

BIDDING DOCUMENTS

FOR

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



PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY(PECTAA)

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

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Month: August, 2025

Approval Authority: PECTAA



**PUNJAB EDUCATION, CURRICULUM TRAINING &
ASSESSMENT AUTHORITY,
LAHORE**



TENDER NOTICE FOR

PROCUREMENT OF TITLE COVERS FOR TEXTBOOKS FOR LITERACY AND 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 the Govt. instructions the PECTAA invites bids for printing, lamination and supply of Title Covers for Textbooks for Literacy and Non-Formal Basic Education Department (L&NFBE) and Punjab Education Foundation (PEF) for the Academic Session 2025-26 in accordance with the demand of L&NFBE and (PEF) 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 the 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/02/FY25-26/TC-L&NFBE-PEF/AS25-26	Title Covers for Procurement of Textbooks of Literacy and Non-Formal Basic Education and Punjab Education Foundation for Academic Session 2025-26	322,674	Rs. 5.2 Million	On or before Monday, 08 September 2025 at 10:30 a.m.	Monday, 08 September 2025 at 11:00 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 wait for the last date and time to upload the bid. A copy of Technical Bid in sealed envelopes along with Coated Bleached Board 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 favor 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 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 Coated Bleached Board, inks, glue etc. as per approved specifications mentioned in the Bidding Document is the responsibility of the bidder. The rates shall be inclusive of cost of Coated Bleached Board, printing, lamination and supply at the designated Godown of PECTAA at Lahore. A pre-bid meeting will be held at the address given below at **10:30 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, Coated Bleached Board 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 Bidding 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, 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 Title Covers for Textbooks of 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 for printing, lamination and supply from eligible Printers/ Publishers/ Firms/ Companies/ JVs/ Consortiums/ AOPs/ Sole Proprietors etc. for “Procurement of Title Covers for Textbooks for Literacy and Non-Formal Basic Education Department and Punjab Education Foundation for Academic Session 2025-26”
 - 1.2 The scope of the bid shall be limited to the procurement of Title Covers of Textbooks for Literacy and Non-Formal Basic Education Department and Punjab Education Foundation for 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 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 printing and lamination facilities under one roof.
 - 2.3 The Bidder or any of the members in case of Consortium or JV should not have been blacklisted 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.
 - 2.5 If Bidding Document is not purchased by the Bidder from the PECTAA, participation in tender proceedings shall not be allowed.

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| 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 | 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. |
| | 3.5 | In case Bidder declared as Lowest Evaluated Bidder/ Successful Bidder, payments regarding supply of Title Covers 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”. |

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| | 4.5 | The Invitation for Bids issued by the Procuring Agency i.e. “Punjab Education Curriculum Training and 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

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| 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, Coated Bleached Board Samples, Coated Bleached Board Samples Testing Fee, copy of CNIC, Bid Security. |
| | | (b) Financial Bid |
| | | The Financial Bid comprises Financial Bid Proforma and Supply Requirements-Section-V. |
| 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. |

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| | 8.2 | The Bidder may offer the Financial Bid through EPADS for any one or more than one items for supply of Title Covers for Textbooks for Literacy and Non-Formal Basic Education and Punjab Education Foundation keeping in view his own production capacity. The rate should be inclusive of all |
| | 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 Coated Bleached Board 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, Coated Bleached Board 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. |

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| 11. Bid Security | <p>11.1 Bid Security mentioned against respective estimated rate of Package for Title Covers 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.</p> <p>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 Package of Title Covers for Textbooks shall be deposited. It is not required to be calculated on the basis of financial offer of the bidder.</p> <p>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.</p> <p>11.4 The Bid Security of unsuccessful Bidders shall be returned as per the PPRA Rules.</p> <p>11.5 The Bid Security shall be forfeited if:</p> <ul style="list-style-type: none"> a) A Bidder withdraws the bid during the bid validity period. b) The successful/ lowest evaluated Bidder fails to sign the Contract Agreement. <p>11.6 The Bid Security must be furnished by the Bidder in the favour of Punjab Curriculum Training and Assessment Authority, Lahore (PECTAA).</p> |
| 12. Format and Signing of Bid / Language of Application | <p>12.1 The Bidder shall prepare and submit through EPADS Technical & Financial Bids as per clauses 7 & 8 of ITB and submit a copy of technical bid, along with Coated Bleached Board Samples, Bid Security and original E-stamp Papers as mentioned in Bidding Documents.</p> <p>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.</p> <p>12.3 For Financial Bid submitted on EPADS, any interlineations, erasures, or overwriting shall not be allowed.</p> <p>12.4 For Financial Bid, use of white correcting fluid for any of the above, even if attested, shall be considered invalid.</p> |

- 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 interpretation 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 10:30 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.

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| 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, Coated Bleached Board 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 10:30 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

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| 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 Title Covers 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 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 20.2, 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.

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| 23. | Availability of Bleached Board, Inks & BOPP | 23.1 | <p>The successful Bidder, within 12 days of issuance of Award Letter, will intimate in writing to Director (Procurement), PECTAA the Quantity of Bleached Board, Inks, Glue & BOPP for Academic Session 2025-26 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 Bleached Board, Inks, Glue & BOPP 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 as per written request of the Bidder. If Bidder is failed to intimate the location/ address of the 30% stock of Bleached Board, Inks, Glue & BOPP 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.</p> <p>The designated team(s) of PECTAA, within 10 days of receiving of intimation letters in the office of Director Procurement, PECTAA will check the quantity and quality of said 30% stock of Bleached Board, Inks, Glue & BOPP. If the quantity of stock of Coated Bleached Board 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.</p> |
| 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, lamination etc. to ensure quality and timely supply of Title Covers for Textbooks for 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 Title Covers being printed, Bleached Board, Inks, Glue & BOPP quality 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 lamination 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. The bidder shall be bound for printing and lamination under one roof as per technical evaluation declared machines in bidding documents.
- 25.4 Notwithstanding any other provision in this document, the PECTAA in order to ensure in public interest, the printing and supply of Title Covers for Textbooks for Literacy and Non-Formal Basic Education and Punjab Education Foundation 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 Bleached Board and printing/supply of each installment of Title Covers for Textbooks for Literacy and Non-Formal Basic Education and Punjab Education Foundation 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. **Same financial proposal of one Package** 29.1 If a financial proposal of two or more Bidders will be found same against one **Package** of Title Covers for textbooks 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 offer again the same rate, such offers shall not be entertained, and said **Package** of Title Cover for textbooks will be retendered.

- 30. Completion of PECTAA's work on a priority basis**
- 30.1 The lowest evaluated bidders/ firms/ Joint Ventures/ Consortium etc. are bound to print the awarded work of PECTAA on top priority. If any other type of printing 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.
- 30.2 The Bidder shall complete his assignment within the stipulated time. In case any Bidder cannot complete supply beyond 30 days as mentioned in supply of schedule of Bidding Documents, then award of the Firm may be cancelled for current Academic Session as well as the bidder may not be eligible to participate in the bidding process for next two years of the PECTAA.
- 31. Fraud and Corruption**
- 31.1 It is the Government of the Punjab's policy to require that Bidders and their authorized agents shall observe the highest standards of propriety during the bidding process. For this purpose, "corrupt practice" has been defined in PPRA Act 2009 and the meaning of "corrupt and fraudulent practices" has been defined Punjab Procurement Rules 2014.
- 31.2 The Procuring Agency shall reject an application/ bid if it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices as referred above.
- 31.3 If the Procuring Agency, at any time, determines that the Bidder has directly or through an agent, been engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this bidding process, it shall disqualify the Bidder and undertake further measures under PPR-14.

