

BIDDING DOCUMENTS

FOR

**PROCUREMENT OF TAJWEEDI QAIDA/ TAJWEEDI
PARAS**

**OF THE HOLY QURAN
FOR ACADEMIC SESSION 2026-27**

FROM

**FIRMS/ SOLE PROPRIETORS/ COMPANIES/ JV/ CONSORTIUMS/ GROUP/ AOP/
PUBLISHERS/ PRINTERS ETC.**

**REGISISTERED WITH “PUNJAB QURAN BOARD” UNDER “THE PUNJAB HOLY
QURAN (PRINTING AND RECORDING) ACT, 2022 (AMENDED)**

AS PER

**STANDARD COPY OF HOLY QURAN OF ANJUMAN-E-HIMAYAT-ISLAM (EDITION
2016) IN COMPLIANCE WITH THE NOTIFICATION ISSUED BY MINISTRY OF
RELIGIOUS AFFAIRS AND INTERFAITH HARMONY, GOVERNMENT OF THE
PAKISTAN VIDE NO. 5(1)/DD(Q)/2016 DATED 04.03.2024.**



**PUNJAB EDUCATION CURRICULUM TRAINING &
ASSESSMENT AUTHORITY (PECTAA)**

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

Phone: 042-99260144

Website: <https://pectaa.edu.pk/>

Issuing Month: October, 2025



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



TENDER NOTICE

**FOR PROCUREMENT OF TAJWEEDI QAIDA/ TAJWEEDI PARAS OF THE HOLY QURAN
FOR ACADEMIC SESSION 2026-27**

Government of the Punjab directed all departments vide letter No. SO(I&C-1) 5-4/2024 dated 9th May, 2024 that E-Procurement shall be mandatory for all Public Offices including Attached Departments, Autonomous Bodies, Companies and Authorities in Punjab with effect from 01.07.2024. In the light of Govt. instructions, PECTAA invites bids for printing, binding and supply of ‘**Tajweedi Qaida/ Tajweedi Paras of The Holy Quran**’ for the Academic Session 2026-27 in accordance with the demand of Programme Monitoring and Implementation Unit - Punjab Education Sector Reforms Programme (PMIU-PESRP), Punjab Education Foundation (PEF) and Punjab Education Initiative Management Authority (PEIMA) etc. from well reputed Printers / Publishers / Firms / Companies / JVs / Group / Consortiums / AOPs/ Sole Proprietors etc. **registered with “Punjab Quran Board” under “The Punjab Holy Quran (Printing and Recording) Act, 2022 (Amended)** and 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. **The Bidding Documents containing detailed terms and conditions are available on the websites of PPRA, PECTAA, and the e-Pak Acquisition & Disposal System (EPADS) at <https://eproc.punjab.gov.pk/ActiveTenders.aspx>, <https://pectaa.edu.pk/tender.php>, 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/05/FY25-26/TQTP/AS26-27	Procurement of Tajweedi Qaida/ Tajweedi Paras of The Holy Quran for Academic Session 2026-27	3.1 Million	Rs. 379 Million	On or before Monday, 03 November 2025 at 11:00 a.m.	Monday, 03 November 2025 at 11:30 a.m.

A **Non-Muslim**, as defined under Article 260 of the Constitution of the Islamic Republic of Pakistan, **shall not associate or be associated**, whether as Lead Bidder, Joint Venture partner, or Binder in Agreement, **with the printing or publication of the Tajweedi Qaida/ Tajweedi Paras of The Holy Quran**. Bid submission only through EPADS shall be entertained. Any bid submitted through other means shall not be accepted or considered. The interested bidders shall submit online Technical and Financial Bids on the website of EPADS accompanied by bid security as mentioned in the Bidding Document. Bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline, and not to wait for the last date and time to upload the bid. A copy of Technical Bid in sealed envelopes along with paper samples and Bid Security @ 2% of the estimated price in Pak Rupees, as mentioned in the Bidding Document, from any Scheduled Bank of Pakistan, in the form of original Call Deposit Receipt / Demand Draft / Pay Order in favour of PECTAA must be submitted physically in the tender box available at the Committee Room of PECTAA Office, **at the address given below**, well before the date and time of submission of e-bids. Late bids shall not be entertained. In case of discrepancies, the documents uploaded on the EPADS shall prevail. At first instance, Technical Bids shall be opened in the presence of the bidders, or authorized representatives, who choose to attend, and credentials of all bidders shall be evaluated through physical and documentary inspection as per prescribed technical evaluation criteria mentioned in the Bidding Document. Thereafter, the Financial Bids of technically qualified bidders shall be announced on a notified time, date and venue in the presence of bidders or their authorized representatives, who choose to attend the meeting. The procurement of good quality paper, inks, glue etc. as per approved specifications mentioned in the Bidding Document is the responsibility of the bidder. The rates shall be inclusive of all costs including applicable taxes and supply at the designated Godown of PECTAA, PMIU, PEF, PEIMA and other organizations at Lahore. A pre-bid meeting will be held at the Committee Room of PECTAA Office, **at the address given below on Friday, 24 October, 2025 at 03:00 p.m.** In case of official holiday on the day of submission, the next day will be considered as the last submission date for physical submission of copy of technical bid, paper samples and original bid security. The bid shall remain valid for a period of **90 days**, commencing from the date of opening of the Technical Bid. Detailed terms and conditions, method of procurement and procedure for submission of bids, and other information are available in the 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 and PECTAA shall not be held responsible for any issues thereof.

The Uniform Resource Locators (URLs) of the website of PPRA for this advertisement is <https://eproc.punjab.gov.pk/ActiveTenders.aspx> and response time shall be calculated exclusively from the date of publication of this advertisement on the website of the PPRA.

