

Letter of Invitation to Tender

Tender Ref: D39-2025-26-119

Date: June 3, 2026

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR PROVISION OF WINTER JACKETS & HOSIERY ITEMS

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 625 institutes/schools in AJK & Pakistan with an ever-growing body of 135,000 students and 7,000 teachers. READ Foundation also imparts free education to 14,000 orphan students. Further to the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

Document-A: Instructions to Tenderers

Document-B: Tender Forms (Jackets and Hosiery Items)

Document-C: Declaration Form

We look forward to receiving your tender on or before **3:00PM on 17 June 2026** at the address specified in the tender dossier.

Your tender bid must include the following documentation, so please use the list below as a 'Checklist' before submitting your tender to READ Foundation.

- 1. Tender Form-1 for Winter Jackets duly filled, signed, and stamped**
- 2. Tender Form-2 for Hosiery Items duly filled, signed and stamped**
- 3. Bid Security: 3% in shape of Pay Order – (NTN of READ Foundation): 2494325-8**
- 4. Samples of the Jackets and Hosiery Items.**

Note: *Bidders may quote for both Tender Forms or for any one category (Jackets or Hosiery Items).*

Offers must be submitted in sealed envelopes, marked **“TENDER FOR WINTER JACKETS & HOSIERY ITEMS”** not to be opened before **3:30PM on 17 June 2026”** and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,



Manager Procurement

Procurement Department

3rd Floor, Al-Farooq Plaza, Bahria Enclave (Kurri) road,

Chak Shahzad Islamabad, Pakistan

Ph: 051-8482151

tenders@readfoundation.org

Instructions to Tenderers

(Ref: D39-2025-26-119)

1. Winter Jackets & Hosiery Items includes:

Description	Item Name	Remarks
Tender Form - 1	Winter Jacket	For male and female

Description	Item Name	Remarks
Tender Form - 2	Woolen Cap	For male and female
	Woolen Muffler	For male
	Shawl	For female
	Woolen Gloves	For male and female
	Woolen Socks	For male and female
	Non-Woven Bag with branding	For packing Jacket & Hosiery Items

2. Total Quantity of Winter Packs:

Sr.#	Description	Unit	Qty
1	Jackets (Male/Female)	Nos.	3,038
2	Hosiery Items	Set	3,038

3. Packaging requirement: (One Winter Pack will be packed in Non-Woven Bag)

Sr.#	Item Name	UOM	Qty
1	Winter Jacket	Nos.	1
2	Woolen Cap	Nos.	1
3	Woolen Muffler	Nos.	1
4	Shawl/ Staller	Nos.	1
5	Woolen Gloves	Pair	1
6	Woolen Socks	Pair	1

Note: Successful bidder will be responsible to pack the Winter Packs as age wise in presence of READ Foundation representative.

5. Closing date and time for submission of tender:

17 June 2026 at 3:00 PM

6. Opening of tenders:

17 June 2026 at 3:30 PM at READ Foundation Head Office (address mentioned under Clause-8) in the presence of suppliers or their representatives, who wish to witness the tender opening.

7. Method of procurement:

single-stage, single-envelope procedure. The bidders shall submit their bids in a single envelope.

Suppliers must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question will be blacklisted.

8. Submission of tenders (Address):

Manager Procurement
Procurement Department - READ Foundation
3rd Floor Al-Farooq Plaza, Bahria Enclave (Kurri) Road, Chak Shahzad, Islamabad,
051-8482151

9. Period of validity of offers:

All bids must be valid for minimum of one month from the tender submission date.

10. Taxes and other costs:

The prices must be inclusive of all taxes, packing (age wise), loading and transportation cost upto READ warehouse located at Tramri Chowk Islamabad.

11. Samples Required:

Samples (as per specification) must be submitted with tender on or before **17 June 2026 at 3:00 PM** at the address mentioned under Clause-8, with the name of the bidder clearly marked with irremovable ink. The samples of the successful bidders will not be returned, however, the samples submitted by the bidders who do not qualify will be returned within 5 days of the opening of the tender. The bidders who do not qualify will need to present a written request on their letterhead requesting the return of the samples. The unsuccessful bidder will be responsible for collecting the sample from the address where they have submitted the samples.