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 and Assessment Authority (PECTAA)
2.	The number of the Invitation for Bids is: PECTAA/PROC/02/FY25-26/TC-L&NFBE-PEF/AS25-26
	CONTENTS OF BIDDING DOCUMENTS
3.	Address for clarification of bids purposes only: DIRECTOR PROCUREMENT Punjab Education Curriculum Training and Assessment Authority Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore Ph # +92-042-99260144
	Preparation of Bids
4.	Alternative bids <i>shall not</i> 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.17,500/- each (Non-refundable) for each Bleached Board 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: <table border="1"> <thead> <tr> <th align="center">Sr. No.</th><th align="center">Particulars of documents</th></tr> </thead> <tbody> <tr><td align="center">1.</td><td>Bid Submission Sheet (BSS)</td></tr> <tr><td align="center">2.</td><td>Bidder Information Sheet (BIS)</td></tr> <tr><td align="center">3.</td><td>General Conditions of Contract (GCC)</td></tr> <tr><td align="center">4.</td><td>Special Conditions of Contract (SCC)</td></tr> <tr><td align="center">5.</td><td>Coated Bleached Board Sample Testing Fee (Rs.17,500/- per sample non-refundable)</td></tr> <tr><td align="center">6.</td><td>Copy of CNIC, valid NTN/valid Sales Tax Number</td></tr> <tr><td align="center">7.</td><td>Bid Security in shape of Pay Order/Bank Draft/CDR</td></tr> <tr><td align="center">8.</td><td>Coated Bleached Board Samples as per technical specifications and duly signed & stamped by the concerned Bidder. Minimum three (03) Set of samples separately for Title Covers for Textbooks For Literacy And Non-Formal Basic Education And Punjab Education Foundation is allowed (each sample consists of ten (10) sheets)</td></tr> <tr><td align="center">9.</td><td>Technical Bid Proforma</td></tr> <tr><td align="center">10.</td><td>Required original e-stamp papers as mentioned in Bidding Documents</td></tr> <tr><td align="center">11.</td><td>Supply Requirement Section V</td></tr> </tbody> </table> (b) Financial Bid: Following documents be submitted on EPADS only. <table border="1"> <thead> <tr> <th align="center">Sr. No.</th><th align="center">Particulars of documents</th></tr> </thead> <tbody> <tr><td align="center">1.</td><td>Financial Bid Proforma (Original)</td></tr> </tbody> </table>	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.	Coated Bleached Board Sample Testing Fee (Rs.17,500/- 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.	Coated Bleached Board Samples as per technical specifications and duly signed & stamped by the concerned Bidder. Minimum three (03) Set of samples separately for Title Covers for Textbooks For Literacy And Non-Formal Basic Education And Punjab Education Foundation 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	Sr. No.	Particulars of documents	1.	Financial Bid Proforma (Original)
Sr. No.	Particulars of documents																												
1.	Bid Submission Sheet (BSS)																												
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11.	Supply Requirement Section V																												
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 Procuring Agency's address is: Attention: <u>Director (Procurement), PECTAA</u> Address: <u>PECTAA, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore</u> City: <u>Lahore</u> Country: <u>Pakistan</u> Telephone: <u>042-99260144</u> However, Financial Bid shall be submitted on EPADS only. The deadline for the submission of bids is: Date: <u>Monday, 08 September 2025</u> Time: <u>10:30 a.m.</u>
12.	The bid opening shall take place at: Address: <u>PECTAA, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore</u> Floor/Room number: <u>Committee Room</u> City: <u>Lahore</u> Country: <u>Pakistan</u> Date: <u>Monday, 08 September 2025</u> Time: <u>11:00 a.m.</u>
	Evaluation and Comparison of Bids
13.	The currency that shall be used for bid evaluation and comparison purpose is: <u>Pak Rupees</u>
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 **Coated Bleached Board** samples meet the required specifications as per the test report of **Coated Bleached Board** Testing Laboratory (which PECTAA deems fit).
- 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 Title Covers 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.

A. Qualification for Technical Evaluation Criteria

- 1) The Procuring Agency shall use the Technical Score Card System shown below to determine the capacity of the Bidder. The Bidder shall be evaluated in number of areas as mentioned in the score card 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 140.
 - 1) In case of JV/ Consortium, the Lead Bidder at its own must obtain at least 75% marks of the total marks obtained by the JV/ Consortium.
 - 2) As per Rule 17(4), the PPRA Rules, 2014 and EPADS, the Procuring Agency / PECTAA shall communicate reasons to Bidder(s) who has/ have not been qualified, if it is requested by the Bidder.

B. List of Mandatory Documents/ Requirements

The following documents must be attached with the Technical Bid 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 “Economic Resilience Evaluation Form-1 (F.1)” (**Appendix-D**). (Under this category, securing **at least 50%** of the marks, i.e. 10 marks, shall be **mandatory** to qualify technically; otherwise, the bidder shall be considered **disqualified**)
- 6) Duly filled in, signed and stamped “Economic Resilience Evaluation Form-2 (F.2)” (**Appendix-E**).
- 7) Duly filled in, signed and stamped “Economic Resilience Evaluation Form-3 (F.3)” (**Appendix-F**).
- 8) Duly filled in, signed and stamped “Economic Resilience Evaluation Form-4 (F.4)” (**Appendix-G**).
- 9) Duly filled in, signed and stamped “Economic Resilience Evaluation Form-5 (F.5)” (**Appendix-H**).
- 10) Duly filled in, signed and stamped “Printing Capacity Evaluation Form-1 (T.1)” (**Appendix-I**). (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**)
- 11) Duly filled in, signed and stamped “Lamination Facility Evaluation Form-2 (T.2)” (**Appendix-J**).
- 12) Duly filled in, signed and stamped “Human Resource Evaluation Form-3 (T.3)” (**Appendix-K**).
- 13) Duly filled in, signed and stamped “Storage Facility/ Godown Evaluation Form-4 (T.4)” (**Appendix-L**).
- 14) Duly filled in, signed and stamped “Alternate Power/ Genset Evaluation Form-5 (T.5)” (**Appendix-M**).
- 15) Duly filled in, signed and stamped “Computer to Plate Facility Evaluation and Design House Evaluation Form-6 (T.6)” (**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 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 two year of the Bidder. In case of JV/ Consortium, the Sales tax returns of last two years 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 Procuring Agency 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 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) Copy of the evidence of the ownership of the Land/ Building/ Equipment/ Machine etc. regarding relevant Printing Press/ Godown 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.

