

TENDER FORM

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 Uniform** 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:

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 of Pant, White Shirt, Blue Shirt, Check Suite, issued within the last two (2) weeks. The required tests are based on mentioned parameters in **Fabric Technical Evaluation** of the fabric. 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 کپڑے بشمول پینٹ، سفید شرٹ، نیلی شرٹ، چیک والا کپڑا کی اصل لیبارٹری رپورٹیں فراہم کرنا ہوں گی جو گزشتہ دو (2) ہفتوں میں جاری کی گئی ہوں۔ درکار ٹیسٹ کپڑے کی فیکٹرک ٹیکنیکل ایویلیویشن میں بیان کردہ پیرامیٹرز کے مطابق 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۔

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%**. Both technical and financial evaluation marks shall have equal weightage in the final evaluation.

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 follows:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is 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.	Marks					
			5	4	3	2	1	0
1.	NTN (Active)	5%	Yes	-	-	-	-	No
2.	Own production unit	10%	Yes	-	-	Valid contract with unit	-	No
3.	Bid validity period	5%	30 days	25 days	20 days	15 days	10 days	<10 days
4.	Advance Payment schedule	5%	0%	20%	30%	40%	50%	>50%
5.	Order completion time	5%	8 weeks	9 weeks	10 weeks	11 weeks	12 weeks	>12 weeks
6.	Replacement Guarantee	5%	Score achieved from table given above					

S#	Criteria	Wt.	Marks					
			5	4	3	2	1	0
7.	Measurement/ size	10%	As specified	-	-	-	-	Not as ...
8.	Fabric	30%	As specified	-	-	-	-	Not as ...
9.	Stitching	10%	As specified	-	-	-	-	Not as ...
10.	Accessories	10%	As specified	-	-	-	-	Not as ...
11.	Finishing	3%	As specified	-	-	-	-s	Not as ...
12.	Packing	2%	As specified	-	-	-	-	Not as ...
Total:		100%						

Business Profile:

Business name: _____ Established in (Date): _____

 Nature of business¹: ☐ Stitching unit/ factory ☐ Sale office/ shop ☐ Others: _____

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

 National Tax No (NTN): _____ Filing status ☐ Active ☐ Inactive

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

Postal address: _____

Factory/ production unit address: _____

Contact Person: _____

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

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

Order Completion Time: ☐ 8 weeks ☐ 9 weeks ☐ 10 weeks ☐ 11 weeks ☐ 12 weeks ☐ >12 weeks

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

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

Note: Please attach Tender Guarente Pay Order (Original)

Production capacity:

S#	Items	Machines	Workers	Weekly production capacity (Average)
1	Boys Pant			
2	Boys Shirt			
3	Girls Suit			
4	Chaddar/ Scarf			
5	Belt			
6	Socks			

¹A valid agreement with the manufacturing/ production unit shall be required in case the bidder is a shopkeeper or general order supplier. Shop keepers or general order suppliers shall give production capacity details of the unit shown in their agreement.

Price schedule:

Sr.#	Item	Color	Size	Qty	Unit Cost	Total Cost
1	Pant	Dark Grey	18	43		
2	Pant	Dark Grey	20	148		
3	Pant	Dark Grey	22	186		
4	Pant	Dark Grey	24	371		
5	Pant	Dark Grey	26	448		
6	Pant	Dark Grey	28	524		
7	Pant	Dark Grey	30	640		
8	Pant	Dark Grey	32	694		
9	Pant	Dark Grey	34	782		
10	Pant	Dark Grey	36	791		
11	Pant	Dark Grey	38	569		
12	Pant	Dark Grey	42*27	1		
13	Pant	Dark Grey	42*28	13		
14	Pant	Dark Grey	42*29	31		
15	Pant	Dark Grey	42*30	22		
16	Pant	Dark Grey	42*31	108		
17	Pant	Dark Grey	42*32	50		
18	Pant	Dark Grey	42*33	47		
19	Pant	Dark Grey	42*34	2		
20	Pant	Dark Grey	42*35	15		
22	Pant	Dark Grey	42*36	5		
24	Pant	Dark Grey	42*38	6		
26	Pant	Dark Grey	42*40	4		
27	Pant	Dark Grey	42*42	1		
28	Shirt	School Blue	18	280		
29	Shirt	School Blue	20	780		
30	Shirt	School Blue	22	1,330		
31	Shirt	School Blue	24	1,340		
32	Shirt	School Blue	26	388		
33	Shirt	School Blue	28	254		
34	Shirt	School Blue	30	210		
35	Shirt	School Blue	S	8		
36	Shirt	School Blue	M	6		
37	Shirt	School Blue	L	2		
38	Shirt	White	22	40		
39	Shirt	White	24	408		
40	Shirt	White	26	1,608		
41	Shirt	White	28	1,520		
42	Shirt	White	30	1,210		
44	Shirt	White	S	860		

