

**TENDER FORM****Date: September 3, 2026****Ref: D39-2026-27-19**

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 626 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 **Educational Paper Products** 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:**

Those who will qualify in following quality parameters, will be assessed for other technical parameters.  
The required specifications of paper and bleach card are as follows:

| Material    | GSM                                              | Ink Spread | Burst Factor (min.) | Tear Factor MD (min.) | Tear Factor CD (min.) | Brightness (min.) | Opacity (min.) |
|-------------|--------------------------------------------------|------------|---------------------|-----------------------|-----------------------|-------------------|----------------|
| Paper       | 68 ± 2 gsm<br>(Premier or equivalent)            | No         | 16                  | 45                    | 50                    | 80%               | 95%            |
| Bleach Card | 210 ± 5 gsm<br>(Packages, Century or equivalent) | —          | 20                  | 75                    | 70                    | —                 | —              |

**Note:** We may assess the quality of sample paper and bleach card from the results of **submitted reports**.

**Following tests will be required for the submitted report:**

جمع کرائی گئی رپورٹ کے لیے درج ذیل ٹیسٹ درکار ہوں گے

| Material    | Ink Spread | Burst Factor (min.) | Tear Factor MD (min.) | Tear Factor CD (min.) | Brightness (min.) | Opacity (min.) |
|-------------|------------|---------------------|-----------------------|-----------------------|-------------------|----------------|
| Paper       | Yes        | Yes                 | Yes                   | Yes                   | Yes               | Yes            |
| Bleach Card | No         | Yes                 | Yes                   | Yes                   | No                | No             |

**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 both paper and bleach card, issued in the month of September 2026. 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 کاغذ اور بلیچ کارڈ دونوں کے لیے اصل لیبارٹری رپورٹیں فراہم کرنا ہوں گی جو ستمبر 2026 میں جاری کی گئی 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۔

## Required Samples for Bid Evaluation

Bidders are requested to provide the following samples for evaluation:

| S. No. | Sample Type  | Quantity                  | Specifications                                    | Paper                              | Cover Page                                                                        | Binding                          |
|--------|--------------|---------------------------|---------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------|----------------------------------|
| 1      | Notebooks    | 2                         | 60 or more leaves, 3-pin binding                  | 68 ± 2 gsm (Premier or equivalent) | 4-color printed, 210 ± 5 gsm card (Packages, Century, or equivalent)              | 3-pin                            |
| 2      | Registers    | 2                         | 112 or more leaves, broad-line                    | 68 ± 2 gsm (Premier or equivalent) | 4-color printed, UV-laminated 210 ± 5 gsm card (Packages, Century, or equivalent) | Gum binding (German/Taiwan glue) |
| 3      | Loose Sheets | 2 quires (24 sheets each) | 1 four-line, 1 broad-line, finished size 8"x13"x2 | 68 ± 2 gsm (Premier or equivalent) | —                                                                                 | —                                |

## 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%**.

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 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                                                              | Weightage % | Marks                           |         |                          |         |                        |              |
|------------------|-----------------------------------------------------------------------|-------------|---------------------------------|---------|--------------------------|---------|------------------------|--------------|
|                  |                                                                       |             | 5                               | 4       | 3                        | 2       | 1                      | 0            |
| 1                | NTN                                                                   | 3           | Yes                             | -       | -                        | -       | -                      | No           |
| 2                | Filer (Active)                                                        | 2           | Yes                             | -       | -                        | -       | -                      | No           |
| 3                | Own production unit                                                   | 15          | Yes                             | -       | Valid contract with unit | -       | General Order Supplier | -            |
| 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                | Production on automatic plant                                         | 10          | All items                       | 2 items | 1 item                   | -       | -                      | No           |
| 8                | Report of all required tests submitted by bidder along with quotation | 10          | Yes                             | -       | -                        | -       | -                      | No           |
| 9                | Samples Evaluation                                                    | 40          | As per sample evaluation report |         |                          |         |                        |              |
| Total weightage: |                                                                       | 100         |                                 |         |                          |         |                        |              |

## Business Profile:

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

Business name: \_\_\_\_\_ Established in (Date): \_\_\_\_\_

Nature of business<sup>1</sup>: ☐ Production unit/ factory ☐ Sale office/ Shop\* ☐ General order supplier

