



TENDER DOCUMENT

for

**SUPPLY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF
INTERACTIVE SMART BOARDS AND LAPTOPS**

AT

READ FOUNDATION GIRLS COLLEGE, BLOCK-2, DISTRICT BHIMBER (AJK)


read foundation
Saad-Ul-Rehman Shah
Off. Manager Procurement
Head Office - Islamabad
15/07/26

15th July, 2026

Eligibility Criteria Checklist:

Before the bidders submit their bids within the stipulated date and time mentioned in this Tender Document, bidders are required to make sure that the following requirements are fulfilled. **These requirements must be furnished at the time of submission of bid.**

Sr. No.	Eligibility Criteria Checklist	Attached (Yes/No)
1.	Tender Document (Duly Stamped & Signed on Each Page)	
2.	Company's Profile	
3.	Proof of Certificate of Incorporation OR Registration with SECP, if applicable	
4.	Proof of NTN & GST Registration Certificate	
5.	Proof of Valid Authorized Dealership Certificate, if applicable	
6.	Bid Security equals to 3% of the total project cost in the form of Pay Order / Demand Draft issued by a Scheduled Bank of Pakistan in favour of “READ Foundation, NTN No. 2494325-8” (cross cheque is not acceptable). Bid submitted without bid security shall be “REJECTED” being NON-RESPONSIVE	
7.	Original Affidavit on Stamp Paper of worth Rs. 100/- or above that the company/firm have never been black listed by any Govt. Department, Private Organization or NGOs'. Failure to provide this undertaking will result in the “REJECTION” of the Bid	


Saeed-Ur-Rehman
15/07/26
Saeed-Ur-Rehman, Shal
Uy. Manager Production
Head Office - Islamabad

READ Foundation (Introduction):

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 624 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 children. More details about the organization are available at www.readfoundation.org

Scope of Work:

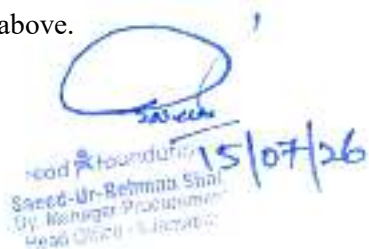
The Scope of Work includes supply, installation, configuration, testing and commissioning of Interactive Smart Boards and Laptops in accordance with the required specifications and quantities at READ Foundation Girls College, Block-2, District Bhimber (AJK).

Terms and Conditions:

1. The bidding procedure of Single Stage - One Envelope procedure will be followed in this Tender Document. Bids must include the complete address of bidder's office with name, mailing address and telephone number of the person, the company should be contacted regarding the bid. Bids must be signed by a company officer empowered to bind the executing agency.
2. Bid validity will be counted from the last date of its submission (mentioned in this Tender Form). While comparing the offers, if the procuring entity observes that a bidder has charged an incorrect tax ratio, it reserves the right to rectify it.
3. The bid security of the successful bidder will be retained as a "Performance Guarantee" until successful delivery of all items at site and completion of project. Bids security of the unsuccessful bidders will be released and can be collected from the office of the "Procurement Department" within ten (10) calendar days upon award of contract to the successful bidder.
4. The Supplier must ensure that all items delivered shall meet the specified requirements and adhere to international standards. Additionally, only the Official Warranty provided by the manufacturer will be considered. Each item (where applicable) must include its own Official Warranty Card (duly stamped & signed), clearly stating the warranty period alongwith parts and services covered under the warranty. Items imported through Grey Channel will not be accepted.
5. Boarding, lodging, loading, unloading and transportation will be responsibility of the bidding firm.
6. The unit price alongwith its total amount quoted by the bidder shall remain firm and fixed during the bidder's performance of the contract and not subject to variation on any account including any price escalation, currency exchange rates, increase and decrease of taxes, levies and duties by the Government.