Sr.#	Item	Color	Size	Qty	Unit Cost	Total Cost
45	Shirt	White	M	456		
46	Shirt	White	L	302		
47	Girls Suit	White Qamis with white Shalwar	24	25		
48	Girls Suit	White Qamis with white Shalwar	26	80		
49	Girls Suit	White Qamis with white Shalwar	28	140		
50	Girls Suit	White Qamis with white Shalwar	30	300		
51	Girls Suit	White Qamis with white Shalwar	32	370		
52	Girls Suit	White Qamis with white Shalwar	34	415		
53	Girls Suit	White Qamis with white Shalwar	36	440		
54	Girls Suit	White Qamis with white Shalwar	38	974		
55	Girls Suit	White Qamis with white Shalwar	40	319		
56	Girls Suit	White Qamis with white Shalwar	42	100		
57	Girls Suit	White Qamis with white Shalwar	44	20		
58	Girls Suit	Green Check Qamis with white Shalwar	18	1		
59	Girls Suit	Green Check Qamis with white Shalwar	20	50		
60	Girls Suit	Green Check Qamis with white Shalwar	22	127		
61	Girls Suit	Green Check Qamis with white Shalwar	24	183		
62	Girls Suit	Green Check Qamis with white Shalwar	26	276		
63	Girls Suit	Green Check Qamis with white Shalwar	28	289		
64	Girls Suit	Green Check Qamis with white Shalwar	30	344		
65	Girls Suit	Green Check Qamis with white Shalwar	32	391		
66	Girls Suit	Green Check Qamis with white Shalwar	34	306		
67	Girls Suit	Green Check Qamis with white Shalwar	36	99		
68	Girls Suit	Green Check Qamis with white Shalwar	38	29		
69	Girls Suit	Green Check Qamis with white Shalwar	40	1		
70	Scarf	White	L	316		
71	Scarf	White	M	775		
72	Scarf	White	S	1,003		
73	Chadar	White with maroon border-strip	L	1,406		
74	Chadar	White	L	1,777		
75	Socks	Black	S	1,816		
76	Socks	Black	M	3,872		
77	Socks	Black	L	4,010		
78	Socks	Black	XL	6,730		
79	Socks	Black	XXL	5,128		
80	Belt	Black	26" x 1"	589		
81	Belt	Black	30" x 1"	1,208		
82	Belt	Black	34" x 1"	1,688		
83	Belt	Black	38"x1.25"	2,192		
84	Belt	Black	44" x 1.25"	1,177		
Grand Total (PKRs):						
In Words:						

ریڈ فاؤنڈیشن آپ سے بہتر معیار کا یونیفارم خرید کر اپنے سکولوں میں پڑھنے والے یتیم بچوں کی تعلیمی ضرورت پوری کرنے کی کوشش کر رہی ہے۔ اگر مال میں درج ذیل خرابیاں ہوں تو کیا قابل واپسی ہو گا؟

نمبر شمار	گارٹی	کوئی گارٹی نہیں	ایک ماہ تک	تین ماہ تک	چھ ماہ تک	سال بھر کی گارٹی
		(انمبر)	(۲ نمبر)	(۳ نمبر)	(۴ نمبر)	(۵ نمبر)
۱	سفید شرٹ، سوٹ، چادر اور سکارف کا کپڑا استعمال کے بعد بھی پیلا پڑ جائے۔					
۲	رنگ دار کپڑے کا رنگ گرنے یا ماند پڑ جائے۔					
۳	سلائی نکل جائے، نامکمل سلائی لگی ہو یا ادھر جڑ جائے۔					
۴	دھونے سے یونیفارم شرٹ نک ہو جائے، چھوٹا ہو جائے یا لٹک جائے۔					
۵	پینٹ زپر روانی سے چل رہا ہو۔					