12. Tender guarantee

A tender guarantee of **3%** of the bid submitted against must accompany the bid in the shape of a **Pay Order**; favoring “**READ Foundation**”. Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies contract, then READ Foundation reserves the right to forfeit the bid security. Once the contract has been awarded to the successful bidder his/her bid security will be converted into a performance guarantee. In case of cancellation of the contract due to poor quality/performance, READ Foundation reserves the right to forfeit the Tender/Performance Guarantee.

13. Evaluation of tenders

Lowest price shall not be the sole criterion for award; quality, delivery schedule, and other factors specified in the Evaluation Criteria will also be considered. Bidders may submit bids for both categories or for either Jackets or Hosiery Items.

14. Cancellation of the tender procedure

The tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

15. Schedule of payments

Payments will be made after 15 working days of satisfactory delivery subject to the submission of the correct invoice from the bidder. READ may consider the request of any advance payment but it will impact the score in technical evaluation (please see evaluation criteria table).

16. Mode of payments

Payments will be made after the deduction of applicable taxes on the business name of the successful bidder through cross-checke/online bank transfer.

17. Complaint/Appeals Process

Bidders reserve the right to make an appeal against the decision of the tender committee or launch a complaint against any violation of rights or any incident of corruption. The complaint/appeals should be in writing justifying your opinion with evidence. Complaints/appeals should be sent to us at: complaints@readfoundation.org

18. General Terms & Conditions:

- a) **Price:** The prices stated on the Contract shall be held firm for the period and/or quantity unless specifically stated otherwise.
- b) **Assignment:** The Supplier shall not assign, transfer, sublet, or subcontract the contract or any part thereof without the prior written consent of the Buyer.
- c) **Corruption:** The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.
- d) **Confidentiality:** All data, including but not limited to, photographs, estimates, plans, reports, and budgets that have been compiled by or received by the Supplier under the contract shall be the property of READ Foundation and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request. The Supplier may not communicate at any time to any other person, government, or authority external to READ Foundation, any information that has been compiled through association with READ Foundation which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.
- e) **Observance of Law:** The Supplier shall comply with all national laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the contract.
- f) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection, or acts similar in nature or force.

TENDER FORM – 1

(for Jackets)

Date: June 3, 2026

Ref: D39-2025-26-119

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 625 institutes/schools in AJK & Pakistan with an ever-growing body of 135,000 students and 7,000 teachers. READ Foundation also imparts free education to 14,000 orphan students. We at READ Foundation intend to purchase **Winter Jackets** according to below given specifications for orphan students studying in our schools.

Instructions for bidders:

- Please fill 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 Jackets 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: Production unit/ factory General Order Supplier/Shop Keeper

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

National Tax No (NTN): _____ Active In-Active

EOBI Registered: Yes No; If "Yes", please mention EOBI Number: _____

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

Postal address: _____

Factory/ production unit address: _____

Contact Person (Name): _____

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

Bid validity period: _____ weeks

Delivery time: _____ weeks

Advance payment (if any): 0% 20% 30% 40% 50% Above 50% _____

Quality Parameters:

It is mandatory for bidders to submit required samples along with the bid. 100% compliance in quality will be necessary to qualify for technical evaluation. Quality parameters are mentioned under "Quality Parameters" table on page 3 of this Tender Form.