Owner(s)/ partner name(s): \_\_\_\_\_

National Tax No (NTN): \_\_\_\_\_ Filing Status: ☐ Active ☐ In-Active

Business 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 days

**Order Completion Time:** ☐ 4 weeks ☐ 5 weeks ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ >8 weeks

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

## Bidder Production Capacity & Automation Details:

| Capacity / Equipment                              | Number of Machines | Daily Production Capacity | Automation Level      |
|---------------------------------------------------|--------------------|---------------------------|-----------------------|
| Automatic Notebook Making Machine(s)              |                    |                           | Fully / Semi / Manual |
| Automatic Register Making Machine(s)              |                    |                           | Fully / Semi / Manual |
| Automatic Loose Sheet Cutting / Ruling Machine(s) |                    |                           | Fully / Semi / Manual |
| Daily Notebook Production Capacity                | —                  |                           | —                     |
| Daily Register Production Capacity                | —                  |                           | —                     |
| Daily Loose Sheet Production Capacity             | —                  |                           | —                     |
| Warehousing Capacity                              | —                  |                           | —                     |

\* A valid agreement with the manufacturing/ production unit shall be required in case the bidder is a shopkeeper.  
Sign & Stamp

## Price Schedule (PKR):

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                                                                                                                                                                                                                                                                                                                           | Breakdown of Demand                                                                      | Unit     | Total Quantity | Unit Price (PKR) | Total Price (PKR) |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------|----------------|------------------|-------------------|
| 1                        | <b>Loose sheets</b><br>Finished size: 8"×13"x2; Paper quality: 68 ± 2 gsm (Premier or equivalent), packed 24 sheets per quire, with line and margin spacing as specified.                                                                                                                                                                  | Broad Line – 2,016,708<br>Four Line – 57,360                                             | Sheet    | 2,074,068      |                  |                   |
| 2                        | <b>Notebooks</b><br>Finished size 11" × 8.5" (60 leaves / 120 pages), Paper quality: 68 ± 2 gsm (Premier or equivalent), 210 ± 5 gsm card cover (Packages/Century, or equivalent) with 4-color printed, 3-pin binding, with line and margin spacing as specified.                                                                          | Single Line – 46,446<br>Four Line – 30,360<br>Square Box – 13 110<br>Broad Line – 88 836 | Notebook | 178,752        |                  |                   |
| 3                        | <b>Registers</b><br>Finished size 7.5"×11.75" (112 leaves/224 pages/ 28 sheets), Paper quality: 68 ± 2 gsm (Premier or equivalent), 4-color printed UV-laminated 210 ± 5 gsm card cover (Packages, Century, or equivalent) with 4 color printing, gum binding (German/Taiwan glue), broad line, with line and margin spacing as specified. | Broad Line – 40,432                                                                      | Register | 41,990         |                  |                   |
| <b>Grand total (PKR)</b> |                                                                                                                                                                                                                                                                                                                                            |                                                                                          |          |                |                  |                   |
| <b>Total in words:</b>   |                                                                                                                                                                                                                                                                                                                                            |                                                                                          |          |                |                  |                   |

**Note:** The above quantities are tentative, final quantities will be shared at the time of awarding contract.

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

**Note:** Please attach Tender Guarantee Pay Order (Original)

## Defect Classification and Inspection Guidelines

Inspection of shipments will be carried out through random sampling in accordance with READ Foundation's policy. Any notebook, register, or quire of loose sheets containing more than four defective pages will be rejected. If the defect rate in the inspected lot exceeds five percent, the entire shipment of that product type—such as notebooks, registers, or loose sheets—will be rejected. If the defect rate is five percent or less, the supplier must sort and replace all defective items at their own expense before the shipment can be accepted.

## Defect Classification – Educational Paper Products

Defects are classified into Critical, Major, and Minor categories based on their severity.

| Type & Impact                                                                                                 | Defects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Critical Defects:</b><br>Immediate rejection of item/shipment.<br>ایسے نقائص پر مکمل مال مسترد کیا جائے گا | 1. Paper quality not as specified (68 ± 2 gsm, Premier or equivalent) or fails burst/tear/brightness/opacity/ink spread standards.<br>2. Bleach card quality not as specified (210 ± 5 gsm) or fails burst/tear standards.<br>3. Ink spread, show-through, or bleed-through beyond limits.<br>4. Finished size smaller than specified by more than 2 mm.<br>5. Missing or incorrect number of leaves beyond ±1 tolerance.<br>6. Missing lamination (where required) or severe peeling/bubbling affecting more than 4 pages.<br>7. Violation of READ Foundation's Safeguarding Policy (e.g., child labor, forced labor, unsafe work practices). |