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
TQTP	Tajweedi Qaida/ Paras of the Holy Quran
PNB	Practical Note Book
SRM	Supplementary Reading Material
ITB	Instruction to Bidder
BDS	Bid Data Sheet
PPR-14	Punjab Procurement Rules, 2014
PPRA	Punjab Procurement Regulatory Authority
EPADS	e-Pak Acquisition & Disposal System
PECTAA	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 Initiatives 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 **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** for the Academic Session 2026-27. 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, 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

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| 1. Scope of Bid | 1.1 | PECTAA invites bids through EPADS from well reputed Printers/ Publishers/ Firms / Companies / Joint Venture (JV) / Consortiums / Association of Persons (AOPs) / Groups etc. for Procurement of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran for Academic Session 2026-27 as per standard copy of Holy Quran of Anjuman-e-Himayat-Islam (Edition 2016) in compliance with the notification issued by Ministry of Religious Affairs and interfaith Harmony, Government of the Pakistan vide No. 5(1)/DD(Q)/2016 dated 04.03.2024. |
| | 1.2 | The scope of the bid shall be limited to the procurement of Tajweedi Qaida/ Tajweedi Paras of The Holy Quran for the Academic Session 2026-27. |
| 2. Eligible Bidders | 2.1 | Following are the eligible bidders: <ul style="list-style-type: none">i. Publishers registered with “Punjab Quran Board” under “The Punjab Holy Quran (Printing and Recording) (Amended) Act, 2022.ii. Printers/ Publishers registered with Income Tax Department and Sales Tax Departmentsiii. Sole Proprietors/ Firms/ Companies/ Association of Persons (AOP) having the requisite capability of printing/ publishing/ binding and registered with Income Tax Department and Sales Tax Departmentsiv. 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)v. Government/ Semi-Government Institutions or Autonomous Bodies operating in the field of printing/ publishing |
| | 2.2 | The bidder must have a printing press of its own or in the form of JV/ Consortium at least one member (any of the members) must have a printing press. |
| | 2.3 | The Bidder or any of the members in case of Consortium or JV should not have been blacklisted by the Procuring Agency as per Punjab Procurement Rules, 2014 (PPRA Rules, 2014) and also not declared as bankrupt during last five years. |

- 2.4 Any bidder involved in piracy of Primers/ Jackets/ Single Textbooks/ SRM/ Practical Note Books etc. shall not be eligible.
 - 2.5 A **Non-Muslim**, as defined under Article 260 of the Constitution of the Islamic Republic of Pakistan, **shall not associate or be associated**, whether as Lead Bidder, Joint Venture Partner, or Binder in Agreement, **with the printing or binding of the Tajweedi Qaidas/ Paras of the Holy Quran.**
- 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 PECTAA on behalf of all other partners. The proportionate share of all the Bidders must be declared in the JV/ Consortium agreement, however, the **proportionate share** of the Lead Bidder must not be less than **51%**.
 - 3.3 Joint Venture/ Consortium shall be legally formed under respective relevant law/ rules.
 - 3.4 Bidding Documents may be downloaded by all the members of JV/ Consortium individually.
 - 3.5 Lead Bidder or any member of a JV/ Consortium shall not be eligible to apply as individual Bidder or as a member of any other Consortium/ JV. In case of such violation, the Bidder and JV/ Consortium shall be disqualified.
 - 3.6 In case Bidder declared as Lowest Evaluated Bidder/ Successful Bidder, payments regarding supply of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** 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 PECTAA.

- 3.7 Lead Bidder must be registered with “Punjab Quran Board” under “The Punjab Holy Quran (Printing and Recording) Act, 2022 (Amended)”. The Lead Bidder shall, however, remain responsible for ensuring full compliance with all requirements prescribed under the Punjab Holy Quran (Printing and Recording) Act and its Rules in respect of the work executed by any Joint Venture (JV) partners or under any related agreement.
- Furthermore, A **Non-Muslim**, as defined under Article 260 of the Constitution of the Islamic Republic of Pakistan, **shall not associate or be associated**, whether as Lead Bidder, Joint Venture partner, or Binder in Agreement, **with the printing or binding** of the Tajweedi Qaida and Paras **of the Holy Quran**.
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 bids.
- 4.2 The request for clarification shall be addressed to the Director (Procurement), PECTAA at the address given in the Data Sheet.
- 4.3 The Procuring Agency will respond to any such request for clarification in writing before the deadline of submission of applications.
- 4.4 If the Procuring Agency deems it necessary to amend this document as a result of such clarification(s), it shall proceed as per the procedure described in Clause 5 of ITB mentioned as “Amendments in this document”.
- 4.5 The Invitation for Bids issued by the Procuring Agency i.e. “Punjab Education Curriculum Training & Assessment Authority” (PECTAA) is not part of the Contract Agreement.
5. Amendments in this document / Procurement Agency’s Right to Annul the Bidding Process
- 5.1 At any time prior to the deadline fixed for submission of Bids, the Procuring Agency may amend this document by issuing addenda under rule 25(3) of the PPR-14.
- 5.2 Any addendum issued shall be part of Bidding Documents and shall be communicated by uploading on the website of Authority/ EPADS.
- 5.3 To give Bidders reasonable time to take an addendum into account while preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications as per rule 29 of PPR-14.

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

B. 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 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 | <p>The Bid shall comprise of the following in accordance with EPADS:</p> <p>(a) Technical Bid</p> <p>Bid Submission Sheet (BSS), Bid Information Sheet (BIS), GCC, SCC, Paper Samples, Paper Samples Testing Fee, copy of CNIC, Supply Requirements-Section-V and Original Instrument of Bid Security.</p> <p>(b) Financial Bid</p> <p>The Financial Bid comprises Financial Bid Proforma.</p> |
| 8. Bid Submission Sheet and Financial Bid | 8.1 | The Bidder shall submit the Bid through EPADS, Submission Sheet using the Form furnished in Section IV; Bidding Forms. This Form must be completed without any alterations to its format, and no substitutes shall be accepted. |
| | 8.2 | The Bidder may offer the Financial Bid through EPADS for any one or more than one items for supply of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran keeping in view his own production capacity . The rate should be inclusive of all applicable taxes and inputs etc. on the attached Proforma. |
| | 8.3 | Financial Bid furnished on Proforma other than the original shall not be accepted. |

- 8.4 Bid submission only through EPADS shall be entertained, any bid submitted through other means shall not be accepted or considered. The interested bidders shall submit online Technical and Financial Bids on the website of EPADS accompanied by bid security as mentioned in the Bidding Documents. Bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline, and not wait for the last date and time to upload the bid. A copy of Technical Bid in sealed envelopes along with paper samples, Original instrument of Bid Security @ 2% of the estimated price in Pak Rupees, as mentioned in the Bidding Document, from any Scheduled Bank of Pakistan, in the form of original Call Deposit Receipt / Demand Draft / Pay Order in favor of PECTAA and e-stamp papers as mentioned in Bidding Documents must be submitted physically in the tender box available at the Committee Room, PECTAA Office, **Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore** well before the date and time of submission of e-bids. Late bids shall not be entertained. In case of discrepancies, the documents uploaded on the EPADS shall prevail. In case of official holiday on the day of submission, the next day will be considered as the last submission date for physical submission only of copy of technical bid, paper samples and original bid security. Bid submission on EPADS shall be entirely responsibility of the bidder, PECTAA shall not be held responsible for any issues thereof. Non-submission of the Original Bid Security instrument at the prescribed time and date, the bid shall stand rejected.
9. Alternative Bids 9.1 Unless otherwise indicated in the BDS, alternative bids shall not be considered.
10. Period of Validity of Bids 10.1 Bids shall remain valid for the period specified in clause 7 of BDS.

