

TENDER FORM FOR SCHOOL BAGS

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 **School Bags** 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.
- Each page of this bid document must be signed/ stamped by the bidder.
- Bidders may consult our representative to understand specifications before submitting the bid.

فارم مکمل پُر کریں، کوئی حصہ خالی نہ چھوڑیں۔

فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں

بولی جمع کرانے سے قبل معیار اور ضروریات کو سمجھنے کے لیے ہمارے مجاز نمائندے سے ملاقات کی جاسکتی ہے۔

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 daysOrder Completion Time: ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ 9 weeks ☐ 10 weeks ☐ >10 weeksAdvance payment (if any): ☐ 10% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ >50%**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.

Sr. #	Item	Size	UOM	Quantity	Unit Cost	Total Cost
1	School Bag	Small (as per Annex-I)	Nos.	1,155		
2	School Bag	Medium (as per Annex-II)	Nos.	2,552		
3	School Bag	Large (as per Annex-III)	Nos.	9,680		
Total				13,387	-	
Total price in words: Pak rupees						

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

Tender Guarantee

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

Note: Please attach Original Tender Guarantee Pay Order

Warranty / Replacement Commitment:

"The bidder confirms that they will provide a **1-year warranty** for all school bags supplied. This warranty includes replacement of any bag that tears, breaks, or develops defects during the academic session, even after acceptance of the shipment."

Confirmation / تصدیق: ☐ Yes / ہاں ☐ No / نہیں

Bidder Production Capacity & Automation Details

S. No.	Information Required	Bidder Response
1	Annual Bag Production Capacity (in units)	
2	Maximum Production Capacity per Month	
3	Number of Skilled Workers / Operators	
4	Total number of machines	

Criteria for bid evaluation:

The required specifications of school bags are as follows:

نمبر شمار	پیرامیٹر	ڈیمانڈ، ضرورت
1.	ڈیزائن	سامپلز کے مطابق تین سائز اور مختلف ڈیزائن کے بیگ ہوں۔ رنگوں کا انتخاب ادارہ (ریڈ فاؤنڈیشن) کی مشاورت سے کیا جائے۔
2.	سائز	سامپلز کے مطابق دو سوتل تک کی کمی قابل قبول ہوگی (Annex-I, II, III) بیگ کے سائز کے لئے براہ کرم ملاحظہ کریں
3.	کپڑا	۱۰۰۰ ڈی، کورین نائلون / پولیسٹر، نی پو کوٹنگ کے ساتھ،
4.	اسٹر	۲۱۰ ڈی، کورین نائلون / پولیسٹر، نی پو کوٹنگ کے ساتھ
5.	مغربی	۲۱۰ ڈی، کورین نائلون / پولیسٹر، نی پو کوٹنگ کے ساتھ
6.	زپ	۱۰ نمبر، ۱۰۰ گز والے تھان کا وزن کم از کم ۳ کلو گرام ہو۔
7.	زپ رز	(10-SSS, Weight 10.80gram) ۱۰ ٹریل ایس، وزیر کپنی کی یا اس کے مساوی
8.	سلائی	ڈبل سلائی، ایک انچ میں کم از کم چھ ٹانکے، پولیسٹر کا ۲ یا ۳ میلانی کا دھاگہ، جوڑوں میں کم از کم ۳ سوتل کا داؤدینا ہوگا۔
9.	بکل (ڈی، کنڈا)	آٹھ گنچ۔
10.	جبولان	دس ایم ایم۔
11.	پینٹنگ (گولا)	فینسی گولا، سہیل ڈیزائن کے مطابق لگا ہو۔
12.	انوار یا بیلٹ	اے ٹوپاک کپنی یا اس کے مساوی، بیلٹ کے کنارے آگ سے ضرور جلانے جائیں۔
13.	صفائی	مال صاف ستھرہ ہو۔ فالتو دھاگے، انوار، کپڑا لٹنا ہو۔ کوئی داغ دھبہ نہ لگا ہو۔
14.	پینٹنگ	ایک سائز کے مختلف رنگوں کے پانچ بے ایک پوٹی تھین بیگ میں پیک کیے ہوں۔
15.	ڈبلیوری	ریڈ فاؤنڈیشن کے گودام (اسلام آباد) تک بحفاظت پہنچا کر دینا
16.	سال ٹیگ	ہر بیگ میں موجودہ سال کا کپڑے کا پرنٹنگ لگا ہو۔

