

Letter of Invitation to Tender

Tender Ref: D18-2025-26-67

Date: June 13, 2026

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR PROVISION OF PROVISION AND INSTALLATION OF 152 WATER WELLS AT KPK AND PUNJAB.

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:

- **Instructions to Tenderers**
- **Tender Form A**
- **Tender Form B**
- **Declaration Form**

We look forward to receiving your tender on or before **11:00AM on 29 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 Forms duly filled, signed and stamped**
- 2. Bid Security: 3% in shape of Pay Order – (NTN of READ Foundation: 2494325-8)**
- 3. Samples (mentioned under "Required Sample" on page 6.**

Note: *Bidders have the option to quote for Tender Form-A, Tender Form-B, or both.*

Offers must be submitted in sealed envelopes, marked **"TENDER FOR 152 WATER WELLS"** not to be opened before **11:30PM on 29 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: D18-2025-26-67)

1. Specification and quantity:

| Sr.# | Region | Description | Qty |
|--------|--------|---|-----|
| 1 | KPK | Water well (as per specification mentioned in price schedule) | 76 |
| 2 | Punjab | Water well (as per specification mentioned in price schedule) | 76 |
| Total: | | | 152 |

Note: Minor quantity adjustments may be made at the time of contract award; however, the total quantity will remain unchanged.

2. Location of projects:

KPK: District Mardan & Nowshera

Punjab: District Muzafarghar & Rahim Yar Khan

5. Closing date and time for submission of tender:

29 June 2026 at 11:00 AM

6. Opening of tenders:

29 June 2026 at 11:30 AM 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, warehousing and transportation costs upto installation sites located at respective Districts. READ Foundation will not provide Board/Lodge facility or local travel facility to installation team(s).

11. Samples Required:

Samples (as per specification) must be submitted with tender on or before **29 June 2026 at 11:00 AM** 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 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 cancelation 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 regions or for a single region.

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 completion of the job 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.
 - f.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
 - f.2) If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section "g", Cancellation.
- g) **Cancellation:** The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the management of READ Foundation /Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by READ Foundation for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specifications and terms of contract, prior to receipt of the termination notice.

TENDER FORM-A

Bidders may submit quotations for Region-1, Region-2, or both regions
بولی دہندگان ریجن-1، ریجن-2، یا دونوں ریجنز کے لیے کوٹیشن جمع کروا سکتے ہیں۔

Date: June 13, 2026

Ref: D18-2025-26-67

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 لگانے
- 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 جا سکتی ہے۔

Criteria for bid evaluation:

In addition to price, the 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 **70%**. Both technical and financial evaluation marks shall have 20% & 80% respectively 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 = 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 $S = St \times T\% + Sf \times P\%$.

| S# | Criteria | Wt.(%) | Marks | | | | | |
|----|---|------------|--------------------------------|---------|-----------------------|---------|------------------------|-----------|
| | | | 5 | 4 | 3 | 2 | 1 | 0 |
| 1. | NTN | 3% | Yes | - | - | - | - | No |
| 2. | Filler (Active) | 2% | Yes | - | - | - | - | No |
| 3. | Nature of business | 20 | Manufacturer | | Registered Contractor | | General Order Supplier | |
| 4. | Bid Validity | 5 | 30 days | 25 days | 20 days | 15 days | 10 days | < 10 days |
| 5. | Job completion time | 10% | 7 days | 9 days | 11 days | 13 days | 15 days | >15 days |
| 6. | Advance payment requirement | 10% | 0% | 20% | 30% | 40% | 50% | >50% |
| 7. | Quality of the items quoted are as per required | 50 | As per items evaluation report | | | | | |
| | Total: | 100 | | | | | | |

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 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۔ درکار نمونہ جات کی تفصیل درج ذیل ہے۔

| Item | Sample Size | Description | Qty |
|---------------|-------------------------------|--|-----|
| Casing pipe | 2 ft length | 3" as per the standard BS-3505/PS3051, B-Class, | 1 |
| Delivery Pipe | 2 ft length | 2" as per the standard BS-3505/ PS3051, E-Class, | 1 |
| Hand Pump | Only Braucher of quoted brand | New Indus (100'), 50.3Kg weight, Galvanized | 1 |