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

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

A.1. Evaluation Criteria:

PART-I: ECONOMIC RESILIENCE (100 MARKS)

Sr. No.	Particulars	Description/ Distribution of Marks	Maximum Marks												
F.1	Bank Statements for last two years [i.e. 01.07.2023 to 30.06.2025] <i>(Must be verified by the concerned Bank Branch Manager)</i> Under this category, securing at least 50% of the marks, i.e. 10 marks, shall be mandatory to qualify technically; otherwise, the bidder shall be considered disqualified	<table><tr><th>Total deposit in bank for last two years (Credit Side) (Rs. in Million)</th><th>Points Assigned</th></tr><tr><td>100 to 150</td><td>4</td></tr><tr><td>Above 150 to 200</td><td>8</td></tr><tr><td>Above 200 to 250</td><td>12</td></tr><tr><td>Above 250 to 300</td><td>16</td></tr><tr><td>Above 300</td><td>20</td></tr></table>	Total deposit in bank for last two years (Credit Side) (Rs. in Million)	Points Assigned	100 to 150	4	Above 150 to 200	8	Above 200 to 250	12	Above 250 to 300	16	Above 300	20	20
Total deposit in bank for last two years (Credit Side) (Rs. in Million)	Points Assigned														
100 to 150	4														
Above 150 to 200	8														
Above 200 to 250	12														
Above 250 to 300	16														
Above 300	20														
F.2	Income Tax Chargeable in last two Tax Year 2023 and 2024 <i>(Attach copy of Income Tax Returns alongwith Income tax deducted/ paid with deduction certificates/ copy of challan) Online verification of ATL</i>	<table><tr><th>Income Tax (Rs. in Million)</th><th>Points Assigned</th></tr><tr><td>1 to 2</td><td>4</td></tr><tr><td>Above 2 to 4</td><td>8</td></tr><tr><td>Above 4 to 6</td><td>12</td></tr><tr><td>Above 6 to 8</td><td>16</td></tr><tr><td>Above 8</td><td>20</td></tr></table>	Income Tax (Rs. in Million)	Points Assigned	1 to 2	4	Above 2 to 4	8	Above 4 to 6	12	Above 6 to 8	16	Above 8	20	20
Income Tax (Rs. in Million)	Points Assigned														
1 to 2	4														
Above 2 to 4	8														
Above 4 to 6	12														
Above 6 to 8	16														
Above 8	20														
F.3	Average bank balance of 24 months w.e.f. 01.07.2023 to 30.06.2025. <i>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)</i>	<table><tr><th>Average bank balance (Rs. in Million)</th><th>Points Assigned</th></tr><tr><td>1.0 to 2.5</td><td>4</td></tr><tr><td>Above 2.5 to 5.0</td><td>8</td></tr><tr><td>Above 5.0 to 10</td><td>12</td></tr><tr><td>Above 10 to 15</td><td>16</td></tr><tr><td>Above 15</td><td>20</td></tr></table>	Average bank balance (Rs. in Million)	Points Assigned	1.0 to 2.5	4	Above 2.5 to 5.0	8	Above 5.0 to 10	12	Above 10 to 15	16	Above 15	20	20
Average bank balance (Rs. in Million)	Points Assigned														
1.0 to 2.5	4														
Above 2.5 to 5.0	8														
Above 5.0 to 10	12														
Above 10 to 15	16														
Above 15	20														

**BIDDING DOCUMENTS FOR PROCUREMENT OF TITLE COVERS FOR TEXTBOOKS OF L&NFBE
AND PEF FOR ACADEMIC SESSION 2025-26**

F.4	Financial Value of Similar Contracts: <i>Total Value of Contracts for the period from 01.07.2023 to 30.06.2025 related to supply of Tile Covers of Textbooks of L&NFBE. to the PECTAA and any other Textbook Board in Pakistan.</i> <i>(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)</i> <i>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.</i>	<table><tr><th>Contract Amount (Rs. in Million)</th><th>Points Assigned</th></tr><tr><td>5-20</td><td>4</td></tr><tr><td>Above 20 to100</td><td>8</td></tr><tr><td>Above 100 to 200</td><td>12</td></tr><tr><td>Above 200 to 400</td><td>16</td></tr><tr><td>Above 400</td><td>20</td></tr></table>	Contract Amount (Rs. in Million)	Points Assigned	5-20	4	Above 20 to100	8	Above 100 to 200	12	Above 200 to 400	16	Above 400	20	20
Contract Amount (Rs. in Million)	Points Assigned														
5-20	4														
Above 20 to100	8														
Above 100 to 200	12														
Above 200 to 400	16														
Above 400	20														
F.5	Sales Tax: <i>Sales Tax paid/ deducted for last two years [i.e. 01.07.2023 to 30.06.2025]</i> .	<table><tr><th>Sales Tax paid/ deducted (Rs. in Million)</th><th>Points Assigned</th></tr><tr><td>1 to 2</td><td>4</td></tr><tr><td>Above 2 to 5</td><td>8</td></tr><tr><td>Above 5 to 8</td><td>12</td></tr><tr><td>Above 8 to 11</td><td>16</td></tr><tr><td>Above 11</td><td>20</td></tr></table>	Sales Tax paid/ deducted (Rs. in Million)	Points Assigned	1 to 2	4	Above 2 to 5	8	Above 5 to 8	12	Above 8 to 11	16	Above 11	20	20
Sales Tax paid/ deducted (Rs. in Million)	Points Assigned														
1 to 2	4														
Above 2 to 5	8														
Above 5 to 8	12														
Above 8 to 11	16														
Above 11	20														
		Total Marks (A)	A = 100												

PART-II: TECHNICAL STRENGTH (100 MARKS)

Sr. No.	Particulars	Description/ Distribution of Marks	Maximum Marks										
T.1	Printing Capacity: i. Only four colors and above machine will be considered. ii. Minimum one ‘Four Color Machine’ is mandatory, otherwise, Bidder shall be “Disqualified” . iii. No marks shall be given if the Printing Machine Size will be less than 23”x36”. iv. 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	<table><tr><th>Model of Printing Machine</th><th>Points Assigned for Each Machine</th></tr><tr><td>Less than 1990</td><td>0</td></tr><tr><td>From 1990 up to 2000</td><td>8</td></tr><tr><td>Above 2000 to 2010</td><td>10</td></tr><tr><td>Above 2010</td><td>12</td></tr></table>	Model of Printing Machine	Points Assigned for Each Machine	Less than 1990	0	From 1990 up to 2000	8	Above 2000 to 2010	10	Above 2010	12	40
Model of Printing Machine	Points Assigned for Each Machine												
Less than 1990	0												
From 1990 up to 2000	8												
Above 2000 to 2010	10												
Above 2010	12												
T.2	Lamination Capacity i. Minimum one ‘ Fully Automatic Sheet to Sheet Lamination Machine ’ (Biaxially oriented polypropylene Matt Lamination Machine) is mandatory, <i>said machine must have combined facility of lamination, heating and cutting of sheets in one processing unit</i> , Bidder will have to show said machine in working condition and be able to laminate without any defect and fault, otherwise, Bidder shall be ‘Disqualified’ . ii. <i>Printing and Lamination facility should be under one roof.</i>	<table><tr><th>Number of Fully Automatic Sheet to Sheet Lamination Machines</th><th>Max. Points</th></tr><tr><td>1</td><td>10</td></tr><tr><td>2</td><td>20</td></tr><tr><td>3 or more</td><td>30</td></tr></table>	Number of Fully Automatic Sheet to Sheet Lamination Machines	Max. Points	1	10	2	20	3 or more	30	30		
Number of Fully Automatic Sheet to Sheet Lamination Machines	Max. Points												
1	10												
2	20												
3 or more	30												