Size Chart

گزارش: اگر سائز چارٹ میں کسی تبدیلی کی ضرورت ہے تو براہ کرم کوٹیشن جمع کرواتے وقت اس کی نشان دہی کریں تاکہ اس کا جائزہ لے کر اس کے مطابق آرڈر دیا جائے۔ یہ تیار آنیٹم کے سائز ہیں۔ چیکنگ کرتے وقت آدھ انچ تک کی کمی بیشی قابل قبول ہوگی۔

1. Boys Trouser (Elastic)

Size	Length	Waist relaxed	Waist stretch	Thigh	Front rise (aasin)	Back rise (aasin)	Bottom
18	18	18	25	8	8	8.75	6
20	20	20	25	8	8	8.75	6
22	22	20	25	8	8	8.75	6
24	24	20	25	8.5	8.50	9.25	6
26	26	22	27	9	9	10.75	6
28	28	24	28	9.50	9.50	10.25	6.25
30	30	24	28.50	10	10	10.75	6.50
32	32	26	31	10	10.50	11.50	7
34	34	26	31.50	10.50	11	12	7
36	36	28	33	10.50	11.50	12.50	7.50
38	38	28	33	11	12	13	7.50

Note: Either waist relaxed or waist stretch should match with given size.

2. Boys Trouser (Waist)

Length	Waist	Thigh	Front rise (aasin)	Back rise (aasin)	Bottom	Knee (Gutna)
42	27	11	11.5	14	7.50	18
42	28	11	11.5	14	7.50	18
42	29	11	11.5	14	7.50	18
42	30	11	11.5	14	7.50	18
42	31	11.50	12	14.5	7.5	18.5
42	32	11.50	12	14.5	7.5	18.5
42	33	11.50	12	14.5	7.5	19
42	34	11.50	12	14.5	7.5	19
42	36	12	12.50	15	7.5	19
42	38	12	12.50	15	8.0	20
42	40	12.5	12.50	15	8.0	20
42	42	13	12.50	15	8.0	21

Note: uniform of students having special sizes shall made on order.

3. Boys Shirt (Full Sleeve)

Size	Length	Shoulder	Sleeve	Chest	Waist	Width	Arm hole	Collar
18	17	12	14	14	14	14	6	11.5
20	19	13	15	14.5	14.5	14.5	6.5	11.5

Size	Length	Shoulder	Sleeve	Chest	Waist	Width	Arm hole	Collar
22	21	14	16.5	15.5	16	15.5	7	12.5
24	23	15	18	16.5	17	16.5	7.5	12.5
26	24	16	19.5	18	17.5	18	8	13.5
28	25.5	16.5	21.5	19	18.5	19	8.5	13.5
30	26	17	22	20	18.5	20	9.25	14
32	26	17	22	20	19	20	9.25	14
S	27.5	18	23	20.5	19.5	20.5	10	14.5
M	28.5	18.5	24	22	21	22	10.5	15.25
L	29.5	19.5	25	23.5	22	23.5	10.5	16.25
XL	30.5	20.5	26	25	24	25	11.25	17.25

Notes: Bukram shall be used in collar, calf and pocket. Collar, calf bukram shall be fused on plant. If there is slight difference in the sizes shoulder and sleeves but collective size matches, then it will be considered okay.

4. Girls Kameez- Baby Collar/Coat Collar

Size	Length	Shoulder/ Teera	Sleeve	Armhole	Chest	Waist	Hip
20	20	10.5	14.5	5.5	13.5	13	14.5
22	22	10.75	14.5	5.5	13.75	13.25	14.5
24	24	10.75	15	5.5	13.75	13.25	14.5
26	26	11.5	15.5	6.5	14	13.5	16
28	28	11.5	16.5	6.5	14.5	14	16
30	30	12.25	17	7	15	14.5	17
32	32	12.75	17.75	7	15.5	15	17
34	34	13.25	18	7.5	16	15.5	18
36	36	13.75	19	7.5	17	16.5	19
38	38	15	20.5	8	18.25	17.75	20
40	40	15.25	21.5	8.25	19.25	18.75	21
42	42	15.5	22.5	9	20.5	20	22.5
44	44	15.5	23	9	20.5	20	22.5

Notes: 1) Baby collar on green check suit and coat collar on white suit. 2) Bukram shall be used in pocket patti, front patti, shoulder and cuff.

