BIDDING DOCUMENTS

FOR

PROCUREMENT OF TEXTBOOKS FOR LITERACY & NON-FORMAL BASIC EDUCATION DEPARTMENT AND PUNJAB EDUCATION FOUNDATION FOR ACADEMIC SESSION 2025-26

PECTAA

Transformation, Innovation & Excellence

PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY (PECTAA)

Address: Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore

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Approval Authority: PECTAA

PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY, LAHORE

TENDER NOTICE

FOR PROCUREMENT OF TEXTBOOKS FOR LITERACY & NON-FORMAL BASIC EDUCATION DEPARTMENT AND PUNJAB EDUCATION FOUNDATION FOR ACADEMIC SESSION 2025-26

Government of the Punjab directed all departments vide letter No. SO(I&C-1) 5-4/2024 dated 9th May, 2024 that E-Procurement shall be mandatory for all Public Offices including Attached Departments, Autonomous Bodies, Companies and Authorities in Punjab with effect from 01.07.2024. In the light of Govt. instructions, PECTAA invites bids for printing, binding and supply of Textbooks of Literacy & Non-formal Basic Education (L&NFBE) and Punjab Education Foundation (PEF) for the Academic Session 2025-26 from well reputed Printers / Publishers / Firms / Companies / JVs / Group / Consortiums / AOPs/ Sole Proprietors etc. registered with Income Tax and Sales Tax Departments possessing adequate experience in the relevant field and not currently blacklisted by the Procuring Agency. Single Stage Two envelopes competitive bidding procedure as per the Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 (Amended) shall be adopted. Following the publication of this advertisement, the Bidding Documents containing detailed terms and conditions will be available immediately on the websites of PPRA, PECTAA, and the e-Pak Acquisition & Disposal System (EPADS) at www.ppra.punjab.gov.pk, https://pectaa.edu.pk/, and https://punjab.eprocure.gov.pk, respectively, for the following procurement:

Procurement No.	Title	Approximate Quantity	Total Estimated Cost	Bid Submission Date & Time	Bid Opening Date & Time
PECTAA/PROC/01/FY25-26/TB-L&NFBE-PEF/AS25-26	Procurement of Textbooks of L&NFBE and PEF for Academic Session 2025-26	**322,674**	Rs. **35.5** Million	**On or before Monday, 08 September 2025 at 11:00 a.m.**	**Monday, 08 September 2025 at 11:30 a.m.**

Bid submission only through EPADS shall be entertained. Any bid submitted through other means shall not be accepted or considered. The interested bidders shall submit online Technical and Financial Bids on the website of EPADS accompanied by bid security as mentioned in the Bidding Document. Bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline, and not to wait for the last date and time to upload the bid. A copy of Technical Bid in sealed envelopes along with paper samples and Bid Security @ 2% of the estimated price in Pak Rupees, as mentioned in the Bidding Document, from any Scheduled Bank of Pakistan, in the form of original Call Deposit Receipt / Demand Draft / Pay Order in favour of PECTAA must be submitted physically in the tender box available at the Committee Room of PECTAA at the below mentioned address well before the date and time of submission of e-bids. Late bids shall not be entertained. In case of discrepancies, the documents uploaded on the EPADS shall prevail. At first instance, Technical Bids shall be opened in the presence of the bidders, or authorized representatives, who choose to attend, and credentials of all bidders shall be evaluated through physical and documentary inspection as per prescribed technical evaluation criteria mentioned in the Bidding Document. Thereafter, the Financial Bids of technically qualified bidders shall be announced on a notified time, date and venue in the presence of bidders or their authorized representatives, who choose to attend the meeting. The procurement of good quality paper, inks, glue etc. as per approved specifications mentioned in the Bidding Document is the responsibility of the bidder. The rates shall be inclusive of all costs including applicable taxes and supply at the designated Godown of PECTAA/ L&NFBE and PEF/ other organizations at Lahore. A pre-bid meeting will be held at the address given below at **11:00 a.m. on Friday, 29 August, 2025.** In case of official holiday on the day of submission, the next day will be considered as the last submission date for physical submission of copy of technical bid, paper samples and original bid security. The bid shall remain valid for a period of **90 days**, commencing from the date of opening of the Technical Bid. Detailed terms and conditions, method of procurement and procedure for submission of bids, and other information are available in the Biding Document. PECTAA shall not be responsible for any cost or expense incurred by bidders in connection with the preparation or submission of bids. Bid submission on EPADS shall be entirely responsibility of the bidder and PECTAA shall not be held responsible for any issues thereof.

DIRECTOR PROCUREMENT
PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY (PECTAA)
Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore: 042-99260144

Acronyms & Abbreviations

CNIC	Computerized National Identity Card
NTN	National Tax Number
STRN	Sales Tax Registration Number
NA	Not Applicable
JV	Joint Venture
AOP	Association of Persons
PJTS	Primers, Jackets, Textbooks, SRM
PNB	Practical Note Book
SRM	Supplementary Reading Materials
ITB	Instruction to Bidder
BDS	Bid Data Sheet
ALP	Accelerated Learning Programme
PPR-14	Punjab Procurement Rules, 2014
PPRA	Punjab Procurement Regulatory Authority
EPADS	e-Pak Acquisition & Disposal System
PECTAA	Punjab Education, Curriculum Training & Assessment Authority
Authority	Punjab Education, Curriculum Training & Assessment Authority
SED	School Education Department, Government of the Punjab
PMIU	Programme Monitoring and Implementation Unit
PEF	Punjab Education Foundation
PEIMA	Punjab Education Initiative Management Authority
PWWF	Punjab Worker Welfare Fund
MLWC	Mines Labour Welfare Commissioner
L&NFBE	Literacy and Non-Formal Basic Education Department
BTBB	Baluchistan Textbook Board
STBB	Sindh Text Book Board
KPTB	Khyber Pakhtunkhwa Textbook Board

SUMMARY DESCRIPTION

The Bidding Documents facilitate the procurement of Textbooks for L&NFBE and PEF for the Academic Session 2025-26. The Bidders are expected to examine all instructions, forms, terms and conditions, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid. All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 (Amended) and Punjab Procurement Rules-2014 (Amended). In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014 (Amended), the later shall prevail. Bid submission only through EPADS shall be entertained, any bid submitted through other means shall not be accepted or considered. The interested bidders shall submit online Technical and Financial Bids on the website of EPADS accompanied by bid security as mentioned in the Bidding Document. Bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline, and not wait for the last date and time to upload the bid. A brief description of Bidding Documents is given below;

CONTENTS

PART 1 – BIDDING PROCEDURE

Section I: Instructions to Bidders (ITB)

This Section provides relevant information enabling Bidders in preparation of their bids. Detailed Information regarding submission, opening and evaluation of bids, and the award of Contracts will also be provided therein.

Section II. Bid Data Sheet (BDS)

This Section relates to specific forms to be duly filled in, and supplementary information to be provided by the participating bidders under authorized stamps and signatures to be attached with the relevant bids in the sealed envelope.

Section III. Evaluation and Qualification Criteria

This Section contains the criteria to first determine the qualifications of the Bidder to perform the contract (technical) and then the lowest evaluated bid (financial).

Section IV: Bidding Forms

This Section contains **Financial Bid** and **Bid Security** to be submitted with the Bid. It also involves the Bid Submission Sheet, Bidder’s Information Sheet & Technical Bid Proforma.

PART 2 – SUPPLY REQUIREMENTS

Section V. Supply Requirements

This Section contains the Colour Scheme, Number of Pages, Size of Book, Details of Books having Religious Content, List of Quantities, Estimated Bid Security, Schedule of Supply and Technical Specifications.

PART 3 – CONTRACT

Section VI. General Conditions of Contract (GCC)

This Section contains the general clauses to be applied on all contracts.

Section VII. Special Conditions of Contract (SCC)

This Section contains clauses specific to each contract which modifies or supplements Section VI; General Conditions of Contract.

Section VIII: Contract Forms

This Section contains the Form for the **'Contract Agreement'**. After contract award, the Proforma for **'Performance Security'**, when required, shall be completed by the successful Bidder.

PART 1–BIDDING PROCEDURE

(Sections I-IV)

Section-I. Instructions to Bidders

A. General

1. Scope of Bid

1.1 PECTAA invites bids through EPADS from well reputed Printers/ Publishers/ Firms / Companies / Joint Venture (JV) / Consortiums / Association of Persons (AOPs) / Groups etc. for Procurement of Textbooks for Literacy & Non-Formal Basic Education (L&NFBE) and Punjab Education Foundation (PEF) for Academic Session 2025-26.

1.2 The scope of the bid shall be limited to the procurement of Textbooks of L&NFBE and PEF for the Academic Session 2025-26.

2. Eligible Bidders

2.1 Following are the eligible bidders:

i. Printers/ Publishers registered with Income Tax Department and Sales Tax Departments

ii. Sole Proprietors/ Firms/ Companies/ Association of Persons (AOP) having the requisite capability of printing/ publishing/ binding and registered with Income Tax Department and Sales Tax Departments

iii. Consortium/ Joint Ventures (JV) having the requisite capability of printing/ publishing (Lead Bidder must be registered with Income Tax Department and Sales Tax Departments and all other members must be registered with Income Tax Department)

iv. Government/ Semi-Government Institutions or Autonomous Bodies operating in the field of printing/ publishing

2.2 The bidder must have a printing press of its own or in the form of JV/ Consortium at least one member (any of the members) must have a printing press.

2.3 The Bidder or any of the members in case of Consortium or JV should not have been blacklisted by the Procuring Agency as per Punjab Procurement Rules, 2014 (PPRA Rules, 2014) and also not declared as bankrupt during last five years.

2.4 Any bidder involved in piracy of Primers/ Jackets/ Textbooks/ SRM/ Practical Note Books etc. shall not be eligible.

3	**Consortium/ Joint Venture**	3.1	Each Consortium or JV shall appoint and authorize one (1) Lead Bidder to represent and irrevocably bind all members of the Consortium or JV in all matters connected with the bidding process (including but not limited to the submission of the bid on behalf of the consortium or JV).
		3.2	In case of submission of application in the form of JV/ Consortium all the JV/ Consortium partners are required to sign an agreement on a E-Stamp Paper of Rs.1200/- whereby all the partners shall undertake to be jointly and individually liable for the accomplishment of work awarded to them. Indication of Lead Bidder shall also be integral part of the agreement. Lead Bidder, shall be responsible for correspondence with the PECTAA on behalf of all other partners. The proportionate share of all the Bidders must be declared in the JV/ Consortium agreement, however, the proportionate share of the Lead Bidder must not be less than 51%.
		3.3	Joint Venture/ Consortium shall be legally formed under respective relevant law/ rules.
		3.4	Bidding Documents may be downloaded by all the members of JV/ Consortium individually.
		3.5	Lead Bidder or any member of a JV/ Consortium shall not be eligible to apply as individual Bidder or as a member of any other Consortium/ JV. In case of such violation, the Bidder and JV/ Consortium shall be disqualified.
		3.6	In case Bidder declared as Lowest Evaluated Bidder/ Successful Bidder, payments regarding supply of Textbooks of L&NFBE and PEF shall be made directly to the Lead Bidder only after imposition/ deduction of all applicable taxes as per state of law and no payment shall be made to the other member(s) of Consortium or JV by the PECTAA.
4.	**Clarification of Bidding Documents**	4.1	A prospective Bidder seeking any clarification regarding this document shall submit the request for clarification in writing at least seven (07) days prior to the deadline fixed for submission of applications.
		4.2	The request for clarification shall be addressed to the Director (Procurement), PECTAA at the address given in the Data Sheet.
		4.3	The Procuring Agency will respond to any such request for clarification in writing before the deadline of submission of applications.

4.4 If the Procuring Agency deems it necessary to amend this document as a result of such clarification(s), it shall proceed as per the procedure described in Clause 5 of ITB mentioned as "Amendments in this document".

4.5 The Invitation for Bids issued by the Procuring Agency i.e. "Punjab Education, Curriculum Training & Assessment Authority" (PECTAA) is not part of the Contract Agreement.

5. Amendments in this document / Procurement Agency's Right to Annul the Bidding Process

5.1 At any time prior to the deadline fixed for submission of Bids, the Procuring Agency may amend this document by issuing addenda under rule 25(3) of the PPR-14.

5.2 Any addendum issued shall be part of Bidding Documents and shall be communicated by uploading on the website of Authority/ EPADS.

5.3 To give Bidders reasonable time to take an addendum into account while preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications as per rule 29 of PPR-14.

5.4 The Procuring Agency reserves the right to annul the bidding process and reject all applications/ bids according to PPR-14 (after recording proper reason) without thereby incurring any liability for the Procuring Agency.

C. Preparation of Bids

6. Cost of Bidding

6.1 The Bidder shall bear all costs associated with the preparation and submission of its bids, and the PECTAA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. Composition of Bid

7.1 The Bid shall comprise the following in accordance with EPADS:

(a) Technical Bid

Bid Submission Sheet (BSS), Bid Information Sheet (BIS), GCC, SCC, Paper Samples, Paper Samples Testing Fee, copy of CNIC, Supply Requirements-Section-V and Bid Security.

(b) Financial Bid

The Financial Bid comprises Financial Bid Proforma.

8.	**Bid Submission Sheet and Financial Bid**	8.1	The Bidder shall submit the Bid through EPADS, Submission Sheet using the Form furnished in Section IV; Bidding Forms. This Form must be completed without any alterations to its format, and no substitutes shall be accepted.
		8.2	The Bidder may offer the Financial Bid through EPADS for any one or more than one items for supply of Textbooks for L&NFBE and PEF keeping in view his own production capacity. The rate should be inclusive of all applicable taxes and inputs etc. on the attached Proforma.
		8.3	Financial Bid furnished on Proforma other than the original shall not be accepted.
		8.4	Bid submission only through EPADS shall be entertained, any bid submitted through other means shall not be accepted or considered. The interested bidders shall submit online Technical and Financial Bids on the website of EPADS accompanied by bid security as mentioned in the Bidding Document. Bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline, and not wait for the last date and time to upload the bid. A copy of Technical Bid in sealed envelopes along with paper samples, Original instrument of Bid Security @ 2% of the estimated price in Pak Rupees, as mentioned in the Bidding Document, from any Scheduled Bank of Pakistan, in the form of original Call Deposit Receipt / Demand Draft / Pay Order in favor of PECTAA and e-stamp papers as mentioned in Bidding Documents must be submitted physically in the tender box available at the Committee Room of PECTAA at the below mentioned address well before the date and time of submission of e-bids. Late bids shall not be entertained. In case of discrepancies, the documents uploaded on the EPADS shall prevail. In case of official holiday on the day of submission, the next day will be considered as the last submission date for physical submission only of copy of technical bid, paper samples and original bid security. Bid submission on EPADS shall be entirely responsibility of the bidder, PECTAA shall not be held responsible for any issues thereof. Non-submission of the Original Bid Security instrument at the prescribed time and date, the bid shall stand rejected.
9.	**Alternative Bids**	9.1	Unless otherwise indicated in the BDS, alternative bids shall not be considered.
10.	**Period of Validity of Bids**	10.1	Bids shall remain valid for the period specified in clause 7 of BDS.