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

Note: Please attach Tender Guarantee Pay Order (Original)

TENDER FORM-A

Business Profile:

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

Business name: _____ Established in (Date): _____

Nature of business: Manufacturer Registered Contractor General Order Supplier

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: _____

Contact Person (Name): _____

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

Bid validity period: _____ days; Job Completion Time: _____ days; Advance payment (if any): _____ %

Price Schedule: (Region-1: KPK – Mardan & Nowshera)

| Sr. # | Item Specification | UOM | Qty | Unit Price | Total Amount |
|----------------------|---|----------|-------|------------|--------------|
| 1 | Hand Pump (Kawsar Engineering or Equivalent) New Indus (100'), 50.3Kg weight, Hot dip galvanized Body: 16.45kg; Handle: 5.8kg; T Bar: 2.85kg; Cylinder: 4kg Ms Rods (10):14.9kg; Unicef Pedestal: 6.3kg | Nos. | 76 | | |
| 2 | Casing (Blind) - Kawsar Engineering or Equivalent 3" as per the standard BS-3505/PS3051, B-Class | RFT | 6,840 | | |
| 3 | Casing (Perforated) - Kawsar Engineering or Equivalent 3" as per the standard BS-3505/PS3051, B-Class, | RFT | 760 | | |
| 4 | Delivery Pipe - Kawsar Engineering or Equivalent 2" as per the standard BS-3505/ PS3051, E-Class, | RFT | 7,600 | | |
| 5 | Tool Kit - Provision of tools kit including box spanner, fishing tool, and 10" monkey wrench. | Kit | 76 | | |
| 6 | Transportation Cost (for 76 handpumps material) KPK (Mardan & Nowshera) | Lump sum | 1 | | |
| Total Amount: | | | | | |

Price Schedule: (Region-2: Punjab – Muzafarghar & Rahim Yar Khan)

| Sr. # | Item Specification | UOM | Qty | Unit Price | Total Amount |
|----------------------|---|----------|-------|------------|--------------|
| 1 | Hand Pump (Kawsar Engineering or Equivalent) New Indus (100'), 50.3Kg weight, Hot dip galvanized Body: 16.45kg; Handle: 5.8kg; T Bar: 2.85kg; Cylinder: 4kg Ms Rods (10):14.9kg; Unicef Pedestal: 6.3kg | Nos. | 76 | | |
| 2 | Casing (Blind) - Kawsar Engineering or Equivalent 3" as per the standard BS-3505/PS3051, B-Class | RFT | 6,840 | | |
| 3 | Casing (Perforated) - Kawsar Engineering or Equivalent 3" as per the standard BS-3505/PS3051, B-Class, | RFT | 760 | | |
| 4 | Delivery Pipe (Kawsar Engineering or Equivalent) 2" as per the standard BS-3505/ PS3051, E-Class, | RFT | 7,600 | | |
| 5 | Tool Kit - Provision of tools kit including box spanner, fishing tool, and 10" monkey wrench. | Kit | 76 | | |
| 6 | Transportation Cost (for 76 handpumps material) Punjab (Muzafarghar & Rahim Yar Khan) | Lump sum | 1 | | |
| Total Amount: | | | | | |

TENDER FORM-B

*Bidders may submit quotations for Region-1, Region-2, or both regions
بولی دہندگان ریجن -1، ریجن -2، یا دونوں ریجنز کے لیے کوٹیشن جمع کروا سکتے ہیں۔*

Date: June 13, 2026

Ref: D18-2025-26-67

Criterial for bid evaluation:

In addition to price, the 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 **70%**. Both technical and financial evaluation marks shall have 20% & 80% respectively 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 = 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 $S = St \times T\% + Sf \times P\%$.

