

Subject: MINUTES OF 21ST MEETING OF PROCUREMENT COMMITTEE NO. 1 – PECTAA (/ PRE-BID MEETING FOR PROCUREMENT OF PRIMERS, JACKETS, TEXTBOOKS ETC. AND THEIR TITLE COVERS FOR ACADEMIC SESSION 2026-27)

Date & Time: 10.10.2025 at 3:00 PM

Venue: Committee Room, PCTB (Defunct) Building, Gulberg Office, PECTAA

Participants: Barrister Usama Fazal, MPA (PP-206), Khanewal, Member of PECTAA; Mr. Moiz Nazir, Member of PECTAA; Muhammad Asif Iqbal, Senior Law Officer, SED; Mr. Asad Ali, Director (Procurement), PECTAA; Mr. Amir Riaz, Director (C & C), PECTAA; Mr. Muhammad Akhtar Butt, Deputy Director (F&R), PECTAA; Ms. Zerva Sadiq, Deputy Director (M&E), PMIU; Mr. Ghulam Mohammad Sheikh, COO, PEIMA, (Online Participant); Ms. Sania Tariq, (DS-Staff), SED; Mr. Faisal Manzoor Deputy Director (Paper Quality), PECTAA; Dr. Safia Sultana, Director (T & CB) Literacy & NFBE.

Representatives of the bidding firms (*Annex-A*)

The meeting started with the recitation from the versus of Holy Quran. The Chair welcomed all the Committee Members as well as bidders / their representatives. Following agenda items were discussed:

Agenda Item No. 1: Pre-Bid Meeting for Procurement of Primers/ Jackets/ Textbooks etc. for Academic Session 2026-27

Discussion/ The chair announced to prospective bidders/ their representatives that if any clarification is required in Bidding

Recommendations: Documents, bidders may ask about it. The representatives have raised different points of concerns, which are explained as follows:

Sr. No.	Points / Queries raised by the prospective bidders/ their representatives	Response of the Procurement Committee
1.	The prospective bidders emphasized the importance of the timely release of payments against printing bills: i. Payments for some bidders pertaining to the previous Academic Session 2025-26 are still pending with the Authority. Despite assurances from the senior management regarding the release of these outstanding payments, the bills	i. Prospective bidders were assured that outstanding payments from the previous Academic Session 2025-26 will be released immediately. The new Managing Director has recently assumed charge of her office, and the pending cases are being addressed on a priority basis. Furthermore, the Chair directed that immediate action be taken in this regard. ii. In the academic session 2026-27, PECTAA will make its best efforts to avoid similar issues. It is anticipated that payment issues similar to those experienced last year will

	remain uncleared. Consequently, the concerned bidders may be unable to participate in the forthcoming tendering processes. ii. Similarly, with respect to the payments for the Academic Session 2026-27, bidders expressed apprehensions about possible delays. It was also highlighted that the supporting clause regarding payment within thirty (30) days after submission of bills, as provided under the Punjab Procurement Rules, 2014 (PPR-14), has been omitted in the current Bidding Documents.	not occur. It was further explained that Rule 62 of the Punjab Procurement Rules, 2014, has been omitted vide Notification No. SO(Cab-I)2-9/2015 dated 30.04.2025. Accordingly, the corresponding clause has also been deleted from the bidding documents. However, the payment mechanism will be improved to ensure prompt release of payments to the contractors against bills submitted on a priority basis.
2	The schedule of activities / supplies may be extended, as currently all books are under review in the Compliance and Curriculum Unit, and it is expected that the new positives of most of the books will be prepared.	"Not-Agreed" The Committee was of the view that the soft copies/positives will be prepared prior to the start of the printing process, and sufficient time is available for their preparation. However, in the case of any specific book where the provision of soft copies /positives is delayed, the corresponding supply schedule shall be considered as extended accordingly. At this stage, there is no need to revise or extend the schedule provided in the Bidding Documents.
3	Clarification was sought regarding whether the affidavit/e-stamp papers required for piracy, integrity pact, etc., should be of the value of Rs. 200/- or Rs. 1,200/-.	It was clarified that e-stamp papers of Rs. 1,200/-, as specified in the Bidding Documents, are required, in accordance with previous practice.
4	It was requested that the minimum brightness requirement for Recycled White Paper, as mentioned in the technical specifications of the Bidding Documents, be reduced from 80 to 70 to facilitate easier availability of the paper.	"Not-Agreed"
5	The requirement to insert a minimum of two additional pins prior to applying hot-melt glue binding was introduced for the first time in the supply of free textbooks by PECTAA. This is a time-consuming process, given the large quantities involved and the high number of pages/formats per book, and may lead to delays in	"Agreed" The Committee agreed with the request and decided to omit the requirement of inserting a minimum of two additional pins prior to applying hot-melt glue binding, for books containing more than sixty (60) pages, for the Academic Session 2026-27 only. However, Committee recommended to increase the penalties regarding defective binding to ensure required binding quality.