11. Bid Security

11.1 Bid Security mentioned against respective estimated rate of **Package of Textbooks** in favor of PECTAA Lahore in the shape of Pay Order/ Demand Draft/Call Deposit Receipt (CDR) issued by any Scheduled Bank of Pakistan, should be **attached with the Technical Bid**. The Bidder should affix on the back of the Pay Order/ Demand Draft/ CDR, the seal/stamp of authorized signatory, as the case may be. Non-submission of the Original Bid Security instrument at the prescribed time and date, the bid shall stand rejected.

11.2 The amount of Bid Security at the rate of 2% of the estimated price as per PPRA Rules, 2014 mentioned against respective estimated price of the of Textbooks of L&NFBE and PEF (as given at **Appendix "Q"**), shall be deposited. It is not required to be calculated on the basis of financial offer of the bidder.

11.3 Any bid not accompanied with requisite Bid Security as per clause 11.1 and 11.2 of ITB shall be **rejected** being non-responsive.

11.4 The Bid Security of unsuccessful Bidders shall be returned as per the PPRA Rules.

11.5 The Bid Security shall be forfeited if:

a) a Bidder withdraws the bid during the bid validity period.

b) the successful/ lowest evaluated Bidder fails to sign the Contract Agreement.

11.6 The Bid Security must be furnished by the Bidder in the favour of Punjab Education, Curriculum Training & Assessment Authority, Lahore (PECTAA).

12. Format and Signing of Bid / Language of Application

12.1 The Bidder shall prepare and submit through EPADS Technical & Financial Bids as per clauses 7 & 8 of ITB and submit the Original Set of documents so prepared by “ORIGINAL” on the relevant proforma given in Bidding Documents.

12.2 The original bid shall be written in indelible blue ink and shall be signed by the bidder himself or a person duly authorized to sign on behalf of the Bidder.

12.3 For Financial Bid submitted on EPADS, any interlineations, erasures, or overwriting shall not be allowed.

12.4 For Financial Bid, use of white correcting fluid for any of the above, even if attested, shall be considered invalid.

12.5 The application as well as all correspondence and documents relating to the bidding process exchanged by the Bidder and the Procuring Agency, shall be written in English or Urdu. Supporting documents and printed literature that are part of the application/ bids may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in BDS (i.e. English or Urdu) in which case for purposes of interpterion of the application/ bids, the translation shall govern.

D. Submission and Opening of Bids

13. Sealing and Marking of Bids

13.1 The Bidder shall submit the bid as per clauses 8 of ITB.

13.2 The envelope shall;

(a) have the name and address of the Bidder,

(b) be addressed to the Director Procurement, PECTAA,

(c) be sealed properly by adhesive paper and signed with stamp.

13.3 If all envelopes are not sealed and marked as required, the PECTAA will assume no responsibility for the misplacement or premature opening of the bid.

14. Deadline for Submission of Bids

14.1 The bids shall be submitted on or before **Monday, 08 September 2025 at 11:00 a.m.** through EPADS.

14.2 The PECTAA may, at its discretion, in lieu of unavoidable circumstances extend the deadline for the submission of bids by amending the Bidding Documents in accordance with Clause 5, ITB.

14.3 Upon such extension in deadline, all rights and obligations of the PECTAA and Bidders, evolved as such vide earlier transaction, shall thereafter be subject to the deadline as extended.

15. Late Bids

15.1 The PECTAA shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the PECTAA after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

16.	**Bid Opening (Technical Bid)**	16.1	The technical bids of bidders who have submitted their bids through EPADS and also submitted a hard copy of their technical bids, paper samples, e-stamp papers and bid security in the designated tender box at the Committee Room of PECTAA on or before **Monday, 08 September 2025** at 11:00 am, will be opened on the same day at 11:30 a.m. This opening process will take place in the presence of bidders or their authorized representatives, who choose to make them available on the time, date and venue mentioned above.
	(Financial Bid)	16.2	The Procuring Agency shall strictly follow the factors, methods, criteria, and requirements defined in Section III "Qualification Criteria" to evaluate the applications. If after the examination of the terms and conditions and the technical evaluation, the PECTAA determines that the Bid is not responsive in accordance, it shall reject the Bid. The Financial Bids of only technically qualified bidders will be opened and announced on a notified time, date and venue in the presence of bidders or their authorized representatives, who choose to attend the meeting in accordance with EPADS.
	Redressal of Grievances and Settlement of Disputes	17.1	After completion of the technical evaluation process, the PECTAA will immediately upload the technical evaluation report on EPADS and the websites of PPRA and PECTAA for obtaining/ receiving grievance petitions from the prospective bidders (if any). Any Bidder feeling aggrieved by any act of the PECTAA after the submission of his Bid may lodge a written complaint through EPADS to the name of Convenor of Grievance Committee of PECTAA) concerning his grievances not later than ten (10) days after the announcement of the financial evaluation reports. However, any bidder feeling aggrieved from technical evaluation may file a grievance within five (05) days of announcement of the technical evaluation report. In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. The Grievances Committee shall investigate and decide upon the complaint **within ten days** of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

E. Award of Contract

18.	**Award Criteria**	18.1	The PECTAA will award the Contract to the Bidder subject to the fulfillment of requirements of the Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 and EPADS, whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents.
		18.2	The PECTAA may ask to the lowest Bidder to justify production capacity required for completion of work before acceptance of the Bid, and if Production capacity provided by the Bidder will not comply with supply of consignment within the required supply timelines, the PECTAA have right to reject/ cancel the Bid and issue the award to second lowest Bidder to execute the task on the rate of first lowest Bidder and so on.
19.	**Procuring Agency's Right to Vary Quantities at Time of Award**	19.1	At the time the Contract is awarded, the PECTAA reserves the right to increase or decrease the quantity of Textbooks as per PPRA Rules, 2014**,** originally specified in Section V; Supply Requirements, without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
20.	**Notification of Award**	20.1	Prior to the expiration of the period of bid validity as mentioned in Bidding Document, the PECTAA shall notify the successful Bidder, in writing, that its bid has been accepted.
		20.2	Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.
		20.3	Upon submission of Performance Security by the successful Bidder, Bid Security will be returned on his request.
21.	**Signing of Contract**	21.1	The successful Bidders, within **ten (10) days** of issuance of "Award Letter", shall sign an agreement as per **Contract Agreement** given in **Section VIII; Contract Forms** with the Director (Procurement), PECTAA on a non-judicial stamp paper of the requisite value which shall be paid by the bidder, after submission of the performance security.

21.2 For each category of respective **Package,** the Successful Bidder shall sign a separate Contract agreement.

21.3 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, and Blacklisting of the Firm. In that event the PECTAA may award the Contract to the next lowest evaluated Bidder, on the rate of the first lowest Bidder and so on, whose offer is substantially responsive and is determined by the PECTAA to be qualified to perform the Contract satisfactorily.

If a successful Bidder submits an application within **10 days** of the issuance of the Award Letter to seek extension for the submission of Performance Security and signing of Contract, an extension of maximum **7 days** may be granted after approval of the competent authority and imposition of penalty as per clause 20 of GCC

22. Performance Security

22.1 Within **ten (10) days** of the receipt of notification of award from the PECTAA, successful Bidder shall submit the Performance Security @ five percent (05%) of the value of contract in shape of Bank Guarantee / Pay Order / Demand Draft/ Call Deposit Receipt (CDR) issued by any Scheduled Bank of Pakistan.

22.2 In case of failure, award letter shall be cancelled, action will be taken as per clause 22.2, 1 of GCC and offer shall be given to the second lowest bidder at the rate of first lowest bidder and so on.

22.3 With reference to award of work the Performance Security of Sole Proprietor / Company /JV / Consortium/ AOPs/ Group must be in the name of Sole Proprietor, Company & as authorized signatory or one or more than one of its Members of the JV /Consortium / AOPs/ Group that submit the application. Performance Security of third party will not be acceptable.

23.	**Availability of Paper**	23.1	The successful Bidder, within **12 days** of issuance of Award Letter, **will intimate** in writing to Director (Procurement), PECTAA **the Quantity of Paper and location/ address** of the Godown (which should not be other than those premises owned or declared at the time of Technical Bid Submission), where 30% stock of paper of the total awarded quantity will be available. Extension up to **8 days** may be granted by the Director (Procurement), PECTAA regarding the intimation subject to penalty of Rs. 1000/- per day per lac for the value of work awarded. If Bidder is failed to intimate the location/ address of the 30% stock of paper within **20 days** after the issuance of award, the award letter/ contract shall be cancelled and Bid/Performance Security shall be fortified. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly. The designated team(s) of PECTAA, within **10 days** of receiving of intimation letters in the office of Director Procurement, PECTAA will check the quantality and quality of said 30% stock of paper. If the quantity of stock of paper found lesser than the 30% of awarded quantity or having lesser than **required grammage**, the award letter/ contract shall be cancelled and Bid/Performance Security shall be fortified. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.
24.	**Stamp Duty/Stamp Paper**	24.1	The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work award.
25.	**Monitoring**	25.1	The PECTAA will carry out regular inspections of the printing, binding etc. to ensure quality and timely supply of Textbooks of L&NFBE and PEF for the Academic Session 2025-26.
		25.2	The Bidder shall facilitate the Monitoring Team(s) of PECTAA to get checked the printed Textbooks of L&NFBE and PEF being printed, paper quality, stock of paper and other allied items and shall not hesitate to do so.
		25.3	The successful Bidder will intimate in writing to Director (Procurement), PECTAA the location(s)/ address(es) where printing and binding of awarded quantity will be started (which should not be other than those premises of printing press(s) and binding house(s) owned or declared at the time of Technical Bid Submission), otherwise, action will be taken as per clause 28, ITB of bidding document.

		25.4	Notwithstanding any other provision in this document, the PECTAA in order to ensure in public interest, the printing and supply of Textbooks of L&NFBE and PEF for Academic Session 2025-26 to Government Institutions, shall have the right to withdraw the award in part or whole, if the Bidder fails to comply with timelines mentioned in the Bidding Documents regarding stock of paper and printing/supply of each installment of Textbooks of L&NFBE and PEF and award the same to the 2nd lowest Bidder at the risk and cost of the 1st lowest Bidder who failed to perform the work awarded and so on.
26.	**Piracy Checking**	26.1	The Bidder shall not use any printing press or binding facility of any Printer involved in piracy of any Textbook / Primer / Jacket / Practical Note Book / SRM of PECTAA. In case of non-compliance, penalty shall be imposed as specified in Clause 20.2 (9) of the GCC/ and proceedings shall be initiated under the relevant (criminal) law.
27.	**Disqualification of Bidder**	27.1	The procuring agency shall disqualify a bidder on the ground that he had provided false, fabricated or materially incorrect information at any stage of procurement process. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.
28.	**Sub- Letting**	28.1	The bidder shall not sub-let the job awarded. He shall be bound to execute the entire work at his own premises. Any deviation or sub-letting shall result in disqualification of the bidder, forfeiture of Performance Security and Blacklisting of the Firm.
29.	**Preparation of positives**	29.1	The PECTAA/ L&NFBE and PEF will provide soft copies of Textbooks of L&NFBE and PEF to the successful bidder and making positives/films/ Computer to Plate shall be the responsibility of the successful bidder. If the positives/films/ Computer to Plate returned by the bidder are found defective or not in proper usable condition, the bidder shall have to pay the replacement cost of defective positives/films/ / Computer to Plate to PECTAA which may be recovered from the bill of the concerned bidder. The bidder shall ensure that prepress material is not misused in any manner. If a bidder is found misusing the pre-press material of PECTAA/ L&NFBE and PEF for piracy of textbooks, then strict legal action shall be taken including the blacklisting of the firm.

30.	**Same Rate of One Package**	30.1	If financial proposal of two or more Bidders will be found same against one **Package** at the time of Financial Opening, the said lowest Bidders will be asked to resubmit sealed financial proposals in the presence of “Procurement Committee” at the same time and date. If the Bidders will offer again same rate, such offers shall not be entertained and said **package** will be retendered.
31.	**Completion of PECTAA’s work on priority basis**	31.1	The lowest evaluated bidders/ firms/ Joint Ventures/ Consortium etc. are bound to print/ bind the awarded work of PECTAA on top priority. If any other type of printing or binding work will be started without completing all of awarded work of PECTAA, the Performance Security of said Firms/ Joint Venters/ Consortium etc. shall be fortified and said Firms/ Joint Venters/ Consortiums etc. shall be blacklisted.

Section II. Bid Data Sheet

The following specific data for the printing, binding and supply shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

	General
1.	Name of Procuring Agency: PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY (PECTAA)
2.	The number of the Invitation for Bids is: PECTAA/PROC/01/FY25-26/TB-LNFBE-PEF/AS25-26
	CONTENTS OF BIDDING DOCUMENTS
3.	Address for clarification of bids purposes only: **DIRECTOR PROCUREMENT** PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY Address: Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore Phone: 042-99260144
	Preparation of Bids
4.	Alternative bids *shall not* be considered.
5.	"Final destination/site": Lahore Pakistan (A Bidder is responsible to supply to the final destination / Godown). The Bidder shall quote the price inclusive of the inland transportation and other local services required to deliver the supplies at designated warehouse(s) in Lahore including all taxes levied by the Government including GST also (if applicable).
6.	Prices quoted by the Bidder shall be: as per technical specifications.
7.	The bid validity period shall be: **90 days** from the opening of Technical Bid.
8.	a. The Bidder shall attach Pay Order/ Demand Draft/ CDR of the bid security in favor of PECTAA Bid Security with **Technical Bid**. b. The Bidder shall submit Pay Orders amounting to **Rs.23,500/-** (Non-refundable) for each paper sample in favor of PECTAA, as test-fee of samples along with the **Technical Bid**. c. The Bidder shall submit e-stamp papers as required in Bidding Documents along with **Technical Bid.**

9.	Technical & Financial Bid should be submitted in accordance with EPADS:
	Submission and Opening of Bids
10.	10.1 Interested bidders must submit both **Technical** and **Financial Bids online via the EPADS** website. Bidders are advised to upload their e-bid well before the deadline. 10.2 Additionally, a sealed copy of the **Technical Bid** must be submitted **physically at PECTAA's office** before the submission deadline. Late bids will not be accepted, and in case of discrepancies, the documents uploaded on EPADS will prevail. 10.3 Particulars of documents to be attached duly signed and stamped by the Bidder.