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| 11. | Bid Security | <p>11.1 Bid Security mentioned against respective estimated rate of Package of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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 the of Package of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran (as given at Appendix "Q"), shall be deposited. It is not required to be calculated on the basis of financial offer of the bidder. If the amount of Bid Security against each package will be lesser than the estimated amount of Bid Security mentioned against each package, said bid shall be technically disqualified, however, if the amount of Bid Security will be higher than the estimated amount of Bid Security mentioned against each package, it will be accepted.</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:
 a) a Bidder withdraws the bid during the bid validity period.
 b) the successful/ lowest evaluated Bidder fails to sign the Contract Agreement.</p> <p>11.6 The Bid Security must be furnished by the Bidder in the favour of Punjab Education Curriculum Training & Assessment Authority, Lahore (PECTAA).</p> |
| 12. | Format and Signing of Bid / Language of Application | <p>12.1 The Bidder shall prepare and submit Technical & Financial Bids as per Clauses 7 & 8 of ITB through EPADS. In addition to it, the bidder shall physically submit one complete set of Technical Bid in the tender box, along with Paper Samples, Original instrument of 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> |

- 12.3 For Financial Bid submitted on EPADS, any interlineations, erasures, or overwriting shall not be allowed.
- 12.4 For Financial Bid, use of white correcting fluid for any of the above, even if attested, shall be considered invalid.
- 12.5 The application as well as all correspondence and documents relating to the bidding process exchanged by the Bidder and the Procuring Agency, shall be written in English or Urdu. Supporting documents and printed literature that are part of the application/ bids may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in BDS (i.e. English or Urdu) in which case for purposes of interpretation of the application/ bids, the translation shall govern.

C. Submission and Opening of Bids

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| 13. | Sealing and Marking of Bids | 13.1 The Bidder shall submit the bid as per Clause 8 of ITB. |
| | | 13.2 The envelope shall; <ul style="list-style-type: none">(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, PECTAA will assume no responsibility for the misplacement or premature opening of the bid. |
| 14. | Deadline for Submission of Bids | 14.1 Bids must be received by the PECTAA at the given address and no later than the date and time indicated in the BDS. |
| | | 14.2 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 PECTAA and Bidders, evolved as such vide earlier transaction, shall thereafter be subject to the deadline as extended. |
| 15. | Late Bids | 15.1 PECTAA shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by 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, paper samples, Original Instrument of Paper Testing Fee, original e-stamp papers and original instrument of bid security in the designated tender box at the Committee Room, Head Office PECTAA, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore , on or before Monday, 03 November 2025 at 11:00 am , shall be opened on the same day at 11:30 a.m. This opening process will take place in the presence of procurement committee members, 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, 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 procurement committee members, 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, 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 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. |

D. Award of Contract

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| 18. | Award Criteria | 18.1 | 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 | 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, 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, PECTAA reserves the right to increase or decrease the quantity of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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, 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 fifteen (15) 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 e-stamp paper of the requisite value which shall be paid by the bidder, after submission of the performance security. |

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

21.3 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, and Blacklisting of the Firm. In that event 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 PECTAA to be qualified to perform the Contract satisfactorily.

If a successful Bidder submits an application within **fifteen (15) days** of the issuance of the Award Letter to seek extension for signing of Contract, an extension of maximum **7 days** may be granted after approval of the Managing Director (Operations), and imposition of penalty as per clause 20 of GCC

22. Performance Security

22.1 Within **fifteen (15) days** of the receipt of notification of award from 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 If a successful Bidder submits an application within **fifteen (15) days** of the issuance of the Award Letter to seek extension for the submission of Performance Security, an extension of maximum **7 days** may be granted after approval of the Managing Director (Operations), and imposition of penalty as per clause 20 of GCC.

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

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

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| 23. | Availability of Paper | 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 Paper and location/ address of the Godown (which should not be other than those premises owned or declared at the time of Technical Bid Submission), where 30% stock of paper of the total awarded quantity will be available. Extension up to 8 days may be granted by the Director (Procurement), PECTAA regarding the intimation subject to penalty of Rs. 1000/- per day per lac for the value of work awarded. If Bidder is failed to intimate the location/ address of the 30% stock of paper within 20 days after the issuance of award, the award letter/ contract shall be cancelled and Bid/Performance Security shall be fortified. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.</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 paper. If the quantity of stock of paper found lesser than the 30% of awarded quantity or having lesser than required grammage, the award letter/ contract shall be cancelled and Bid/Performance Security shall be fortified. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.</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 | PECTAA will carry out regular inspections of the printing, binding etc. to ensure quality and timely supply of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran for the Academic Session 2026-27. |
| | | 25.2 | The Bidder shall facilitate the Monitoring Team(s) of PECTAA to get checked the printed Tajweedi Qaida/ Tajweedi Paras of the Holy Quran being printed, paper quality, stock of paper and other allied items and shall not hesitate to do so. |
| | | 25.3 | The successful Bidder will intimate in writing to Director (Procurement), PECTAA the location(s)/ address(es) where printing and binding of awarded quantity will be started (which should not be other than those premises of printing press(s) and binding house(s) owned or declared at the time of Technical Bid Submission), otherwise, action will be taken as per clause 28, ITB of bidding document. |

- 25.4 Notwithstanding any other provision in this document, PECTAA in order to ensure in public interest, the printing and supply of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran for Academic Session 2026-27** to Government Institutions, shall have the right to withdraw the award in part or whole, if the Bidder fails to comply with timelines mentioned in the Bidding Documents regarding stock of paper and printing/supply of each installment of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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 etc. of PECTAA. In case of non-compliance, penalty shall be imposed as specified in Clause 20.2 (9) of the GCC/ and proceedings shall be initiated under the relevant (criminal) law.
27. Disqualification of Bidder 27.1 The procuring agency shall disqualify a bidder on the ground that he had provided false, fabricated or materially incorrect information at any stage of procurement process. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.
28. Sub-Letting 28.1 The bidder shall not sub-let the job awarded. He shall be bound to execute the entire work at his own premises. Any deviation or sub-letting shall result in disqualification of the bidder, forfeiture of Performance Security and Blacklisting of the Firm.
29. Preparation of positives 29.1 The successful Bidder will arrange soft copies/ design of **Tajweedi Paras of the Holy Quran from Grades II to V** and making printing plates through computer to plates (CTP) imaging technology shall be the responsibility of the successful bidder, however, PECTAA will provide the soft copy of **Tajweedi Qaida for Grade-I**.

