = 0.3 cm
		Distance between each set of four lines	0.6 cm
Sheet – English Single Line		Size of margin (top)	3.0 cm
		Distance between lines	0.9 cm
Sheet – Urdu Broad Line		Size of margin (top)	3.0 cm
		Size of margins (Left)	1.5 cm
		Size of Margins (Right)	1.0 cm
		Distance between lines	1.2 cm
Sheet – Math Square Box		Size of margin (top)	3.0 cm
		Size of each square	1.1 cm

Terms and Conditions:

- Bid envelope should be properly sealed and clearly marked, “**Tender for Educational Perper Products**”
- A **tender guarantee of 3%** of the bid submitted must accompany the bid in the shape of a pay order; favoring “READ Foundation”. Bids received without Tender Guarantee may be rejected. NTN of READ Foundation is **2494325-8**.
- Samples and lab reports must be submitted with the quotation.
- Tender form should be filled completely in ink. Use of lead pencil is not allowed.
- Erasing/ cutting or over-writing should be avoided.
- The firms/contractors/suppliers should be registered with Income Tax Office.
- Prices should be inclusive of all applicable Govt. taxes.
- Prices should also include transportation charges. Items shall have to be delivered by the supplier in the warehouse of READ Foundation located at Tramri Chowk, Islamabad.
- The price quoted in bid should be preferably valid for at least one month from last date of submission of quotations.
- Quantities (demand) mentioned herein are tentative and can be increased/decreased at the time of award of purchase order.
- Bidders are encouraged to visit READ Foundation’s office to clarify specifications or requirements before submitting their bids.

12. The bidder must fully comply with READ Foundation's Safeguarding Policy, including strict prohibition of child labour, forced labour, and any form of abuse or exploitation.
13. The interested firms/ contractors/suppliers should submit their quotations latest by **11:00AM September 9, 2025**.
14. READ Foundation reserves the right to accept or reject any or all quotations without assigning any reason.

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
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Submission of bid form / Queries:

Please submit your sealed quotation either by courier/ post or by hand. For any query, please also contact the undersigned.

براہ کرم اپنی سہل بند کوٹیشن بذریعہ کوریئر، ڈاک یا بذاتِ خود جمع کروائیں۔ کسی بھی قسم کی وضاحت، نمونے کے معائنے یا پیشگی ملاقات کے لیے براہ کرم دستخط کنندہ سے رابطہ کریں۔



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