

Tender Form for Stationery Items**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 stationery items (**inkpots (blue), pens, cut pens, blue markers, cut blue markers, lead pencils, color pencils, sharpeners, rubbers/erasers, scales, mathematical instrument sets, and scientific calculators**) according to below given specifications for orphan students studying in our schools.

Instructions for bidders:

1. Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پر کریں، کوئی حصہ خالی نہ چھوڑیں۔
2. Each page of this bid document must be signed/ stamped by the bidder. فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں
3. 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 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: ☐ 4 weeks ☐ 5 weeks ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ >8 weeksAdvance payment (if any): ☐ 0% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ >50%

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

Note: Please attach Tender Guarantee Pay Order (Original)

Criteria for bid evaluation:**Required Samples for Bid Evaluation**

Bidders are required to submit one sample of each stationery item listed in the table below along with their bid. These samples will be used for technical evaluation to ensure compliance with the required specifications and quality standards. Bidders must clearly indicate the make and article number of each sample in the provided column. Only bids accompanied by the required samples will be considered for technical evaluation, and all samples must be original and representative of the items intended for supply.

ہر آنٹیم کا ایک نمونہ بڈ کے ساتھ جمع کر دیا جائے اور میک / آرٹیکل نمبر کالم میں درج کریں۔ نمونے ٹھنکی جائزے کے لیے استعمال ہوں گے، اور تمام نمونے اصل اور فراہم کیے جانے والے نمونہ کی نمائندگی کرنے والے ہونے چاہئیں۔

S. No.	Item	Sample Required	Make / Article No.
1	Inkpot (Blue)	1 sample	
2	Pen	1 sample	
3	Cut Pen	1 sample	
4	Blue Marker	1 sample	
5	Blue Marker Cut	1 sample	
6	Lead Pencil	1 sample	
7	Color Pencil set	1 sample	
8	Sharpener	1 sample	
9	Rubber/Eraser	1 sample	
10	Scale	1 sample	
11	Mathematical Instrument Set	1 sample	
12	Scientific Calculator	1 sample	

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 **70%**. 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 = 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:

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

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	Samples Evaluation	60	As per sample evaluation report					
Total weightage		100						

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.

S. No.	Item Description	Brand / Model / Specifications	Quantity	Unit Price (PKR)	Total Price (PKR)
1	Inkpot (Blue)	PIANO Fountain Ink 60ml or equivalent	58,080		
2	Pen	Dollar SP10 or equivalent	29,040		
3	Cut Pen	Dollar FP-2 Qalam or equivalent	9,680		
4	Blue Marker	PIANO Fiber tip or equivalent	96,800		
5	Blue Marker Cut	PIANO Urdu/Dollar Qalam or equivalent	74,720		
6	Lead Pencil	PIANO Chilly Pro Tri Metallic or equivalent	147,048		
7	Color Pencil	Dollar PTC13 (Full Size) or equivalent (set of 12 pencils)	44,484		
8	Sharpener	PIANO TR-3 or equivalent	63,844		
9	Rubber / Eraser	PIANO Factus WR-1 or equivalent	63,844		
10	Scale	12", Pure Plastic, Transparent/Multicolor	12,232		
11	Mathematical Instrument Set	Piano WR502/Dux702 or equivalent	6,220		
12	Scientific Calculator	CASIO fx-991ES Plus, 417 Functions	1,716		
Grand total:					
Total price in words: Pak rupees					

Note: Bidders may submit quotations for all items or for selected items only. بولی دہندگان تمام اشیاء یا صرف منتخب اشیاء کے لیے کوٹیشن جمع کر سکتے ہیں۔

Defect Classification and Inspection Guidelines

Inspection of stationery items will be conducted through random sampling in accordance with READ Foundation policy. The total quantity will be verified against the order specifications. Any item exhibiting critical defects will be rejected, while if major defects are found in the lot exceeding 5%, the supplier must replace or rework the affected items at their own cost before acceptance.

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	1. Make / Article Number Mismatch: Any item not matching the submitted sample or declared make/article number. 2. Inkpot (Blue): Leaking, dried, wrong color, or broken bottle. 3. Pen / Cut Pen: Non-functional, ink not flowing, tip broken. 4. Blue Marker / Blue Marker Cut: Tip damaged, ink dried, color incorrect. 5. Lead Pencil / Color Pencil: Broken cores, wrong size, wrong color. 6. Sharpener: Blades missing/damaged, non-functional. 7. Rubber / Eraser: Crumbled, unusable, wrong type. 8. Scale: Broken, warped, or incorrect size. 9. Mathematical Instrument Set: Missing or broken components, or instruments with accuracy issues (e.g., incorrect angles, warped rulers, misaligned markings). 10. Scientific Calculator: Non-functional, missing keys, or wrong model. 11. Violation of READ Foundation's Safeguarding Policy (e.g., child labour, forced labour, unsafe work practices).

Type & Impact	Defects
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	1. Smudged printing or labels. 2. Slightly damaged or chipped items but usable. 3. Slight deviation in color, size, or binding issues.
Minor Defects – Accepted with remarks; monitor for improvement حد سے زیادہ معمولی نقائص کی صورت میں اصلاح کی ضرورت ہو سکتی ہے	1. Minor scratches or marks on plastic, wood, or metal parts. 2. Slight irregularities in packaging or labeling. 3. Minimal cosmetic defects not affecting 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
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 انسپکشن 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۔

Terms and Conditions:

- Bid envelope should be properly sealed and clearly marked, "Tender for Stationery Items"
- 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.
- 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