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 **fabric and lining** used in the sample bags, 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 کرانا 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۔ دلی دہندگان کو نمونہ بیگز میں استعمال ہونے والے کپڑے اور اسٹر کے لیے حالیہ دو (2) ہفتوں میں جاری شدہ اصل لیبارٹری ٹیسٹ رپورٹس بھی فراہم کرنا لازمی ہے۔ 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.	Item Description / آئٹم کی تفصیل	Required Sample / مطلوبہ نمونہ
1	School Bags	Three bags (one of each size) تین بیگ (ہر سائز کا ایک)
2	Fabric	Three A4-size pieces of fabric اے فور سائز کے کپڑے کے تین ٹکڑے
3	Lining Material	Three A4-size pieces of lining اے فور سائز اسٹر کے تین ٹکڑے
4	Zipper	One 2-meter piece of zipper ایک 2 میٹر کا زپ کا ٹکڑا
5	Zipper Runner	Two pieces دو عدد زپ رنرز
6	Fancy Piping	One 2-meter piece of fancy piping ایک 2 میٹر کا فینسی پائپنگ کا ٹکڑا
7	Webbing / Anwar	One pack ایک پیک ویبنگ / انوار
8	Jumbo Lon	One small piece of jumbo lon ایک چھوٹا ٹکڑا جمبو لان

Technical score parameters

In addition to price, following factors shall also be considered for bid evaluation. Marking 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 (Fm) 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 = 30** and **P = 70**

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:

$$S = St \times T\% + Sf \times P\%$$

S#	Criteria	Weight (%)	Guidelines / Remarks
1	NTN Registration	3%	Supplier must have a valid NTN. Yes = 100%, No = 0%
2	Active Tax Filer	2%	Supplier must be an active tax filer. Yes = 100%, No = 0%
3	Ownership of Production Unit	10%	Own unit = 100% (10), Valid contract = 50% (5), None = 0%
4	Bid Validity Period	5%	Maximum requirement = 30 days. ≥ 30 days = 100% (5), 25–29 = 80% (4), 20–24 = 60% (3), 15–19 = 40% (2), 10–14 = 20% (1), < 10 = 0%
5	Advance Payment Requirement	10%	0–10% advance = 100% (10), 11–20% = 80% (8), 21–30% = 60% (6), 31–40% = 40% (4), 41–50% = 20% (2), $> 50\%$ = 0%
6	Compliance with Bag Specifications	45%	Full compliance = 100% (45), Minor deviations = 80% (36), Major deviations = 0%
7	Delivery Schedule	5%	≤ 6 weeks = 100% (5), 7 weeks = 80% (4), 8 weeks = 60% (3), 9 weeks = 40% (2), 10+ weeks = 0%
8	1-Year Warranty / Replacement Commitment	10%	Supplier commits to replace any bag torn or defective during the academic session. Yes = 100% (10), No = 0%
9	Laboratory Test Reports submitted by the bidder	10%	Lab reports for fabric, issued within last 2 weeks. Compliant = 100% (10), Non-compliant = 0%
Total Weightage		100%	

Defect Classification and Inspection Guidelines

Inspection of school bag shipments will be conducted through random sampling as per READ Foundation policy. The total quantity will be verified against order specifications. Any bag exhibiting critical defects—such as incorrect fabric, poor material quality, wrong design, wrong colors, stitching defects affecting strength, missing double stitching, incorrect piping, hardware not as specified, or size deviations beyond allowed tolerance ($\pm \frac{1}{2}$ inch for parts > 10 inches, $\pm \frac{1}{4}$ inch for 5–10 inches, $\pm \frac{1}{8}$ inch for < 5 inches)—will be rejected. Bags with major defects within allowed tolerances but inconsistent with samples must be reworked or replaced by the supplier before acceptance. If the defect rate in the inspected lot exceeds five percent, the entire shipment of that bag type (small, medium, or large) 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