Criteria for bid evaluation:

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 = 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	Wt.(%)	Marks					
			5	4	3	2	1	0
1.	NTN	3	Yes	-	-	-	-	No
2.	Filler (Active)	2	Yes	-	-	-	-	No
3.	Own production unit*	10	Yes	-	-	Valid contract with unit	-	No
4.	Bid validity period	5	5 weeks+	4 weeks	3 weeks	2 weeks	1 week	<1 week
5.	Advance Payment	5	0%	20%	30%	40%	50%	Above 50%
6.	Order completion time	10	6 weeks	7 weeks	8 weeks	9 weeks	10 weeks	>10 weeks
7.	Submission of Required Samples	5	All	Most (75% or more)	Some (50–74%)	Few (25–49%)	10-24%	Below 10%
8.	Shell fabric	10	As specified	-	-	-	-	Not as ...
9.	Lining fabric	10	As specified	-	-	-	-	Not as ...
10.	Wadding sheet	10	As specified	-	-	-	-	Not as ...
11.	Zip and zipper runner	5	As specified	-	-	-	-	Not as ...
12.	Rib/ Fur	2	As specified	-	-	-	-	Not as ...
13.	Size	5	As specified	-	-	-	-	Not as ...
14.	Designs (4+4=8)	8	As specified	-	-	-	-	Not as ...
15.	Stitching	5	As specified	-	-	-	-	Not as ...
16.	Finishing/ cleanliness	5	As specified	-	-	-	-	Not as ...
	Total:	100						

* Bidder must provide proof of ownership or a valid contract with a production unit.

Size Chart:

The size chart has been prepared based on historical production data and prior experience. However, bidders are hereby informed that variations in style, design, and construction of jackets from year to year may result in corresponding variations in garment measurements. Accordingly, **bidders are advised to review the provided size chart carefully and, where deemed necessary, clearly indicate any proposed amendments** at the time of submission of their quotation. Any such proposed changes shall be subject to review and final approval prior to award of contract and issuance of purchase order. The sizes indicated herein shall be treated as finished garment specifications.

For inspection and quality control purposes, a manufacturing tolerance of $\pm 1/4$ inch shall be permissible for shoulder width and cuff opening, and $\pm 1/2$ inch shall be permissible for all other measurements. Any deviation beyond the stated tolerances shall be considered non-compliant and subject to rejection or corrective action in accordance with the inspection terms.

Age / Size	Gender	Length	Chest	Shoulder	Sleeve	Armhole	Cuff Opening	Hood Height	Hood Width	Rib
4–5	M	21	14.5	13	17	13	6	-	-	2.5
6–7	M	22	15.5	14	18	14	6	-	-	2.5

Age / Size	Gender	Length	Chest	Shoulder	Sleeve	Armhole	Cuff Opening	Hood Height	Hood Width	Rib
8-9	M	24	17	15	19	15	7	-	-	2.5
10-11	M	24	16	15	21	16	7	-	-	2.5
12-13	M	24	19	15.5	22	17	7	-	-	2.5
S	M	26	21	16.5	23.5	18	8	-	-	2.5
M	M	27	22	17	25	19	8	-	-	2.5
L	M	28	23	18	25.5	20	8	-	-	2.5
XL	M	29	24	19	26	20	8	-	-	2.5
4-5	F	21	14.5	13	17	13	6	11	9	2.5
6-7	F	22	15.5	14	18	14	6	11	9	2.5
8-9	F	24	17	15	19	15	7	11	9	2.5
10-11	F	24	16	15	21	16	7	11	9	2.5
12-13	F	24	19	15.5	22	17	7	11	9	2.5
S	F	27	20	16	23	18	8	13	10	2.5
M	F	28	21	16.5	24	18.5	8	13	10	2.5
L	F	29	22	17	25	19	8	13	10	2.5
XL	F	30	22	17	26	19	8	13	10	2.5

Technical Specifications:

Component	Specification for Boys' Jackets	Specification for Girls' Jackets
Style	Zip-front closure with high collar	Hooded zip-up jacket
Color	Solid/single color	Solid/single color
Preferred Colors	Navy Blue, Black, Silver Grey	Maroon, Beige, Olive Green
Shell Fabric	Micro-stretch TPU-coated fabric, 145 GSM	Alpino Silk fabric, 145 GSM
Wadding / Insulation	100 GSM imported thermal insulation wadding	100 GSM imported thermal insulation wadding
Zipper & Slider	No. 5 coil zipper with metallic slider, black color	No. 5 coil zipper with metallic slider, black color
Lining Fabric	190T black taffeta lining	190T black taffeta lining
Fusing / Interlining	15 GSM interlining/fusing	15 GSM interlining/fusing
Quilting	1.5-inch square quilting with lining and interlining	1.5-inch square quilting with lining and interlining
Rib on Cuffs & Hem	2.5-inch polyester rib at cuffs, collar and bottom hem, matching shell fabric color	2.5-inch polyester rib at cuffs, black or matching shell fabric color
Stitching Thread	2-ply or 3-ply polyester thread in matching color	2-ply or 3-ply polyester thread in matching color
Pocket Fabric	Bubble fabric	Bubble fabric
Pockets	Two side pockets. One additional inside document pocket for Small, Medium, Large, and XL sizes	Two side pockets
Hood / Cap	Not applicable	Attached hood with fur trim
Storm Flap/ Button Tape	Yes	Yes
Size Label	Yes (e.g., 4-5 Years, S, M, L, XL, etc.)	Yes (e.g., 4-5 Years, S, M, L, XL, etc.)
Packing	Each jacket shall be individually packed in a poly bag after proper finishing and quality inspection. Jackets of the same size and gender shall be packed in suitable bags/cartons to ensure safe transportation to the buyer's warehouse. Each package must be clearly labeled with the size, gender, color, and quantity of the jackets packed inside.	

Price schedule - Jackets

Please provide your most competitive rates in the price schedule.

Sr.#	Item Name	Style & specification	Age Size	Unit	Quantity	Unit Price	Total Price
1.	Jacket-Boys	As per sample and specification	4-5 year	Nos.	30		
2.	Jacket-Boys	As per sample and specification	6-7 year	Nos.	100		
3.	Jacket-Boys	As per sample and specification	8-9 year	Nos.	153		
4.	Jacket-Boys	As per sample and specification	10-11 year	Nos.	263		
5.	Jacket-Boys	As per sample and specification	12-13 year	Nos.	383		
6.	Jacket-Boys	As per sample and specification	Small	Nos.	313		
7.	Jacket-Boys	As per sample and specification	Medium	Nos.	131		
8.	Jacket-Boys	As per sample and specification	Large	Nos.	69		
9.	Jacket-Boys	As per sample and specification	X. Large	Nos.	23		
10.	Jacket-Girls	As per sample and specification	4-5 year	Nos.	30		
11.	Jacket-Girls	As per sample and specification	6-7 year	Nos.	95		
12.	Jacket-Girls	As per sample and specification	8-9 year	Nos.	160		
13.	Jacket-Girls	As per sample and specification	10-11 year	Nos.	264		
14.	Jacket-Girls	As per sample and specification	12-13 year	Nos.	298		
15.	Jacket-Girls	As per sample and specification	Small	Nos.	402		
16.	Jacket-Girls	As per sample and specification	Medium	Nos.	180		
17.	Jacket-Girls	As per sample and specification	Large	Nos.	99		
18.	Jacket-Girls	As per sample and specification	X. Large	Nos.	45		
Total:					3,038		
In words:							

Note: Quantities (demand) mentioned herein are tentative and can be increased or decreased at the time of award of purchase order.

Required Samples:

It is **mandatory** for all bidders to submit the required samples along with their submitted bid. To qualify in the technical evaluation phase, 100% compliance with the specified quality standards is essential. The samples may also be tested through a laboratory. The details of the required samples are as follows:

یہ لازم ہے کہ تمام بولی دہندگان اپنی پیش کردہ بولی کے ساتھ درکار نمونہ جات ضرور جمع کروائیں۔ تکنیکی جانچ کے مرحلے میں اہل قرار پانے کے لیے معیار سے 100 فیصد مطابقت ضروری ہے۔ نمونوں کی جانچ لیبارٹری سے بھی کروائی جا سکتی ہے۔ درکار نمونہ جات کی تفصیل درج ذیل ہے۔