If the positives/films/ Computer to Plate returned by the bidder are found defective or not in proper usable condition, the bidder shall have to pay the replacement cost of defective positives/films/ / Computer to Plate to PECTAA which may be recovered from the bill of the concerned bidder. The bidder shall ensure that pre-press material is not misused in any manner. If a bidder is found misusing the pre-press material of PECTAA, then strict legal action shall be taken including the blacklisting of the firm.

- | | | | |
|-----|---|------|---|
| 30. | Same Rate of One Package | 30.1 | If financial proposal of two or more Bidders will be found same against one <u>Package</u> at the time of Financial Opening, the said lowest Bidder(s) will be asked to resubmit sealed financial proposals in the presence of “Procurement Committee” at the same time and date. If the Bidders will offer again same rate, such offers shall not be entertained and said <u>Package</u> will be retendered. |
| 31. | Completion of PECTAA’s work on priority basis | 31.1 | The lowest evaluated bidders/ firms/ Joint Ventures/ Consortium etc. are bound to print/ bind the awarded work of PECTAA on top priority. If any other type of printing or binding work will be started without completing all of awarded work of PECTAA, the Performance Security of said Firms/ Joint Venters/ Consortium etc. shall be fortified and said Firms/ Joint Venters/ Consortiums etc. shall be blacklisted. |
| 32 | Fraud and Corruption | 32.1 | 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. |
| | | 32.2 | 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. |
| | | 32.3 | 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 & ASSESSMENT AUTHORITY (PECTAA)
2.	The number of the Invitation for Bids is: PECTAA/PROC/05/FY25-26/TQTP /AS26-27
	CONTENTS OF BIDDING DOCUMENTS
3.	Address for clarification of bids purposes only: DIRECTOR PROCUREMENT PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY Address: Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore Phone: 042-99260144
	Preparation of Bids
4.	Alternative bids <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 original Pay Order/ Demand Draft/ CDR of the bid security in favor of PECTAA with Technical Bid. b. The Bidder shall submit Pay Orders amounting to Rs.23,500/- (Non-refundable) for each paper sample in favor of PECTAA, as test-fee of samples along with the Technical Bid. c. The Bidder shall submit e-stamp papers as required in Bidding Documents along with Technical Bid.

9.	Technical & Financial Bid should be submitted in accordance with EPADS:																												
	Submission and Opening of Bids																												
10.	10.1 Interested bidders must submit both Technical and Financial Bids online via the EPADS website. Bidders are advised to upload their e-bid well before the deadline. 10.2 Additionally, a sealed copy of the Technical Bid must be submitted physically at PECTAA's office before the submission deadline. Late bids will not be accepted, and in case of discrepancies, the documents uploaded on EPADS will prevail. 10.3 Particulars of documents to be attached duly signed and stamped by the Bidder. (a) Technical Bid: <table border="1"> <tr> <th align="center">Sr. No.</th><th align="center">Particulars of documents</th></tr> <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>Offset Printing Paper Sample Testing Fee (Rs.23,500/- 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 Original Pay Order/Bank Draft/CDR</td></tr> <tr><td align="center">8.</td><td>Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned Bidder. Minimum three (03) Set of samples separately for Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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> </table> (b) Financial Bid: Following documents shall be submitted on EPADS only. <table border="1"> <tr> <th align="center">Sr. No.</th><th align="center">Particulars of documents</th></tr> <tr><td align="center">1.</td><td>Financial Bid Proforma (Original)</td></tr> </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.	Offset Printing Paper Sample Testing Fee (Rs.23,500/- per sample non-refundable)	6.	Copy of CNIC, valid NTN/valid Sales Tax Number	7.	Bid Security in shape of Original Pay Order/Bank Draft/CDR	8.	Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned Bidder. Minimum three (03) Set of samples separately for Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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)
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11.	Technical Bid shall be submitted through EPADS. For purpose of submission of Copy of Technical Bid, the Procurement Agency's address is: Attention: <u>Director (Procurement), PECTAA</u> Address: Committee Room, Head Office PECTAA, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore. 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: Monday, 03 November 2025 Time: <u>11:00 am.</u>
12.	The bid opening shall take place at: Address: Committee Room, Head Office PECTAA, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore. City: <u>Lahore</u> Country: <u>Pakistan</u> Date: Monday, 03 November 2025 Time: <u>11:30 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 PECTAA shall use to evaluate a bid of eligible Bidder (as per Clause 2 of ITB) and determine whether a Bidder possesses required qualification.

- i. 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.
- ii. The Procuring Agency shall evaluate technical aspects through physical inspection and examination of the documents produced by the Bidder.
- iii. 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.
- iv. 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.
- v. The Financial Bid of those Bidders shall be opened whose **Paper** samples meet the required specifications as per the test report of Paper Testing Laboratory (in the light of recommendations of the Procurement Committee of PECTAA).
- vi. 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.
- vii. Comparative Statement: -
- viii. The bidder offering the lowest rate in the respective **Package of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** would be the lowest evaluated bidder (**Based on Least Cost Method**).
- ix. After opening of Financial Bid through EPADS, the successful Bidders shall be awarded the work for which they are entitled under PPRA Rules, 2014.

