

**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 **School Bags** 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.
- Each page of this bid document must be signed/ stamped by the bidder.
- Bidders may consult our representative to understand specifications before submitting the bid.

فارم مکمل پُر کریں، کوئی حصہ خالی نہ چھوڑیں۔

فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں

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<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 daysOrder Completion Time: ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks ☐ 9 weeks ☐ 10 weeks ☐ >10 weeksAdvance payment (if any): ☐ 10% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ >50%**Warranty / Replacement Commitment:**

"The bidder confirms that they will provide a **1-year warranty** for all school bags supplied. This warranty includes replacement of any bag that tears, breaks, or develops defects during the academic session, even after acceptance of the shipment."

Confirmation / تصدیق: ☐ Yes / ہاں ☐ No / نہیں**Tender Guarantee**

Amount (PKRs): \_\_\_\_\_ Pay Order Number: \_\_\_\_\_ Bank: \_\_\_\_\_

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

<sup>1</sup> A valid agreement with the manufacturing/ production unit shall be required in case the bidder is a shopkeeper or general order supplier.

**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.

| Sr. #                            | Item       | Size                     | UOM  | Quantity | Unit Cost | Total Cost |
|----------------------------------|------------|--------------------------|------|----------|-----------|------------|
| 1                                | School Bag | Small (as per Annex-I)   | Nos. | 1,290    |           |            |
| 2                                | School Bag | Medium (as per Annex-II) | Nos. | 2,650    |           |            |
| 3                                | School Bag | Large (as per Annex-III) | Nos. | 10,107   |           |            |
| Total                            |            |                          |      | 14,047   | -         |            |
| Total price in words: Pak rupees |            |                          |      |          |           |            |

**Bidder Production Capacity & Automation Details**

| S. No. | Information Required                  | Bidder Response |
|--------|---------------------------------------|-----------------|
| 1      | Maximum Production Capacity per Month |                 |
| 2      | Number of Skilled Workers / Operators |                 |
| 3      | Total number of machines              |                 |

**Criteria for bid evaluation:**

The required specifications of school bags are as follows:

| نمبر شمار | پیرامیٹر       | ڈیمانڈ، ضرورت                                                                                                         |
|-----------|----------------|-----------------------------------------------------------------------------------------------------------------------|
| 1.        | ڈیزائن         | سامپلز کے مطابق تین سائز اور مختلف ڈیزائن کے بیگ ہوں۔ رنگوں کا انتخاب ادارہ (ریڈ فاؤنڈیشن) کی مشاورت سے کیا جائے۔     |
| 2.        | سائز           | (سامپلز کے مطابق) دو سورتھک کی کمی قابل قبول ہوگی (Annex-I, II, III) بیگ کے سائز کے لئے براہ کرم ملاحظہ کریں          |
| 3.        | کپڑا           | ۱۰۰۰ ڈی، کورین نائلون / پولیسٹر، پیو کوٹنگ کے ساتھ،                                                                   |
| 4.        | اسٹر           | ۲۱۰ ڈی، کورین نائلون / پولیسٹر، پیو کوٹنگ کے ساتھ                                                                     |
| 5.        | مغزی           | ۲۱۰ ڈی، کورین نائلون / پولیسٹر، پیو کوٹنگ کے ساتھ                                                                     |
| 6.        | زپ             | ۱۰ نمبر، ۱۰۰ گزوالے تھان کا وزن کم از کم ۳ کلو گرام ہو۔                                                               |
| 7.        | زپ رز          | (10-SSS, Weight 10.80gram) ۱۰ انچل ایس، وزیر کمپنی کی یا اس کے مساوی                                                  |
| 8.        | سلائی          | ڈبل سلائی، ایک انچ میں کم از کم چھ ٹانگے، پولیسٹر کا ۲۲ سلائی کا دھاگہ، جوڑوں میں کم از کم ۳ سورتھک کا باؤ دینا ہوگا۔ |
| 9.        | بگل (ڈی، کنڈا) | آٹھ گینج۔                                                                                                             |
| 10.       | جبولان         | دس ایم ایم۔                                                                                                           |
| 11.       | پائپنگ (گولا)  | فینسی گولا، سپیل ڈیزائن کے مطابق لگا ہو۔                                                                              |
| 12.       | انوار یا بیلٹ  | اے ٹوپک کمپنی یا اس کے مساوی، بیلٹ کے کنارے آگ سے ضرور جلانے جائیں۔                                                   |
| 13.       | صفائی          | مال صاف ستھرا ہو۔ فالتو دھاگے، انوار، کپڑا کٹا ہوا، کوئی داغ دھبہ نہ لگا ہو۔                                          |
| 14.       | پینٹنگ         | ایک سائز کے مختلف رنگوں کے پانچ بے تے ایک پوٹی تھیں بیگ میں بیک کیے ہوں۔                                              |
| 15.       | ڈیلیوری        | ریڈ فاؤنڈیشن کے گودام (اسلام آباد) تک بحفاظت پہنچا کر دینا                                                            |
| 16.       | سال ٹیگ        | ہر بیگ میں موجودہ سال کا کپڑے کا پرنٹڈ ٹیگ لگا ہو۔                                                                    |