|                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Major Defects:</b><br>Replacement or rework required; shipment may be rejected if > 5% defect rate.<br>ایسے نقائص کی صورت میں مال کو واپس کیا جاسکتا ہے یا دوبارہ کام کا کہا جاسکتا ہے | 1. Wrinkles, creases, stains, yellowing, smudges, or blackening on more than 4 pages.<br>2. Binding failure (gum or pins) causing loose pages.<br>3. Bleeding or crooked printed lines affecting more than 4 pages.<br>4. Misaligned margin lines by more than 2/8" (H/V) on more than 4 pages.<br>5. Rough trimming affecting handling or stacking. |
| <b>Minor Defects:</b> Accepted with remarks; monitor for improvement<br>حد سے زیادہ معمولی نقائص کی صورت میں اصلاح کی ضرورت ہو سکتی ہے                                                    | 1. Slight misalignment of print within tolerance.<br>2. Minor smudges or wrinkles on up to 4 pages.<br>3. Slight uneven trimming within tolerance.<br>4. Minor packaging imperfections.                                                                                                                                                              |

### 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                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Material inspection      | Inspection at the time when all materials required for order completion are available at the supplier warehouse/ production unit.            | Paper and other materials shall be inspected at this stage. Further production will proceed only after acceptance report is issued.                  |
| 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 the manufacturing process will be inspected at this stage. Further production will proceed only after the acceptance report is issued. |
| 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 فاؤنڈیشن کے گودام (اسلام آباد) تک بحفاظت پہنچائے۔ کارنگروں سے اپنی نگرانی میں کام کروائیں۔ ورنہ ادارہ کسی نقصان کا ذمہ دار نہ ہوگا۔

### Lining of Notebooks, Registers and Sheets (Inner page design will be shared with successful bidder)

| Item                                | Classes          | Description                                   | Specifications                                                                                                                                 |
|-------------------------------------|------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Notebook English (Four line)        | Playgroup to 5th | Size of margin (top + both sides)             | 2.5 cm                                                                                                                                         |
|                                     |                  | Distance between top and four lines           | 0.6 cm                                                                                                                                         |
|                                     |                  | Distance between each line (within four line) | Total distance from first line to 4th line = 1.1 cm<br>1st line distance = 0.3 cm<br>2nd line distance = 0.41 cm<br>3rd line distance = 0.3 cm |
|                                     |                  | Distance between each set of four lines       | 0.6 cm                                                                                                                                         |
| Notebook English (single line)      | 6th to 8th       | Size of margin (top + both sides)             | 2.5 cm                                                                                                                                         |
|                                     |                  | Distance between top and first line           | 1 cm                                                                                                                                           |
|                                     |                  | Distance between lines                        | 0.8 cm                                                                                                                                         |
| Notebook/Register Urdu (Broad line) | Playgroup to 8th | Size of margin (top + both sides)             | 2.5 cm                                                                                                                                         |
|                                     |                  | Distance between lines                        | 1.2 cm                                                                                                                                         |
| Notebook Math (Square box)          | Playgroup to 5th | Size of margin (top)                          | 2.5 cm                                                                                                                                         |
|                                     |                  | Size of margin (both sides)                   | 2 cm                                                                                                                                           |
|                                     |                  | Size of each square                           | 1.1 cm                                                                                                                                         |

|                                |                                               |                                                                                                                                                |
|--------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Sheet – English<br>(Four Line) | Size of margin (top)                          | 3.0 cm                                                                                                                                         |
|                                | Distance between top and four lines           | 0.6 cm                                                                                                                                         |
|                                | Distance between each line (within four line) | Total distance from first line to 4th line = 1.1 cm<br>1st line distance = 0.3 cm<br>2nd line distance = 0.41 cm<br>3rd line distance = 0.3 cm |
|                                | Distance between each set of four lines       | 0.6 cm                                                                                                                                         |
| Sheet – Urdu<br>(Broad Line)   | Size of margin (top)                          | 3.0 cm                                                                                                                                         |
|                                | Size of margins (Left)                        | 1.5 cm                                                                                                                                         |
|                                | Size of Margins (Right)                       | 1.0 cm                                                                                                                                         |
|                                | Distance between lines                        | 1.2 cm                                                                                                                                         |

## Terms and Conditions:

1. Bid envelope should be properly sealed and clearly marked, “**Tender for Educational Perper Products**”
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. Samples and lab reports must be submitted with the quotation.
4. Tender form should be filled completely in ink. Use of lead pencil is not allowed.
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 applicable 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 one month from last date of submission of quotations.
10. Quantities (demand) mentioned herein are tentative and can be increased/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/contractors/suppliers should submit their quotations latest by **11:00AM September 17, 2026.**
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.

برائے 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

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