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

LIST OF MANDATORY DOCUMENTS/ REQUIREMENTS

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

- 1) Duly filled in, signed and stamped “Bid Submission Sheet” (**Appendix-A**).
- 2) Duly filled in, signed and stamped “Bidders Information Sheet Other than JV/ Consortium” (where applicable) (**Appendix-B**).
- 3) Duly filled in, signed and stamped “Bidder Information Sheet for Lead Bidder of JV/ Consortium” (where applicable) (**Appendix-C-1**).
- 4) Duly filled in, signed and stamped “Bidder Information Sheet for other than Lead Bidder of JV/ Consortium” (where applicable) (**Appendix-C-2**).
- 5) Duly filled in, signed and stamped “Printing Capacity Evaluation Form-1 (T.1)” (**Appendix-D**). (Under this category, securing **at least 50%** of the marks, i.e. 20 marks, shall be **mandatory** to qualify technically; otherwise, the bidder shall be considered **disqualified**.)
- 6) Duly filled in, signed and stamped “Binding Facilities Evaluation Form-2 (T.2)” (**Appendix-E**).
- 7) Duly filled in, signed and stamped “Human Resource Evaluation Form-3 (T.3)” (**Appendix-F**).
- 8) Duly filled in, signed and stamped “Storage Facility/ Godown Evaluation Form-4 (T.4)” (**Appendix-G**).
- 9) Duly filled in, signed and stamped “Alternate Power/ Genset Evaluation Form-5 (T.5)” (**Appendix-H**).
- 10) Duly filled in, signed and stamped “Form for Bank Statements for Last Two Years (F.1)” (**Appendix-I**). (Under this category, securing **at least 50%** of the marks, i.e. 12.5 marks, shall be **mandatory** to qualify technically; otherwise, the bidder shall be considered **disqualified**.)
- 11) Duly filled in, signed and stamped “Form for Income Tax Chargeable in last two Tax Years (F.2)” (**Appendix-J**).
- 12) Duly filled in, signed and stamped “Form for Average Bank Balance of 24 Months (F.3)” (**Appendix-K**).
- 13) Duly filled in, signed and stamped “Form for Financial Value of Similar Contracts (F.4)” (**Appendix-L**).
- 14) Duly filled in, signed and stamped “Form for Audit Report (F.5)” (**Appendix-M**).
- 15) Duly filled in, signed and stamped “Agreement with Binder” where applicable (**Appendix-N**).

- 16) Copy of active **NTN certificate** of the Bidder. In case of Consortium/JV, the active NTN certificates of all the members must be submitted (The active NTN certificate shall be verified from the website of FBR).
- 17) Copy of valid **STRN certificate** of the Bidder. In case of Consortium/JV, the valid STRN certificate of the Lead Bidder must be provided.
- 18) **Income tax return** of last two financial years of the Bidder. In case of JV/ Consortium, the Income tax returns of last two years of the Lead Bidder shall be provided.
- 19) **Sales tax returns** of last one year of the Bidder. In case of JV/ Consortium, the Sales tax returns of last one year of the Lead Bidder shall be provided.
- 20) Affidavit on a E-Stamp Paper of Rs. 1200/- that the bidder is **not currently blacklisted** by the Procuring Agency as per PPRA-Rules, 2014 and also not declared as bankrupt during last five years. In case of JV/ Consortium, this affidavit must be provided in respect of all members.
- 21) The bidder shall provide an affidavit on a E-Stamp Paper of Rs. 1200/- that it has not **been involved and convicted in piracy of Primers, Jackets, Textbooks etc.** of PECTAA/ any other Textbook board of federating units of Pakistan during last five years and no criminal case is registered against the bidder in this regard or any criminal proceeding is pending against the bidder (either in JV/ consortium or in individual capacity).
- 22) Original **bank statements** of the bidder duly signed and stamped by concerned bank branch manager for **last two financial years** (in case of Consortium and JV, all members shall submit the bank statements for last two years).
- 23) **Press Declaration Certificate** of the Bidder (in case of JV/ Consortium, it is obligatory that at least one of the members must have Press Declaration Certificate which shall be submitted along with the application). Bidder will be bound to produce original on demand of the Procuring Agency which reserves the right to get the same verified from concerned authority, if required.
- 24) The **original agreement of JV/ Consortium** signed on E-Stamp Paper of Rs.1200/- duly signed and stamped by all the members.
- 25) The prescribed forms (Appendices A to N), in case of JV/ Consortium, must be filled in, signed and stamped separately by each member of the JV/ Consortium.
- 26) Copy of valid **CNIC's of the Bidder** (in case of AOP, Consortium or JV, copy of CNIC of all members)
- 27) Attested copy of the **evidence of the ownership of the Land/ Building/ Equipment/ Machine** etc. regarding relevant Printing Press/ Godown/ Binding House etc. In case of rent agreement, the rent agreement must be made on E-Stamp Paper of Rs. 1200/- by submitting required stamp duty.

- 28) Registration certificate of “Punjab Quran Board” under “The Punjab Holy Quran (Printing and Recording) (Amendment) Act, 2022.
- 29) **All documents are duly signed** by the bidder or authorized signatory.
- 30) The Bidder shall submit a minimum of three (03) paper samples (each consisting of ten (10) sheets of **100% Wood Pulp Offset Printing Paper**). It is mandatory for the bidder to stamp and sign each sheet and write the name of the paper manufacturer on the top corner of the sheet. (Use of Recycled Paper/ Paper made from other than 100% Wood Pulp fiber is strictly prohibited).

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

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

QUALIFICATION FOR TECHNICAL EVALUATION CRITERIA

- 1) The Procuring Agency shall use the ‘Technical Qualification Evaluation Criteria’ shown below to determine the capacity of the bidders. The bidders shall be evaluated in number of areas as mentioned in ‘Technical Qualification Evaluation Criteria’ and will have to meet the minimum threshold to qualify.
- 2) Evaluation Criteria is as under:

Sr #	Benchmark	Total Marks	Weightage	Maximum Marks
1	Operational Strength	100	60%	60
2	Economic Resilience	100	40%	40
Total		200	100%	100

- 3) Total marks as per weightage are 100 and minimum marks of qualifying are **65.**
- 4) In case of JV/ Consortium, the Lead Bidder at its own must obtain at least 40% marks of the total marks obtained by the JV/ Consortium.
- 5) The bidder will either be declared as “**Qualified**” or “**Disqualified**” by the Procuring Agency and the result shall be promptly communicated to the bidder(s) as well as uploaded on the websites of PECTAA, PPRA and EPADS.

PART-A: OPERATIONAL STRENGTH (100 MARKS)

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, Applicant shall be Disqualified. iii. 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. iv.	<table><tr><td>Model of Printing Machine</td><td colspan="3">Points Assigned for Each Machine</td></tr><tr><td>Less than 1990</td><td colspan="3">0</td></tr><tr><td>Above 1990 to 2000</td><td colspan="3">8</td></tr><tr><td>Above 2000 to 2010</td><td colspan="3">10</td></tr><tr><td>Above 2010</td><td colspan="3">12</td></tr></table>				Model of Printing Machine	Points Assigned for Each Machine			Less than 1990	0			Above 1990 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																									
Above 1990 to 2000	8																									
Above 2000 to 2010	10																									
Above 2010	12																									
T.2	Binding Capacity: - Owned facility 100% marks. - In case of agreement 50% marks	<table><tr><th>Type of Machine</th><th>Unit</th><th>Points for Each Unit</th><th>Max. Points</th></tr><tr><td>Automatic Folding Machine</td><td>Machine</td><td>2</td><td>8</td></tr><tr><td>Trimming Machine</td><td>Knife</td><td>1</td><td>4</td></tr><tr><td>Hot Melt Glue Machine</td><td>Clump</td><td>1</td><td>10</td></tr><tr><td>Automatic Pin Binding Machine</td><td>Machine</td><td>1</td><td>3</td></tr></table>				Type of Machine	Unit	Points for Each Unit	Max. Points	Automatic Folding Machine	Machine	2	8	Trimming Machine	Knife	1	4	Hot Melt Glue Machine	Clump	1	10	Automatic Pin Binding Machine	Machine	1	3	25
Type of Machine	Unit	Points for Each Unit	Max. Points																							
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Hot Melt Glue Machine	Clump	1	10																							
Automatic Pin Binding Machine	Machine	1	3																							