## 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 **fabric and lining** used in the sample bags, **issued in 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 میں جاری شدہ اصل لیبارٹری ٹیسٹ رپورٹس بھی فراہم کرنا لازمی ہے۔ مطلوبہ نمونے اور لیبارٹری میں بھی ٹیسٹ کیا جاسکتا ہے۔ ولی دہندگان کو نمونہ ٹیکسٹائل استعمال ہونے والے کپڑے اور اسٹر کے لیے حالیہ ماہ کی 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. | Item Description / آئٹم کی تفصیل | Required Sample / مطلوبہ نمونہ                                                                                                        |
|--------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1      | School Bags                      | Three bags (one of each size) تین بیگ (ہر سائز کا ایک)                                                                                |
| 2      | Fabric                           | Three A4-size pieces of fabric اے فور سائز کے کپڑے کے تین ٹکڑے                                                                        |
| 3      | Lining Material                  | Three A4-size pieces of lining اے فور سائز اسٹر کے تین ٹکڑے                                                                           |
| 4      | Zipper                           | One 2-meter piece of zipper ایک 2 میٹر کا زپ کا ٹکڑا                                                                                  |
| 5      | Zipper Runner                    | Two pieces دو عدد زپ رنرز                                                                                                             |
| 6      | Fancy Piping                     | One 2-meter piece of fancy piping ایک 2 میٹر کا فینسی پائپنگ کا ٹکڑا                                                                  |
| 7      | Webbing / Anwar                  | One pack ایک پیک ویبنگ / انوار                                                                                                        |
| 8      | Jumbo Lon                        | One small piece of jumbo lon ایک چھوٹا ٹکڑا جمبو لان                                                                                  |
| 9      | Lab Rest Report                  | A lab test report of sample fabric issued in September 2026 showing results of two tests (Yarn count (denier), 2) fabric composition. |

## Technical score parameters

In addition to price, following factors shall also be considered for bid evaluation. Marking scheme for evaluation of technical bid is also given below. The minimum technical score (St) required to pass is **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                                                              | Weightage % | Marks                           |         |                          |         |                        |              |
|------------------|-----------------------------------------------------------------------|-------------|---------------------------------|---------|--------------------------|---------|------------------------|--------------|
|                  |                                                                       |             | 5                               | 4       | 3                        | 2       | 1                      | 0            |
| 1                | NTN Registration                                                      | 3           | Yes                             | -       | -                        | -       | -                      | No           |
| 2                | Filer (Active)                                                        | 2           | Yes                             | -       | -                        | -       | -                      | No           |
| 3                | Own production unit                                                   | 10          | 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          | 6 weeks                         | 7 weeks | 8 weeks                  | 9 weeks | 10 weeks               | >10 weeks    |
| 7                | 1-Year Warranty / Replacement Commitment                              | 10          | Yes                             | -       | -                        | -       | -                      | No           |
| 8                | Report of all required tests submitted by bidder along with quotation | 10          | Yes                             | -       | -                        | -       | -                      | No           |
| 9                | Samples Evaluation                                                    | 45          | As per sample evaluation report |         |                          |         |                        |              |
| Total weightage: |                                                                       | 100         |                                 |         |                          |         |                        |              |