(a) **Technical Bid:**

Sr. No.	**Particulars of documents**
1.	Bid Submission Sheet (BSS)
2.	Bidder Information Sheet (BIS)
3.	General Conditions of Contract (GCC)
4.	Special Conditions of Contract (SCC)
5.	Offset Printing Paper Sample Testing Fee (Rs.23,500/- per sample non-refundable)
6.	Copy of CNIC, valid NTN/valid Sales Tax Number
7.	Bid Security in shape of Pay Order/Bank Draft/CDR
8.	Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned Bidder. Minimum three (03) Set of samples separately for Textbooks of L&NFBE and PEF is allowed (each sample consists of ten (10) sheets)
9.	Technical Bid Proforma
10.	Required original e-stamp papers as mentioned in Bidding Documents
11.	Supply Requirement Section V

(b) Financial Bid:

Following documents be submitted on EPADS only.

Sr. No.	Particulars of documents
1.	Financial Bid Proforma (Original)

11.	**Technical Bid shall be submitted through EPADS.** **For purpose of submission of Copy of Technical Bid, the Procurement Agency's address is:** Attention: Director (Procurement), PECTAA Address: PECTAA Head Office, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore City: Lahore Country: Pakistan Telephone: 042-99260144 **However, Financial Bid shall be submitted on EPADS only.** The deadline for the submission of bids is: Date**: Monday, 08 September 2025** Time: **11:00 am.**
12.	**The bid opening** shall take place at: Address: PECTAA Head Office, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore Floor/Room number: Committee Room City: Lahore Country: Pakistan Date: **Monday, 08 September 2025** Time: **11:30 a.m.**
	Evaluation and Comparison of Bids
13.	The currency that shall be used for bid evaluation and comparison purpose is: Pak Rupees
14.	**Stamp Duty / Stamp Paper**
	The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work awarded.

Section III. Evaluation and Qualification Criteria

This section contains all the factors, methods and criteria that the PECTAA shall use to evaluate a bid of eligible Bidder (as per Clause 2 of ITB) and determine whether a Bidder possesses required qualification.

a) The Procuring Agency shall examine the application to confirm that all terms and conditions specified in the Bidding Documents have been accepted by the Bidder without any material deviation, condition or reservation.
b) The Procuring Agency shall evaluate technical aspects through physical inspection and examination of the documents produced by the Bidder.
c) If, after the initial scrutiny of mandatory documents, the Procuring Agency determines that the application is non-responsive, it shall reject the application straight away.
d) A responsive application is one that conforms to all mandatory requirements, the terms and conditions, and specifications of the Bidding Documents without material deviation, reservation or omission.
e) The Financial Bid of those Bidders shall be opened whose **Paper** samples meet the required specifications as per the test report of Paper Testing Laboratory (in the light of recommendations of the Procurement Committee of PECTAA).
f) The Bidder will either be declared as "**Qualified**" or "**Disqualified**" by the Procuring Agency and the result shall be promptly communicated to the Bidder(s) as well as uploaded on the websites of PECTAA, PPRA and EPADS.
g) Comparative Statement: -
The bidder offering the lowest rate in the respective **Package of Textbooks of L&NFBE and PEF** would be the lowest evaluated bidder. (**Based on Least Cost Method)**
h) After opening of Financial Bid through EPADS, the successful Bidders shall be awarded the work for which they are entitled under PPRA Rules, 2014.

Note: For the purpose of evaluation of bids, the documents uploaded on the EPADS shall prevail.

LIST OF MANDATORY DOCUMENTS/ REQUIREMENTS

The following documents must be attached with the application by the bidder. Failure to submit the mandatory documents will render the bidder to be "NON-RESPONSIVE" which shall be rejected straight away and shall not be considered for evaluation.

1) Duly filled in, signed and stamped "Bid Submission Sheet" (**Appendix-A**).
2) Duly filled in, signed and stamped "Bidders Information Sheet Other than JV/ Consortium" (where applicable) (**Appendix-B**).
3) Duly filled in, signed and stamped "Bidder Information Sheet for Lead Bidder of JV/ Consortium" (where applicable) (**Appendix-C-1**).
4) Duly filled in, signed and stamped "Bidder Information Sheet for other than Lead Bidder of JV/ Consortium" (where applicable) (**Appendix-C-2**).
5) Duly filled in, signed and stamped "Printing Capacity Evaluation Form-1 (T.1)" (**Appendix-D**). (Under this category, securing **at least 50%** of the marks, i.e. 20 marks, shall be **mandatory** to qualify technically; otherwise, the bidder shall be considered **disqualified**.)
6) Duly filled in, signed and stamped "Binding Facilities Evaluation Form-2 (T.2)" (**Appendix-E**).
7) Duly filled in, signed and stamped "Human Resource Evaluation Form-3 (T.3)" (**Appendix-F**).
8) Duly filled in, signed and stamped "Storage Facility/ Godown Evaluation Form-4 (T.4)" (**Appendix-G**).
9) Duly filled in, signed and stamped "Alternate Power/ Genset Evaluation Form-5 (T.5)" (**Appendix-H**).
10) Duly filled in, signed and stamped "Economic Resilience Evaluation Form-1 (F.1)" (**Appendix-I**). (Under this category, securing **at least 50%** of the marks, i.e. 12.5 marks, shall be **mandatory** to qualify technically; otherwise, the bidder shall be considered **disqualified**.)
11) Duly filled in, signed and stamped "Economic Resilience Evaluation Form-2 (F.2)" (**Appendix-J**).
12) Duly filled in, signed and stamped "Economic Resilience Evaluation Form-3 (F.3)" (**Appendix-K**).
13) Duly filled in, signed and stamped "Economic Resilience Evaluation Form-4 (F.4)" (**Appendix-L**).
14) Duly filled in, signed and stamped "Economic Resilience Evaluation Form-5 (F.5)" (**Appendix-M**).
15) Duly filled in, signed and stamped "Agreement with Binder" where applicable (**Appendix-N**).
16) Copy of active **NTN certificate** of the Bidder. In case of Consortium/ JV, the active NTN certificates of all the members must be submitted (The active NTN certificate shall be verified from the website of FBR).
17) Copy of valid **STRN certificate** of the Bidder. In case of Consortium/ JV, the valid STRN certificate of the Lead Bidder must be provided.
18) **Income tax return** of last two financial years of the Bidder. In case of JV/ Consortium, the Income tax returns of last two years of the Lead Bidder shall be provided.

19) **Sales tax returns** of last one year of the Bidder. In case of JV/ Consortium, the Sales tax returns of last one year of the Lead Bidder shall be provided.
20) Affidavit on a E-Stamp Paper of Rs. 1200/- that the bidder is **not currently blacklisted** by the Procuring Agency as per PPRA-Rules, 2014 and also not declared as bankrupt during last five years. In case of JV/ Consortium, this affidavit must be provided in respect of all members.
21) The bidder shall provide an affidavit on a E-Stamp Paper of Rs. 1200/- that it has not **been involved and convicted in piracy** of Textbooks of PECTAA/ any other Textbook board of federating units of Pakistan during last five years and no criminal case is registered against the bidder in this regard or any criminal proceeding is pending against the bidder (either in JV/ consortium or in individual capacity).
22) Original **bank statements** of the bidder duly signed and stamped by concerned bank branch manager for **last two financial years** (in case of Consortium and JV, all members shall submit the bank statements for last two years).
23) **Press Declaration Certificate** of the Bidder (in case of JV/ Consortium, it is obligatory that at least one of the members must have Press Declaration Certificate which shall be submitted along with the application). Bidder will be bound to produce original on demand of the Procuring Agency which reserves the right to get the same verified from concerned authority, if required.
24) The **original agreement of JV/ Consortium** signed on E-Stamp Paper of Rs.1200/- duly signed and stamped by all the members.
25) The prescribed forms (Appendices A to N), in case of JV/ Consortium, must be filled in, signed and stamped separately by each member of the JV/ Consortium.
26) Copy of valid **CNIC's of the Bidder** (in case of AOP, Consortium or JV, copy of CNIC of all members)
27) Attested copy of the **evidence of the ownership of the Land/ Building/ Equipment/ Machine** etc. regarding relevant Printing Press/ Godown/ Binding House etc. In case of rent agreement, the rent agreement must be made on E-Stamp Paper by submitting required stamp duty.
28) **All documents are duly signed** by the bidder or authorized signatory.
29) If a **Package** includes books to be printed **on both types of paper** (i.e., Cream Wove Virgin Paper and White Recycled Paper), the Bidder shall submit a minimum of three (03) paper samples, each consisting of 10 sheets, for Cream Wove Virgin Paper and three (03) paper samples, each consisting of 10 sheets, for White Recycled Paper, making a **total of six samples**, along with the prescribed fee. If a Package includes books to be printed on only **one type of paper** (i.e., either Cream Wove Virgin Paper or White Recycled Paper), the Bidder shall submit a minimum of three **(03) paper samples**, each consisting of 10 sheets, of the respective paper type, along with the prescribed fee. It is mandatory for the Bidder to stamp and sign each sheet and clearly write the name of the printing paper manufacturer in the top corner. The Bidder shall not stamp, sign or mention name of paper manufacturer more than once on the same sheet. **White Paper samples made purely from Wood Pulp shall not be accepted.**

Note -1: *All Stamp Papers must be E-Stamp Paper.*

Note -2: *All of the above documents/* ***samples (****as per applicability) are mandatory to be attached along with the bid. If a mandatory documents/ samples are not attached, the bid shall be considered as "****NON-RESPONSIVE****" and shall be rejected straight away.*

QUALIFICATION FOR TECHNICAL EVALUATION CRITERIA

1) The Procuring Agency shall use the 'Technical Qualification Evaluation Criteria' shown below to determine the capacity of the bidders. The bidders shall be evaluated in number of areas as mentioned in 'Technical Qualification Evaluation Criteria' and will have to meet the minimum threshold to qualify.
2) The technical evaluation criteria shall comprise "**Operational Strength"** equal to 100 marks and "**Economic Resilience"** equal to 100 marks, making a total of 200 marks. The minimum qualifying passing marks shall be 130.
3) In case of JV/ Consortium, the Lead Bidder at its own must obtain at least 40% marks of the total marks obtained by the JV/ Consortium.
4) The bidder will either be declared as "**Qualified**" or "**Disqualified**" by the Procuring Agency and the result shall be promptly communicated to the bidder(s) as well as uploaded on the websites of PECTAA, PPRA and EPADS.

PART-A: OPERATIONAL STRENGTH (100 MARKS)

<table>
<tr><th>Sr. No.</th><th>Particulars</th><th>Description/ Distribution of Marks</th><th>Maximum Marks</th></tr>
<tr><td>T.1</td><td>Printing Capacity:

(Each color in a machine will be one unit)

No marks shall be given if the Printing Machine Size will be less than 20"x30".

Under this category, securing at least 50% of the marks, i.e. 20 marks, shall be mandatory to qualify technically; otherwise, the bidder shall be considered disqualified.</td><td>
<table>
<tr><th>Model of Printing Machine</th><th>Points Assigned for Each Unit</th></tr>
<tr><td>Less than 1980</td><td>0</td></tr>
<tr><td>Above 1980 to 1990</td><td>3.0</td></tr>
<tr><td>Above 1990 to 2000</td><td>4.0</td></tr>
<tr><td>Above 2000 Onwards</td><td>5.0</td></tr>
</table>
</td><td>40</td></tr>
<tr><td>T.2</td><td>Binding Capacity:
Owned facility 100% marks.
In case of agreement 50% marks</td><td>
<table>
<tr><th>Type of Machine</th><th>Unit</th><th>Points for Each Unit</th><th>Max. Points</th></tr>
<tr><td>Automatic Folding Machine</td><td>Machine</td><td>2</td><td>8</td></tr>
<tr><td>Trimming Machine</td><td>Knife</td><td>1</td><td>4</td></tr>
<tr><td>Hot Melt Glue Machine</td><td>Clump</td><td>1</td><td>13</td></tr>
</table>
</td><td>25</td></tr>
<tr><td>T.3</td><td>Human Resource of Printing Press:

Provide detail of employees on T.3 Form along with attested copies of CNIC and list of salary sheet (duly signed & stamped by the bidder/ owner).</td><td>
➢ Production/ Quality Assurance Manager (2.5)
(Minimum Education: Graduation/ DAE)
➢ Accountant: (2.5)
(Min. I.Com or equivalent)
➢ Skilled Employees (10.0)
<table>
<tr><th>No of Skilled Workers</th><th>Points Assigned</th></tr>
<tr><td>5-9</td><td>2</td></tr>
<tr><td>10-14</td><td>4</td></tr>
<tr><td>15-19</td><td>6</td></tr>
<tr><td>20-24</td><td>8</td></tr>
<tr><td>25 and more</td><td>10</td></tr>
</table>
</td><td>15</td></tr>
</table>

<table>
<tr>
<td>T.4</td>
<td>Storage Facility/ Godown:
• Owned Facility: 100% Marks.
• Rent Agreement, 50% Marks
(Storage Facility/ Godown must be within the premises of Printing Press or up to radius of five kilometer of Printing Press)</td>
<td><table><tr><th>Space (Marla)</th><th>Points Assigned</th></tr><tr><td>3-5</td><td>2.5</td></tr><tr><td>6-10</td><td>5</td></tr><tr><td>11-15</td><td>7.5</td></tr><tr><td>More than 15</td><td>10</td></tr></table></td>
<td>10</td>
</tr>
<tr>
<td>T.5</td>
<td>Alternate Power/ Genset/ Solar System:
(It shall be in working condition and within the premises of printing press.)</td>
<td><table><tr><th>Power (KVA)</th><th>Points Assigned</th></tr><tr><td>100 – 200</td><td>5</td></tr><tr><td>More than 200</td><td>10</td></tr></table></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Marks</td>
<td>A = 100</td>
</tr>
</table>

PART-B: ECONOMIC RESILIENCE (100 MARKS)

<table>
<tr><th>Sr. No.</th><th>Particulars</th><th>Description/ Distribution of Marks</th><th>Maximum Marks</th></tr>
<tr><td>F.1</td><td>Bank Statements for last two years
[i.e. 01.07.2023 to 30.06.2025]

(Must be verified by the concerned Bank Branch Manager)

Under this category, securing at least 50% of the marks, i.e. 12.5 marks, shall be mandatory to qualify technically; otherwise, the bidder shall be considered disqualified.</td><td><table>
<tr><td>Total deposit in bank for last two years (Credit Side)
(Rs. in Million)</td><td>Points Assigned</td></tr>
<tr><td>5 to 25</td><td>5</td></tr>
<tr><td>Above 25 to 50</td><td>10</td></tr>
<tr><td>Above 50 to100</td><td>15</td></tr>
<tr><td>Above 100 to 200</td><td>20</td></tr>
<tr><td>Above 200</td><td>25</td></tr>
</table></td><td>25</td></tr>
<tr><td>F.2</td><td>Income Tax Chargeable in last two Tax Year 2023 and 2024

(Attach copy of Income Tax Returns alongwith Income tax deducted/ paid with deduction certificates/ copy of challan) Online verification of ATL</td><td><table>
<tr><td>Income Tax
(Rs. in Million)</td><td>Points Assigned</td></tr>
<tr><td>0.5 to 1</td><td>3</td></tr>
<tr><td>Above 1 to 2</td><td>6</td></tr>
<tr><td>Above 2 to 3</td><td>9</td></tr>
<tr><td>Above 3 to 4</td><td>12</td></tr>
<tr><td>Above 4</td><td>15</td></tr>
</table></td><td>15</td></tr>
<tr><td>F.3</td><td>Average bank balance of 24 months w.e.f. 01.07.2023 to 30.06.2025.

