

**TENDER FORM FOR V-NECK & FULL-ZIP SWEATERS****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 **Uniform Sweaters** 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۔

**Business Profile:**

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

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

Nature of business<sup>1</sup>: ☐ 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:** ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ 9 weeks ☐ 10 weeks ☐ >10 weeks

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

**Tender Guarantee:** Amount (PKRs): \_\_\_\_\_ Pay Order Number: \_\_\_\_\_ Bank: \_\_\_\_\_

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

**Bidder Production Capacity & Automation Details**

S. No.	Information Required	Bidder Response
1	Annual Sweaters Production Capacity (in units)	
2	Maximum Production Capacity per Month	
3	Number of Skilled Workers / Operators	
4	Total number of 10 gauge knitting machines	

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

**Criteria for bid evaluation:**

The required specifications of V-Neck & Full-Zip Sweaters are as follows:

Quality Parameters	Standards	معیارات
Knitting	Fabric knitted on flat, hand flat or circular machines	کپڑا فلیٹ، ہینڈ فلیٹ یا سرکلر مشینوں پر بنا ہوا ہونا چاہیے
Fiber	Polyester 25%±5 (Rupali or equivalent) and Acrylic 75%±5 (Wadud or equivalent)	فائبر: پولیسٹر 25%±5 (روپالی یا مساوی) اور اکرک 75%±5 (ودود یا مساوی)
Yarn Count	Polyester 150 No., Acrylic 2/32 ±2	یارن کاؤنٹ: پولیسٹر 150 نمبر، اکرک 2/32 ±2
Machine Gauge	Minimum 10 gauge (minimum 10 needles of machine per inch)	کم از کم 10 گج (فی انچ مشین کی کم از کم 10 سوئی)
Neck V	Minimum 10-gauge, same fiber	وی نیک: کم از کم 10 گج
Wales per Inch	14	فی انچ 14 ویز
Courses per Inch	23	فی انچ 23 کورسز
Zip & Zip Runner	5 or 6 No	زپ اور زپ رنر: 5 یا 6 نمبر
Stitching Thread	Polyester (2 or 3 ply)	سلائی کا دھاگا: پائسیسٹر (2 یا 3 پلائی)
Nature of Dye	Disperse and reactive (dyed yarn preferably)	رنگائی کی نوعیت: ڈسپرس اور ری ایکٹو (ترجیحاً رنگا ہوا یارن)
Shoulder Seams	Shoulder seams should be reinforced with a shoulder stripe (kandapatti)	کندھے کی سیون کو کاندھ پٹی کے ساتھ مضبوط کیا جائے
Bar tack stitching	All stress points (such as sleeve joins and seam ends) must be reinforced with bar tack stitching.	تمام کمزور حصے (جیسے کہ آستین کے جوڑے، جوڑے کے سرے وغیرہ) کو بار ٹیک سلائی سے مضبوط کیا جائے۔
Over Lock	Full/complete over lock	مکمل اوور لاک
Press	Steam pressing	بھاپ سے استری
Label on Sweater	Size label is must. Year (i.e. 2025) should also be mentioned on size tag	سویٹر پر سائز کا لیبل لازمی ہو۔ سال (مثلاً 2025) بھی سائز ٹیک پر درج ہو
Packing	Individual pieces are packed in poly bags. Same size items are packed in cartons to transport to buyer's warehouse safely.	ہر ٹیپس پولی بیگ میں پیک ہو۔ ایک ہی سائز کے آئٹمز کارٹن میں ڈال کر خریدار کے گودام تک محفوظ پہنچائے جائیں۔

**Mandatory Requirements / لازمی تقاضے**

All bidders must submit the required sweater samples along with their bid. To qualify in the technical evaluation phase, 100% compliance with the specified sweater quality standards is mandatory. Sweater samples may be tested through a laboratory to verify compliance. Bidders must also provide original laboratory test reports, issued within the last two (2) weeks, covering at least the following three (3) tests: (i) **Yarn Count**, (ii) **Fabric Composition**, and (iii) **Wales and Courses**. Any bid submitted without the required sweater samples and valid original lab reports will be considered non-compliant and may be rejected.