| S# | Criteria | Wt.(%) | Marks | | | | | |
|----|---|-------------|--------------------------------|----------|--------------------------|----------|------------------------|-----------|
| | | | 5 | 4 | 3 | 2 | 1 | 0 |
| 1 | NTN | 3% | Yes | - | - | - | - | No |
| 2 | Filler (Active) | 2% | Yes | - | - | - | - | No |
| 3 | Nature of business | 20% | Registered Contractor | | Dealer/Sanitary Business | | General Order Supplier | |
| 4 | Bid Validity | 10% | 30 days | 25 days | 20 days | 15 days | 10 days | < 10 days |
| 5 | Job completion time (each region) | 20% | 90 days | 100 days | 110 days | 120 days | 130 days | >130 days |
| 6 | Advance payment requirement | 10% | 0% | 20% | 30% | 40% | 50% | >50% |
| 7 | # of satisfied clients for similar projects each of worth PKR 3 million | 25% | As per items evaluation report | | | | | |
| 8 | CV of Associate Engineer is attached | 10% | Yes | | | | | No |
| | Total: | 100% | | | | | | |

Business Profile:

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

Business name: _____ Established in (Date): _____

Nature of business: Registered Contractor Dealer/Sanitary Business General Order Supplier

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: _____

Contact Person (Name): _____

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

Bid validity period: _____ days; Job Completion Time: _____ days; Advance payment (if any): _____ %

Client profile:

Please provide details of your five major satisfied clients of last 5 years. We may call/ contact them for confirmation.

| S# | Client name/ business name and city | Order amount (PKR) | Contact number |
|----|-------------------------------------|--------------------|----------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Price Schedule: (Region-1: KPK – Mardan & Nowshera)

| Sr. No. | Item Specification | UOM | Unit Qty | Total Qty | Unit Price | Total Amount |
|----------------------|---|------|----------|-----------|------------|--------------|
| 1 | Bore Work (Manual percussion drilling) Boring for water, 4” dia | RFT | 100 | 7,600 | | |
| 2 | Civil Work - Provision of material, and Construction of Platform, including animal pond as per the drawing i-e Excavation and compaction of the site. Platform size: 11’x 3.5’ with 4.5” walls on all sides. Standing/Sitting area: 5.0’x3.5’ concrete on the handle side. Hand pump fixing: Platform made of bricks (First-Class) masonry 2’x1.5’ with cement mortar 1:4. Animal drinking water pond: 1.25’x2.75’x0.67’. Plaster on external surfaces: Cement sand ratio of 1:4 | Job | 01 | 76 | | |
| 3 | Paint Work - 3 Coats of weather shield paint, as per approved engineering/construction standards. ICI, Nippon, Burger of Equivalent | Job | 01 | 76 | | |
| 4 | Marble Plaque and Branding - Ziarat marble plaque (1-inch Width, 2ft Length & 1.5ft Height) including designing, printing, and transportation | Nos. | 01 | 76 | | |
| Total Amount: | | | | | | |

Price Schedule: (Region-2: Punjab – Muzafarghar & Rahim Yar Khan)

| Sr. No. | Item Specification | UOM | Unit Qty | Total Qty | Unit Price | Total Amount |
|----------------------|---|------|----------|-----------|------------|--------------|
| 1 | Bore Work (Manual percussion drilling) Boring for water, 4” dia | RFT | 100 | 7,600 | | |
| 2 | Civil Work - Provision of material, and Construction of Platform, including animal pond as per the drawing i-e Excavation and compaction of the site. Platform size: 11’x 3.5’ with 4.5” walls on all sides. Standing/Sitting area: 5.0’x3.5’ concrete on the handle side. Hand pump fixing: Platform made of bricks (First-Class) masonry 2’x1.5’ with cement mortar 1:4. Animal drinking water pond: 1.25’x2.75’x0.67’. Plaster on external surfaces: Cement sand ratio of 1:4 | Job | 01 | 76 | | |
| 3 | Paint Work - 3 Coats of weather shield paint, as per approved engineering/construction standards. ICI, Nippon, Burger of Equivalent | Job | 01 | 76 | | |
| 4 | Marble Plaque and Branding - Ziarat marble plaque (1-inch Width, 2ft Length & 1.5ft Height) including designing, printing, and transportation | Nos. | 01 | 76 | | |
| Total Amount: | | | | | | |

Note: Payment of bore work will be made as per actual measurement.

On-site Training:

Upon completion of the project, the successful bidder shall organize an on-site basic maintenance training program involving nominated staff member. Such a program shall be carried out during the commissioning phase.

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

Note: Please attach Tender Guarantee Pay Order (Original)