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7. Any advance requested by the bidder will be against either a Bank Guarantee, issued by Scheduled Bank of Pakistan (with minimum three months validity) or a Pay Order of equal amount (cross cheque is not acceptable).
8. All equipments / materials supplied by the Supplier will be thoroughly inspected after delivery at site to assess any damage or short of quantities. The Supplier shall be responsible for any damage of the equipment/material during transportation to the site. It will be the Supplier's entire responsibility to ensure that all necessary precautions are taken during transportation to avoid damage to any of the equipment/material. The Supplier shall replace any damaged equipment/material at his own cost.
9. The Purchaser reserves the right to place a partial order for any or all of the parts specified in the Tender Document, based on project requirement or its own assessment, without incurring any liability to the bidder. The interested bidders may submit their bids for one part or all parts and shall be evaluated accordingly.
10. A bidder shall submit only one bid, in the same bidding process, either individually as a bidder or as a member in a joint venture or any similar arrangement. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the procuring entity, will be blacklisted and debarred.
11. The bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the bidders.
12. Usage of correction fluid & corrections are strictly prohibited unless duly initiated. Any erasing/cutting etc. appearing on the bid, must be properly signed by the person signing the Tender.
13. The Purchaser reserves the right to alter quantities or delete some items specified in this Tender Document, when awarding contract to successful bidder. The Purchaser shall be under no obligation to accept the lowest or any other offer received in response to this Tender Notice and shall be entitled to reject any or all bids without assigning any reason at any stage.
14. A bidder's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids, conditional quotations or amendments will not be accepted for evaluation.
15. Payment will be made through cross cheque / IBFT after deduction of applicable Govt. taxes.
16. Each paper of the bid document alongwith this Tender Document shall be signed and stamped by the authorized Signatory of the firm/company.
17. Sealed bids must be received latest by **Wednesday, 29th July 2026** via courier service, postmail or by hand. **Kindly mention "Tender Reference Number" at top left corner of the envelope.**
18. The bids must be sent to the following address and received by this organization not later than the date indicated above.


Head & Founder
Saeed-Ur-Rehman Shah
Ur. Rehman Production
Head Office - Islamabad
15/07/26

Title/Position:	Deputy Manager (Procurement)
Postal Address:	READ Foundation Al-Farooq Plaza, 3 rd Floor, Bahria Enclave Road, Chak Shahzad, Islamabad
Telephone (Land Line):	051 111 323 424 Ext: 653
Mobile No.:	0333 5319631

Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of its bid and READ Foundation will in no case be responsible or liable to these costs, regardless of the conduct or outcome of the bidding process.

Amendment of Bidding Documents:

At any time, prior to the deadline for submission of bids, READ Foundation may, for any reason, whether at his own initiative or in response to a clarification requested by an interested bidder, modify the Bidding Documents by issuing “ADDENDUM”. Any addendum thus issued shall be part of the Bidding Documents and shall be available to download at READ Foundation’s official website. To afford interested bidders reasonable time in which to take an addendum into account in preparing their Bids, the READ foundation may at its discretion extend the deadline for submission of Bids.

Dispute Resolution:

In the case of a dispute between the Purchaser and the Supplier, a Dispute Resolution Committee shall be constituted by READ Foundation for the resolution of dispute. In case of non-resolution, the dispute shall be referred for adjudication or arbitration in accordance with Arbitration Laws of Pakistan and heard at Islamabad, the Capital Territory of Pakistan.

Blacklisting:

If the bidder fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, READ Foundation may without prejudice to any other right of action / remedy it may have, blacklist the bidder, either indefinitely or for a stated period, for future. In such case, the Performance Guarantee / Bid Security of the bidder shall stand “forfeited”.

Payment Terms:

The payment will be released through cross Cheque or Inter Bank Funds Transfer (IBFT) to the firm after deduction of applicable govt. taxes in a reasonable time not exceeding twenty (20) working days from the date of receipt of invoice after verification of delivery of items and work done by our concerned site staff.