T.3	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).	➤ Production/ Quality Assurance Manager: (2.0) (Minimum Education: Graduation/ DAE) ➤ Human Resource Manager/ Executive: (1.0) (Minimum Education: Graduation) ➤ Accountant: (2.0) (Min. I.Com or equivalent) ➤ Skilled Employees (10.0) <table><tr><th>No of Skilled Workers</th><th>Points Assigned</th></tr><tr><td>1-10</td><td>4</td></tr><tr><td>11-20</td><td>6</td></tr><tr><td>20-30</td><td>8</td></tr><tr><td>Above 30</td><td>10</td></tr></table>	No of Skilled Workers	Points Assigned	1-10	4	11-20	6	20-30	8	Above 30	10	15
No of Skilled Workers	Points Assigned												
1-10	4												
11-20	6												
20-30	8												
Above 30	10												
T.4	Storage Facility/ Godown: Storage Facility/ Godown must be within the premises of Printing Press	<table><tr><th>Space (Marla)</th><th>Points Assigned</th></tr><tr><td>10 to 20</td><td>2.5</td></tr><tr><td>Above 20</td><td>5.0</td></tr></table>	Space (Marla)	Points Assigned	10 to 20	2.5	Above 20	5.0	5				
Space (Marla)	Points Assigned												
10 to 20	2.5												
Above 20	5.0												
T.5	Alternate Power/ Genset: (It shall be in working condition and within the premises of printing press.)	<table><tr><th>Power (KVA)</th><th>Points Assigned</th></tr><tr><td>150 – 250</td><td>2</td></tr><tr><td>More than 250</td><td>5</td></tr></table>	Power (KVA)	Points Assigned	150 – 250	2	More than 250	5	5				
Power (KVA)	Points Assigned												
150 – 250	2												
More than 250	5												
T.6	Computer to Plate (CTP) Facility and Design House	<table><tr><th>Description</th><th>Points Assigned</th></tr><tr><td>Availability of Computer to Plate Machine and Design House</td><td>5</td></tr></table>	Description	Points Assigned	Availability of Computer to Plate Machine and Design House	5	5						
Description	Points Assigned												
Availability of Computer to Plate Machine and Design House	5												
			Total Marks (C)	B = 100									
			Total Marks Obtained	A +B									

Section IV. Bidding Forms

Sr. No.	Detail
I	Bid Submission Sheet
II	Bidder Information Sheet Other than JV/ Consortium (Where Applicable)
III	Bidder Information Sheet for Lead Bidder of JV/ Consortium (Where Applicable)
IV	Bidder Information Sheet for other than Lead Bidder of JV/ Consortium (Where Applicable)
V	Economic Resilience Evaluation Form-1 (F.1)
VI	Economic Resilience Evaluation Form-2 (F.2)
VII	Economic Resilience Evaluation Form-3 (F.3)
VIII	Economic Resilience Evaluation Form-4 (F.4)
IX	Economic Resilience Evaluation Form-5 (F.5)
X	Printing Capacity Evaluation Form-1 (T.1)
XI	Lamination Facilities Evaluation Form-2 (T.2)
XII	Human Resource Evaluation Form-3 (T.3)
XIII	Storage Facility/ Godown Evaluation Form-4 (T.4)
XIV	Alternate Power/ Genset Evaluation Form-5 (T.5)
XV	Computer to Plate and Design House Facility Evaluation Form-6 (T.6)
XVI	Financial Bid Proforma
XVII	Bid Security Proforma

BID SUBMISSION SHEET **(To be submitted on the letterhead)**

Date: _____

Tender No.: _____

To

Director Procurement,
Punjab Education Curriculum Training and Assessment Authority,
Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore

Subject: **PROCUREMENT OF TITLE CVOERS FOR LITERACY AND NON-FORMAL BASIC EDUCATION AND PUNJAB EDUCATION FOUNDATION 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 and 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 21, 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 Audit Officer, PECTAA reserves the right to increase/decrease the quantity of Title Covers as per PPRA Rules 2014.

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

Pay Orders/CDR	Dated	Bank Name	Amount (Rs.)
Total			

(ii) Particular of Pay Orders/CDR regarding Coated Bleached Board 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 _____

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

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.

“Appendix – D”

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

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 – F”

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

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 Title Covers of Textbooks of L&NFBE. 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

Economic Resilience Evaluation Form-5 (F.5)

Name of Bidder Member of JV or Consortium: _____

Address: _____

STRN: _____, Contact No.: _____

Sales Tax paid/ deducted for previous two completed Financial Years to be corroborated with evidence. (Attach Sale Tax Returns for last two financial years [i.e. 01.07.2023 to 30.06.2025] along with Sales Tax deducted /paid/ Sales Tax Returns)

Month	Sales Tax (Deducted/ Paid) (Rs. in Millions)
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 -I”

Printing Capacity Evaluation Form-1 (T.1)

- a) Name of Printing Press/ Facility: _____
- b) Address of Premises: _____
- c) Name of Owner: _____

(Copy of Printing Press Declaration is to be attached)

Sr. No.	Make & Model	No. of Colours (Four or more only)	Size (Inches x Inches)	No. of Machines	Year of Manufacturing	Output (Sheets <u>per hour</u>)

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

Signature of Bidder with Stamp

Lamination Capacity Evaluation Form-2 (T.2)

- a) Name of Bidder: _____
- b) Address & Telephone: _____
- c) Name of Owner: _____

Minimum one '**Fully Automatic Sheet to Sheet Lamination Machine**' (Biaxially oriented polypropylene Matt Lamination Machine) is mandatory, *said machine must have combined facility of lamination, heating and cutting of sheets in one processing unit*, Bidder will have to show said machine in working condition, otherwise, Bidder shall be '**Disqualified**'.

Sr. #	Make & Model	Capacity Of Lamination (Sheets per hour)
1		
2		
3		

Signature of Bidder with Stamp

Human Resource Evaluation Form-3 (T.3)

- a) Name of Bidder: _____
- b) Name of Printing Press: _____
- c) **Detail of Staff / Employees/ Work Force:**

Detail of Production/ Quality Assurance Manager					
Sr. No.	Name	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1					

Detail of human Resource Manager/ Executive					
Sr. No.	Name	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1					

Detail of Accountant					
S. No.	Name	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1					

Detail of Skilled Employees						
Sr. No.	Name	Designation	Education	CNIC #	Monthly Salary (PKR)	Date of Joining
1						
2						
3						
4						
5						
6						

**BIDDING DOCUMENTS FOR PROCUREMENT OF TITLE COVERS FOR TEXTBOOKS OF L&NFBE
AND PEF FOR ACADEMIC SESSION 2025-26**

7						
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31						

Notes:

- i. Provide the above-mentioned detail of employees along with attested 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.
- iii. Extra copy may be used for additional information.

Signature of Bidder with Stamp

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

a) Name of Bidder: _____

b) Address: _____

Within Premises of Printing Press (Yes/No)	Covered Area (Marla)

Notes:

- i. *The storage facility/ Godown must be exclusively used for storage of Paper, Coated Bleached Board & Books only. Spaces available at printing presses shall not be considered as storage facility/ Godown.*
- ii. *Fire alarm and firefighting equipment must be installed.*

Signature of Bidder Stamp

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

- a) Name of Bidder: _____
- b) Address of Printing Press: _____
- c) 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

**Computer to Plate (CTP) Facility and Design Facility
Evaluation Form-6 (F.6)**

Name of Bidder: _____

Address: _____

Contact No.: _____

CTP Machine and Design House are available (Yes/No)	Make & Model of CTP Machine

Signature of Bidder with Stamp

FINANCIAL BID PROFORMA

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

1. Name of bidding firm: _____
2. Address: _____
3. Phone No. _____ Fax No. _____ Cell No. _____
4. Rate per Title Cover of each item will be offered on the basis of all inputs and chargeable taxes, and delivery at PECTAA Godown subject to provision of additional no of title covers of all items @0.5% (FREE OF COST).

Package No.	Class	Size of Title Covers (Inches x Inches)	Quantity of Title Covers (No. of Title Covers)	Rate per Title Cover (Rs) inclusive of all applicable Taxes	Total Value of Work (Rs.) (Inclusive of all applicable Taxes)
Package- A	Katchi, Pakki, Grade-I	10x15	61,600		
Package- B	Grade 2 & 3	10x15	62,120		
Package- C	Grade 4 & 5	10x15	56,580		
Package-D	Grade 6 & 7	10x15	108,651		
Package- E	Grade - 8	10x15	33,723		

Total Amount in Words: _____

Note: 1. Quantities/ Sizes of Title Covers can be increased/ decreased according to final Indent of L&NFBE/ PEF as per PPRA Rules, 2014.