T.3	Human Resource of Printing Press: <i>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).</i>	➤ Production/ Quality Assurance Manager (2.5) (Minimum Education: Graduation/ DAE) ➤ Accountant: (2.5) (Min. I.Com or equivalent) ➤ Skilled Employees (10.0) <table><tr><th>No of Skilled Workers</th><th>Points Assigned</th></tr><tr><td>Less than 5</td><td>0</td></tr><tr><td>5-9</td><td>2</td></tr><tr><td>10-14</td><td>4</td></tr><tr><td>15-19</td><td>6</td></tr><tr><td>20-24</td><td>8</td></tr><tr><td>25 and more</td><td>10</td></tr></table>	No of Skilled Workers	Points Assigned	Less than 5	0	5-9	2	10-14	4	15-19	6	20-24	8	25 and more	10	15
No of Skilled Workers	Points Assigned																
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5-9	2																
10-14	4																
15-19	6																
20-24	8																
25 and more	10																
T.4	Storage Facility/ Godown: - Owned Facility: 100% Marks. - Rent Agreement, 50% Marks <i>(Storage Facility/ Godown must be within the premises of Printing Press or up to radius of five kilometer of Printing Press)</i>	<table><tr><th>Space (Marla)</th><th>Points Assigned</th></tr><tr><td>Less than 3</td><td>0</td></tr><tr><td>3-5</td><td>2.5</td></tr><tr><td>6-10</td><td>5</td></tr><tr><td>11-15</td><td>7.5</td></tr><tr><td>More than 15</td><td>10</td></tr></table>	Space (Marla)	Points Assigned	Less than 3	0	3-5	2.5	6-10	5	11-15	7.5	More than 15	10	10		
Space (Marla)	Points Assigned																
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3-5	2.5																
6-10	5																
11-15	7.5																
More than 15	10																
T.5	Alternate Power/ Genset/ Solar System: <i>(It shall be in working condition and within the premises of printing press.)</i>	<table><tr><th>Power (KVA)</th><th>Points Assigned</th></tr><tr><td>Less than 100</td><td>0</td></tr><tr><td>100 – 200</td><td>5</td></tr><tr><td>More than 200</td><td>10</td></tr></table>	Power (KVA)	Points Assigned	Less than 100	0	100 – 200	5	More than 200	10	10						
Power (KVA)	Points Assigned																
Less than 100	0																
100 – 200	5																
More than 200	10																
			Total Marks (A)	100													
			Marks Obtained as per Weightage (A x 60%) = (B)														

PART-B: 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. 12.5 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>Less than 5</td><td>0</td></tr><tr><td>5 to 25</td><td>5</td></tr><tr><td>Above 25 to 50</td><td>10</td></tr><tr><td>Above 50 to100</td><td>15</td></tr><tr><td>Above 100 to 200</td><td>20</td></tr><tr><td>Above 200</td><td>25</td></tr></table>	Total deposit in bank for last two years (Credit Side) (Rs. in Million)	Points Assigned	Less than 5	0	5 to 25	5	Above 25 to 50	10	Above 50 to100	15	Above 100 to 200	20	Above 200	25	25
Total deposit in bank for last two years (Credit Side) (Rs. in Million)	Points Assigned																
Less than 5	0																
5 to 25	5																
Above 25 to 50	10																
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Above 100 to 200	20																
Above 200	25																
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)</i> <i>Online verification of ATL</i>	<table><tr><th>Income Tax (Rs. in Million)</th><th>Points Assigned</th></tr><tr><td>Less than 0.5</td><td>0</td></tr><tr><td>0.5 to 1</td><td>3</td></tr><tr><td>Above 1 to 2</td><td>6</td></tr><tr><td>Above 2 to 3</td><td>9</td></tr><tr><td>Above 3 to 4</td><td>12</td></tr><tr><td>Above 4</td><td>15</td></tr></table>	Income Tax (Rs. in Million)	Points Assigned	Less than 0.5	0	0.5 to 1	3	Above 1 to 2	6	Above 2 to 3	9	Above 3 to 4	12	Above 4	15	15
Income Tax (Rs. in Million)	Points Assigned																
Less than 0.5	0																
0.5 to 1	3																
Above 1 to 2	6																
Above 2 to 3	9																
Above 3 to 4	12																
Above 4	15																
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.</i> <i>(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>Less than 0.5</td><td>0</td></tr><tr><td>0.5 - 2.5</td><td>5</td></tr><tr><td>Above 2.5 to 5.0</td><td>10</td></tr><tr><td>Above 5.0 to 10</td><td>15</td></tr><tr><td>Above 10 to 15</td><td>20</td></tr><tr><td>Above 15</td><td>25</td></tr></table>	Average bank balance (Rs. in Million)	Points Assigned	Less than 0.5	0	0.5 - 2.5	5	Above 2.5 to 5.0	10	Above 5.0 to 10	15	Above 10 to 15	20	Above 15	25	25
Average bank balance (Rs. in Million)	Points Assigned																
Less than 0.5	0																
0.5 - 2.5	5																
Above 2.5 to 5.0	10																
Above 5.0 to 10	15																
Above 10 to 15	20																
Above 15	25																