تمام بولی دہندگان کے لیے لازم ہے کہ وہ اپنی بولی کے ساتھ مطلوبہ سویٹر کے نمونے جمع کروائیں۔ تکنیکی جانچ کے مرحلے میں صرف وہی بولی اہل قرار پائے گی جو مقررہ معیار پر مکمل پورا اترے۔ سویٹر کے نمونوں کی تصدیق کے لیے ان کا لیبارٹری میں ٹیسٹ کیا جاسکتا ہے۔ بولی دہندگان کو یہ بھی یقینی بنانا ہوگا کہ وہ لیبارٹری کی اصل رپورٹ فراہم کریں، جو گزشتہ دو ہفتوں کے اندر جاری شدہ ہو اور جس میں کم از کم تین ٹیسٹ (یارن کاؤنٹ، فیبرک کمپوزیشن، اور ویز اور کورسز) شامل ہوں۔ بغیر نمونوں اور درست لیبارٹری رپورٹس کے جمع کرائی گئی بولی ناقابل قبول تصور کی جائے گی اور مسترد کی جاسکتی ہے۔

**Required Samples for Bid Evaluation**

Bidders are requested to provide the following samples for evaluation:

#	Sample	Quantity	Remarks
1.	Sweater V-neck (Any size & color)	02	
2.	Zipper (Any size & color)	02	

## Size Chart (Sweaters and Zippers)

Bidders are required to follow the size chart provided below for the production of sweaters. Any deviation from these sizes beyond the allowed tolerance will not be accepted. The samples and final supply must strictly comply with the given measurements. A permissible error margin of  $\pm 0.5$  inch in length and width is acceptable as per general industry practice. If any change in the size chart is required, bidders must clearly indicate it at the time of submitting their quotation. The proposed changes will be reviewed, and the order will be placed accordingly. Please note that the given measurements represent the final sizes of the finished items.

بولی دھندگان کے لیے لازمی ہے کہ وہ ذیل میں فراہم کردہ سائز چارٹ کے مطابق سوئیر تیار کریں۔ مقررہ سائز سے اجازت یافتہ حد سے زیادہ فرق قابل قبول نہیں ہوگا۔ جمع کرائے گئے نمونے اور حتمی سپلائی دی گئی پیمائش کے عین مطابق ہونی چاہیے۔ لمبائی اور چوڑائی میں  $\pm 0.5$  انچ تک کی کمی یا زیادتی قابل قبول ہوگی۔ اگر سائز چارٹ میں کسی تبدیلی کی ضرورت ہو تو براہ کرم اس کی واضح نشاندہی اپنی کوٹیشن جمع کرواتے وقت کریں تاکہ اس کا جائزہ لے کر اس کے مطابق آرڈر دیا جاسکے۔ براہ کرم نوٹ کریں کہ دی گئی پیمائشیں تیار شدہ آئٹمز کے حتمی سائز ہیں۔

Size	Length	Chest	Sleeve	Shoulder	Arm hole	Cuff hole	Neck V / Collar	Style	Gender
22	18	12	13	6	10	6	16	Closed	M/F
24	19	12	14	6	11	6	16	Closed	M/F
26	20	13	15	7	11.5	7	17	Closed	M/F
28	21	14	16	7	12	7	17	Closed	M/F
30	22	15	19	8	13	8	20	Closed	M/F
32	24	16	19	8	13	8	20	Closed	M/F
34	26	17	21	9	15	9	22	Closed	M/F
36	27	18	22	9	15	9	22	Closed	M/F
38	28	19	23	10	16	10	22	Closed	M/F
40	29	20	23	10	16	10	22	Closed	M/F
26	19	12.5	14	6	11	6	16	Zipper	Female
28	20.5	13.5	15	7	11	6	16	Zipper	Female
30	22	14.5	18	8	12	7	19	Zipper	Female
32	23	15.5	19	8	14	7	19	Zipper	Female
34	25	17	21	9	15	9	22	Zipper	Female
36	26	18	22	9	15	9	22	Zipper	Female
38	27	19	23	10	16	10	22	Zipper	Female
40	28	20	23	10	16	10	22	Zipper	Female

## 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	Wt. (%)	5	4	3	2	1	0
1	NTN	3	Yes	-	-	-	-	No
2	Filling status	3	Active	-	-	-	-	In-Active
3	Own production unit	10	Complete	-	-	Valid contract	-	No
4	Advance payment (if any)	6	0%	20%	30%	40%	50%	>50%
5	Bid validity period	3	30 days	25 days	20 days	15 days	10 days	<10 days
6	Order completion time	6	≤6 weeks	7 weeks	8 weeks	9 weeks	10 weeks	>10 weeks
7	Lab reports submitted as per requirement with bid	6	Submitted & complete	Minor missing info	Some missing info	Most missing info	-	Not submitted