5. Girls White Shalwar

Size	Length	Waist	Bottom	Aasin	Design
20	20	21.25	5.5	9	Simple
22	22	23	5.5	10	Simple
24	24	23	6	10	Simple
26	26	25.5	6	11	Simple
28	28	25.5	6	11	Simple
30	30	28.5 (18)	6	12	Simple/ belt
32	32	30.5 (20)	7	13	Simple/ belt
34	34	31 (21)	7	14	Simple/ belt
36	36	33 (21.5)	7.5	14	Simple/ belt
38	38	34 (22.5)	7.5	14.5	Simple/ belt
40	40	36 (23)	8	15.5	Simple/ belt
42/44	42	37 (23.5)	8	15.75	Simple/ belt

Notes: Preferably, shalwar design should be simple. However, shalwar of belt design can also be considered if it is cheaper as compare to simple shalwar. Bottom of shalwar shall be stitched with 5-needle kansai machine.

6. Girls Dupatta / Chaddar: White or white with ribbon of specified color on sides.

Size	Length	Width	Size of Color Ribbon (if required)
Small/Medium	72"	36"	1inch border on all 4 corners (colors are specified in order)
Large	78"	36"	

Notes: Dupatta/ chaddar borders on two sides shall be folded (sewing/ pico/ tarpai).

7. Scarf Triangular shape: With white lace at forehead sides.

Size	Forehead side length	Other two sides length
Small	45"	32"
Medium	53"	37"
Large	72"	49"

8. Size Chart: Socks (black)

#	Sock size	Length"	Machine size	Weight (g) per dozen before stitching	Heal and toes shape (machine chains)	Socks cuff size Height and Width (cm)
1	S	14	3/120	200±5g	10	3 x 4.75
2	M	15	3.5/132	250±5g	12	4.5 x 5
3	L	16	3.5/144	300±5g	14	5 X 5.5
4	XL	20	3.75/156	350±5g	16	5 X 5.75
5	XXL	21	4/168	400±5g	18	5 x 6
6	XXXL	22	4/176	450±5g	20	5 x 6

Fabric Technical specifications (±1%)

General requirements: Uniform fabric should be four season, wash and wear, comfortable, durable, easy care, and economical. Color fastening, piling control and shrinkage control are also required.

Boys Pant/Trouser (Dark Grey)

#	Parameter	Standard Specification
1	Fiber Composition	Polyester 100%
3	Count of Yarn (Woven)	20 doubles, Ibrahim
4	Ends and Picks per inch	Ends 44 Picks 38
5	Nature of Dye	Disperse & Reactive (dyed yarn preferably).

Boys Shirt (School Blue)

#	Parameter	Standard Specification
1	Fiber Composition	Twisted yarn, Polyester and Cotton/Viscose/Rayon with 85/15 ratio respectively
3	Count of Yarn (Woven)	36s
4	Ends and Picks per inch	Ends 100 & Picks 80
5	Nature of Dye	Disperse & Reactive

White: Boys Shirt, Girls Suit / Shalwar, scarf

#	Parameter	Standard Specification
1	Fiber Composition	Twisted yarn, Polyester and Cotton/Viscose/Rayon with 85/15 ratio respectively
3	Count of Yarn (Woven)	36s
4	Ends and Picks per inch	Ends 100 & Picks 80
5	Nature of Dye	Hydrogen Bleach

White: Girls Chadar

#	Parameter	Standard Specification
1	Fiber Composition	Twisted yarn, Polyester and Cotton/Viscose/Rayon with 85/15 ratio respectively
3	Count of Yarn (Woven)	36s
4	Ends and Picks per inch	Ends 84 & Picks 72 (Taveera)
5	Nature of Dye	Hydrogen Bleach

Girls Check Shirt (Green and White)