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	<ol style="list-style-type: none"> 1. Fabric quality not as specified (1000D $\pm 5\%$) or lining quality not as specified (210D $\pm 2\%$), including proper coating and material standards. 2. Bag not made according to specified design. 3. Incorrect colors used. 4. Size deviation beyond allowed tolerance: <ol style="list-style-type: none"> a) Parts >10 inches: $\pm \frac{1}{2}$ inch b) Parts 5–10 inches: $\pm \frac{1}{4}$ inch c) Parts <5 inches: $\pm \frac{1}{8}$ inch 5. Zipper or zipper runner not as specified or defective, causing difficulty in opening or closing. 6. Jumbo Lon / loop of incorrect size or material. 7. Poor stitching affecting bag strength: runs, missing stitches, uneven stitching, or stitches per inch below required number. 8. Specified piping not used. 9. Buckle, D-ring, or hardware not as specified. 10. Belt not as per specification or edges not flame sealed. 11. Shoulder straps not firmly attached. 12. Holes in seams or fabric. 13. 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 کہا جاسکتا ہے	<ol style="list-style-type: none"> 1. Minor stitching errors not affecting bag strength. 2. Slight size deviation within tolerance but inconsistent with sample. 3. Small misalignment of pockets or components. 4. Minor variation in material color or texture (within acceptable range).
Minor Defects – Accepted with remarks; monitor for improvement حد سے زیادہ معمولی نقائص کی صورت میں اصلاح کی ضرورت ہو سکتی ہے	<ol style="list-style-type: none"> 1. Bag is not clean or has dust. 2. Stains or marks on bag. 3. Loose threads not trimmed. 4. Extra fabric, belts, or accessories not properly trimmed/cut. 5. Minor cosmetic imperfections (slight wrinkles, uneven edges) that do not affect functionality.

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

Terms and Conditions:

- Bid envelope should be properly sealed and clearly marked, "**Tender Form for School Bags**"
- 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**.
- Quotation 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 months from last date of submission of quotations.
- Quantities (demand) mentioned herein are **tentative** and can be increased or 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.
- A valid agreement with a manufacturing or production unit is required if the bidder is a shopkeeper or general order supplier.
- The supplier must fully comply with READ Foundation's Safeguarding Policy, including strict prohibition of child labour, forced labour, and any form of abuse or exploitation.
- The interested firms/ contractors/suppliers should submit their quotations latest by **11:00AM September 9, 2025**.
- READ Foundation reserves the right to accept or reject any or all quotations without assigning any reason.

Bidder's Declaration:

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

Bid Form Submission / Inquiries:

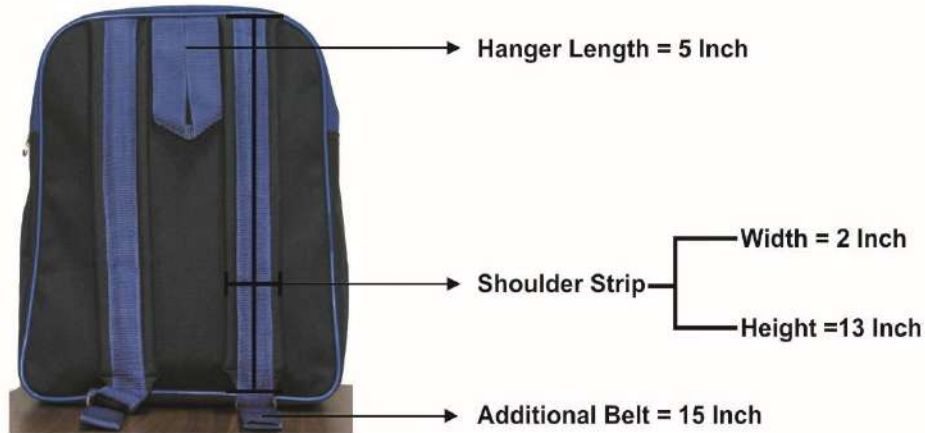
Please submit sealed quotations via courier, post, or by hand. For queries, sample review, or pre-bid meetings, contact the undersigned. براہ کرم اپنی سیل بند کوٹیشن بذریعہ کوریئر، ڈاک یا بذاتِ خود جمع کروائیں۔ کسی بھی قسم کی وضاحت، نمونے کے معائنے یا پیشگی ملاقات کے لیے براہ کرم دستخط کنندہ سے رابطہ کریں۔



Shafeeq Sadiq - Manager, Procurement Department, READ Foundation
Al-Farooq Plaza, 3rd Floor, Bahria Enclave Road (Kuri Road),
Chak Shahzad, Islamabad, Tel: +92(51) 8482152

Small Bag Size:

Annex-I



نوٹ: سائپل بیگز دفتری اوقات کار (9:00 AM to 5:00 PM) کے دوران دیکھے جاسکتے ہیں۔
درج پناش میں کمی بیشی کی صورت میں سائپل بیگز کے سائز کو کوئی تبدیلی دی جائے گی۔