## Defect Classification and Inspection Guidelines

Inspection of school bag shipments will be conducted through random sampling as per READ Foundation policy. The total quantity will be verified against order specifications. Any bag exhibiting critical defects—such as incorrect fabric, poor material quality, wrong design, wrong colors, stitching defects affecting strength, missing double stitching, incorrect piping, hardware not as specified, or size deviations beyond allowed tolerance ( $\pm\frac{1}{2}$  inch for parts >10 inches,  $\pm\frac{1}{4}$  inch for 5–10 inches,  $\pm\frac{1}{8}$  inch for <5 inches)—will be rejected. Bags with major defects within allowed tolerances but inconsistent with samples must be reworked or replaced by the supplier before acceptance. If the defect rate in the inspected lot exceeds five percent, the entire shipment of that bag type (small, medium, or large) 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

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

| Type & Impact                                                                                                                                                                           | Defects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Critical Defects</b> – Immediate rejection of item/shipment.<br>ایسے نقائص پر مکمل مال مسترد کیا جائے گا                                                                             | <ol style="list-style-type: none"> <li>1. Fabric quality not as specified (1000D <math>\pm 5\%</math>) or lining quality not as specified (210D <math>\pm 2\%</math>), including proper coating and material standards.</li> <li>2. Bag not made according to specified design.</li> <li>3. Incorrect colors used.</li> <li>4. Size deviation beyond allowed tolerance:               <ol style="list-style-type: none"> <li>a) Parts &gt;10 inches: <math>\pm\frac{1}{2}</math> inch</li> <li>b) Parts 5–10 inches: <math>\pm\frac{1}{4}</math> inch</li> <li>c) Parts &lt;5 inches: <math>\pm\frac{1}{8}</math> inch</li> </ol> </li> <li>5. Zipper or zipper runner not as specified or defective, causing difficulty in opening or closing.</li> <li>6. Jumbo Lon / loop of incorrect size or material.</li> <li>7. Poor stitching affecting bag strength: runs, missing stitches, uneven stitching, or stitches per inch below required number.</li> <li>8. Specified piping not used.</li> <li>9. Buckle, D-ring, or hardware not as specified.</li> <li>10. Belt not as per specification or edges not flame sealed.</li> <li>11. Shoulder straps not firmly attached.</li> <li>12. Holes in seams or fabric.</li> <li>13. Violation of READ Foundation's Safeguarding Policy (e.g., child labour, forced labour, unsafe work practices).</li> </ol> |
| <b>Major Defects</b> – 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 | <ol style="list-style-type: none"> <li>1. Minor stitching errors not affecting bag strength.</li> <li>2. Slight size deviation <b>within tolerance</b> but inconsistent with sample.</li> <li>3. Small misalignment of pockets or components.</li> <li>4. Minor variation in material color or texture (within acceptable range).</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <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                                                 | <ol style="list-style-type: none"> <li>1. Bag is not clean or has dust.</li> <li>2. Stains or marks on bag.</li> <li>3. Loose threads not trimmed.</li> <li>4. Extra fabric, belts, or accessories not properly trimmed/cut.</li> <li>5. Minor cosmetic imperfections (slight wrinkles, uneven edges) that do not affect functionality.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## 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.            | Materials, and patterns 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.                                                         |

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

**Terms and Conditions:**

- Bid envelope should be properly sealed and clearly marked, "**Tender Form for School Bags**"
- 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**.
- Quotation form should be filled completely in ink. Use of lead pencil is not allowed.
- Erasing/ cutting or over-writing should be avoided.
- The firms/contractors/suppliers should be registered with Income Tax Office.
- Prices should be inclusive of all applicable Govt. taxes.
- Prices should also include transportation charges. Items shall have to be delivered by the supplier in the warehouse of READ Foundation located at Tramri Chowk, Islamabad.
- The price quoted in bid should be preferably valid for at least one months from last date of submission of quotations.
- Quantities (demand) mentioned herein are tentative and can be increased or decreased at the time of award of purchase order.
- Bidders are encouraged to visit READ Foundation's office to clarify specifications or requirements before submitting their bids.
- A valid agreement with a manufacturing or production unit is required if the bidder is a shopkeeper or general order supplier.
- The supplier must fully comply with READ Foundation's Safeguarding Policy, including strict prohibition of child labour, forced labour, and any form of abuse or exploitation.
- The interested firms/ contractors/suppliers should submit their quotations latest by **11:00AM September 17, 2026**.
- READ Foundation reserves the right to accept or reject any or all quotations without assigning any reason.