supply, as most bidders do not possess automatic pin-binding machines, and the manual machines requires considerable time. Furthermore, the import of automatic pin-binding machines would also take approximately two to three months. Therefore, it is not a feasible option for the Academic Session 2026–27, and this requirement may be omitted and introduced in the next session, 2027–28, if required.	The Committee further recommended that the said requirement of insertion of pins will be the part of Bidding Documents from the Academic Session 2027-28.
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In the view of above, following corrections/ clarifications of Bidding Documents are provided:

Clause No. of Bidding Documents	Written in Bidding Documents	Read as hereunder								
Clause ‘t’ of technical specifications, Section-V of Bidding Documents	<i>“The Primers, Jackets, and Textbooks containing equal or fewer than sixty (60) pages shall be bound using center-pin binding (at a minimum of two standard points). The Primers, Jackets, and Textbooks exceeding aforementioned limit of number of Pages shall be bound using hot-melt glue binding of the best imported quality; however, a minimum of two additional pins must be properly inserted from top to bottom edges of the book near spine, prior to applying the hot-melt glue binding”</i>	<i>“For the Academic Session 2026-27, the Primers, Jackets, and Textbooks containing equal or fewer than sixty (60) pages shall be bound using center-pin binding (at a minimum of two standard points) and those exceeding aforementioned limit of number of Pages shall be bound using hot-melt glue binding of the best imported quality.</i>								
Clause 4 (20.2) of Section VI (General Conditions of Contract) of the Bidding Documents	<table><tr><th>Irregularities</th><th>Penalties</th></tr><tr><td>i) Defective Primers/ Jackets/ Textbooks supplied to Warehouses in Lahore with the following deficiencies: a) Non usage of prescribed ink b) Colour impression deficiency c) Blank pages</td><td></td></tr></table>	Irregularities	Penalties	i) Defective Primers/ Jackets/ Textbooks supplied to Warehouses in Lahore with the following deficiencies: a) Non usage of prescribed ink b) Colour impression deficiency c) Blank pages		<table><tr><th>Irregularities</th><th>Penalties</th></tr><tr><td>i) Defective Primers/ Jackets/ Textbooks supplied to Warehouses in Lahore with the following deficiencies: a) Non usage of prescribed ink b) Colour impression deficiency c) Blank pages</td><td></td></tr></table>	Irregularities	Penalties	i) Defective Primers/ Jackets/ Textbooks supplied to Warehouses in Lahore with the following deficiencies: a) Non usage of prescribed ink b) Colour impression deficiency c) Blank pages	
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Clause No. of Bidding Documents	Written in Bidding Documents		Read as hereunder	
	d) Formats not in order; page wise / repeated formats / upside down formats etc. e) Defective printing. f) Defective binding g) Undersize h) Defective trimming i) Defective insertion/ missing of pin(s) j) Defective folding k) Defective Packing l) Any other fault ii) The defective copies will be worked out on the basis of percentage of the sample checked. Sample size will not be less than 1% of the quantity under inspection. a) Defects up to 1% b) Defects above 1% to 2% c) Defects above 2% to 3% d.) Defects above 3% to 4% e) Defects above 4% to 5% f.) Defects above 5% to 10% g) Defects above 10%	a) 1% of the cost of consignment b) 2% of the cost of consignment c) 3% of the cost of consignment d.) 4% of the cost of consignment e.) 5% of the cost of consignment f.) 10% of the cost of consignment g) Replacement of all such stock as specified in Clause 20 in addition to penalty @ 4% of value of defective copies shall be imposed.	d) Formats not in order; page wise / repeated formats / upside down formats etc. e) Defective printing. f) Defective binding g) Undersize h) Defective trimming i) Defective insertion/ missing of pin(s) j) Defective folding k) Defective Packing l) Any other fault ii) The defective copies will be worked out on the basis of percentage of the sample checked. Sample size will not be less than 1% of the quantity under inspection. a) Defects up to 1% b) Defects above 1% to 2% c) Defects above 2% to 3% d.) Defects above 3% to 4% e) Defects above 4% to 5% f.) Defects above 5% to 10% g) Defects above 10%	For all defects, excluding mentioned at Sr. No. "f", under deficiencies i.e. "Defective Binding" a) 1% of the cost of consignment b) 2% of the cost of consignment c) 3% of the cost of consignment d.) 4% of the cost of consignment e.) 5% of the cost of consignment f.) 10% of the cost of consignment g) Replacement of all such stock as specified in Clause 20 in addition to penalty @ 4% of value of defective copies shall be imposed. Only for the defect mentioned at Sr. No. "f", under deficiencies i.e. "Defective Binding" a) 3% of the cost of consignment b) 6% of the cost of consignment c) 10% of the cost of consignment For "d to "g", Cancellation of award, and issuance of award to 2nd lowest bidder at the rate of fist lowest bidder and so on, and

