

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 625 institutes/schools in AJK & Pakistan with an ever-growing body of 135,000 students and 7,000 teachers. We at READ Foundation intend to purchase stationary items (**inkpots (blue), pens, cut pens, blue markers, cut blue markers, lead pencils, color pencils, sharpeners, rubbers/erasers, scales, mathematical instrument sets, and scientific calculators**) according to below given specifications for orphan students studying in our schools.

Instructions for bidders:

1. Please fill out this form completely. Do not leave/ ignore any part of it. فارم مکمل پُر کریں، کوئی حصہ خالی نہ چھوڑیں۔
2. Each page of this bid document must be signed/ stamped by the bidder. فارم کے ہر صفحے پر اپنے دستخط یا مہر ضرور لگائیں
3. 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۔

Business Profile:

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

Business name: _____ Established in (Date): _____

Nature of business¹: ☐ Production unit/ factory ☐ Sale office/ Shop ☐ General order supplier

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

National Tax No (NTN): _____ Filling Status: ☐ Active ☐ In-Active

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%

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

Note: Please attach Tender Guarantee Pay Order (Original)

Criteria for bid evaluation:**Required Samples for Bid Evaluation**

Bidders are required to submit one sample of each stationery item listed in the table below along with their bid. These samples will be used for technical evaluation to ensure compliance with the required specifications and quality standards. Bidders must clearly indicate the make and article number of each sample in the provided column. Only bids accompanied by the required samples will be considered for technical evaluation, and all samples must be original and representative of the items intended for supply.

ہر آنڈم کا ایک نمونہ کو ٹیشن کے ساتھ جمع کر دایں اور میک / آرٹیکل نمبر کالم میں درج کریں۔ تمام نمونے تکنیکی جائزے کے لیے استعمال ہوں گے

S. No.	Item	Sample Required	Make / Article No.
1	Inkpot (Blue)	1 sample	
2	Pen	1 sample	
3	Cut Pen	1 sample	
4	Blue Marker	1 sample	
5	Blue Marker Cut	1 sample	
6	Lead Pencil	1 sample	
7	Color Pencil set	1 sample	
8	Sharpener	1 sample	
9	Rubber/Eraser	1 sample	
10	Scale	1 sample	
11	Mathematical Instrument Set	1 sample	
12	Scientific Calculator	1 sample	

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	3	Yes	-	-	-	-	No
2	Filler (Active)	2	Yes	-	-	-	-	No
3	Own production unit	15	Yes	-	Valid contract with unit	-	-	No
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	Samples Evaluation	60	As per sample evaluation report					
Total weightage		100						

Price schedule:

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.

نوٹ: مندرجہ ذیل ٹیبل میں، برانڈ کا ذکر صرف آرٹیکل کے معیار کو سمجھنے کے لیے کیا گیا ہے، آپ مساوی معیار کے کسی بھی برانڈ کی کو ٹیشن جمع کروا سکتے ہیں۔

S. No.	Item Description	Brand / Model / Specifications	Unit	Quantity	Unit Price (PKR)	Total Price (PKR)
1	Inkpot (Blue)	PIANO Fountain Ink 60ml or equivalent	Bottle	60,642		
2	Pen	Dollar SP10 or equivalent	Nos.	30,321		
3	Cut Pen	Dollar FP-2 Qalam or equivalent	Nos.	10,107		
4	Blue Marker	PIANO Fiber tip or equivalent	Nos.	10,170		
5	Blue Marker Cut	PIANO Urdu/Dollar Qalam or equivalent	Nos.	77,170		
6	Lead Pencil	PIANO Chilly Pro Tri Metallic or equivalent	Nos.	155,202		
7	Color Pencil	Dollar PTC13 (Full Size) or equivalent (Pack of 12 pencils)	Pack of 12 Pencils	3,940		
8	Sharpener	PIANO TR-3 or equivalent	Nos	67,494		
9	Rubber / Eraser	PIANO Factus WR-1 or equivalent	Nos	114,774		
10	Scale	12", Pure Plastic, Transparent/Multicolor	Nos	12,757		
11	Mathematical Instrument Set	Piano WR502/Dux702 or equivalent	Set	6,304		
12	Scientific Calculator	CASIO fx-991ES Plus, 417 Functions	No	1,690		
Grand Total PKR:						
Total price in words: Pak rupees						

Note: Bidders may submit quotations for all items or for selected items only. بولی دہندگان تمام اشیاء یا صرف منتخب اشیاء کے لیے کو ٹیشن جمع کرا سکتے ہیں۔

Defect Classification and Inspection Guidelines

Inspection of stationery items will be conducted through random sampling in accordance with READ Foundation policy. The total quantity will be verified against the order specifications. Any item exhibiting critical defects will be rejected, while if major defects are found in the lot exceeding 5%, the supplier must replace or rework the affected items at their own cost before acceptance.

Defect Classification

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

Type & Impact	Defects
Critical Defects – Immediate rejection of item/shipment. ایسے نقائص پر مکمل مال مسترد کیا جائے گا	1. Make / Article Number Mismatch: Any item not matching the submitted sample or declared make/article number. 2. Inkpot (Blue): Leaking, dried, wrong color, or broken bottle. 3. Pen / Cut Pen: Non-functional, ink not flowing, tip broken. 4. Blue Marker / Blue Marker Cut: Tip damaged, ink dried, color incorrect. 5. Lead Pencil / Color Pencil: Broken cores, wrong size, wrong color. 6. Sharpener: Blades missing/damaged, non-functional. 7. Rubber / Eraser: Crumbled, unusable, wrong type. 8. Scale: Broken, warped, or incorrect size. 9. Mathematical Instrument Set: Missing or broken components, or instruments with accuracy issues (e.g., incorrect angles, warped rulers, misaligned markings). 10. Scientific Calculator: Non-functional, missing keys, or wrong model. 11. Violation of READ Foundation's Safeguarding Policy (e.g., child labour, forced labour, unsafe work practices).

Type & Impact	Defects
Major Defects – Replacement or rework required; shipment may be rejected if > 5% defect rate. ایسے نقائص کی صورت میں مال کو واپس کیا جاسکتا ہے یا دوبارہ کام کا کہا جاسکتا ہے	1. Smudged printing or labels. 2. Slightly damaged or chipped items but usable. 3. Slight deviation in color, size, or binding issues.
Minor Defects – Accepted with remarks; monitor for improvement حد سے زیادہ معمولی نقائص کی صورت میں اصلاح کی ضرورت ہو سکتی ہے	1. Minor scratches or marks on plastic, wood, or metal parts. 2. Slight irregularities in packaging or labeling. 3. Minimal cosmetic defects not affecting functionality.

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

Terms and Conditions:

- Bid envelope should be properly sealed and clearly marked, "Tender for Stationery Items"
- Tender 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 month from last date of submission of quotations.
- Quantities (demand) mentioned herein are tentative and can be increased/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۔



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