نمبر شمار	درکار نمونے / سامپلز	تفصیلات
1	سامپل جیکٹس	ہر ڈیزائن کی ایک سامپل جیکٹ (کل دو جیکٹس)۔ سامپلز دیے گئے ڈیزائنز کی تصریحات کے مطابق ہوں اور سائز مطلوبہ عمر کے گروپس سے مطابقت رکھتے ہوں۔
2	فیبرکس سامپلز	مطلوبہ رنگوں میں دونوں شیل فیبرکس کے سامپلز (کم از کم ایک مربع فٹ فی فیبرک)
3	اسٹریچ فیبرک سامپل	ٹینڈنا فیبرک اسٹریچ 190 (ایک مربع فٹ)، بلیک کالر
4	زپ سٹریچ رز	سامپل جیکٹس میں لگائی گئی تمام چھوٹی بڑی زپس کا کم از کم ایک سامپل
5	واڈنگ شیٹس	واڈنگ شیٹ 100 جی ایس ایم کی ہو۔ امپورٹ کوالٹی کی ہو۔ 100 فیصد درجن فائبر سے بنی ہو۔
6	رپ فیبرک	نمونہ جیکٹس میں استعمال ہونے والے رپ فیبرک کے نمونے فراہم کریں۔
7	فر	نمونہ جیکٹس میں استعمال ہونے والے رپ فیبرک کے نمونے فراہم کریں۔
8	دیگر لوازمات (Other Accessories)	نمونہ جیکٹس میں استعمال ہونے والے تمام دیگر لوازمات کے نمونے فراہم کریں۔

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 5% 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. جب ۵ فیصد تک مال تیار کر لیں تو پہلی انسپکشن کی جائے گی۔ اس دوران میٹریل اور جیکٹ بنانے کے عمل کا جائزہ بھی لیا جائے گا۔ مزید پروڈکشن تسلی بخش رپورٹ سے مشروط ہوگی۔
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. جب ساری جیکٹس تیار ہو جائیں تو آپ کے کارخانے میں مکمل تیار مال کی پری شپمنٹ انسپکشن کی جائے گی۔ اگر مال طے شدہ معیار کے مطابق ہو تو ریڈ فائونڈیشن کے گودام میں منگوا لیا جائے گا۔
Post-shipment inspection	Final inspection of supplies after arrival of shipment in the organizational warehouse.	A rechecking or final checking in organizational warehouse. Balance payment after acceptance report. جب ساری جیکٹس آرڈر کے مطابق تیار ہو کر ہمارے گودام میں پہنچادی جائیں گی تو سارے مال کی فائنل انسپکشن کی جائے گی اور تسلی بخش رپورٹ کی صورت میں فائنل پے منٹ کے لیے بل پراسیس کیا جائے گا۔

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 کارنگروں سے اپنی نگرانی میں کام کروائیں۔ طے شدہ شیڈول کے مطابق انسپکشن کروائیں ورنہ ادارہ کسی نقصان کا ذمہ دار نہ ہوگا۔

List of Defects:

Inspection shall be done based on random sampling as per READ policy. List of defects is given below:

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 conducted on a random sampling basis as per READ policy. Defects are classified as Critical, Major, and Minor as per the approved defect list. Critical defects are not acceptable under any circumstances. If the total percentage of Major defects exceeds 2.5% for any size, the shipment of that size shall be rejected. For Minor defects and for Major defects within the 2.5% limit, it shall be the supplier's responsibility to sort, rectify, and replace all defective pieces at their own cost before shipment clearance.

Critical defects (0 Tolerance – Automatic Rejection)	Major Defects (Affects Function, Durability or Appearance)	Minor Defects (Appearance Only)
Wrong style, wrong construction, or garment not matching approved sample	Fabric holes, tears, coating damage, or heavy stains	Slight uneven stitching (no strength impact)
Wrong size labeling or size deviation beyond tolerance	Open seams, skipped stitches, or weak seams affecting durability	Slight shade variation within acceptable limit
Garment not wearable or major functional failure	Broken or non-functional zipper/slider	Minor wrinkles or creases
Missing storm flap/button tape	Missing or uneven wadding affecting warmth	Small untrimmed threads
Wrong assortment (wrong size/gender mix) or incorrect carton packing	Torn, loose, or poorly attached lining	Slight misalignment of quilting pattern
-	Bubbling, peeling, or poor fusing	Minor rib color variation or slight uneven rib tension
-	Severe color mismatch between panels or components	Slight pocket placement variation
-	Missing hood or missing fur trim	Minor print clarity issues or slightly misaligned labels
-	Missing pockets or weak pocket attachment	Light surface marks removable by brushing/cleaning