2. The Title Covers of all Acerated Learning Programme Textbooks must prominently display:
 - i. The name and logo of the Literacy & NFBE Department/ the name and logo of PEF
 - ii. The official insignia of the Government of the Punjab
 - iii. The Academic Session 2025-26
 - iv. The Label name "Not for Sale/ Free of Cost"
3. Classification of Textbooks and mode of medium will be mentioned in the Award Letter.
4. The Bidder shall offer minimum 25% quantity of the required work for healthy open competition.
5. Total Bid Security at the rate of 2% of the Estimated Price as mentioned in the Bidding Documents.

**BIDDING DOCUMENTS FOR PROCUREMENT OF TITLE COVERS FOR TEXTBOOKS OF L&NFBE
AND PEF FOR ACADEMIC SESSION 2025-26**

Bid Security paid vide Pay Order / C.D.R/Demand Draft amounting to Rs. _____
of Bank _____

Dated _____ submitted along with Technical Bid.

Name of Proprietor / Director / Partner _____

Dated: _____ CNIC _____

Note-1: Bidder may participate in any one or multiple packages.

Note-3: Financial Proposal will be evaluated on the total cost of each Package.

Signature & Stamp of Bidder

**Statement Showing “Estimated Bid Security” for Title
Covers for Textbooks of L&NFBE and PEF for Academic
Session 2025-26**

Package No.	Class	Size of Title Covers (Inches x Inches)	Quantity of Title Covers (No. of Title Covers)	Bid Security at the rate of 2% of the Estimated Cost (PKR)
Package- A	Katchi, Pakki, Grade-I	10x15	61,600	19,712
Package- B	Grade 2 & 3	10x15	62,120	19,878
Package- C	Grade 4 & 5	10x15	56,580	18,106
Package-D	Grade 6 & 7	10x15	108,651	34,768
Package- E	Grade - 8	10x15	33,723	10,791

Signature & Stamp of Bidder

Statement Showing Tentative Quantity of Title Covers for Textbooks for Literacy and Non-Formal Basic Education and PEF for Academic Session 2025-26

Sr. No.	Name of Textbook	Name of Package	Class/ Grade	Quantities (No. of Textbooks)		
				PEF	L&NFBE	Total Quantity
1	Urdu	Package- A	Katchi, Pakki, Grade-I	15,400		15,400
2	English			15,400		15,400
3	Math			15,400		15,400
4	Islamiyat			14,436		14,436
5	Ethics			964		964
6	Urdu	Package- B	Grade 2 & 3	15,530		15,530
7	English			15,530		15,530
8	Math			15,530		15,530
9	Islamiyat			14,594		14,594
10	Ethics			936		936
11	Urdu	Package- C	Grade 4 & 5	9,430		9,430

12	English			9,430		9,430
13	Math			9,430		9,430
14	Social Studies			9,430		9,430
15	Science			9,430		9,430
16	Islamiyat			8,811		8,811
17	Ethics			619		619
19	Urdu	Package-D	Grade 6 & 7	5,430	9,400	14,830
20	English			5,430	9,400	14,830
21	Math			5,430	9,400	14,830
22	Tarjuma Tul Quran			5,053		5,053
23	Islamiyat			8,811		8,811
25	History + Geography (Social Studies)			5,430	9,400	14,830
26	General Science			5,430	9,400	14,830
27	Information Communication Technology			5,430		5,430
28	Ethics			377		377
30	Dress Making			465	760	1,225

31	Beautician			415	520	935
32	Basic Graphic Designing			1,345		1,345
33	Introduction to Tourism			395		395
34	Fundamentals of Cooking			665	100	765
35	Applied Electrician			545		545
36	HVACR			335		335
37	Basic of Hotel Management			465		465
38	Media Production			400		400
39	Agriculture			400	60	460
40	Computer Science				7,900	7,900
41	Livestock				60	60
42	Urdu	Package- E	Grade - 8	3,780		3,780
43	English			3,780		3,780
44	Math			3,780		3,780
45	Islamiyat			3,483		3,483
46	History + Geography (Social Studies)			3,780		3,780
47	General Science			3,780		3,780

48	Tarjuma Tul Quran			3,483		3,483
49	Information Communication Technology			3,780		3,780
50	Ethics			297		297
51	Dress Making			385		385
52	Beautician			335		335
53	Basic Graphic Designing			615		615
54	Introduction to Tourism			315		315
55	Fundamentals of Cooking			385		385
56	Applied Electrician			465		465
57	HVACR			255		255
58	Basic of Hotel Management			385		385
59	Media Production			320		320
60	Agriculture			320		320
Total				266,274	56,400	322,674

Signature & Stamp of Bidder

PART 2 – SUPPLY REQUIREMENTS

(Section V)

Section V. Supply Requirements

1. Technical Specifications. (**Annexure “O”**)
3. Schedule of Supply (**Annexure “P”**)
4. Schedule of Activities (**Annexure “Q”**)

1. Technical Specifications

For Title Covers of Textbooks of L&NFBE and PEF for Academic Session 2025-26

Pursuant to GCC 17.1 the Supplier shall ensure that the Title Covers supplied under this Contract shall conform to the technical specifications and standards mentioned below:

- (a) The bidder shall submit along with the Technical Bid a minimum 01 set of samples of Bleached Board each sample consists of a minimum of ten (10) sheets of size 20"x30" of each Manufacturer as a specimen along with Manufacturer certificate/ Authorized Dealer certificate (along with dealership certificate). In case of non-compliance/ incomplete/ less samples, the bidder shall declare non-responsive.
- (b) The Supplier shall submit Pay Orders amounting to Rs. 17,500/- (Non-refundable) for each sample of Bleached Board in favor of Punjab Education Curriculum Training and Assessment Authority, Lahore as test-fee of samples along with the Technical Bid.

for Example: 1 Samples X 17,500 = 17,500/-
 2 Samples X 17,500 = 35,000/-

- (c) The procurement of good quality Bleached Board as per approved specifications given below is the responsibility of the Supplier/Bidder.

Coated Bleached Board should be of the following specifications:

Grammage (GSM)	Burst Factor	Brightness	Front side	Back side	Caliper/thickness
190 (±5 %)	17 (Minimum)	80 (Minimum)	Pure White Coated	Uncoated White /Vanilla Back	280 Micron ±3%

- (d) The Bleached Board should be suitable for 4-color printing (both sides), white, smooth, uniform in thickness/ formation, and one side coated, pulp finished to consist of 100% Bleached Board superior quality pulp free from mechanical pulp and lignified fibers.

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) The grammage of the **printed title covers** with BOPP Matt Lamination shall not be less than **202 gsm**.
- (f) The manufacturer certificate or the Bidder's certificate (on the letterhead of the Bidder) regarding compliance with the technical specifications of the Coated Bleached Board should be attached to the technical bid.
- (g) The Title Covers will be printed in 4 colors on both the outer sides and inner sides.
- (h) Imported Glue to be used for lamination shall be of good quality brand or equivalent specifications.
- (j) The Bidder shall use superior branded imported inks.