Scoring Criteria for Technical Evaluation:

Sr. No.	Category	Maximum Marks
1	Registration with FBR	20
2	Bid Validity	15
3	Delivery / Completion Time	20
4	Advance %age Required	25
5	Nature of Business	20
Total Marks		100

Selection – Evaluation Process:

1. An evaluation committee will review in detail all bids that are received to determine the extent to which they comply with the Tender Document requirements, without reference to the price and reject any bid which does not conform to the specified requirements.
2. Overall evaluation shall be carried out based on weighted average methodology wherein Technical Evaluation will carry 20% and Financial Evaluation will carry 80% weightage respectively.

Combined Score:

% weightage to Technical Evaluation (20%)

% weightage to Financial Evaluation (80%)

Technical Score = Total Secured Marks in all Technical Categories / 100 x 20

Financial Score = Lowest Financial Bid / Bidder's Financial Bid x 80

$$\text{Final Score} = \text{Technical Score} + \text{Financial Score}$$

Head & Founder
Saeed-Ur-Rehman Shah
Dr. Rehman Procedures
Head Office - Hyderabad

FINANCIAL BID
(INTERACTIVE SMART BOARDS)

Registered Name of Firm: _____

National Tax No.: _____ Sales Tax Registration No.: _____

EOBI Registration (Yes / No) If Yes, Kindly Provide EOBI Registration No.: _____

Address: _____

Contact Person: _____ Tel: _____

Nature of Business: _____ (Authorized Distributor / Importer / General Order Supplier / Others)

Bid Validity: _____ Calendar Days Delivery / Completion Time: _____ Calendar Days

Advance Percentage Required, if any: _____ %

Sr. No.	Items Description	Unit	Qty	Rate Rs.	Amount Excluding GST Rs.	GST Rate (%)	GST Amount Rs.	Amount Including GST Rs.	Warranty (Months)
PART (A)									
1	Interactive Smart Board (86 Inch) LCH86 MC410-B-S2 (DAHUA) with complete accessories, shipped with box (only sealed box will be accepted)	Nos.	10						
2	PKPWP0B Wireless Screen Sharing Cable (DAHUA)	Nos.	10						
3	Installation, Configuration, Testing & Commissioning of Sr. # 1 (Interactive Smart Boards) at site	LS	1						
4	Transportation (including Loading & Unloading) at Site	Job	1						
Total (A)									

Amount in words: _____


 Head & Founder
 Saeed-Ur-Rehman Shah
 U.S. Manager Production
 Head Office - Lahore

BREAKDOWN OF SCORING CRITERIA FOR TECHNICAL EVALUATION
(INTERACTIVE SMART BOARDS)

Registration with FBR (Maximum 20 Marks)	
NTN & STR No.	Only NTN No.
20 Marks	10 Marks

Bid Validity (Maximum 15 Marks)	
20 Days & Above	Less than 20 Days
15 Marks	10 Marks

Delivery / Completion Time (Maximum 20 Marks)		
20 Days & Less	21-30 Days	More than 30 Days
20 Marks	15 Marks	10 Marks

Advance Percentage Required (Maximum 25 Marks)			
0%	1-10%	11-20%	More than 20%
25 Marks	20 Marks	15 Marks	10 Marks

Nature of Business (Maximum 20 Marks)			
Authorized Distributor	Importer	General Order Supplier	Others
20 Marks	15 Marks	10 Marks	05 Marks


 Head & Founder
 Saeed-Ur-Rehman Shah
 Dy. Manager Procurement
 Head Office - Islamabad

FINANCIAL BID
(LAPTOPS)

Registered Name of Firm: _____

National Tax No.: _____ Sales Tax Registration No.: _____

EOBI Registration (Yes / No) If Yes, Kindly Provide EOBI Registration No.: _____

Address: _____

Contact Person: _____ Tel: _____

Nature of Business: _____ (Authorized Distributor / Importer / General Order Supplier / Others)