Sum of closing balances at last day of every month divided by 24. (Attach bank wise/ account wise monthly closing balance statement on a separate sheet of each account, otherwise no marks shall be granted)</td><td><table>
<tr><td>Average bank balance
(Rs. in Million)</td><td>Points Assigned</td></tr>
<tr><td>0.5 - 2.5</td><td>5</td></tr>
<tr><td>Above 2.5 to 5.0</td><td>10</td></tr>
<tr><td>Above 5.0 to 10</td><td>15</td></tr>
<tr><td>Above 10 to 15</td><td>20</td></tr>
<tr><td>Above 15</td><td>25</td></tr>
</table></td><td>25</td></tr>
<tr><td>F.4</td><td>Financial Value of Similar Contracts:

Total Value of Contracts for the period from 01.07.2023 to 30.06.2025 related to publication, printing and supply of PRIMERS/ JACKETS/ TEXTBOOKS/ PNB/ SRM etc. to the PECTAA, National Book Foundation,</td><td><table>
<tr><td>Contract Amount
(Rs. in Million)</td><td>Points Assigned</td></tr>
<tr><td>5-20</td><td>5</td></tr>
<tr><td>Above 20 to100</td><td>10</td></tr>
<tr><td>Above 100 to 250</td><td>15</td></tr>
<tr><td>Above 250 to 500</td><td>20</td></tr>
<tr><td>Above 500</td><td>25</td></tr>
</table></td><td>25</td></tr>
</table>

<table>
<tr><td></td><td>Islamabad and any other Textbook Board in Pakistan.

(Attested copies of Award Letter/ Allocation Letter/ Contract Agreement must be attached, otherwise NO MARKS shall be granted. In case of provision of any bogus/ fake document, the application shall be rejected straight away)

In case of JV/ Consortium, marks will be granted as per the proportionate share of the bidder declared in the JV/ Consortium. Please attach a copy of agreement of JV/ Consortium to ascertain the proportionate share of work.</td><td></td><td></td></tr>
<tr><td>F.5</td><td>Audit Report:

Provision of Audit Report of Accounts of the Bidder for the previous two financial years [i.e. 2022-23 and 2023-24].

In case of JV/ Consortium, the Audit Reports of only Lead Bidder shall be considered.</td><td><table><tr><td>Financial Year of Audit Report</td><td>Points Assigned</td></tr><tr><td>2022-23</td><td>5</td></tr><tr><td>2023-24</td><td>5</td></tr></table></td><td>10</td></tr>
<tr><td colspan="2" rowspan="2"></td><td>Total Marks</td><td>B = 100</td></tr>
<tr><td>Total Obtained Marks</td><td>A+B</td></tr>
</table>

SECTION IV. BIDDING FORMS

"Appendix – A"

BID SUBMISSION SHEET
(To be submitted on the letterhead)

Date: ______________________

Tender No.: _________________

To

Director Procurement,

Punjab Education, Curriculum Training & Assessment Authority,

Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore

Subject: **PROCUREMENT OF TEXTBOOKS OF L&NFBE AND PEF FOR ACADEMIC SESSION 2025-26**

Dear Sir,

Pursuant to the advertisement of invitation for submission of applications regarding the subject cited above, I/We ____

____

____

hereby submit the application in conformity with the Bidding Documents including Addenda No. ____________ and request to be considered for said Bidding Process.

I/We, the undersigned, do hereby solemnly confirm that:

(a) I/We have examined, understand, accept the terms and have no reservations to the Bidding Documents, including Addenda No.: ________________, and undertake to comply with all Bidding procedures in light of all rules, laws and regulations governing the Bidding process as issued by the relevant authorities from time to time;

(b) I/We accepted the right of the Punjab Education, Curriculum Training & Assessment Authority to (i) request additional information reasonably required to assess our application/ bid, (ii) amend the procedures or make clarifications thereof, and (iii) extend or amend the schedule of the bidding;

(c) I/We declared that all of the information submitted in this Bidding Application, including the enclosed forms and documents, is accurate in all respects and none is fake or bogus document.

(d) I/We agreed that provision of any wrongful information or fake/ bogus document in this Bidding process shall lead to My/Our disqualification and legal action as per law.

(e) I/We offer to supply in conformity with the Bidding Documents and in accordance with the delivery schedule specified in the Supply Requirements;

(f) Our bid shall be valid for the period of **90 days** from the date of opening of Technical Bid in accordance with Clauses 9 & 14, BDS, and it shall remain binding upon us and may be accepted at any time before the expiration of said period;

(g) If our bid is accepted, we commit to obtaining a performance security in accordance with Clause 22, ITB, and Clause 14, GCC for the due performance of the Contract;

(h) We or any sister concern(s) is not currently blacklisted by the Procuring Agency.

(g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(h) We understand that the Chief Executive Officer, PECTAA reserves the right to increase/decrease the quantity of Textbooks of L&NFBE and PEF as per PPRA Rules 2014.

(i) Particular Pay Orders/CDR/ Demand Draft regarding Bid Security:

Pay Orders No. /CDR No./ Demand Draft No.	Dated	Bank Name	Amount (Rs.)

Total			

(ii) Particular of Pay Orders regarding Paper Testing Fee:

Pay Order No.	Dated	Bank Name	Amount (Rs.)
Total			

Signature and Stamp of the Bidder
(Lead Bidder in case of JV/ Consortium)

Signed ____________________________ in the Capacity of __________________________

Name ____

Duly authorized to sign the bid for and on behalf of ________________________________

Dated on ______________________________ day of ________________________________

"Appendix –B"

BIDDER INFORMATION SHEET

(Other than JV/ Consortium)

Date: _____________

1. Category of Bidder: (Mark ☑ against relevant option)

a) Printer ☐ **b) Publisher** ☐ **c) Firm** ☐ **e) Company** ☐ **g) AOP** ☐

h) Sole Proprietorship ☐ **i) Other: ___________________** ☐

2. Bidder's Business Information:

Business Name	
Year of Establishment	
Primary Business Activity	
Address	
Telephone Number	
NTN	
STRN	
Email	
Fax Number	
Name of Authorized Person	
CNIC of Authorized Person	
Contact No. of Authorized Person	
Email of Authorized Person	

Signature, Name and Stamp of the Bidder

"Appendix –C-1"

BIDDER INFORMATION SHEET

(For Lead Bidder of JV/ Consortium)

1. **Name of JV/ Consortium:**

   ____

2. **Name of Lead Bidder:** ____
3. **Particulars of Lead Bidder:**

Business Name	
Year of Establishment	
Primary Business Activity	
Business Address	
Business Telephone Number	
Business NTN	
Business STRN	
Business Email	
Business Fax Number	
Name of Authorized Person	
CNIC of Authorized Person	
Contact No. of Authorized Person	
Email of Authorized Person	

4. **Number of Total Members in JV/ Consortium:** ______________________________
5. **Names of Other Members of JV/ Consortium:**

   i. ____

   ii. ____

   iii. ____

   iv. ____

Note: Attach "JV/ Consortium Agreement" on E-Stamp Paper of Rs.1,200/-.

Signature and Stamp of the Lead Bidder

"Appendix –C-2"

BIDDER INFORMATION SHEET

(For Other than Lead Bidder of JV/ Consortium)

1. **Name of JV/ Consortium: ____**
2. **Name of Bidder, Other than Lead Bidder: _________________________________**
3. **Particulars of Bidder, Other than Lead Bidder:**

Business Name	
Year of Establishment	
Primary Business Activity	
Business Address	
Business Telephone Number	
Business NTN	
Business STRN	
Business Email	
Business Fax Number	
Name of Authorized Person	
CNIC of Authorized Person	
Contact No. of Authorized Person	
Email of Authorized Person	

Signature and Stamp of the Other than Lead Bidder

Note: Please use C-2 Proforma for all members of JV/ Consortium other than Lead Bidder separately and annex with the application.

TECHNICAL BID PROFORMA
Capacity Evaluation Forms for Bidder

“Appendix -D”

Printing Capacity Evaluation Form-1 (T.1)

1. Name of Printing Press/ Facility: ___________________________________
2. Address of Premises: ____
3. Name of Owner: ____

(Copy of Printing Press Declaration is to be attached)

Sr. No.	**Make & Model**	**No. of Colours** (Single, Double, Four or more)	**Size** (Inches x Inches)	**No. of Machines**	**Year of Manufacturing**	**Output** (Formats per hour)

Note: In case of JV/ Consortium, this form is to be filled separately by each member

Signature of Bidder with Stamp

"Appendix -E"

Binding Facilities Evaluation Form-2 (T.2)

(Mark ☑ against relevant option)

a) Owned ☐ b) Agreement ☐

1. Name of Bidder: ____
2. Name of Binding house: ______________________________________
3. Address & Telephone: _______________________________________
4. Name of Owner: ____

Type of Machine	Unit	No. of Total Machines	No. of Total Units
Automatic Folding Machines	Machine		
Trimming Machines	Knife		
Hot Melt Glue Machines	Clump		

Note: In case of JV/ Consortium, this form is to be filled separately by each member

Signature of Bidder with Stamp

"Appendix -F"

Human Resource Evaluation Form-3 (T.3)

1. Name of Bidder: ____

2. Name of Printing Press:____

3. **Detail of Staff / Employees/ Work Force:**

Detail of Production/ Quality Assurance Manager					
Sr. No.	**Name**	**Education**	**CNIC #**	**Monthly Salary (PKR)**	**Date of Joining**
I					

Detail of Accountant					
S. No.	**Name**	**Education**	**CNIC #**	**Monthly Salary (PKR)**	**Date of Joining**
I					

Detail of Skilled Employees						
Sr. No.	**Name**	**Designation**	**Education**	**CNIC #**	**Monthly Salary (PKR)**	**Date of Joining**
i.						
ii.						
iii.						
iv.						
v.						
vi.						
vii.						
viii.						

ix.						
x.						
xi.						
xii.						
xiii.						
xiv.						
xv.						
xvi.						
xvii.						
xviii.						
xix.						
xx.						
xxi.						
xxii.						
xxiii.						
xxiv.						
xxv.						
xxvi.						

Note:

i. Provide the above-mentioned detail of employees along with copies of CNIC and list of salary sheet (duly signed & stamped by the bidder/ owner).

ii. Supporting staff such as drivers, guards, sweepers, cleaners etc. will not to be considered.

Signature of Bidder with Stamp

"Appendix -J"

Storage Facility/ Godown Evaluation Form-4 (T.4)

1. Name of Bidder: ____

2. Address: ____

Sr. #	Address	Within Premises of Printing Press (Yes/No)	Distance from the Printing Press (Km)	Owned/ Rented	Covered Area (Marla)

Note: *The storage facility/ Godown must be exclusively used for storage of paper & books only. Spaces available at printing presses & binding house area shall not be considered as storage facility/ Godown.*

Signature of Bidder with Stamp

"Appendix -H"

Alternate Power/ Genset Evaluation Form-5 (T.5)

1. Name of Bidder: ____
2. Address of Printing Press: ____
3. Alternate power facilities (Yes/ No) ________________________________

Sr. #	Make & Model	Capacity Of Power Generator (KVA)

Note: Generator must be in operational condition. If during the inspection, it is found not operational, marks will not be awarded.

Signature of Bidder with Stamp

"Appendix – I"

Economic Resilience Evaluation Form-1 (F.1)

Name of Bidder/ Member of JV or Consortium: ______________________________

Address:____

Contact No.:____

Deposit (Credit Side of Bank Statement Only)						
Title of Account	**Account No.**	**Name of Bank**	**Name of Branch**	**Amount (Rs. in Million)**		
				01.07.2023 to 30.06.2024	**01.07.2024 to 30.06.2025**	**Total**
					Grand Total	

(Fill the Proforma and attach copies of bank statements duly verified by concerned bank branch manager)

Signature of Bidder with Stamp

“Appendix – J”

Economic Resilience Evaluation Form-2 (F.2)

Name of Bidder/ Member of JV or Consortium: ________________________________

Address:____

NTN No.__________________________, Contact No.:__________________________

Income Tax Chargeable for previous two completed Tax Years to be corroborated with evidence. (Attach Income Tax Returns for last two tax years **2023** and **2024** along with Income Tax deducted /paid/ deduction certificate/copy of challan)

Income Tax Return Year	**Amount of Income Tax (Rs. in Million)**
2023	
2024	
Total	

Signature of Bidder with Stamp

"Appendix – K"

Economic Resilience Evaluation Form-3 (F.3)

Name of Bidder/ Member of JV or Consortium: ______________________

Address:____

Contact No.:____

The information to be filled in the following table shall be corroborated through the bank statements duly verified by the bank manager.

-	Closing Balance as of Last Date of the Each Month (Rs. in Million)			
Title of Account				Total
Account No.				
Name of Bank				
Name of Branch				
-	A	B	C	E = A+B+C
July – 2023				
August – 2023				
September – 2023				
October – 2023				
November – 2023				
December – 2023				
January – 2024				
February – 2024				
March – 2024				
April – 2024				
May – 2024				
June – 2024				
July – 2024				
August – 2024				
September – 2024				
October – 2024				
November – 2024				
December – 2024				
January – 2025				
February – 2025				
March – 2025				
April – 2025				
May – 2025				
June – 2025				
Total				

Signature of Bidder with Stamp

“Appendix – L”

Economic Resilience Evaluation Form-4 (F.4)

Name of Bidder/ Member of JV or Consortium: ____________________________

Address:____

Contact No.:____

Total financial value of similar contracts relating to publication/ supply of Textbooks of L&NFBE and PEF during last two years [**i.e. 01.07.2023 to 30.06.2025**].