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 publication, printing and supply of PRIMERS/ JACKETS/ TEXTBOOKS/ TAJWEEDI QAIDA/ TAJWEEDI PARAS OF THE HOLY QURAN/ PNB/ SRM etc. to the PECTAA, National Book Foundation, Islamabad 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>Less than 5</td><td>0</td></tr><tr><td>5-20</td><td>5</td></tr><tr><td>Above 20 to100</td><td>10</td></tr><tr><td>Above 100 to 250</td><td>15</td></tr><tr><td>Above 250 to 500</td><td>20</td></tr><tr><td>Above 500</td><td>25</td></tr></table>	Contract Amount (Rs. in Million)	Points Assigned	Less than 5	0	5-20	5	Above 20 to100	10	Above 100 to 250	15	Above 250 to 500	20	Above 500	25	25
Contract Amount (Rs. in Million)	Points Assigned																
Less than 5	0																
5-20	5																
Above 20 to100	10																
Above 100 to 250	15																
Above 250 to 500	20																
Above 500	25																
F.5	Audit Report: <i>Provision of Audit Report of Accounts of the Bidder for the previous two financial years [i.e. 2022-23 and 2023-24].</i> <i>In case of JV/ Consortium, the Audit Reports of only Lead Bidder shall be considered.</i>	<table><tr><th>Financial Year of Audit Report</th><th>Points Assigned</th></tr><tr><td>2022-23</td><td>5</td></tr><tr><td>2023-24</td><td>5</td></tr></table>	Financial Year of Audit Report	Points Assigned	2022-23	5	2023-24	5	10								
Financial Year of Audit Report	Points Assigned																
2022-23	5																
2023-24	5																
		Total Marks (C)	100														
		Marks Obtained as per Weightage (C x 40%)=(D)															
		Total Obtained Marks (B+D)															

SECTION IV. BIDDING FORMS

“Appendix – A”

BID SUBMISSION SHEET

(To be submitted on the letterhead)

Date: _____

Tender No.: _____

To

Director Procurement,

PUNJAB EDUCATION CURRICULUM TRAINING & ASSESSMENT AUTHORITY,

Subject: **TAJWEEDI QAIDA/ TAJWEEDI PARAS OF THE HOLY QURAN FOR
ACADEMIC SESSION 2026-27**

Dear Sir,

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

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

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

- (a) I/We have examined, understand, accept the terms and have no reservations to the Bidding Documents, including Addenda No.: _____, and undertake to comply with all Bidding procedures in light of all rules, laws and regulations governing the Bidding process as issued by the relevant authorities from time to time;
- (b) I/We accepted the right of the PUNJAB EDUCATION CURRICULUM TRAINING & ASSESSMENT AUTHORITY to (i) request additional information reasonably required to assess our application/ bid, (ii) amend the procedures or make clarifications thereof, and (iii) extend or amend the schedule of the bidding;
- (c) I/We declared that all of the information submitted in this Bidding Application, including the enclosed forms and documents, is accurate in all respects and none is fake or bogus document.
- (d) I/We agreed that provision of any wrongful information or fake/ bogus document in this Bidding process shall lead to My/Our disqualification and legal action as per law.

- (e) I/We offer to supply in conformity with the Bidding Documents and in accordance with the delivery schedule specified in the Supply Requirements;
- (f) Our bid shall be valid for the period of **90 days** from the date of opening of Technical Bid in accordance with Clauses 9 & 14, BDS, and it shall remain binding upon us and may be accepted at any time before the expiration of said period;
- (g) If our bid is accepted, we commit to obtaining a performance security in accordance with Clause 22, ITB, and Clause 14, GCC for the due performance of the Contract;
- (h) We or any sister concern(s) is not currently blacklisted by the Procuring Agency.
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (h) We understand that the Chief Executive Officer, PECTAA reserves the right to increase/decrease the quantity of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran as per PPRA Rules 2014.
- (i) Particular Pay Orders/CDR/ Demand Draft regarding Bid Security:

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

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

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

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

Signed _____ in the Capacity of _____

Name _____

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

Dated on _____ day of _____

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 ☐
f) Sole Proprietorship ☐ g) 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

BIDDER INFORMATION SHEET

(For Other than Lead Bidder of JV/ Consortium)

1. Name of JV/ Consortium: _____

2. Name of Bidder, Other than Lead Bidder: _____

3. Particulars of Bidder, Other than Lead Bidder:

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

Signature and Stamp of the Other than Lead Bidder

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

TECHNICAL BID PROFORMA

Capacity Evaluation Forms for Bidder

“Appendix -D”

Printing Capacity Evaluation Form-1 (T.1)

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

(Copy of Printing Press Declaration is to be attached)

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

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

Signature of Bidder with Stamp

Binding Facilities Evaluation Form-2 (T.2)

(Mark ☒ against relevant option)

a) Owned ☐ b) Agreement ☐

1. Name of Bidder: _____
2. Name of Binding house: _____
3. Address & Telephone: _____
4. Name of Owner: _____

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

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

Signature of Bidder with Stamp

Human Resource Evaluation Form-3 (T.3)

1. Name of Bidder: _____

2. Name of Printing Press: _____

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

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

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

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

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

Note:

- i. Provide the above-mentioned detail of employees along with copies of CNIC and list of salary sheet (duly signed & stamped by the bidder/ owner).
- ii. Supporting staff such as drivers, guards, sweepers, cleaners etc. will not to be considered.

Signature of Bidder with Stamp

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

1. Name of Bidder: _____

2. Address: _____

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

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

Signature of Bidder with Stamp

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

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

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

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

Signature of Bidder with Stamp

Form for Bank Statements for Last Two Years (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

Form for Income Tax Chargeable in Last Two Tax Years (F.2)

Name of Bidder/ Member of JV or Consortium: _____

Address: _____

NTN No. _____, Contact No.: _____

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

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

Signature of Bidder with Stamp

“Appendix – K”

Form for Average Bank Balance of 24 Months (F.3)

Name of Bidder/ Member of JV or Consortium: _____

Address: _____

Contact No.: _____

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

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

Signature of Bidder with Stamp

“Appendix – L”

Form for Financial Value of Similar Contracts (F.4)

Name of Bidder/ Member of JV or Consortium: _____

Address: _____

Contact No.: _____

Total financial value of similar contracts relating to publication/ supply of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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/ Erstwhile PCTB	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

Form for Audit Report (F.5)

Name of Bidder/ Member of JV or Consortium: _____

Address: _____

Contact No.: _____

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

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

Signature of Bidder with Stamp

DETAILS OF PAPER/INKS

Name of Firm / JV/AOPs/Consortium:_____

Address:_____

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

1. Procurement of 100% Wood Pulp Offset Printing Paper 70 GSM (Imported IK, Packages, Century or equivalent) for Tajweedi Qaida/ Tajweedi Paras of the Holy Quran:

- a) Name of paper (1) _____
manufacturer(s) (2) _____
(3) _____
(4) _____
- b) Number of samples of paper of given specification
attached_____.