#	Parameter	Standard Specification
1	Fiber Composition	Twisted dyed yarn, Polyester and Cotton/Viscose/Rayon with 90/10 ratio respectively.
3	Count of green yarn (Woven)	26s
4	Count of white yarn (Woven)	26s
5	Ends and picks per inch	Ends: White 66, Green 66 & Picks: White 54, Green 54.
6	Nature of dye	Disperse & reactive
7	Weave type	Dobby/jacquard

Note: Fabric will also be tested for Color Fasting and Shrinkage (Min 60° and Dye Class)

Specification of Socks

1. Fiber: Nylon 70/2
 2. Fiber Composition: Nylon 100%
 3. Elastic: Long lasting; elastic with nylon cover
 4. Sweat absorption: Yes
 5. Seasons: Four Seasons
 6. Color: White, Black (preferably dyed yarn), non-allergic
 7. Press: Yes
 8. Label: Size tag on each pair.
- Packing: Each pair is packed in polythene bag, 12 pairs of same size are packed in a box

Specification of Leather belt with a buckle for boys pants

1. Belt stripe and loop: Leather, one piece (as per sample)
2. Leather: Split leather, dyed from the front side
3. Thickness: 2mm (minimum)
4. Buckle (frame, prong): Metal, D-Shaped, rust free
5. Buckle attachment: Firm, rust free
6. Holes in belt stripe: 7 or 8 holes should be done in each belt stripe.
7. Belt edges: Sealed
8. Size tag: Permanent size tag on each belt is must.
9. Packing: Belts of same size packed together in safe packs which must be clearly labeled/ marked.

Stitching details:

1. Sewing thread: Polyester 2 or 3 ply
2. Button (China made): Matching color with 4 holes
3. Buckram: Nafees or equivalent. Medium soft for collars and harder for other parts.
4. Boys Shirt collars: Two piece (Medium soft)
5. Buckram fusing: Collar buckram must be fused on plant
6. Button attachment: Attached with machine from all four holes of buttons with matching thread
7. Stitches: Minimum: 10 stitches per inch
8. Bottom of girls' shalwars: 5 threads stitching on bottom of girl shalwar (For accuracy, it should be done preferably with multi-needle Kansai machine).
9. Over-lock: Full over-lock (all garments)
10. Pant zip: 3 No. _____
11. Pant hook: Rust free; Rabbit brand
12. Pant bottom: Straight and tarpai stitching
13. Pants pockets inner cloth: Grieg / لٹھا
14. Elastic: Crystal or equivalent: Boys pants 1.50" (27/7)
15. Bar-tack: Bar tack at all crosses like pant fly, pockets and belt loops, etc.
16. Double stitching: To reinforce, double stitching at all crosses / ends of shirts and suits
17. Clipping: All un-necessary threads are trimmed
18. Tagging: Right size tag with year tag on each item
19. Finishing: Stain free, neat & clean, no odor, proper pressed and folded.
20. Packing: Each item packed in a polybag and then in bags/ safe cartons for transportation.

Inspection schedule:

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 manufacturing process shall also be inspected at this stage.
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.

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

Samples:

Submission of following samples is compulsory. Samples of unsuccessful bidders shall be returned while of successful bidder shall be retained for quality inspection. Samples must be properly packed and clearly labelled (bidder name and address).

سمپل کے بغیر بڈنا مکمل تصور ہوگی اور ٹیکنیکل جائزے میں آپ کی پوزیشن متاثر ہوگی۔ اگر آپ کے پاس کوئی سمپل نہیں ہے تو بیمار کس کے کالم میں اس کی وجہ تحریر کر دیں۔

#	Sample	Quantity	Remarks
1.	Dark Grey Pant (elastic) Size 24	01	
2.	Dark Grey Pant (30 waist)	01	
3.	School blue shirt (boys) Size 24	01	
4.	School white shirt (boys) Size L	01	
5.	Green check suit (girls) Size 24	01	
6.	White suit (girls) Size 36	01	
7.	Chaddar (white) Size L	01	
8.	Chaddar with maroon stripe	01	
9.	Scarf Size M	01	
10.	Cone of stitching thread سلائی والے کی ایک نلکی	01	
11.	Bukram used in collar; Nafees brand	01	
12.	Bukram used in other parts; Nafees brand	01	
13.	Pant zip	01	
14.	Pant zip runner	01	
15.	Pant, shirt and suit buttons (at least 3 each)	03 each	
16.	Pant elastic	01	
17.	Socks – Black (each size)	01	
18.	Belt 1"	01	
19.	Belt 1.25"	01	

Note: Sample can be seen in our office during office hours.