Financial Year	Total Financial Value of Similar Contracts (Rs. in Million)						
	PECTAA	KPTB	STBB	BTBB	National Book Foundation, Islamabad	Other Textbook Boards	Total
	A	B	C	D	E	F	F = A+B+C +D+E+F
01.07.2023 to 30.06.2024							
01.07.2024 to 30.06.2025							
						Grand Total	

Signature of Bidder with Stamp

"Appendix – M"

Economic Resilience Evaluation Form-5 (F.5)

Name of Bidder/ Member of JV or Consortium: ___________________________

Address:____

Contact No.:____

Provision of Audit Report of Accounts of the Bidder for the previous two financial years [i.e. **2022-23 and 2023-24**].

Financial Year of Audit Report	Attached with Documents (Yes/ No)
2022-23	
2023-24	

Signature of Bidder with Stamp

"Appendix -N"

DETAILS OF PAPER/INKS

Name of Firm / JV/AOPs/Consortium:________________________________

Address:____

(In case of JV/AOPs/Consortium of the Authorized Signatory)

1. Details of "Cream Wove – Virgin Offset Printing Paper 68 GSM" (Not-Recycled) for Textbooks of L&NFBE and PEF having Religious Content":

a) Name of paper manufacturer(s)
(1) ________________________________
(2) ________________________________
(3) ________________________________
(4) ________________________________

b) Number of samples of paper of given specification attached____.

Note:* The Bidder can submit minimum 03 paper samples each sample consist of 10 sheets.** ***(The paper sample should be submitted after folding them twice).

c) Specification of the paper to be used by the bidder for printing; -

i.	Texture		ii.	Grammage	
iii.	Burst Factor		iv.	Tear Factor	
v.	Brightness		vi.	Opacity	
vii.	Glazeness		viii	Weight per ream (500 sheets)	

(The bidder shall submit ten (10) paper sheets of each paper sample as specimen of paper size 20"x30". The Bidder shall affix the stamp of his firm on the top right corner along with the name of manufacturer of paper).

Note: Attach Pay Orders of Rs.23,500/- for each set of paper sample as testing fee.

d) The bidder shall attach an undertaking on their letter head containing compliance of technical specifications mentioned in Bidding Documents against each paper sample submitted.

e) It is mandatory to **Successful Bidder** to submit Pay Order of paper testing fee **at the time of agreement** to ensure paper specification from paper testing lab during verification of stock of paper/ printing process as per following details:

Quantity of Textbooks	**Paper Testing Fee (Rs.)**
Up till 40,000	23,500
Up till 100,000	47,000/- (i.e. 23,500+23,500)
More than 100,000	70,500/- (i.e. 23,500+23,500+23,500)

Submission of the abovementioned paper testing fee is mandatory for the successful bidder. However, PECTAA may demand additional testing fee(s) for testing of more paper sample(s) if required.

2. Details of "White-Recycled Offset Printing Paper 68 GSM" for Textbooks of L&NFBE and PEF Not-having Religious Content:

a) Name of paper manufacturer(s)

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________

b) Number of samples of paper of given specification attached______________________________

Note: **The Bidder can submit minimum 03 paper samples each sample consist of 10 sheets.** ***(The paper sample should be submitted after folding them twice).***

f) Specification of the paper to be used by the bidder for printing; -

i.	Texture		ii.	Grammage	
iii.	Burst Factor		iv.	Tear Factor	
v.	Brightness		vi.	Opacity	
vii.	Glazeness		viii.	Weight per Ream (500 sheets)	

(The bidder shall submit ten (10) paper sheets of each paper sample as specimen of paper size 20"x30". The Bidder shall affix the stamp of his firm on the top right corner along with the name of manufacturer of paper).

Note: Attach Pay Orders of Rs.23,500/- for each set of paper sample as testing fee.

g) The bidder shall attach an undertaking on their letter head containing compliance of technical specifications mentioned in Bidding Documents against each paper sample submitted.

h) It is mandatory to **Successful Bidder** to submit Pay Order of paper testing fee **at the time of agreement** to ensure paper specification from paper testing lab during verification of stock of paper/ printing process as per following details:

Quantity of Textbooks	**Paper Testing Fee (Rs.)**
Up till 40,000	23,500
Up till 100,000	47,000/- (i.e. 23,500+23,500)
More than 100,000	70,500/- (i.e. 23,500+23,500+23,500)

Submission of the abovementioned paper testing fee is mandatory for the successful bidder. However, PECTAA may demand additional testing fee(s) for testing of more paper sample(s) if required.

Note: If a Package includes books to be printed on both types of paper (i.e., Cream Wove Virgin Paper and White Recycled Paper), the Bidder shall submit double Paper Sample Testing Fee as per following details:

Quantity of Textbooks	**Paper Testing Fee (Rs.)**
Up till 40,000	23,500 + 23,500
Up till 100,000	47,000 + 47,000
More than 100,000	70,500 + 70,500

3. Inputs to be used

(i) Brand name of ink ______________________________

and its country of origin ______________________________

(ii)Brand of coated plates ______________________________

and its country of origin ______________________________

Signature & Stamp of Bidder

"Appendix -O"

FINANCIAL BID PROFORMA

(Procurement of Textbooks of L&NFBE and PEF for Academic Session 2025-26)

PACKAGE-A

1. Name of bidding firm: ____
2. Address: ____
3. Phone No.________________ Fax No.________________ Cell No. ___________
4. Rate per Textbooks of L&NFBE and PEF inclusive of all inputs / taxes without Title Cover offered as under:-

Total Quantity (No. of Textbooks) = 61,600

Package Name	Class/ Grade	Name of Textbook	No. of Pages				Quantities (No. of Textbooks)	Rate per Textbook (In PKR, Inclusive of all applicable taxes)	Value of Work (In PKR, Inclusive of all applicable taxes)
			4C	2C	1C	Total			
Package-A	Katchi, Pakki, Grade-I	Urdu	161	0	0	161	15400		
		English	145	0	0	145	15400		
		Math	143	0	0	143	15400		
		Islamiyat	58	0	0	58	14436		
		Ethics	44	0	0	44	964		
Total Value for Package-A (In PKR, Inclusive of all applicable taxes)									

Total Amount in Words (Inclusive of all applicable taxes):

____

1. **Total Bid Security at the rate of 2% of the Estimated price as mentioned in the Bidding Documents Rs.** ____________________ Bid security paid vide Pay Order / Demand Draft/C.D.R amounting to Rs. ______________________ of Bank ______________________ ____________________________________dated _______________ submitted along with Bid.

Note-1: Bidder may participate in any one or multiple packages.
Note-2: The bidder shall have to quote rates for **"all textbooks"** in a specific package, otherwise, he shall be declared as "**Non-Responsive**".
Note-3: Financial Proposal will be evaluated on the total cost of each Package.

Signature & Stamp of Bidder

FINANCIAL BID PROFORMA

(Procurement of Textbooks of L&NFBE and PEF for Academic Session 2025-26)

PACKAGE-B

1. Name of bidding firm: ____
2. Address: ____
3. Phone No.________________ Fax No.________________ Cell No. ___________
4. Rate per Textbooks of L&NFBE and PEF inclusive of all inputs / taxes without Title Cover offered as under:-

Total Quantity (No. of Textbooks) = 62,120

Package Name	Class/ Grade	Name of Textbook	No. of Pages				Quantities (No. of Textbooks)	Rate per Textbook (In PKR, Inclusive of all applicable taxes)	Value of Work (In PKR, Inclusive of all applicable taxes)
			4C	2C	1C	Total			
Package-B	Grade 2 & 3	Urdu	155	0	0	155	15530		
		English	172	0	0	172	15530		
		Math	113	0	0	113	15530		
		Islamiyat	148	0	0	148	14594		
		Ethics	104	0	0	104	936		
Total Value for Package-B (In PKR, Inclusive of all applicable taxes)									

Total Amount in Words (Inclusive of all applicable taxes):

____

2. **Total Bid Security at the rate of 2% of the Estimated price as mentioned in the Bidding Documents Rs.** ____________________ Bid security paid vide Pay Order / Demand Draft/C.D.R amounting to Rs. ______________________ of Bank ______________________ ____________________________________dated _______________ submitted along with Bid.

Note-1: Bidder may participate in any one or multiple packages.
Note-2: The bidder shall have to quote rates for **"all textbooks"** in a specific package, otherwise, he shall be declared as "**Non-Responsive**".
Note-3: Financial Proposal will be evaluated on the total cost of each Package.

Signature & Stamp of Bidder

FINANCIAL BID PROFORMA

(Procurement of Textbooks of L&NFBE and PEF for Academic Session 2025-26)

PACKAGE-C

1. Name of bidding firm: ______________________________
2. Address: ______________________________
3. Phone No.________________ Fax No.________________ Cell No. ____________
4. Rate per Textbooks of L&NFBE and PEF inclusive of all inputs / taxes without Title Cover offered as under:-

Total Quantity (No. of Textbooks) = 56,580

Package Name	Class/ Grade	Name of Textbook	No. of Pages				Quantities (No. of Textbooks)	Rate per Textbook (In PKR, Inclusive of all applicable taxes)	Value of Work (In PKR, Inclusive of all applicable taxes)
			4C	2C	1C	Total			
Package-C	Grade 4 & 5	Urdu	126	0	0	126	9430		
		English	110	0	0	110	9430		
		Math	254	0	0	254	9430		
		Social Studies	114	0	0	114	9430		
		Science	170	0	0	170	9430		
		Islamiyat	214	0	0	214	8811		
		Ethics	168	0	0	168	619		
Total Value for Package-C (In PKR, Inclusive of all applicable taxes)									

Total Amount in Words (Inclusive of all applicable taxes):

____

3. **Total Bid Security at the rate of 2% of the Estimated price as mentioned in the Bidding Documents Rs.** ______________________ Bid security paid vide Pay Order / Demand Draft/C.D.R amounting to Rs. _________________________ of Bank ________________________ ____dated _________________ submitted along with Bid.

Note-1: Bidder may participate in any one or multiple packages.
Note-2: The bidder shall have to quote rates for **"all textbooks"** in a specific package, otherwise, he shall be declared as "**Non-Responsive**".
Note-3: Financial Proposal will be evaluated on the total cost of each Package.

Signature & Stamp of Bidder

FINANCIAL BID PROFORMA

(Procurement of Textbooks of L&NFBE and PEF for Academic Session 2025-26)

PACKAGE-D

1. Name of bidding firm: ________________________________
2. Address: ________________________________
3. Phone No.__________ Fax No.__________ Cell No. __________
4. Rate per Textbooks of L&NFBE and PEF inclusive of all inputs / taxes without Title Cover offered as under:-

Total Quantity (No. of Textbooks) = 108,651

Package Name	Class/ Grade	Name of Textbook	No. of Pages				Quantities (No. of Textbooks)	Rate per Textbook (In PKR, Inclusive of all applicable taxes)	Value of Work (In PKR, Inclusive of all applicable taxes)
			4C	2C	1C	Total			
Package-D	Grade 6 & 7	Urdu	86	0	0	86	14830		
		English	124	0	0	124	14830		
		Math	228	0	0	228	14830		
		Tarjuma Tul Quran	308	0	0	308	5053		
		Islamiyat	276	0	0	276	8811		
		History + Geography (Social Studies)	132	0	0	132	14830		
		General Science	151	0	0	151	14830		
		Information Communication Technology	88	0	0	88	5430		
		Ethics	208	0	0	208	377		
		Dress Making	115	0	0	115	1225		
		Beautician	156	0	0	156	935		
		Basic Graphic Designing	122	0	0	122	1345		
		Introduction to Tourism	87	0	0	87	395		
		Fundamentals of Cooking	188	0	0	188	765		
		Applied Electrican	152	0	0	152	545		
		HVACR	115	0	0	115	335		
		Basic of Hotel Management	101	0	0	101	465		

		Media Production	127	0	0	127	400		
		Agriculture	156	0	0	156	460		
		Computer Science	88	0	0	88	7900		
		Livestock	156	0	0	156	60		
Total Value for Package-D (In PKR, Inclusive of all applicable taxes)									

Total Amount in Words (Inclusive of all applicable taxes):

____

4. **Total Bid Security at the rate of 2% of the Estimated price as mentioned in the Bidding Documents Rs.** ______________________ Bid security paid vide Pay Order / Demand Draft/C.D.R amounting to Rs. _________________________ of Bank ________________________ ____dated _________________ submitted along with Bid.

Note-1: Bidder may participate in any one or multiple packages.
Note-2: The bidder shall have to quote rates for **"all textbooks"** in a specific package, otherwise, he shall be declared as "**Non-Responsive**".
Note-3: Financial Proposal will be evaluated on the total cost of each Package.

Signature & Stamp of Bidder

FINANCIAL BID PROFORMA

(Procurement of Textbooks of L&NFBE and PEF for Academic Session 2025-26)

PACKAGE-E

1. Name of bidding firm: ______________________________
2. Address: ______________________________
3. Phone No.______________ Fax No.______________ Cell No. ___________
4. Rate per Textbooks of L&NFBE and PEF inclusive of all inputs / taxes without Title Cover offered as under:-

Total Quantity (No. of Textbooks) = 33,723

Package Name	Class/ Grade	Name of Textbook	No. of Pages				Quantities (No. of Textbooks)	Rate per Textbook (In PKR, Inclusive of all applicable taxes)	Value of Work (In PKR, Inclusive of all applicable taxes)
			4C	2C	1C	Total			
Package- E	Grade - 8	Urdu	88	0	0	88	3780		
		English	114	0	0	114	3780		
		Math	158	0	0	158	3780		
		Islamiyat	114	0	0	114	3483		
		History + Geography (Social Studies)	97	0	0	97	3780		
		General Science	116	0	0	116	3780		
		Tarjuma-Tul-Quran	194	0	0	194	3483		
		Information Communication Technology	65	0	0	65	3780		
		Ethics	74	0	0	74	297		
		Dress Making	111	0	0	111	385		
		Beautician	105	0	0	105	335		
		Basic Graphic Designing	143	0	0	143	615		
		Introduction to Tourism	100	0	0	100	315		
		Fundamentals of Cooking	116	0	0	116	385		
		Applied Electrican	103	0	0	103	465		
		HVACR	160	0	0	160	255		
		Basic of Hotel Management	96	0	0	96	385		
		Media Production	110	0	0	110	320		
		Agriculture	103	0	0	103	320		
Total Value for Package-E (In PKR, Inclusive of all applicable taxes)									

Total Amount in Words (Inclusive of all applicable taxes):

____

5. **Total Bid Security at the rate of 2% of the Estimated price as mentioned in the Bidding Documents Rs.** ______________________ Bid security paid vide Pay Order / Demand Draft/C.D.R amounting to Rs. _________________________ of Bank ________________________ ____dated _________________ submitted along with Bid.