S#	Criteria	Wt. (%)	5	4	3	2	1	0
8	Compliance with size chart / measurements	10	Full compliance	Minor deviations within tolerance	Some deviations	Several deviations	-	Non-compliant
9	Polyester yarn	5	As per specification	Slight deviation	-	-	-	Not as specified
10	Acrylic yarn	8	As per specification	-	Slight deviation	-	-	Not as specified
11	Polyester & Acrylic mix ratio	10	As per specification	-	Slight deviation	-	-	Not as specified
12	Wales & Courses per inch	10	As per specification	Slight deviation	-	-	-	Not as specified
13	Stitching & reinforcement (bar-tack at stress points)	5	Full compliance	Minor issues	Some issues	-	-	Poor / Not done
14	Overlock stitching	5	Full compliance	Minor issues	Some issues	-	-	Not done
15	Size label	1	Correct	Minor misplacement	-	-	-	Incorrect
16	Zipper & runner quality	5	Fully functional & correct type	Minor issues	Some issues	-	-	Not functional
17	Color & shade compliance	2	Matches shade codes	Minor variation	-	-	-	Not acceptable
18	Finish/ appearance	2	Excellent	Good	Fair	-	Poor	Very poor
Total Weightage		<b>100</b>						

## Defect Classification and Inspection Guidelines

Inspection of V-Neck and Full-Zip Sweater shipments will be carried out through random sampling as per READ Foundation policy. The total supplied quantity will be verified against the order specifications. Any item found with critical defects will be rejected outright. Items with major defects must be reworked or replaced by the supplier before acceptance. If the defect rate in the inspected lot exceeds 5%, the entire shipment will be rejected. If the defect rate is 5% 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
<b>Critical Defects</b> – Immediate rejection of item/shipment. ایسے نقائص پر مکمل مال مسترد کیا جائے گا	1. Wrong fiber composition (Polyester/Acrylic ratio not as per requirement). 2. Measurements beyond permissible tolerance margin ( $\pm 0.5$ inch). 3. Poor knitting (uneven, loose, or broken structure). 4. Yarn quality not as per requirement (weak, coarse, or substandard). 5. Holes, cuts, or burns in fabric. 6. Zipper not functional (doesn't open/close properly) or wrong type/quality. 7. Different fabric shades in one garment (mismatched dye/lot). 8. Missing part (zipper, label, or any required component not attached). 9. Severe stains, dirt, or visible marks in critical zones. 10. Color fastness failure (excessive fading, bleeding, or rubbing). 11. Overlock missing. 12. Wrong or defective stitching at critical joints (e.g., sleeves, side seams, zipper ends). 13. Violation of READ Foundation's Safeguarding Policy (e.g., child labour, forced labour, unsafe work practices).
<b>Major Defects</b> – 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	1. Size label missing or incorrect. 2. Overlock <b>skipping</b> by more than 0.5 inch. 3. Wrong zipper number/runner used. 4. Packing not as per required method (e.g., item not individually poly-bagged). 5. Shade variation within bulk lot (minor but noticeable). 6. Yarn mixing or fiber contamination visible in fabric. 7. Inconsistent rib/neck finishing. 8. Loose or weak bar-tack at stress points.

Type & Impact	Defects
<b>Minor Defects</b> – Accepted with remarks; monitor for improvement حد سے زیادہ معمولی نقائص کی صورت میں اصلاح کی ضرورت ہو سکتی ہے	1. Loose or uncut threads left on garment. 2. Minor stains, dust, or oil marks in non-critical zones (removable by washing). 3. Wrinkles or improper pressing. 4. Minor stitching irregularities (slightly uneven stitch length but not affecting strength). 5. Slight misplacement of labels (not affecting readability). 6. Slight puckering at seams. 7. Packaging not neat (but item still individually packed).

### 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.	Final verification at organizational warehouse before acceptance. Payment after acceptance report.

شیڈول 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 کے مطابق انسپکشن کروائیں ورنہ ادارہ کسی نقصان کا ذمہ دار نہ ہوگا۔

### Price schedule:

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. The shade codes are Dark Green (9292), Maroon (9241), Grey (9202), and Navy Blue (9284); the successful bidder must confirm the fabric shade before production to avoid any later confusion.

Sr.#	Item Name	Type	Item Color	Item Size	Quantity	Unit Price (PKR)	Total Price (PKR)
1	Sweater	V-Neck	Dark Green	20	1		
2	Sweater	V-Neck	Dark Green	22	474		
3	Sweater	V-Neck	Dark Green	24	666		
4	Sweater	V-Neck	Dark Green	26	962		
5	Sweater	V-Neck	Dark Green	28	1,062		
6	Sweater	V-Neck	Dark Green	30	581		
7	Sweater	V-Neck	Dark Green	32	305		
8	Sweater	V-Neck	Dark Green	34	117		