- (j) The print line must be printed and visible on each title cover.
- (k) The authorized representative(s)/agency/inspection team of PECTAA can inspect the printed Title Covers, as well as the Bleached Board, imported ink, glue, lamination material and other inputs used in printing/lamination, at any stage, before, during, or after the printing/lamination process, either at the premises intimated by the successful Bidder or after delivery of Title Covers/ 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.
- (l) For printing of Title Covers, PECTAA shall provide CDs / Artwork of Title Covers. The bidder will submit proof of the Title Cover and will get approval from the Art Cell and Director Curriculum and Compliance, PECTAA as per the given schedule.
- (m) Thickness of BOPP Matt Lamination Film: **12 Micron** (Minimum)
- (n) Printed Title Cover packing of 100 sheets (400 title covers) shall be covered by Kraft Paper or of a minimum of 80 GSM or equivalent/better.
- (o) Details of the Title Cover shall be mentioned on each printed title cover packing for the convenience of the PECTAA store at the time of delivery to Bidders.
- (p) In house printing and lamination are mandatory on premises and machinery as mentioned in the evaluation process.
- (q) During the printing process of title covers the Bidder shall arrange an inspection of a team to ensure in-house printing and confirmation of machinery as and when required basis.

TECHNICAL BID PROFORMA

Production Capacity Evaluation Form for Bidders

1. Procurement of Bleached Board:

- a) Name of Bleached Board (for textbooks) (1) _____
(2) _____
Manufacturer(s)/ (3) _____
Authorized Dealer (4) _____
(5) _____
(6) _____
(7) _____
(8) _____

- b) Number of samples of Bleached Board of given specification attached _____.

The bidder shall submit along with the Technical Bid minimum 01 set of Bleached board samples consisting of a minimum ten (10) sheets of Size 20"x30" samples consist of minimum ten (10) sheets of Size 20"x30" of each Manufacturer as specimen along with Manufacturer certificate/Authorized Dealer certificate (along with dealership certificate).

Note: All samples should be submitted after folding them twice).

- c) Specification of the Coated Bleached Board to be used by the bidder for printing; -

Coated Bleached Board

i.	Grammage		ii.	Burst Factor	
iii.	Brightness		iv.	Front Side Coating Status & Shade	
v.	Back Side Coating Status & Shade		vii.	Caliper / Thickness	

Note: Attach Pay Orders of Rs.17,500/- for each sample as testing fee.

- d) The Bidder shall attach a certificate containing compliance with technical specifications mentioned in Bidding Documents which is to be obtained from the manufacturer /supplier along with the samples.
- e) Successful Bidder shall submit Pay Order of Rs. 52,500/- (i.e. 17,500 x 3) as Bleached Board testing fee at the time of agreement to ensure the specification from testing lab during verification of stock of Bleached Board or during printing process.
- f) Submission of the abovementioned Coated Bleached Board testing fee is mandatory for the successful bidder. However, PECTAA may demand additional testing fee(s) for testing of more Coated Bleached Board sample if required.

4. Inputs to be used

(i) Brand of ink _____
and its country of origin _____
(ii) Brand of BOPP _____
Laminating Sheet _____

NOTE:

Bidder shall provide the invoices/ cash memos/purchase receipts of the above inputs if and when required by the procuring agency.

**Signature & Stamp of
Bidder**

Annexure “P”

2. SCHEDULE OF SUPPLY

The Bidder shall supply Title Covers of Textbooks for L&NFBE and PEF for Session 2025-26 at PECTAA’s Godown, Lahore as detailed below:

Sr. No.	Description	Date (Upto)
1	1 st Installment (100%)	Monday, October 20, 2025

Signature & Stamp of Bidder

Annexure “Q”

1. SCHEDULE OF ACTIVITIES

Sr. No.	Description	Date (Up to)
1	Issuance of Notification of Award	Monday, September 29, 2025
2	The Bidder shall intimate to the Deputy Director Art Cell in writing for provision of Designs just after issuance of Award through email of the Bidder. (If the designs are delayed due to negligence of the Bidder, the days shall not be condoned)	Tuesday, September 30, 2025
3	Issuance of Designs of Title Covers through email from Art Cell	Wednesday, October 1, 2025
4	Submission of Proofs (Computer Prints) at Art Cell (If the designs are delayed due to negligence of the Bidder, the days shall not be condoned)	Friday, October 3, 2025
5	Approval of Designs of Title Covers for Final Print from Manuscript Wing (Final Print Order)	Monday, October 6, 2025
6	Execution of Agreement / Submission of Performance Guarantee	Thursday, October 9, 2025
7	Inspection of 30% Bleached Board and allied material of total awarded quantity as per approved technical specifications.	Tuesday, October 14, 2025
8	Schedule of Supply	Annex-P

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: <ul style="list-style-type: none">(a) “Contract” means the Contract Agreement entered into between the Procuring Agency and the Supplier, 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 Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the terms of the Contract.(d) “Day” means calendar day.(e) “Completion” means the fulfillment of the printing, lamination, and supply of Title Covers by the Supplier in accordance with the terms and conditions set forth in the Contract.(f) “GCC” means the General Conditions of Contract.(g) <u>“Title Covers means the Title Covers of Textbooks of L&NFBE AND PEF”.</u>(h) “Procuring Agency” means the entity purchasing the Title Covers as specified in the SCC i.e., PECTAA, Lahore hereinafter referred as PECTAA.(i) “SCC” means the Special Conditions of Contract.(j) “Supplier” means an Bidder for the period of Academic Session of 2025-26 for Title Cover of Textbooks.(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. Assignment | 3.1 | Neither the Procuring Agency nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party. |
| 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 Supplier 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 Supplier 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 Supplier any amount due to the Supplier.
8. Scope of Supply	8.1	The Title Covers to be supplied shall be as specified in the Supply Requirements.
9. Supply of Title Covers	9.1	The Supply of the Title Covers shall be in accordance with the Schedule of Supply specified in Supply Requirements.
10. Supplier’s Responsibilities	10.1	The Supplier shall supply all the Title Covers 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 of total quantity of Title Covers quoted shall be the contract price.