Note-1: Bidder may participate in any one or multiple packages.
Note-2: The bidder shall have to quote rates for **"all textbooks"** in a specific package, otherwise, he shall be declared as "**Non-Responsive**".
Note-3: Financial Proposal will be evaluated on the total cost of each Package.

Signature & Stamp of Bidder

PART 2 – SUPPLY REQUIREMENTS
(Section V)

Section V. Supply Requirements

1. Statement Showing Colour Scheme, Number of Pages (Tentative), Size, Religious Content, Type of Paper for Textbooks and Quantities of Textbooks to be Supplied to L&NFBE and PEF for the Academic Session 2025-26 **(Appendix "P")**.

2. Statement Showing Total Quantities of Textbooks and Estimated Bid Security for Each Package for textbooks of L&NFBE and PEF for the Academic Session 2025–26 **(Appendix "Q")**

3. Technical Specifications.

4. Schedule of Supply **(Appendix "R")**.

5. Schedule of Activities **(Appendix "S")**.

Appendix "P"

Statement Showing Colour Scheme, Number of Pages (Tentative), Size, Religious Content, Type of Paper for Textbooks and Quantities of Textbooks to be Supplied to L&NFBE and PEF for the Academic Session 2025-26

Sr. No.	Name of Textbook	Name of Package	Class/ Grade	No. of Pages				Quantities (No. of Textbooks)			Contains Religious Content (Yes/No)	Type of Paper
				4C	2C	1C	Total	PEF	L&NFBE and PEF	Total Quantity		
1	Urdu	Package-A	Katchi, Pakki, Grade-I	161	-	-	161	15,400		15,400	Yes	Cream Wove – Virgin
2	English			145	-	-	145	15,400		15,400	Yes	Cream Wove – Virgin
3	Math			143	-	-	143	15,400		15,400	No	White – Recycled
4	Islamiyat			58	-	-	58	14,436		14,436	Yes	Cream Wove – Virgin
5	Ethics			44	-	-	44	964		964	Yes	Cream Wove – Virgin
6	Urdu	Package-B	Grade 2 & 3	155	-	-	155	15,530		15,530	Yes	Cream Wove – Virgin
7	English			172	-	-	172	15,530		15,530	Yes	Cream Wove – Virgin
8	Math			113	-	-	113	15,530		15,530	No	White – Recycled

9	Islamiyat			148	-	-	148	14,594		14,594	Yes	Cream Wove – Virgin
10	Ethics			104	-	-	104	936		936	Yes	Cream Wove – Virgin
11	Urdu	Package-C	Grade 4 & 5	126	-	-	126	9,430		9,430	Yes	Cream Wove – Virgin
12	English			110	-	-	110	9,430		9,430	Yes	Cream Wove – Virgin
13	Math			254	-	-	254	9,430		9,430	No	White – Recycled
14	Social Studies			114	-	-	114	9,430		9,430	No	White – Recycled
15	Science			170	-	-	170	9,430		9,430	No	White – Recycled
16	Islamiyat			214	-	-	214	8,811		8,811	Yes	Cream Wove – Virgin
17	Ethics			168	-	-	168	619		619	Yes	Cream Wove – Virgin
19	Urdu	Package-D	Grade 6 & 7	86	-	-	86	5,430	9,400	14,830	Yes	Cream Wove – Virgin
20	English			124	-	-	124	5,430	9,400	14,830	Yes	Cream Wove – Virgin
21	Math			228	-	-	228	5,430	9,400	14,830	No	White – Recycled
22	Tarjuma Tul Quran			308	-	-	308	5,053		5,053	Yes	Cream Wove – Virgin
23	Islamiyat			276	-	-	276	8,811		8,811	Yes	Cream Wove – Virgin
25	History + Geography (Social Studies)			132	-	-	132	5,430	9,400	14,830	No	White – Recycled

26	General Science			151	-	-	151	5,430	9,400	14,830	No	White – Recycled
27	Information Communication Technology			88	-	-	88	5,430		5,430	No	White – Recycled
28	Ethics			208	-	-	208	377		377	Yes	Cream Wove – Virgin
30	Dress Making			115	-	-	115	465	760	1,225	No	White – Recycled
31	Beautician			156	-	-	156	415	520	935	No	White – Recycled
32	Basic Graphic Designing			122	-	-	122	1,345		1,345	No	White – Recycled
33	Introduction to Tourism			87	-	-	87	395		395	No	White – Recycled
34	Fundamentals of Cooking			188	-	-	188	665	100	765	No	White – Recycled
35	Applied Electrican			152	-	-	152	545		545	No	White – Recycled
36	HVACR			115	-	-	115	335		335	No	White – Recycled
37	Basic of Hotel Management			101	-	-	101	465		465	No	White – Recycled
38	Media Production			127	-	-	127	400		400	No	White – Recycled
39	Agriculture			156	-	-	156	400	60	460	No	White – Recycled
40	Computer Science			88	-	-	88		7,900	7,900	No	White – Recycled
41	Livestock			156	-	-	156		60	60	No	White – Recycled

42	Urdu	Package-E	Grade - 8	88	-	-	88	3,780		3,780	Yes	Cream Wove – Virgin
43	English			114	-	-	114	3,780		3,780	Yes	Cream Wove – Virgin
44	Math			158	-	-	158	3,780		3,780	No	White – Recycled
45	Islamiyat			114	-	-	114	3,483		3,483	Yes	Cream Wove – Virgin
46	History + Geography (Social Studies)			97	-	-	97	3,780		3,780	No	White – Recycled
47	General Science			116	-	-	116	3,780		3,780	No	White – Recycled
48	Tarjuma Tul Quran			194	-	-	194	3,483		3,483	Yes	Cream Wove – Virgin
49	Information Communication Technology			65	-	-	65	3,780		3,780	No	White – Recycled
50	Ethics			74	-	-	74	297		297	Yes	Cream Wove – Virgin
51	Dress Making			111	-	-	111	385		385	No	White – Recycled
52	Beautician			105	-	-	105	335		335	No	White – Recycled
53	Basic Graphic Designing			143	-	-	143	615		615	No	White – Recycled
54	Introduction to Tourism			100	-	-	100	315		315	No	White – Recycled
55	Fundamentals of Cooking			116	-	-	116	385		385	No	White – Recycled
56	Applied Electrican			103	-	-	103	465		465	No	White – Recycled

57	HVACR			160	-	-	160	255		255	No	White – Recycled
58	Basic of Hotel Management			96	-	-	96	385		385	No	White – Recycled
59	Media Production			110	-	-	110	320		320	No	White – Recycled
60	Agriculture			103	-	-	103	320		320	No	White – Recycled
Total								**266,274**	**56,400**	**322,674**		

Note: Size of all the textbooks is 20″x30″/8.
Note: If a textbook contains religious content, said textbook will be printed on “Offset Virgin Pulp Cream Wove Printing Paper” (Not-Recycled).

Signature & Stamp of Bidder

Appendix "Q"

Statement Showing Total Quantities of Textbooks and Estimated Bid Security for Each Package for textbooks of L&NFBE and PEF for the Academic Session 2025–26

Sr. No.	Name of Package	Total Quantity (No. of Books)	Estimated Bid Security (PKR)
1	Package- A	61,600	104,511
2	Package- B	62120	122,422
3	Package- C	56580	132,487
4	Package-D	108651	257,574
5	Package- E	33723	92,749

(*) Bid security at the rate of 2% of the estimated price.

Signature & Stamp of Bidder

Technical Specifications

The Bidder shall ensure that Textbooks supplied under this contract shall conform to the technical specifications and standards mentioned below:-

a) The Bidder shall submit along with Technical Bid minimum three (03) samples for Textbooks (each sample consist of 10 sheets) of size 20"x30" along with stamp & signature of the bidder and name of manufacturer of printing paper at the **top corner of each sheet**. In case of not mentioning the name of manufacturer of printing paper at the top corner of each sheet, the paper sample shall not be accepted.

b) The Bidder shall submit Pay Orders amounting to Rs.23,500/**-** (Non-refundable) for each set of paper sample of each manufacturer in favor of Punjab Education, Curriculum Training & Assessment Authority, Lahore as test-fee along with the Technical Bid.

c) The procurement of good quality printing Paper from open market as per approved specifications is the responsibility of the Bidder. The successful Bidder shall submit a certificate of the concerned paper manufacturer from whom the Paper was purchased mentioning therein the quantity of Paper received from the manufacturer for the specific Textbook. The bidder will provide aforementioned certificate alongwith the bill for payment. The PECTAA may get it verified from concerned Paper manufacturer.

d) **<u>Paper for textbooks of L&NFBE and PEF having Religious Content:</u>**

The required specifications of printing Cream Wove - Virgin Offset Printing Paper (Not-Recycled) manufactured by any Paper Mill(s) to be used for printing of Textbooks of L&NFBE and PEF having Religious Content are given below:-

Shade/ Type	**Size of Paper**	**Gram mage**	**Burst Factor**	**Tear Factor**	**Bright-ness**	**Opacity**	**Glaze-ness**	**Weight per ream** (500 sheets)
Cream Wove – Virgin Offset Printing Paper	20″x30″	68 GSM (± 5%)	12.1 and above	MD CD 40 45 (± 5%)	80 Minimum	85 (± 5%)	Both sides glazed	Min. 13.16 Kg

Note: Use of Recycled paper is prohibited for Textbooks of L&NFBE and PEF having Religious Content.

The "**Offset virgin pulp Cream Wove Printing Paper"** shall possess the qualities of smooth surface, uniform in thickness, uniform in formation and free or with rare specks or black particles.

Note: The target values and minimum limits of above-mentioned factors are critical while the maximum limits may be flexible keeping in view 'Quality Benefit Analysis'.

e) **<u>Paper for Textbooks of L&NFBE and PEF for Grades II to V Not-having Religious Content:</u>**

The required specifications of printing White-Recycled Offset Printing Paper manufactured by any Paper Mill(s) to be used for printing of Textbooks Not-having Religious Content are given below:-

Shade/ Type	Size of Paper	Grammage	Burst Factor	Tear Factor	Bright-ness	Opacity	Glaze-ness	Weight per ream (500 sheets)
White -Recycled Offset Printing Paper	20″ x 30″	68 GSM (± 5%)	12.1 and above	MD CD 40 45 (± 5%)	80 Minimum	85 (± 5%)	Both sides glazed	Min. 13.16 Kg

Note: Minimum three (03) samples of "White - Recycled Paper" must be attached with the Technical Bid for submission of financial proposal for Textbooks Not-having Religious Content as per Clause "a" and "b" of Technical Specifications.

Note: The "White - Recycled Offset Printing Paper" shall possess the qualities of smooth surface, uniform in thickness, uniform in formation and free or with rare specks or black particles.

Note: If a Textbook contains religious content (as per Appendix "P"), said Textbook will be printed on "Offset Virgin Pulp Cream Wove Printing Paper" (Not-Recycled).

Note: The target values and minimum limits of above-mentioned factors are critical while the maximum limits may be flexible keeping in view 'Quality Benefit Analysis'.

f) The Bidder shall use superior quality inks (imported) and imported coated plates of not less than 30 microns. The procuring agency may require copy of purchase/import documents to ensure use of quality inputs.

Note: Use of local ink is prohibited.
If the Bidder is involved in using of local ink all the printed sheets which were being printed by using local inks shall be forfeited.

g) The Untrimmed & trimmed size of Textbooks is as under:

SR. #	TEXTBOOKS	UNTRIMMED SIZE	TRIMMED SIZE
1	**Package - A to E**	20" x 30"/8	7.0" x 9.25"

h) **Binding**
For binding of Textbooks with hot glue machine binding, the Bidder shall use best quality **imported glue or equivalent**. The Bidder will be responsible for the following:

i. The books cohesiveness should remain intact in all seasons.
ii. There should be no "Cold Cracks" in winter season.
iii. Mixing of inferior quality glue with superior quality glue is prohibited.
iv. The adhesive strength of glue shall be tested for low temperature (-10°C) & high temperature cracks.
v. The Bidder shall ensure that the thermostat of the heater of binding machine is in working condition at all times.
vi. Use of local glue is totally prohibited.

i) The detail of Colour Scheme/Pages of Textbooks are given in **Appendix "P"** of Section V, Supply Requirements.

j) Spine Grinding with four creases, two creases on spine edges and two creases between 5 to 7 mm from the spine on both sides (front and back) of the book.

k) The opposite sides of the Textbooks be parallel to each other and adjacent sides be perfectly perpendicular (90°) to each other with fine cutting.

l) Print line must be given at the back side of “inner title” pasted or as directed by PECTAA along with month, year of print and number of copies printed.

m) All copies of the Textbooks shall be serially numbered as per direction of the PECTAA.

n) The authorized representative(s)/agency/inspection team of PECTAA can inspect the printed Textbooks, as well as the paper, imported ink, binding material (including imported hot glue), and other inputs used in printing/binding, at any stage, before, during, or after the printing/binding process, either at the premises intimated by the successful Bidder or after delivery of Textbooks at the warehouses across Punjab. If required, said sample(s) can be tested from any standard laboratory deemed appropriate by the Authority to verify compliance with the technical specifications specified in the Bidding Documents. The laboratory test fee shall be borne by the Bidder.

o) The PECTAA/ L&NFBE shall provide error free, good quality soft copies of the Textbook on issuance of supply order. The successful Bidder will submit **proofs** of the entire book accordingly as per schedule at Appendix “S”. The proof reading of the book will be done by person(s) authorized by PECTAA/ L&NFBE. The successful Bidder will not start final printing of the book without obtaining final print order in writing from **Curriculum & Compliance Unit** of PECTAA/ L&NFBE.

p) The successful Bidder is required to handle the positives with care and return the same to PECTAA in proper press worthy condition. If the positives returned by the Bidder are found defective or not in proper usable condition, Bidder will have to pay the replacement cost of defective positives to PECTAA which shall be recovered from their bill.

q) The Bidder shall follow the binding instructions of PECTAA.

r) The Bidder shall insert the word “Not For Sale” on alternate pages of each format, preferably on top corner.

s) Bidder / supplier shall deliver the Textbooks to the premises of L&NFBE Godown and PEF Godown in tidy packing / bundles as per description given below:

   i. All Textbooks should be supplied in proper bundles.
   ii. Each bundle should be packed with quality strip & covered (Top & Bottom) with 80 GSM Kraft Paper (or equivalent/ better).

t) The Textbooks having number of pages less than sixty (60) shall be bound in center pin binding and others shall be bound in Hot melt glue biding of best imported quality.