Sr.#	Item Name	Type	Item Color	Item Size	Quantity	Unit Price (PKR)	Total Price (PKR)
9	Sweater	V-Neck	Dark Green	36	26		
10	Sweater	V-Neck	Dark Green	38	2		
11	Sweater	V-Neck	Dark Green	40	1		
12	Sweater	Full Zip	Dark Green	22	1		
13	Sweater	Full Zip	Dark Green	24	15		
14	Sweater	Full Zip	Dark Green	28	11		
15	Sweater	Full Zip	Dark Green	30	14		
16	Sweater	Full Zip	Dark Green	32	16		
17	Sweater	Full Zip	Dark Green	34	25		
18	Sweater	Full Zip	Dark Green	36	15		
19	Sweater	Full Zip	Dark Green	38	21		
20	Sweater	V-Neck	Maroon	24	1		
21	Sweater	V-Neck	Maroon	26	70		
22	Sweater	V-Neck	Maroon	28	460		
23	Sweater	V-Neck	Maroon	30	845		
24	Sweater	V-Neck	Maroon	32	868		
25	Sweater	V-Neck	Maroon	34	638		
26	Sweater	V-Neck	Maroon	36	355		
27	Sweater	V-Neck	Maroon	38	159		
28	Sweater	V-Neck	Maroon	40	39		
29	Sweater	Full Zip	Maroon	22	5		
30	Sweater	Full Zip	Maroon	24	15		
31	Sweater	Full Zip	Maroon	26	40		
32	Sweater	Full Zip	Maroon	28	128		
33	Sweater	Full Zip	Maroon	30	230		
34	Sweater	Full Zip	Maroon	32	510		
35	Sweater	Full Zip	Maroon	34	975		
36	Sweater	Full Zip	Maroon	36	959		
37	Sweater	Full Zip	Maroon	38	534		
38	Sweater	Full Zip	Maroon	40	1		
39	Sweater	V-Neck	Grey	22	54		
40	Sweater	V-Neck	Grey	24	37		
41	Sweater	V-Neck	Grey	26	148		
42	Sweater	V-Neck	Grey	28	159		
43	Sweater	V-Neck	Grey	30	125		
44	Sweater	V-Neck	Grey	32	108		
45	Sweater	V-Neck	Grey	34	34		

Sr.#	Item Name	Type	Item Color	Item Size	Quantity	Unit Price (PKR)	Total Price (PKR)
46	Sweater	V-Neck	Grey	36	32		
47	Sweater	V-Neck	Grey	38	5		
48	Sweater	V-Neck	Grey	40	4		
49	Sweater	Full Zip	Grey	28	15		
50	Sweater	Full Zip	Grey	30	16		
51	Sweater	Full Zip	Grey	32	19		
52	Sweater	Full Zip	Grey	34	35		
53	Sweater	Full Zip	Grey	36	31		
54	Sweater	Full Zip	Grey	38	50		
55	Sweater	V-Neck	Navy Blue	20	28		
56	Sweater	V-Neck	Navy Blue	22	66		
57	Sweater	V-Neck	Navy Blue	24	79		
58	Sweater	V-Neck	Navy Blue	26	88		
59	Sweater	V-Neck	Navy Blue	28	114		
60	Sweater	V-Neck	Navy Blue	30	122		
61	Sweater	V-Neck	Navy Blue	32	92		
62	Sweater	V-Neck	Navy Blue	34	93		
63	Sweater	V-Neck	Navy Blue	36	59		
64	Sweater	V-Neck	Navy Blue	38	29		
65	Sweater	V-Neck	Navy Blue	40	10		
66	Sweater	Full Zip	Navy Blue	22	10		
67	Sweater	Full Zip	Navy Blue	24	17		
68	Sweater	Full Zip	Navy Blue	26	31		
69	Sweater	Full Zip	Navy Blue	28	20		
70	Sweater	Full Zip	Navy Blue	30	24		
71	Sweater	Full Zip	Navy Blue	32	33		
72	Sweater	Full Zip	Navy Blue	34	47		
73	Sweater	Full Zip	Navy Blue	36	47		
74	Sweater	Full Zip	Navy Blue	38	46		
<b>Grand Total:</b>					<b>13,074</b>	-	
<b>Total price in words: Pak rupees</b>							

## Terms and Conditions:

1. Bid envelope should be properly sealed and clearly marked, "**Tender Form for Sweaters**"
2. 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**.
3. Quotation form should be filled completely in ink. Use of lead pencil is not allowed.
4. Erasing/ cutting or over-writing should be avoided.
5. The firms/contractors/suppliers should be registered with Income Tax Office.

6. Prices should be inclusive of all applicable Govt. taxes.
7. 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.
8. The price quoted in bid should be preferably valid for at least one months from last date of submission of quotations.
9. Quantities (demand) mentioned herein are **tentative** and can be increased or decreased at the time of award of purchase order.
10. Bidders are encouraged to visit READ Foundation's office to clarify specifications or requirements before submitting their bids.
11. A valid agreement with a manufacturing or production unit is required if the bidder is a shopkeeper or general order supplier.
12. 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.
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.

### 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 بذات 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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