- (b) The rates are inclusive of the cost of Bleached Board, coated plates, printing, lamination with BOPP Matt Film, and delivery at Lahore as per prescribed specifications and all taxes levied by the Government in this regard. Rate per Title Cover of each item will be offered on the basis of all inputs and chargeable taxes.
 - (c) In case of any increase or decrease in the size of Title Covers, the rate shall be calculated on a proportionate basis.
- 11.2 Prices charged by the Supplier for the Title Covers delivered and performed under the Contract shall not vary from the prices quoted by the Supplier in its bid/ or approved rate, with the exception of any price adjustments authorized in the SCC.
- 12. Terms of Payment**
 - 12.1 The Contract Price shall be paid on completion of supply of each installment of Title Cover awarded as per award specified in Clause 10, SCC.
 - 12.2 The Supplier's request for payment shall be made to the Procuring Agency in writing, accompanied by invoices describing, as appropriate for **Title Covers** delivered at warehouse(s) in Lahore
 - 12.3 Payments shall be made promptly by the Procuring Agency, after submission of an invoice or request for payment by the Supplier with complete codel formalities, and after the Procuring Agency has accepted it. The payments shall be made in Pak Rupees.
- 13. Taxes and Duties**
 - 13.1 The Supplier 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/ awarded Title Covers to the Procuring Agency.
- 14. Performance Security**
 - 14.1 The Supplier shall, within **ten (10)** days of the notification of contract award, provide a Performance Security @ 05% of the value of the contract in the shape of a Bank Guarantee issued by a Scheduled Bank of Pakistan. The Bid Security shall only be released after the 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 Supplier's failure to complete its obligations under the Contract.
- 15. Confidential Information**
 - 15.1 The Procuring Agency and the Supplier 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 Supplier 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 Supplier shall obtain from such Sub-Contractor an undertaking of confidentiality similar to that imposed on the Supplier under Clause 15, GCC.
- 15.2 The Procuring Agency shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier 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. Piracy Checking & Premises.** 16.1 The supplier shall not use any printing or lamination facility of any printer involved in piracy of Primers/ Jackets/ Textbooks/ PNBs of PECTAA and their Title Covers.
- 17. Specifications and Standards** 17.1 The Supplier shall ensure that the supply of Title Covers 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 supplier shall abide by the packing instructions of PECTAA as issued from time to time.
- 19. Inspections and Tests** 19.1 The Supplier shall pay to the Procuring Agency Bleached Board testing fee(s) of any-consignments as deemed fit by PECTAA.
- 19.2 The inspections and tests (pre- & post) shall be conducted on the premises of the Bidder, at the point of delivery, and/or at the final destination.
- 19.3 The Procuring Agency will provide the Supplier with a report of the results of any such test and/or inspection.
- 19.4 The Procuring Agency may reject any Title Cover or any part thereof that fails to pass any test and/or inspection or does not conform to the specifications. The Supplier shall either rectify or replace such rejected Title Covers at no cost to the Procuring Agency.
- 19.5 In addition, the Supplier shall arrange 0.5% Title Covers of TEXTBOOKS (free of cost) to meet the wastage during the binding process.
- 19.6 The Supplier shall execute a contract agreement with the Procuring Agency on stamp paper worth Rs.0.25% of the total value of work awarded.
- 19.7 If a Bidder submits a fake inspection call, a penalty amounting to Rs. @ 5% of the quantity reported of particular Titles Covers will be charged to the Bidder.
- 20. Penalty(s)** 20.1 If the Supplier fails to deliver any or all of the Title Covers within the period specified in the Contract, the Director concerned 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 Title Covers 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 concerned of the PECTAA for irregularities committed by the successful Bidder in the execution of work awarded to him/her by the Authority. Any decision with this regard to the 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 after issuance of Award Letter.	Rs. 50,000 Penalty per day for a maximum of 07 days after which, the Offer shall stand canceled, forfeiture of Bid Security, and blacklisting of the firm.
2	(i) Submission of false and forged invoice (which could not be verified by the Sales Tax Department) of Bleached Board from mills and importer concerned. (ii) Non submission of intimation letter regarding availability of stock of 30% of Coated Bleached Board, Inks, Glue etc.	(i) Penalty @Rs.25% of the total amount of the bill shall be deducted. Forfeiture of entire supply, Blacklisting, and further action as per law. (ii) In case of non-submission of intimation letter regarding availability of stock of 30% Coated Bleached Board, Inks, Glue etc. within 12 days of issuance of Award Letter, 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 after extension, (i.e. within 20 days of issuance of award letter), the successful Bidders fails to intimate the availability of stock of Coated Bleached Board, Inks, Glue etc., 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 Coated Bleached Board, Inks, Glue etc.	(iii) Cancellation of award letter/ contract, forfeiture of Bid Security/ Performance Security and Blacklisting. The 2 nd lowest bidder will be offered to execute the job @ 1 st lowest evaluated bidder and so on accordingly.
3.	Printing of Title Covers or any part thereof without obtaining written print Order from authorized officer of the Board.	Penalty up to Rs.50,000/- (Fifty thousand) shall be imposed.
4.	(i) Defective Title Covers Supplied to PECTAA Godown, Lahore with substandard printing/color impression / usage of non-prescribed ink / lamination quality/ packing as per Bidding Documents as detailed below: (a) Defect up to 0.5% (b) Defect more than 0.5% to 1% (c) Defects more than 1% to 2% (d) Defects more than 2% to 3% (e) Defects more than 3% to 4% (f) Defects more than 4% to 5% (g) Defects more than 5%	(i) Percentage of the cost of delivery order: (a) Nil (b) 1.0% (c) 2.0% (d) 3.0% (e) 4.0% (f) 5.0% (g) 5.5% + Replacement of stock.
	(ii) Missing for each color impression.	(iii) Replacement of all such stock as specified in Clause 20 in addition, penalty @ 5% of value of defective Title Covers will be imposed.
	(iv) In case the size of Title Covers is less than the size given in the Technical Specifications.	(iii) Replacement of all such stock. In addition, penalty @ 5% of value of defective Title Covers will be imposed.
	iv) (a) Use of Coated Bleached Board, 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)).	iv) Before, During or After Printing, With or Without lamination: 3.0% per factor found below the specifications of the ¼ value of each installment. (i.e. 3.0% x ¼ value of Installment per factor). If the grammage of laminated Coated Bleached Board is less than 10% of 202GSM, the said consignment of the Bidder shall be rejected and fine of 25% of the value of consignment will be imposed.
5.	In case the printed Title Covers are not supplied by the Supplier as per schedule specified in Supply Requirements.	Penalty per day of value of delayed Title Covers shall be imposed as below: i) Upto 7 days delay @ 1.00% ii) Beyond 7 and upto 30 days delay @ 2.00% iii) After 30 days delay, Award of the Firm shall be cancelled for current Academic Session as well as the Bidder shall not be eligible to

		participate in bidding process for next two years.
6	Unauthorized printing, sale or disposal of any number of Title Covers by the Supplier or any of his employee / representative etc.	Cancellation of contract and blacklisting of the firm.
7.	Failure to show 30% Bleached Board, Ink, Glue and BOPP Lamination Film within 14 days from issuance of the Notification of Award.	Extension may be granted upto maximum 05 days here with penalty of Rs. 1000/- per lac per day for the value of work awarded. Beyond 19 days, work order shall be cancelled and Bid Security / Performance Security will also be forfeited.
8.	Use of unauthorized Bleached Board, Inks / Lamination Film other than technical specification in Bidding Documents.	Supplies shall be rejected.
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.	If thickness of BOPP Matt Lamination Film found less than 12 Micron.	The said consignment of the Bidder shall be rejected and fine of 10% of the value of consignment will be imposed.

Note:

- Delay in supply of Title Covers will be counted in days from the date of delivery to Warehouses at Lahore.
- 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 the 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 Supplier 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.
- 22.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier and Procuring Agency that is, hurricanes, floods, earthquakes, volcanic eruption, wars or revolutions, fires, covid-19, epidemics, quarantine restrictions, freight embargoes, etc.
- 22.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. If the office is closed then use E-Mail or WhatsApp to inform regarding the current situation of supply to

the competent authority of PECTAA. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract, 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 the performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Title Covers pursuant to Clause 9, GCC, the Supplier 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 Supplier's notice, the Director concerned shall evaluate the situation and if found justified may recommend to the **Chief Executive Officer**, PECTAA to extend the Supplier'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 the case of Force Majeure, as provided under GCC Clause 22 a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier 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.

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 Supplier, may terminate the Contract in whole or in part:
 - (i) if the Supplier fails to deliver any or all of the Title Covers 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 Supplier fails to perform any other obligation under the Contract; or
 - (iii) if the Supplier, 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, Title Covers similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Agency for any additional costs for such similar Title Covers. However, the Supplier shall continue the 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 Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, 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. Delay in provision of C.Ds /Artwork/ Inspection** 25.1 C.Ds /Artwork shall be provided by PECTAA as per schedule. If there is any delay in the provision of C.Ds/Artwork/Inspection by PECTAA, the Managing Director concerned will have the exclusive authority to condone/credit the number of days of delay in favour of Supplier as per recommendations/ evaluation of the Director Concerned.
- 26. No Partial Payment of Title Covers** 26.1 The Bidder shall supply total quantity of Title Covers of additional awards in one go. Bill for payment will not be entertained if some balance quantity of Title Covers is remaining to be supplied.
- 27. Recourse in case of non-compliance** 27.1 If Successful Bidder does not fulfill & comply with the agreement, the PECTAA may cancel the agreement and collect loss/fine from all types of securities / payments with PECTAA.