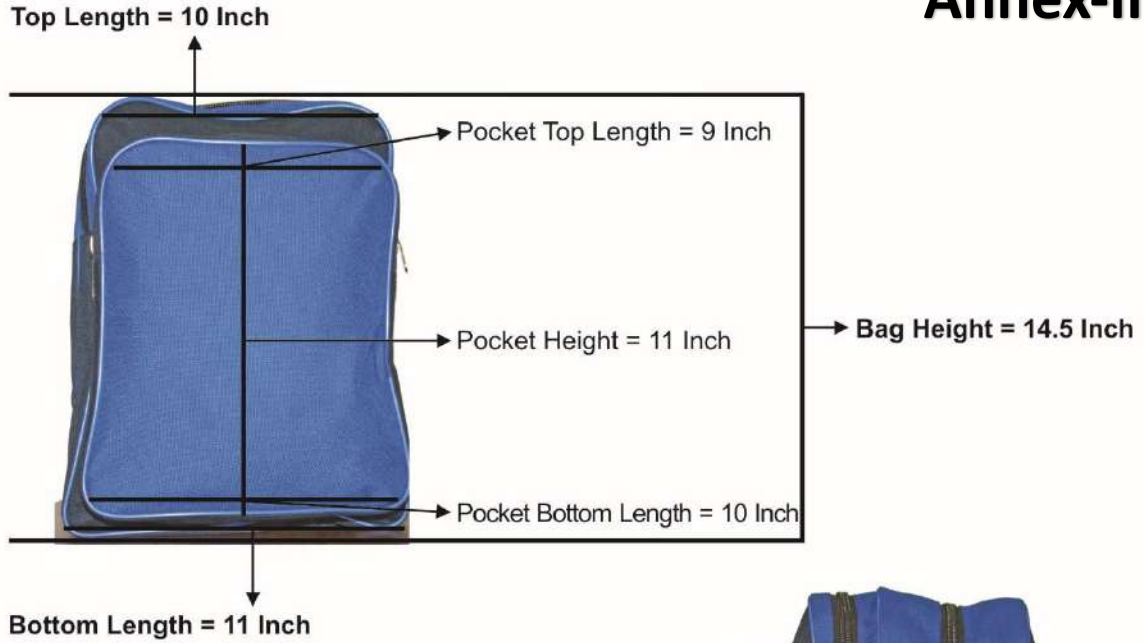


<http://www.readfoundation.org/>

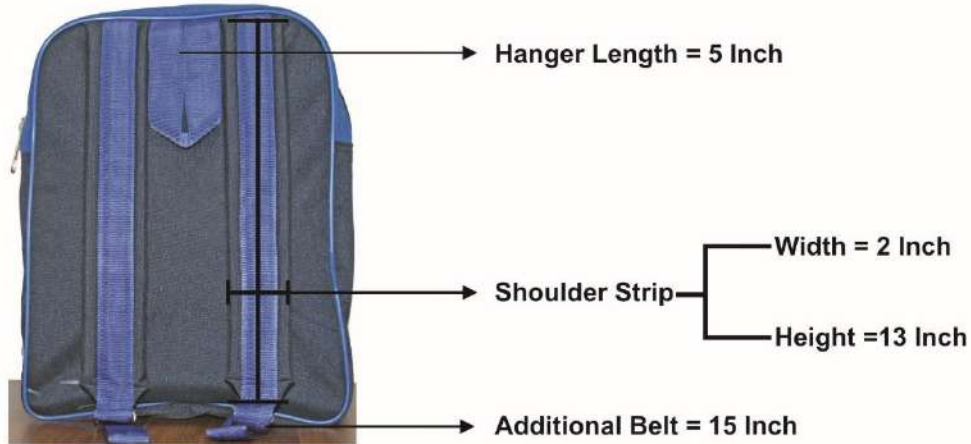
Ph: # +92 (051)111-323-424

Medium Bag Size:

Annex-II



Bag Width = 7 Inch



نوٹ: سائیکل بیگز دفتری اوقات کار (9:00 AM to 5:00 PM) کے دوران دیکھے جاسکتے ہیں۔
درج پیمائش میں کی بیشی کی صورت میں سائیکل بیگز کے سائز کو نو فیت دی جائے گی۔



<http://www.readfoundation.org/>
Ph: # +92 (051)111-323-424

Large Bag (Male) Size:

Annex-III



نوٹ: سائپل بیگز دفتری اوقات کار (9:00 AM to 5:00 PM) کے دوران دیکھے جاسکتے ہیں۔
درج پیمائش میں کی بیشی کی صورت میں سائپل بیگز کے سائز کو کو فیت دی جائے گی۔



<http://www.readfoundation.org/>

Ph: # +92 (051)111-323-424