Signature & Stamp of Bidder

Appendix "R"

Schedule of Supply

Academic Session 2025–26

The Bidder shall supply Textbooks for L&NFBE and PEF at their designated warehouse(s) at Lahore as detailed below:

Sr.	Installments	Dead Line of Supply
1	1st Installment (100% Qty.)	Friday, October 31, 2025

Signature & Stamp of Bidder

Appendix “S”

Schedule of Activities

Sr. No.	Description	Date (Upto)
1	Issuance of Notification of Award	Thursday, October 9, 2025
2	Issuance of Positives/ Soft Copies	Friday, October 10, 2025
3	Execution of Contract Agreement & Submission of Bank Guarantee	Sunday, October 19, 2025
4	Inspection of 30% Paper Stock with allied material of Total Awarded Quantities	Friday, October 24, 2025
5	Submission of Proof	Tuesday, October 14, 2025
6	Final Print Order	Thursday, October 16, 2025
7	Approval of Dummy	Monday, October 20, 2025
8	Issuance of Title Covers	Monday, October 20, 2025
9	Schedule of Supply	As mentioned above as Appendix “R”

Signature & Stamp of Bidder

PART 3–CONTRACT
(Sections VI-VIII)

Section VI. General Conditions of Contract

1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

(a) "Contract" means the Contract Agreement entered into between the Procuring Agency and the Bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.

(b) "Contract Documents" means the documents listed in the Agreement, including any amendment(s) thereto.

(c) "Contract Price" means the price payable to the Bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the terms of Contract.

(d) "Day" means calendar day.

(e) "Completion" means the fulfillment of the printing, binding and supply of Textbooks of L&NFBE and PEF by the Bidder in accordance with the terms and conditions set forth in the Contract.

(f) "GCC" means the General Conditions of Contract.

(g) Textbooks of L&NFBE and PEF

(h) "Procuring Agency" means the entity procuring the **Textbooks** as specified in the SCC i.e. Punjab Education, Curriculum Training & Assessment Authority, Lahore hereinafter referred as PECTAA.

(i) "SCC" means the Special Conditions of Contract.

(j) "Bidder" means bidder

(k) "Installment" means equal installment as given in Section-V; Supply Requirements.

2. Contract Documents

2.1 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

3. Joint Venture, Consortium or Association	3.1	As per applications, if the Bidder is a JV, Consortium, or Association of the Parties/Persons/AOPs shall be jointly and individually liable to the Procuring Agency for fulfillment of provisions of the Contract and shall designate one party to act as authorized signatory with authority to bind the JV, consortium, group or AOPs. The composition or the constitution of the JV/Consortium/AOPs/Group shall not be altered without prior consent of the Procuring Agency.
	3.2	After submission of JV agreement all the correspondence is made with lead partner started from the submission of bid upto the conclusion of the procurement agreement.
	3.3	Contract agreement will be signed with lead partner along with all other JV partners jointly in order to strengthen the legal responsibility but lead partner holds the main responsibility.
	3.4	Payment shall be made to the lead partner after imposition / deduction of all applicable taxes as per state of law.
4. Bid Security	4.1	As in Clause 11, ITB.
5. Notices	5.1	Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt.
	5.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
6. Governing Law	6.1	The Contract shall be governed by and interpreted in accordance with the Laws of Pakistan/the Punjab, in vogue.
7. Settlement of Disputes	7.1	The Procuring Agency and the Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
	7.2	If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Agency or the Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with Clause 7 as specified in the SCC**.**
	7.3	Notwithstanding any reference to Arbitration herein,

(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agreed; and

(b) the Procuring Agency shall pay the Bidder any amount due to the Bidder.

8. Scope of Supply	8.1	The Textbooks of L&NFBE and PEF to be supplied shall be as specified in the Supply Requirements.
9. Supply of Textbooks	9.1	The Supply of the Textbooks of L&NFBE and PEF shall be in accordance with the Schedule of Supply specified in Supply Requirements.
10. Bidder's Responsibili-ties	10.1	The Bidder shall supply all the Textbooks of L&NFBE and PEF as included in the Scope of Supply in accordance with Clause 8, GCC and the Schedule of Delivery, as per Clause 9, GCC.
11. Contract Price	11.1	(a) The rate per copy (per unit) quoted for the total mentioned quantity of a **Package/ Textbook** excluding title covers. The title covers shall be provided by the PECTAA. (b) In case of any increase or decrease in number of pages of a **Textbook** their rate shall be recalculated on proportionate basis
	11.2	Prices charged by the Bidder for the **Textbooks** delivered and performed under the Contract shall not vary from the prices quoted by the Bidder in its bid/ or approved rate, with the exception of any price adjustments authorized in the SCC.
12. Terms of Payment	12.1	The payment shall be made upon the supply of each installment as specified in the 'Schedule of Supply', after deduction of all applicable taxes and penalty(s), if any.
	12.2	The payment shall be made to the Bidder after submission of bill, accompanied with original certificate of paper manufacturer and delivery receipts duly authenticated by the warehouse staff.
	12.3	Payments shall be made promptly by the Procuring Agency, after submission of request for payment by the bidder, and after the Procuring Agency has accepted it. The payments shall be made in Pak Rupees.
13. Taxes and Duties	13.1	The bidder shall be entirely responsible for all taxes, duties, license fees, etc., leviable at the time of submission of bid and incurred until delivery of the contracted **Textbooks for Academic Session 2025-26** to the Procuring Agency.

14. Performance Security	14.1	The bidder shall, within **ten (10)** days of the notification of contract award, provide a ***Performance Security @ 05%*** of the value of contract in shape of Bank Guarantee/ Pay Order/ Demand Draft/Call Deposit Receipt (CDR) issued by a Scheduled Bank of Pakistan. The Bid Security shall only be released after submission of Performance Security.
	14.2	The proceeds of the performance security shall be payable to the Procuring Agency as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract.
	14.3	The performance security shall be discharged by the Procuring Agency and returned to the Bidder after **31.12.2025** or successful completion of Performance. The Bidder shall submit additional Performance Security for increase of number of Pages and repeat Order (if any). The Bidder shall comply contract obligations till the contract expiry.
15. Confidentiality	15.1	The Procuring Agency and the Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Bidder may furnish to its Sub-Contractor such documents, data, and other information it receives from the Procuring Agency to the extent required for the Sub-Contractor to perform its work under the Contract, in which event the Bidder shall obtain from such Sub-Contractor an undertaking of confidentiality similar to that imposed on the Bidder under Clause 15, GCC.
	15.2	The Procuring Agency shall not use such documents, data, and other information received from the Bidder for any purposes unrelated to the contract. Similarly, the Bidder shall not use such documents, data, and other information received from the Procuring Agency for any purpose other than the performance of the Contract.
16.Sub-Contract	16.1	The bidder shall not sub-let the job awarded. He will execute the entire work at his own premises which was declared/ verified at the time of qualification process. Any deviation or sub-letting shall result in forfeiture of Performance Security and Blacklisting of the Firm.
17. Specifications and Standards	17.1	The bidder shall ensure that supply of **Textbooks** under this Contract shall conform to the technical specifications and standards as given in Section-V; Supply Requirements.
18. Packing and Documents	18.1	The bidder shall abide by the packing instructions of PECTAA as issued from time to time.

19. Inspections and Tests

19.1 The bidder shall pay to Procuring Agency paper/ ink/ glue testing fee of any consignments as deem fit by PECTAA.

19.2 The inspections and tests (pre & post) shall be conducted on the premises of the bidder, at point of delivery, and/or at the **Textbooks** final destination.

19.3 The Procuring Agency shall provide the Bidder with a report of the results of any such test and/or inspection.

19.4 The Procuring Agency may reject any **Textbooks** or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Bidder shall either rectify or replace such rejected **Textbooks** at no cost to the Procuring Agency.

19.5 In addition thereto, Bidder shall arrange 0.1% of the total quantity as replacement of defective copies without charges.

19.6 The Bidder shall execute a contract agreement with the Procuring Agency on **stamp paper worth Rs.0.25%** of the total value of work awarded.

20. Penalty(s)

20.1 If the Bidder fails to deliver any or all of the **Textbooks** within the period specified in the Contract, the Director Procurement shall without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as penalty(s), a sum equivalent to the percentage specified in the Sub Clause 20.2 of the delivered price of the delayed **Textbooks** per day of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Procuring Agency may terminate the Contract pursuant to Clause 24, GCC.

20.2 The following penalties shall be imposed judiciously by the Director Procurement of the PECTAA for irregularities committed by the successful Bidder in execution of work awarded to him / her by the Authority. Any decision with this regard to imposition of penalty / penalties will be enforced only after service of show cause notice (s) on the Bidder and providing an opportunity of being heard.

Irregularities		**Penalties**
1.	Non submission of Performance Security/ Non-signing of contract agreement within the stipulated period i.e., **10 days**	In case of Non-submission of Performance Security/ signing of contract after period of **10 days**, Rs.10,000/- fine per day for a maximum of 7 days, after which, the offer shall stand cancelled alongwith forfeiture of Bid Security and blacklisting of the firm.
2	(i) Submission of false and forged certificate of Paper manufacturer which will not be verified from concerned Paper manufacturer.	Penalty @Rs.25% of total amount of bill shall be deducted. Forfeiture of entire supply, Blacklisting and further action as per law

	(ii) Non submission of intimation letter regarding availability of stock of 30% Paper.	In case of non-submission of intimation letter regarding availability of stock of 30% Paper within **12 days** of issuance of Award Letter, extension up to **8 days** will be granted by the Director (Procurement), PECTAA regarding the intimation subject to penalty of Rs. 1000/- per day per lac for the value of work awarded. If after extension, (i.e. within 20 days of issuance of award letter), the successful Bidders fails to intimate the availability of stock of paper, the award letter/ contract shall be cancelled and Bid/Performance Security shall be fortified. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.
	(iii) Submission of false intimation letter regarding premises / address of 30% stock of paper, printing press(es), binding house(s).	Cancellation of award letter/ contract, forfeiture of Bid Security/ Performance Security and Blacklisting. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.
3.	Printing of **Textbooks** or any part thereof without obtaining written **print order** from the Director Curriculum and Compliance, PECTAA/ Deputy Directors Humanities, PECTAA/ Deputy Director Sciences, PECTAA/ Concerned Officer of L&NFBE.	Penalty upto Rs.10000/- (Ten Thousand) shall be imposed and Printed material shall be **forfeited.**
4.	i) Defective **Textbooks** supplied to Warehouses in Lahore with the following deficiencies: a) Non usage of prescribed ink b) Colour impression deficiency c) Blank pages d) Formats not in order; page wise / repeated formats / upside down formats etc. e) Defective printing. f) Defective binding g) Undersize h) Defective trimming i) Defective insertion of pin j) Defective folding k) Defective Packing l) Any other fault	

	ii) The defective copies will be worked out on the basis of percentage of the sample checked. Sample size will not be less than 1% of the quantity under inspection. a) Defects up to 1% b) Defects above 1% to 2% c) Defects above 2% to 3% d.) Defects above 3% to 4% e) Defects above 4% to 5% f.) Defects above 5% to 10% g) Defects above 10%	a) 1% of the cost of consignment b) 2% of the cost of consignment c) 3% of the cost of consignment d.) 4% of the cost of consignment e.) 5% of the cost of consignment f.) 10% of the cost of consignment g) Replacement of all such stock as specified in Clause 20 in addition to penalty @ 4% of value of defective copies shall be imposed.
	iii) Use of Re-cycled Paper for Textbooks for Academic Session 2025-26 having Religious Content.	iii) Rejection of all supplies, cancellation of contract and Blacklisting of Firm.
	iv) (a) Use of paper, if found below specifications by testing before, during or after printing as per the report of paper testing lab. (In accordance with the random sampling, collection of paper samples, and the recommendations of PECTAA's inspection team(s)). (b) Use of paper, if found under grammage before, during or after printing as per the testing of PECTAA. (In accordance with the random sampling, collection of paper samples, and the recommendations of PECTAA's inspection team(s)). In case of printed books, grammage results of one formate will be considered as an average grammage of each page in said formate.	iv) (a) 1.5% per factor found below the specifications of the ¼ value of each installment. (i.e. 1.5% x ¼ value of Installment per factor). If the grammage of Paper is less than 10% of 68GSM, the said consignment of the Bidder shall be rejected and fine of 10% of the value of consignment will be imposed. (b) If found under grammage format of a Textbook: I. One (01) under grammage format: 5% cost of installment. II. Two (02) under grammage format: 7% cost of installment. III. More than two under grammage format: 10% cost of installment. IV. All under grammage formats: 12% cost of installment along with **rejection of said consignment**. (If the grammage of Paper is less than 10% of 68GSM at any stage, the said consignment of the Bidder **shall be rejected** and fine of 15% of the cost of installment will be imposed)
	v). Use of local ink: Use of local tin (پیپا) is strictly prohibited.	v) Rs.100,000/- per inspection alongwith confiscating of local ink and sheets which were printed/ being printed by using local ink.
5.	Delay to deposit/ hand over the complete positive set within 15 days after final delivery	a.) Penalty of Rs.10,000/- per day on delay. b.) if the Bidder fails to deposit / hand over the complete positive sets even after 15 days of the final delivery, the cost of prepress material shall be deducted from his bill / Bank Guarantee along with penalty
6.	a) If 97% stock of each installment is supplied in time and the balance thereof within 10-days. b) In case less than 97% supply in time of each installment.	a) Penalty Nil b). Following Penalty shall be imposed From 01 to 07 days delay: **Rs.25,000/- per day** After 07 days delay: From 08 to14 days delay, **Rs.50,000/- per day** After 14 days delay: From 15 to 21 days delay, **Rs.75,000/-per day**

		After 21 days delay: From 22 to 30 days delay, **Rs.100,000/- per day** After 30 days delay: **As well as the bidder shall not be eligible to participate in tendering process for next two years.**
7.	In case of wrong print line or Print Line given at pages other than specified by PECTAA.	Penalty of Rs.10,000/- per day will be imposed from the date of intimation till provision of rectification.
8.	In case of omission of Print Line/ Serial Number.	Penalty of Rs.10,000/- per day will be imposed from the date of intimation till provision of rectification of the omission.
9.	The Bidder shall not use any printing or binding facility of any printer involved in piracy of any item / book of PECTAA.	Contract shall be terminated & Performance Security forfeited, along with the confiscation of pirated Book/ printed material.
10	Subletting or execution of job at premises other than declared in technical bid	Disqualification, Cancellation of contract, forfeiture of Performance Security and Blacklisting.