Bid Validity: _____ Calendar Days Delivery / Completion Time: _____ Calendar Days

Advance Percentage Required, if any: _____ %

Sr. No.	Items Description	Unit	Qty	Rate Rs.	Amount Excluding GST Rs.	GST Rate (%)	GST Amount Rs.	Amount Including GST Rs.	Warranty (Months)
PART (B)									
1	HP ProBook 460 G11 HP ProBook 460 G11 Intel® Core™ Ultra 5 125U, 8GB DDR5-5600 MT/s (1 x 8 GB) 512 GB PCIe® NVMe™ SSD 16" WUXGA (1920 x 1200), IPS HP Premium backlit Keyboard, Pike silver, Free DOS (1 Year Local Card Warranty)	Nos.	40						
2	Transportation (including Loading & Unloading) at Site	Job	1						
Total (B)									

Amount in words: _____


 Saeed-Ur-Rehman Shah
 Dy. Manager Procurement
 Head Office - Islamabad
 15/07/26

BREAKDOWN OF SCORING CRITERIA FOR TECHNICAL EVALUATION
(LAPTOPS)

Registration with FBR (Maximum 20 Marks)	
NTN & STR No.	Only NTN No.
20 Marks	10 Marks

Bid Validity (Maximum 15 Marks)	
20 Days & Above	Less than 20 Days
15 Marks	10 Marks

Delivery / Completion Time (Maximum 20 Marks)		
20 Days & Less	21-30 Days	More than 30 Days
20 Marks	15 Marks	10 Marks

Advance Percentage Required (Maximum 25 Marks)			
0%	1-10%	11-20%	More than 20%
25 Marks	20 Marks	15 Marks	10 Marks

Nature of Business (Maximum 20 Marks)			
Authorized Distributor	Importer	General Order Supplier	Others
20 Marks	15 Marks	10 Marks	05 Marks


 Seed Foundation
 Saeed-Ul-Rehman Shah
 Dy. Manager Procurement
 Head Office - Islamabad
 15/07/26

BIDDER'S DECLARATION

In response to your Tender Document dated **15th July 2026**, we, the undersigned, hereby declare that:

1. We have examined and accepted in full the content of the Tender Document. We hereby accept its provisions in their entirety, without reservation or restriction. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the Tender Document.
2. We confirm that we are not engaged in any corrupt, fraudulent, collusive, or coercive practices and acknowledge that if evidence contrary to this exists, READ Foundation reserves the right to terminate the contract with immediate effect.
3. We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
4. We must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If we are found to be involved in such practices, our bid may be rejected and the companies in question permanently blacklisted.
5. We are not involved in and do not support any activity which is considered illegal by the Government of Pakistan or what may be termed a 'terrorist activity, terror financing, and money laundering.
6. We also acknowledge that if we are selected and have requested an advance in our bid, we will be obligated to deposit the equal amount in the form of a Bank Guarantee or Pay Order before receiving the advance. If we fail to submit the Bank Guarantee or Pay Order within ten calendar days of signing the Agreement or issuance of Purchase Order, READ Foundation will have the authority to cancel our order and forfeit our bid security, and we will have no objections to this.
7. We will inform READ Foundation immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided by us may result in our exclusion from this and other contracts of the contracting authority.
8. In case of any dispute, decision of the Procurement Committee of READ Foundation would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.
9. We have attached Pay Order (3% of quoted amount) with Financial Bid Form. ☐ YES ☐ NO
10. Does the Supplier have any relationship with current READ Foundation staff? ☐ YES ☐ NO

If you have answered YES then can you please state in detail the relationship you have and with whom?

11. We have fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Pakistan in which we are established.

Name of Signing Person
Designation:

Date

Stamp

Signature


Saeed-Ur-Rehman Shai
Uy. Manager Procurement
Head Office - Islamabad
15/07/26