**Bidder's Declaration:**

I hereby undertake that the above information is correct and if found incorrect, the firm shall be liable for disqualification/ legal action. I acknowledge the terms and conditions along with right of READ Foundation to accept/reject the application without assigning any reason, which shall not be challenged in any court of law.

Name

Date

Stamp

Signature

**Bid Form Submission / Inquiries:**

Please submit sealed quotations via courier, post, or by hand. For queries, sample review, or pre-bid meetings, contact the undersigned. براہ کرم اپنی سیل بند کوٹیشن بذریعہ کوریئر، ڈاک یا 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

Al-Farooq Plaza, 3rd Floor, Bahria Enclave Road (Kuri Road),

Chak Shahzad, Islamabad, Tel: +92(51) 8482152

Small Bag Size:

## Annex-I



نوٹ: سائپل بیگز دفتری اوقات کار (9:00 AM to 5:00 PM) کے دوران دیکھے جاسکتے ہیں۔  
درج پینشن میں کمی بیشی کی صورت میں سائپل بیگز کے سائز کو کوئی تبدیلی دی جائے گی۔



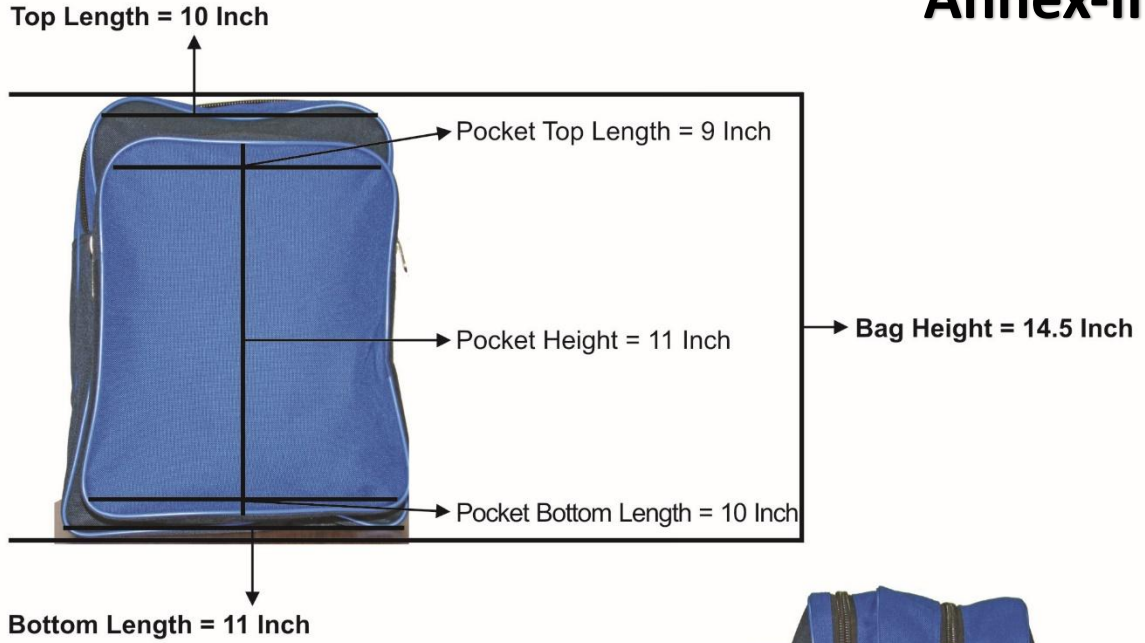
<http://www.readfoundation.org/>

Ph: # +92 (051)111-323-424



Medium Bag Size:

## Annex-II



Bag Width = 7 Inch



نوٹ: سائپل بیگز دفتری اوقات کار (9:00 AM to 5:00 PM) کے دوران دیکھے جاسکتے ہیں۔  
درج پائش میں کی پیش کی صورت میں سائپل بیگز کے سائز کو فروقیت دی جائے گی۔



<http://www.readfoundation.org/>  
Ph: # +92 (051)111-323-424

Large Bag (Male) Size:

## Annex-III



نوٹ: سائیکل بیگز دفتری اوقات کار (9:00 AM to 5:00 PM) کے دوران دیکھے جاسکتے ہیں۔  
درج پیمائش میں کمی بیشی کی صورت میں سائیکل بیگز کے سائز کو فوقیت دی جائے گی۔



<http://www.readfoundation.org/>

Ph: # +92 (051)111-323-424