Critical defects (0 Tolerance – Automatic Rejection)	Major Defects (Affects Function, Durability or Appearance)	Minor Defects (Appearance Only)
-	Major finishing issues affecting garment appearance or usability	Minor asymmetry not visible during normal wear
-	-	Minor carton labeling or packing marking imperfections
-	-	Slight uneven stitching (no strength impact)

Pictures of sample jackets:



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 sealed quotations via courier, post, or by hand. For queries, sample review, or pre-bid meetings, contact the undersigned.

براه کرم اپنی سیل بند کو ٹیشن 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۔

Shafeeq Sadiq - Manager, Procurement Department, READ Foundation
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TENDER FORM – 2

(for Hosiery Items)

Date: June 3, 2026

Ref: D39-2025-26-119

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 625 institutes/schools in AJK & Pakistan with an ever-growing body of 135,000 students and 7,000 teachers. READ Foundation also imparts free education to 14,000 orphan students. We at READ Foundation intend to purchase **Hosiery Items** according to below given specifications for orphan students studying in our schools.

Instructions for bidders:

- Please fill 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 Hosiery Items 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: Production unit/ Distributor General Order Supplier/Shop Keeper

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

National Tax No (NTN): _____ Active In-Active

EOBI Registered: Yes No; If "Yes", please mention EOBI Number: _____

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

Postal address: _____

Factory/ production unit address: _____

Contact Person (Name): _____

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

Bid validity period: _____ weeks

Delivery time: _____ weeks

Advance payment (if any): 0% 20% 30% 40% 50% Above 50% _____

Criteria for bid evaluation:

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 = 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	Wt.(%)	Marks					
			5	4	3	2	1	0
1	NTN	2	Yes	-	-	-	-	No
2	Filler (Active)	3	Yes	-	-	-	-	No
3	Own production unit/Distributor*	10	Yes	-	Valid contract with unit	-	-	No
4	Bid validity period	5	5 weeks+	4 weeks	3 weeks	2 weeks	1 week	<1 week
5	Advance Payment	10	0%	20%	30%	40%	50%	Above 50%
6	Order completion time	10	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	>8 weeks
7	Submission of Required Samples as per specified	10	All	Most (75% or more)	Some (50-74%)	Few (25-49%)	10-24%	Below 10%
8	Samples Quality	50	Very Good	Good	Satisfactory	-	-	Poor
Total:		100						

* Bidder must provide proof of ownership or a valid contract with a production unit.

Price schedule – Hosiery Items

Please provide your most competitive rates in the price schedule.

Sr.#	Item Name	Age Slab (Years)	Gender (M/F)	Unit	Qty	Unit Price	Total Price
1	Woolen Muffler (9"x54") Brand: Wooltex or equivalent	4-10	M	Nos.	287		
2	Woolen Muffler (10"x60") Brand: Wooltex or equivalent	11-21	M	Nos.	1,176		
3	Woolen Staller (33"x28.5")	4-12	F	Nos.	561		
4	Woolen Shawl (30"x65")	13-21	F	Nos.	1,014		
5	Woolen Cap – Good quality	4-9	M/F	Nos.	417		
6	Woolen Cap – Good quality	10-21	M	Nos.	1,255		
7	Woolen Cap – Good quality	10-21	F	Nos.	1,366		
8	Woolen Gloves – Good quality	4-6	M/F	Pair	65		
9	Woolen Gloves – Good quality	7-11	M/F	Pair	751		
10	Woolen Gloves – Good quality	12-21	M	Pair	1,166		
11	Woolen Gloves – Good quality	12-21	F	Pair	1,056		
12	Woolen Socks Small Brand: GOL Terri Plus or equivalent	4-6	M/F	Pair	65		
13	Woolen Socks Medium Brand: GOL Terri Plus or equivalent	7-9	M/F	Pair	352		
14	Woolen Socks Large Brand: GOL Terri Plus or equivalent	10-11	M/F	Pair	399		
15	Woolen Socks XL Brand: GOL Terri Plus or equivalent	12-14	M/F	Pair	981		
16	Woolen Socks (Gents) Brand: GOL Woolina or equivalent	15-21	M	Pair	527		
17	Woolen Socks (Ladies) Brand: GOL 555 or equivalent	15-21	F	Pair	714		
18	Non-Woven-White Color, 90 GSM, size (LxHxGazet)16x14x4 with zip and chapti handle with printing on both sides.	-	-	Nos.	3,038		
Grand total: PKRs.							
In Words:							