Clause No. of Bidding Documents	Written in Bidding Documents	Read as hereunder	
			blacklisting of firm minimum for two years.

All other terms and conditions for Procurement of Primers/ Jackets/ Textbooks etc. for Academic Session 2026-27, remained unchanged.

Agenda Item No. 2: Pre-Bid Meeting for Procurement of Title Covers for Primers/ Jackets/ Textbooks etc. for Academic Session 2026-27

Sr. No.	Points / Queries raised by the prospective bidders/ their representatives	Response of the Procurement Committee
1.	The prospective bidders emphasized the importance of the timely release of payments against printing bills: i. Payments/ performance securities for some bidders pertaining to the previous Academic Session 2025-26 are still pending with the Authority. Despite assurances from the senior management regarding the release of these outstanding payments, the bills remain uncleared. Consequently, the concerned bidders may be unable to participate in the forthcoming tendering processes. ii. Similarly, with respect to the payments for the Academic Session 2026-27, bidders expressed apprehensions about possible delays. It was also highlighted that the supporting clause regarding payment within thirty (30) days after submission of bills, as provided under the Punjab Procurement Rules, 2014 (PPR-14), has been omitted in the current Bidding Documents.	i. Prospective bidders were assured that outstanding payments/ performance securities from the previous Academic Session 2025-26 will be released immediately. The new Managing Director has recently assumed charge of her office, and the pending cases are being addressed on a priority basis. Furthermore, the Chair directed that immediate action be taken in this regard. ii. In the academic session 2026-27, PECTAA will make its best efforts to avoid similar issues. It was further explained that Rule 62 of the Punjab Procurement Rules, 2014, has been omitted vide Notification No. SO(Cab-I)2-9/2015 dated 30.04.2025. Accordingly, the corresponding clause has also been deleted from the bidding documents. However, the payment mechanism will be improved to ensure prompt release of payments to the contractors against bills submitted on a priority basis.
2	The prospective bidders requested to extend the Schedule of Supplies particularly for first instalment.	"Not-Agreed"

Sr. No.	Points / Queries raised by the prospective bidders/ their representatives	Response of the Procurement Committee
3	Clarification was sought as to whether Coated Bleached Board of 210 GSM may be used instead of 190 GSM for printing and supply of title covers.	In this regard, a clarification has already been provided as a note under Clause (d) of the Technical Specifications, Section-V of the Bidding Documents, reproduced hereunder: <i>"The target values and minimum limits of the above-mentioned factors are critical, while the maximum limits may be flexible, keeping in view the 'Quality Benefit Analysis.'"</i> The above clarification clearly indicated that the Coated Bleached Board of 210GSM can also be used.

All terms and conditions for procurement of Title Covers for Primers/ Jackets/ Textbooks etc. for Academic Session 2026-27, remained **unchanged**.

Meeting was ended with a vote of thank by and for the chair.


(Faisal Manzoor)
Deputy Director (Paper Quality), PECTAA
(Co-opted Member)


(Muhammad Akhtar Butt)
Deputy Director (F&R), PECTAA
(Member)


(Asad Ali)
Director (Procurement), PECTAA
(Member/Secretary)


(Amir Riaz)
Director (C & C), PECTAA
(Member)

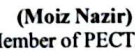

(Ms. Sania Tariq)
(DS-Staff), SED
(Member)

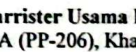

(Dr. Safia Sultana)
Director (T & CB) Literacy & NFBE
(Co-opted Member)


(Ms. Zerva Sadiq)
Dy. Director (M&E), PMIU
(Member)


(Ghulam Mohammad Sheikh)
COO, PEIMA
(Online Participant)
(Member)


(Muhammad Asif Iqbal)
Senior Law Office, SED
(Member)


(Moiz Nazir)
Member of PECTAA
(Member)


(Barrister Usama Fazal)
MPA (PP-206), Khanewal,
Member of PECTAA
(Convenor)