List of Defects:

Inspection shall be done based on random sampling as per READ policy. List of defects which can lead to rejection of order is given below. If defect %age is more than 5%, then the shipment of that particular size shall be rejected. For 5% or less than 5% defects in any size, it will be responsibility of supplier to sort out and give replacement of defected items at own expense.

Sample size:

Lot Size	Minimum Quantity to be Measured (per size, per color)	
	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

نقائص:

- ۱۔ کپڑے میں سوراخ ہو، کٹ لگا ہو۔
- ۲۔ داغ دبے لگے ہوں، صفائی کا خیال نہ رکھا گیا ہو۔
- ۳۔ سلائی نہ لگی ہو۔ مس ہو گئی ہو۔ سوراخ رہ جائے۔
- ۴۔ اوور لاک نہ ہو یا آدھی انچ سے زیادہ مس ہو۔
- ۵۔ سائز چارٹ کے مطابق نہ ہو۔ آدھی انچ سے زیادہ کا فرق نہ ہو۔
- ۶۔ سائز لیبل نہ لگا ہو یا غلط لگا ہو۔
- ۷۔ فالتو دھاگے نہ کاٹے گئے ہوں۔ چند دھاگوں کی رعایت ہو گی۔
- ۸۔ پینٹ زپرروانی سے نہ چل رہا ہو۔
- ۹۔ ایک یونیفارم میں مختلف شید کا کپڑا لگا ہو۔
- ۱۰۔ استری بہتر نہ کی گئی ہو۔ سلوٹس نہ مٹی ہوں۔
- ۱۱۔ ہر آنٹم انفرادی طور پر پولی تھین بیگ میں بیگ نہ ہو۔
- ۱۲۔ بیکنگ طے شدہ معیار کے مطابق نہ کی گئی ہو۔
- ۱۳۔ کاج غلط سائز کے ہوں۔ بند ہوں۔ میچنگ دھاگے سے نہ کیے گئے ہوں۔
- ۱۴۔ بٹن میچنگ نہ ہوں۔ چار سوراخ والے نہ ہوں۔ چاروں سوراخوں میں سلائی نہ لگی ہو۔
- ۱۵۔ جن پارٹس میں بکرم لگنا طے ہوا ان میں نہ لگا ہو۔
- ۱۶۔ بکرم فیوزنگ میں فرق ہو۔ طے شدہ معیار کے مطابق نہ ہو۔
- ۱۷۔ پینٹ پر طے شدہ جگہوں پر باریک نہ کیا گیا ہو۔
- ۱۸۔ بٹن، بک، زپ یا کوئی اور پارٹ مس ہو۔
- ۱۹۔ لیپ ٹیسٹ میں کپڑے کے مختلف سمپل میں فرق آئے۔ کپڑا طے شدہ معیار کا نہ ہو۔
- ۲۰۔ استعمال شدہ میٹریل استعمال کیا گیا ہو۔ جیسے لنڈے کی زپ وغیرہ۔

Terms and Conditions:

1. Envelope should be properly sealed and clearly marked, “Tender for School Uniform”
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. Samples as per mentioned specification are mandatory, quotations submitted without samples will be rejected.
5. Erasing/ cutting or over-writing should be avoided.
6. The firms/contractors/suppliers should be registered with Income Tax Office.
7. Prices should be inclusive of all Govt. taxes.
8. 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.
9. The price quoted in bid should be preferably valid for at least **two months** from last date of submission of quotation.
10. Quantities (demand) mentioned herein are **tentative** and will be increased or decreased at the time of award of purchase order.
11. 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/suppliers should submit their quotations on/before **11:00AM September 9, 2025** through courier/by hand.
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

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.



Shafeeq Sadiq

Manager, Procurement Department, READ Foundation
Al-Farooq Plaza, 3rd Floor, Bahria Enclave Road (Kuri Road),
Chak Shahzad, Islamabad, Tel:+92(51) 8482152 (Ext-651)