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: <u>PAKISTAN</u>
2.	The Procuring Agency is: <u>PECTAA, LAHORE</u>
3.	The Site is: <u>Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore, Pakistan</u>
4.	The language shall be: <u>ENGLISH</u>
5.	For notices , the Procuring Agency's address shall be: Attention: <u>Director (Procurement), PECTAA, Lahore</u> Street Address: <u>Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town</u> City: <u>LAHORE</u> Country: <u>Pakistan</u> Telephone: <u>042-99260144</u>
6.	The governing law shall be the law of <u>Pakistan</u> and <u>the Punjab</u> .
7.	The rules of procedure for arbitration proceedings pursuant to Clause 7.2, GCC shall be as follows: The Chief Audit Officer, PECTAA shall be the sole arbitrator whose award shall be final and binding on the parties.
8.	The scope of supply for the Title Covers to be supplied shall be as specified in <u>Section-V, Supply Requirements</u> .
9.	The prices charged for the Title Covers delivered shall be adjustable. If prices are adjustable, the following methods shall be used to calculate the price adjustment: <u>Proportionate Price</u> .
10.	Clause 12, GCC: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: (i) Payment: The bill of Supplier should be submitted on the basis of completion of each installment awarded to them as per 'Schedule of Supply'. (ii) Payment shall be made on submission of bill after completion of each installment.
11.	The amount of the Performance Security shall be: <u>05% of value of contract</u> . The currency shall be <u>Pak Rupees</u> .

**BIDDING DOCUMENTS FOR PROCUREMENT OF TITLE COVERS FOR TEXTBOOKS OF
LITERACY AND NON-FORMAL BASIC EDUCATION AND PEF FOR ACADEMIC SESSION 2025-26**

12.	The types of acceptable Performance Securities are Bank guarantees issued by any Scheduled Bank of Pakistan.
13.	<u>Performance Security for Title Covers of free supply for L&NFBE and PEF:</u> The Performance Security will be discharged by the Procuring Agency and returned to the Supplier after 31.12.2025 or successful completion of the Performance.
14.	The copyright of the C.D / Artwork resides with PECTAA.
15.	Responsibility for transportation of the Title Covers shall be as under: “The Supplier 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. <u>The premises of the suppliers</u> ii. <u>Sample testing may be carried out by PECTAA from any Standard Testing Laboratory, which PECTAA deems fit.</u>
17.	The Penalty(s) shall be: <u>As given in Clause 20.2, GCC.</u>
18.	<u>The amount of penalties will be calculated as mentioned vide Clause 20.2 of GCC.</u>
19.	The period of validity of the Contract shall be up to 31.12.2025 for Title Covers for Textbooks for Literacy and Non-Formal Basic Education and Punjab Education Foundation for Academic Session 2025-26
20.	The period for repair or replacement shall be <u>07 days</u>
21.	The <u>Contract Agreement</u> include reprints/additional award as mentioned in Clause 17, Bid Data Sheet.

Section VIII. Contract Forms

Table of Forms

Contract Agreement.....

(On 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 /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 part. and the DIRECTOR PROCUREMENT of PECTAA
hereinafter referred to as the Authority which term (unless the context otherwise requires)
shall include his / her successors in the office, assignees etc.

WHEREAS PECTAA requires that _____ printing and supply of Title
Covers for the Textbooks of Literacy and Non-Formal Basic Education and Punjab
Education Foundation as per specifications for the Academic Session 2025-26 and the
Bidder has agreed for printing, lamination and supply of title covers of the quantity
mentioned in the Notification of award.

NOW 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 Supplier of award of Contract;
 - (b) the Bid Submission Sheet and the Price Schedules submitted by the Supplier;
 - (c) the Special Conditions of Contract;
 - (e) the General Conditions of Contract;
 - (f) the Schedule of Requirements and
 - (g) Delivery Schedule.

AND 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 the order listed above.

3. In consideration of the payments to be made by the Procuring Agency to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Procuring Agency to provide the Title Covers 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 Supplier in consideration of the provision of the title covers and /or the 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 _____ and expire on **31.12.2025** for Title Covers of Textbooks of Literacy and Non-Formal Basic Education and Punjab Education Foundation and PECTAA.

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 WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the **laws of Pakistan/Punjab** on the day, month and year indicated above.

Signature of the Supplier
With full name and address

Name: _____

Complete Address: _____

Signature of the Procuring Agency

DIRECTOR PROCUREMENT
Punjab Education Curriculum Training
and Assessment Authority,
PECTAA Head Office, Adjacent Pilot School, Link
Wahdat Road, Allama Iqbal Town, Lahore.

Witness – I

Name: _____

Signature: _____

Address: _____

Witness – II

Name: _____

Signature: _____

Address: _____

PERFORMANCE SECURITY

BENEFICIARY: PECTAA, LAHORE

Date: _____

PERFORMANCE GUARANTEE NO.: _____

We have been informed that _____ (hereinafter called "the Supplier") 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 Supplier, 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 Supplier 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** for Title Covers for Textbooks for Literacy and L&NFBE and PEF 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

CHECKLIST OF DOCUMENTS

Particulars of documents to be attached duly signed and stamped by the Bidder.

S. No.	Detail	Tick	Page No.
1	Bid Submission Sheet		
2	Bidder Information Sheet Other than JV/ Consortium (Where Applicable)		
3	Bidder Information Sheet for Lead Bidder of JV/ Consortium (Where Applicable)		
4	Bidder Information Sheet for other than Lead Bidder of JV/ Consortium (Where Applicable)		
3	Economic Resilience Evaluation Form-1 (F.1)		
4	Economic Resilience Evaluation Form-2 (F.2)		
5	Economic Resilience Evaluation Form-3 (F.3)		
6	Economic Resilience Evaluation Form-4 (F.4)		
7	Economic Resilience Evaluation Form-5 (F.5)		
8	Printing Capacity Evaluation Form-1 (T.1)		
9	Lamination Facilities Evaluation Form-2 (T.2)		
10	Human Resource Evaluation Form-3 (T.3)		
11	Storage Facility/ Godown Evaluation Form-4 (T.4)		
12	Alternate Power/ Genset Evaluation Form-5 (T.5)		
13	Computer to Plate Facility and Design House Facility Evaluation Form-6 (T.6)		
14	“JV/ Consortium Agreement” on E-Stamp Paper of Rs.1,200/- (Where Applicable).		
15	Copy of Firm/ Company Registration/ Incorporation		
16	Copy of CNIC of all members (if applicable)		
17	Certificate Copy of Income Tax Registration/NTN		
18	Certificate Copy of Sales Tax Registration/STRN		
19	Annual Income Tax and Sales Tax Returns for last two years		
20	Affidavit on Rs.1200/- E-Stamp Paper that firm(s) is not currently blacklisted by Procuring Agency and bankrupt		
21	List of Bank Accounts		
22	Bank Statements of last two years		

23	Press Declaration Certificate (Where Applicable)		
24	Detail of Work if Executed/ Performed under AOP, JV and Consortium (Where Applicable)		
25	Any other information deemed fit by the Bidder for Bidding Process		
26	Details of Employees along with attested copies of CNIC and list of salary sheet.		
27	Financial Bid Proforma		
28	Bid Security Proforma		
29	Technical Bid Proforma		

Signature of Bidder with Stamp