Note: In case a Bidder is aggrieved by any penalty imposed by the Director (Procurement), an appeal may be filed before the **Chief Executive Officer**, PECTAA **within thirty (30) days** from the date of imposition of the penalty

21. Change in Laws Taxes and Regulations

21.1 In case the regime of any tax levied by Government is changed during the currency of the agreement separate instructions to the extent of such levy will be issued to the bidder. Such instructions shall be deemed to be a part of this agreement.

22. Force Majeure

22.1 The Bidder shall not be liable for forfeiture of its performance security, penalty(s), or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.66

22.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Bidder and Procuring Agency that is, hurricane, floods, earth quick, volcanic eruption, wars or revolutions, fires, epidemics, quarantine restrictions, freight embargoes, etc.

22.3 If a Force Majeure situation arises, the Bidder shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

23. Extensions of Time

23.1 If at any time during performance of the Contract, the Bidder should encounter conditions impeding timely delivery of the **Textbooks** pursuant to Clause 9, GCC, the Bidder shall promptly notify the Procuring Agency in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Bidder’s notice, the Director Procurement shall evaluate the situation and if found justified may recommend to the **Chief Executive Officer, PECTAA** to extend the Bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract. If not found justified, the penalty shall stand imposed and enforced in accordance with the provisions of the Contract.

23.2 Except in case of Force Majeure, as provided under GCC Clause 22 a delay by the Bidder in the performance of its Delivery and Completion obligations shall render the Bidder liable to the imposition of penalty(s) pursuant to Clause 20, GCC, unless an extension of time is agreed upon, pursuant to Sub-Clause 23.1, GCC.

23.3 If there is any delay in availability of Space/ Godown for storage of books, the Bidder will submit written request well in time for extension in schedule of supply to Director Procurement. The Director Procurement will examine the case in light of facts and the schedule of supply/ activities will accordingly be adjusted by Director Procurement.

24. Termination

24.1 Termination for Default

(a) The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate the Contract in whole or in part:

(i) if the Bidder fails to deliver any or all of the **Textbooks** within the period specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to Clause 23, GCC;

(ii) if the Bidder fails to perform any other obligation under the Contract; or

(iii) if the Bidder, in the judgment of the Procuring Agency has engaged in fraud, misrepresentation and corruption, in competing for or in executing the Contract.

(b) In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to Clause 24.1(a), GCC, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, **Textbooks** similar to those undelivered or not performed, and the Bidder shall be liable to the Procuring Agency for any additional costs for such similar **Textbooks.** However, the Bidder shall continue performance of the Contract to the extent not terminated.

24.2 Termination for Insolvency.

The Procuring Agency may at any time terminate the Contract by giving notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of

		action or remedy that has accrued or will accrue thereafter to the Procuring Agency
25. Assignment	25.1	Neither the Procuring Agency nor the Bidder shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.
26. Delay in Provision of Positives/ Soft Copies, Final Print Order and Title Covers	26.1	Issuance of positives & final print orders (for inner text), including printed title covers shall be provided by PECTAA/ L&NFBE as per schedule at **Appendix "S"**. In case of non-availability of positives, soft copies shall be provided by PECTAA/ L&NFBE for preparation of Computer to Plate (CTP)/ positive by the bidder. If there is any delay in this regard by PECTAA/ L&NFBE, the **Director Concerned (i.e. Director Curriculum & Compliance, through Managing Director Academics or Director Procurement through Managing Director Operations** or concerned officer of L&NFBE) will **certify** the delay in provision of positives/ softcopies/ final print orders / title covers **with the approval of Chief Executive Officer, PECTAA**. The schedule of supply/ activities will accordingly be adjusted and revised schedule will be issued by the Director Procurement.
27 Piracy Checking & Premises	27.1	The Bidder shall not use any printing or binding facility of any printer involved in piracy of any **Primer/ Jacket/ Textbook/ Textbook of Tarjama-tul-Quran-ul-Majeed / Practical Note Books etc.** of PECTAA. In case of non-compliance, penalty shall be imposed as specified in Clause 20.2 (9) of the GCC/ and proceedings shall be initiated under the relevant (criminal) law.

Section VII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

1.	The Procuring Agency's country is: PAKISTAN
2.	The Procuring Agency is: PECTAA, LAHORE
3.	The Site is: 21/E-II, GULBERG-III, LAHORE, PAKISTAN
4.	The language shall be: ENGLISH
5.	For **notices**, the Procuring Agency's address shall be: Attention: **Director Procurement, PECTAA, Lahore** Street Address: PECTAA Head Office, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore City: LAHORE Country: Pakistan Telephone: 042-99260144
6.	The governing law shall be the law of Pakistan and the Punjab.
7.	The rules of procedure for arbitration proceedings pursuant to Clause 7.2, GCC shall be as follows: The **Chief Executive Officer,** PECTAA shall be the sole arbitrator whose award shall be final and binding on the parties.
8.	The scope of supply for the **Textbooks** to be supplied shall be as specified in Section-V, Supply Requirements.
9.	The prices charged for the **Textbooks** delivered shall be adjustable. If prices are adjustable the following methods shall be used to calculate the price adjustment: Proportionate Price.
10.	Clause 12, GCC: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: **Payment:** The bidder shall submit the bill on the basis of completion of each installment awarded to them as per 'Schedule of Supply'.
11.	The amount of the Performance Security shall be: 05% of value of contract. The currency shall be Pak Rupees.
12.	The types of acceptable Performance Securities are: Bank Guarantee issued by any scheduled bank of Pakistan.
13.	Performance Security shall be released after **31.12.2025** or after successful completion of performance.

14.	The copyright of the manuscript and artwork resides with PECTAA.
15.	Responsibility for transportation of the **Textbooks** shall be as under: "The Bidder is required under the Contract to transport the Goods to a specified place of final destination within the city of Lahore, Pakistan".
16.	The Inspections and tests shall be conducted at: i. The premises of the Bidders ii. Sample testing may be carried out by PECTAA from any Standard Testing Laboratory, which PECTAA deems fit.
17.	The Penalty(s) shall be: As given in Clause 20.2, GCC.
18.	The amount of penalties will be calculated as mentioned vide Clause 20.2 of GCC.
19.	The period of validity of the Contract shall be up to **31.12.2025**
20.	The period for repair or replacement shall be 10 days of defective Textbooks for the Academic Session 2025-26
21.	The Contract Agreement include reprints/additional award as per PPRA Rule-2014.

Section VIII. Contract Forms

Table of Forms

Appendix “T”

(On E-Stamp Paper worth Rs.0.25% of the total value of work awarded)

Contract Agreement

This agreement is made on this ________________day of ____________ year __________ by and between Mr. ____ Owner/Director/Representative of M/s____ address ____ hereinafter referred to as the bidder, which term (unless the context otherwise requires) shall include his successors, executors, administrators and assignees, etc. of the one party and the Director (Procurement)of the PECTAA, Lahore hereinafter referred to as the Board which term (unless the context otherwise requires) shall include his successors in the office, assignees etc. WHEREAS THE PECTAA requires that ____________copies of **Textbooks** __________________ for class ______ (hereinafter referred to as the said book) under Package _______ to be printed and bound for supply under Punjab Education Foundation (PEF)/ Nonformal Basic Education, Literacy Department and the Bidder has agreed to print, bind and supply the **Textbooks** of the quantity, specifications and rates as under;

Name of Package	Name of Textbook	Quantity	Rate per Unit	Total Amount	Details of Pages (tentative) As per Appendix “P”			
					4-C	2-C	1-C	Total

NOW, THEREFORE, THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement, viz.:

   (a) the Procuring Agency’s Notification to the Bidder of award of Contract;
   (b) the Instructions to bidder, Bid Submission, Bidders information Sheet and the Contract Price submitted by the Bidder;
   (c) the Special Conditions of Contract;
   (e) the General Conditions of Contract;
   (f) the Supply Requirements and
   (g) Schedule of Supply.

This Contract shall prevail over all other contract documents. In the event of any discrepancy or inconsistency within the contract documents, then the documents shall prevail in order as listed above.

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as indicated in this Agreement, the Bidder hereby covenants with the Procuring Agency to provide the **Textbooks** and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of the **Textbooks** and /or remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. This agreement shall take effect from the date of issuance of award letter and expires on **31.12.2025.**

6. The Procuring Agency reserves the right to issue "Repeat Order" up to 15% of the original procurement as per Punjab Procurement Rules, 2014 for which the Supplier shall be bound to fulfill the requirements of the Procuring Agency

IN WITNESSES WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the **laws of Pakistan** and **the Punjab** on the day, month and year indicated referred to above.

Signature & Stamp of the Bidder With full name and address (In case of JV/Group all partners signed the agreement jointly)	Signature & Stamp of the Procuring Agency
Name: ______________________________	Director (Procurement), PECTAA, **PECTAA Head Office, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore.**
Complete Address: ________________ ______________________________	
Witness – I	Witness – II
Name: ________________________	Name: ________________________
Signature: _____________________	Signature: _____________________
Address: ______________________	Address:______________________

Appendix "U"

(On Rs.1200 E-Stamp Paper)

Agreement With Binder

This agreement is signed on ________________ between **<u>Name and address of Bidder/ Lead Bidder</u>** and **<u>Name and address of the owner of Binding House</u>** as per following detail:

Sr. No.	Binding Facilities	Particulars & Models of Machines	Area/ Number of Machines
1.	Area of Binding House (Sq. Ft.)	NA	
2.	Automatic Folding Machine		
3.	Trimming Machines		
4.	Hot Melt Glue Machine		

(a) That both parties have entered into an agreement for the availability of my Binding House facilities for the purpose of binding of Textbooks **for** the PECTAA, Lahore.
(b) That the Binding House also affirms that in case of urgency it will stop the other binding jobs and will ensure that the binding job of PECTAA is done on top priority.
(c) The Binding House undertakes that if it fails to fulfill its obligation under this agreement, the Bidder and the PECTAA through the bidder shall have the right to undertake necessary measures to force it to accomplish the assigned target for binding.
(d) The Binding House shall not engage with more than one Bidder participating in the Bidding/Procurement Process for binding of **Textbooks etc.**
(e) I do also affirm that I have only entered into agreement with the above said Bidder.
(f) In case of violation of clause (d), all the participants shall be declared disqualified.
(g)Both parties do hereby also undertake that they operate within the same city.

Signature of Binder

Name ________________________________

Signature ____________________________

CNIC # _______________________________

Witness

Name ________________________________

Signature____________________________

Signature of Bidder

Name ____________________________

Signature _________________________

CNIC ______________________________

Witness

Name ____________________________

Signature__________________________

Appendix "V"

(On Rs.1200 E-Stamp Paper)

Performance Security

BENEFICIARY: PECTAA, LAHORE

Date: ________________

PERFORMANCE GUARANTEE NO.: ____________________

We have been informed that ______________________________________ (hereinafter called "the Bidder") has entered into Contract dated ____________ with you, for the supply of ___________________ (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Bidder, we _____________ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of Rs. (a. In figures) ____(b. in words) ____upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the **31.12.2025** and any demand for payment under it shall be received by us at this office on or before that date.

Signature & Seal of the Bank

Appendix "W"

(On Rs.1200 E-Stamp Paper)

Affidavit

INTEGRITY PACT
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE THE BIDDERS OF GOODS, SERVICES & WORKS

Contract number: ______________________ Dated: ________________________
Contract value: ______________________
Contract title: ______________________

I, ____ hereby solemnly declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, ________________represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from it, except that which has been expressly declared pursuant hereto.

I, ____certifies that it has made and will make full disclosure of arrangement with all persons in respect of or related to the transaction with Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

I,____accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresentation of facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PECTAA under any law, contract or other instrument, be voidable at the option of the PECTAA.

Notwithstanding any right and remedies exercised by PECTAA in this regard,________________________ agrees to indemnify PECTAA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PECTAA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by {name of Bidder} as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the PECTAA.

I, ____also certifies that firm has not been blacklisted by Procuring Agency as per PPRA-Rules, 2014.

________________________ ________________________

Deponent CNIC # ________________________

Verification

Verified on Oath at Lahore on this day ________________ that the contents of the above statement are true to the best of my knowledge and belief and nothing of importance has been omitted or concealed.

DETAILS OF APPENDICES

Sr. No.	Detail	Appendices	On Form/ E-Stamp Paper	Value of E-Stamp Paper
1	Bid Submission Sheet	A	On Form	NA
2	Bidder Information Sheet Other than JV/ Consortium (Where Applicable)	B	On Form	NA
3	Bidder Information Sheet for Lead Bidder of JV/ Consortium (Where Applicable)	C-1	On Form	NA
4	Bidder Information Sheet for other than Lead Bidder of JV/ Consortium (Where Applicable)	C-2	On Form	NA
10	Printing Capacity Evaluation Form-1 (T.1)	D	On Form	NA
11	Binding Facilities Evaluation Form-2 (T.2)	E	On Form	NA
12	Human Resource Evaluation Form-3 (T.3)	F	On Form	NA
13	Storage Facility/ Godown Evaluation Form-4 (T.4)	G	On Form	NA
14	Alternate Power/ Genset Evaluation Form-5 (T.5)	H	On Form	NA
5	Economic Resilience Evaluation Form-1 (F.1)	I	On Form	NA
6	Economic Resilience Evaluation Form-2 (F.2)	J	On Form	NA
7	Economic Resilience Evaluation Form-3 (F.3)	K	On Form	NA
8	Economic Resilience Evaluation Form-4 (F.4)	L	On Form	NA
9	Economic Resilience Evaluation Form-5 (F.5)	M	On Form	NA
15	Details of Paper/ Inks	N	On Form	NA
16	Financial Bid Proforma	O	On Form	NA
17	Statement Showing Colour Scheme, Number of Pages (Tentative), Size and Religious Content	P	On Form	NA

Sr. No.	Detail	Appendices	On Form/ E-Stamp Paper	Value of E-Stamp Paper
18	Statement showing quantities and estimated bid security	Q	On Form	NA
19	Schedule of Supplies	R	On Form	NA
20	Schedule of Activates	S	On Form	NA
21	Contract Agreement	T	On E-Stamp Paper	Rs.0.25% of the total value of work awarded
22	Agreement with Binder	U	On E-Stamp Paper	Rs.1200/-
23	Performance Security	V	On E-Stamp Paper	Rs.1200/-
24	Affidavit; Integrity pact Declaration of fees, commission and brokerage etc. Payable the bidders of goods, services & works	W	On E-Stamp Paper	Rs.1200/-