Required Samples:

It is mandatory for all bidders to submit the required samples along with their submitted bid. To qualify in the technical evaluation phase. The details of the required samples are as follows:

یہ لازم ہے کہ تمام بولی دہندگان اپنی پیش کردہ بولی کے ساتھ درکار نمونہ جات ضرور جمع کروائیں۔ درکار نمونہ جات کی تفصیل درج ذیل ہے۔

تفصیلات	درکار نمونے / سامپلز	نمبر شمار
ہر ایک سائز کا نمونہ فراہم کیا جائے۔	گلووز (Gloves)	1
	جرائیں (Socks)	2
	مفلر (Muffler)	3
	شال (Shawl)	4
	ٹوپی (Woolen Cap)	5
	Non-woven Bag بیکنگ بیگ	6

Inspection schedule:

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. جب سارا سامان مکمل طور پر تیار ہو جائے تو آپ کے کارخانے میں تیار شدہ مال کی پری شپمنٹ انسپکشن کی جائے گی۔ مال کے طے شدہ معیار اور تکنیکی خصوصیات کے مطابق ہونے کی صورت میں اسے ریڈ فائونڈیشن کے گودام میں فراہم کیا جائے گا۔
Post-shipment inspection	Final inspection of supplies after arrival of shipment in the organizational warehouse.	A rechecking or final checking in organizational warehouse. Balance payment after acceptance report. جب سارا سامان آرڈر اور منظور شدہ نمونوں کے مطابق تیار ہو کر ریڈ فائونڈیشن کے گودام میں فراہم کر دیا کی انسپکشن کی جائے گی۔ مال کے مقررہ معیار اور (Final Inspection) جانچ کے مطابق پائے جانے کی صورت میں فائنل اداکاری کے لیے بل پراسیس کیا جائے گا۔

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

List of Defects:

Inspection shall be done based on random sampling as per READ policy. List of defects is given below:

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 conducted on a random sampling basis as per READ policy. Defects are classified as Critical, Major, and Minor as per the approved defect list. Critical defects are not acceptable under any circumstances. If the total percentage of Major defects exceeds 2.5% for any size, the shipment of that size shall be rejected. For Minor defects and for Major defects within the 2.5% limit, it shall be the supplier's responsibility to sort, rectify, and replace all defective pieces at their own cost before shipment clearance.

Critical defects (0 Tolerance – Automatic Rejection)	Major Defects (Affects Function, Durability or Appearance)	Minor Defects (Appearance Only)
Wrong style, wrong sample, or not matching approved specification	Fabric holes, tears, open seams, or weak stitching affecting use	Slight uneven stitching (no strength impact)
Wrong size labeling or wrong size assortment	Poor durability or functional failure (e.g., loose grip, weak elasticity)	Minor shade variation within acceptable limit
Unusable or non-functional item	Incorrect material or insulation issues	Small untrimmed threads
Missing items or wrong packing	Major finishing defects affecting durability	Minor wrinkles or slight misalignment
Severe quality or safety issue	Elastic or rib failure affecting fit	Minor label or print issues
Wrong style, wrong sample, or not matching approved specification	Fabric holes, tears, open seams, or weak stitching affecting use	Slight uneven stitching (no strength impact)

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 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۔

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