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

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

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

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

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

- d) The bidder shall attach an undertaking on their letter head containing compliance of technical specifications mentioned in Bidding Documents against each paper sample submitted.
- e) It is mandatory to **Successful Bidder** to submit Pay Order of Rs. 70,500/- (i.e. 23,500+23,500+23,500) as paper testing fee **at the time of agreement** to ensure paper specification from paper testing lab during verification of stock of paper/ printing process.
- f) Submission of the abovementioned paper testing fee is mandatory for the successful bidder. However, PECTAA may demand additional testing fee(s) for testing of more paper sample(s) if required.

3. Inputs to be used

(i) Brand name of ink _____

and its country of origin _____

(ii) Brand of coated plates _____

and its country of origin _____

Signature & Stamp of Bidder

“Appendix -O”

FINANCIAL BID PROFORMA

(Tajweedi Qaida/ Tajweedi Paras of the Holy Quran for Academic Session 2026-27)

1. Name of bidding firm: _____
2. Address: _____
3. Phone No. _____ Fax No. _____ Cell No. _____
4. Rate per Tajweedi Qaida/ Tajweedi Paras of the Holy Quran inclusive of all inputs / taxes without Title Cover offered as under:-

Classes I to V

Package No.	Description	Class	No. of Pages	Total (Qty.)	Rate per Tajweedi Qaida/ Tajweedi Para (Inclusive of all applicable taxes)	Value of Work (Inclusive of all applicable taxes)
1	Tajweedi Qaida	1	36	808,134		
2	Tajweedi Para	2	60	715,662		
3	Tajweedi Para	3	112	615,270		
4	Tajweedi Para	4	184	518,124		
5	Tajweedi Para	5	228	476,690		

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

Total Bid Security at the rate of 2% of the Estimated price as mentioned in the Bidding Documents
Rs. _____ Bid security paid vide Pay Order / Demand Draft/C.D.R
 amounting to Rs. _____ of Bank

 _____ dated _____ submitted
 along with Bid.

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

Note-2: Financial Proposal will be evaluated on the total Bid Value of each Package.

Signature & Stamp of Bidder

PART 2 – SUPPLY REQUIREMENTS (Section V)

Section V. Supply Requirements

1. Statement Showing **Colour Scheme, Tentative Number of Pages and Size** for Tajweedi Qaida/ Paras of the Holy Quran for the Academic Session **2026-27 (Appendix “P”)**.
2. Statement Showing the Quantities of Tajweedi Qaida/ Paras of the Holy Quran to be Supplied to PMIU, PEF, PEIMA, Literacy & NFBE, MLWC and Special Education along with the **Estimated Cost and Bid Security** for Each Package for the Academic Session 2026-27 **(Appendix “Q”)**
3. Technical Specifications.
4. Schedule of Supply **(Appendix “R”)**.
5. Schedule of Activities **(Appendix “S”)**.

Appendix “P”

**Statement Showing Colour Scheme, Tentative Number of Pages and Size
for Tajweedi Qaida/ Paras of the Holy Quran for the Academic Session 2026-27**

Classes- I to V

Sr. No.	Description	Class	Subjects	No. of Lines Per Page	Size (Inches x Inches)	Number of Pages & Color Scheme			
						4C	2C	1C	Total
1	Tajweedi Qaida	1	Qaida	-	20x30	36	-	-	36
2	Tajweedi Para	2	Para 1-2	13	20x30	60	-	-	60
3	Tajweedi Para	3	Para 3-8	16	20x30	112	-	-	112
4	Tajweedi Para	4	Para 9-18	16	20x30	184	-	-	184
5	Tajweedi Para	5	Para 19-30	16	20x30	228	-	-	228

Appendix “Q”

Statement Showing the Quantities of Tajweedi Qaida Paras of the Holy Quran to be Supplied to PMIU, PEF, PEIMA, Literacy & NFBE, MLWC and Special Education along with the Estimated Cost and Bid Security for each Package for the Academic Session 2026-27

Package #	Name	Class	Size	Indent									Estimated Cost per Package (Rs.)	Estimated Bid Security per Package (Rs.)
				PEF	PMIU	PEIMA	LNFBE - SOUTH PUNJAB	LNFBE - CENTRAL PUNJAB	LNFBE - NORTH PUNJAB	MLWC	SPECIAL EDU.	Total Quantity		
1	Tajweedi Qaida	1	20x30/8	361,289	268,203	22,202	46,250	26,190	24,520	150	-	808,134	32,002,106	640,043
2	Tajweedi Para	2	20x30/8	204,865	243,890	21,852	95,890	54,470	52,900	137	3,297	715,662	47,233,692	944,674
3	Tajweedi Para	3	20x30/8	203,443	204,060	16,645	66,460	42,160	41,130	153	2,858	615,270	75,801,264	1,516,026
4	Tajweedi Para	4	20x30/8	173,350	200,446	13,423	45,920	29,170	30,100	135	2,763	518,124	104,868,298	2,097,366
5	Tajweedi Para	5	20x30/8	153,632	198,637	14,012	38,330	22,610	24,020	127	2,505	476,690	119,553,852	2,391,078
Total				1,096,579	1,115,236	88,134	292,850	174,600	172,670	702	11,423	3,133,880	379,459,212	7,589,187

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

Signature & Stamp of Bidder

Technical Specifications

The Bidder shall ensure that **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** supplied under this contract shall conform to the technical specifications and standards mentioned below:-

- a) The Bidder shall submit along with Technical Bid minimum three (03) samples for **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** (each sample consist of 10 sheets) of size 20"x30" along with stamp & signature of the bidder and name of manufacturer of printing paper at the **top corner of each sheet**. In case of not mentioning the name of manufacturer of printing paper at the top corner of each sheet, the paper sample shall not be accepted.
- b) The Bidder shall submit Pay Orders minimum amounting to **Rs.70,500/-** (Non-refundable) i.e. **Rs. 23,500/-** for each set of paper sample of each manufacturer in favor of PECTAA, Lahore as test-fee along with the Technical Bid.
- c) The procurement of good quality **100% Wood Pulp Offset Printing Paper** (Imported IK, Packages, Century or equivalent) from open market as per approved specifications is the responsibility of the Bidder. The successful Bidder shall submit a certificate of the concerned paper manufacturer from whom the Paper was purchased mentioning therein the quantity of Paper received from the manufacturer for the specific **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran**, if required. The bidder will provide aforementioned certificate alongwith the bill for payment. The PECTAA may get it verified from concerned paper manufacturer.
- d) The required specifications of printing paper manufactured by any Paper Mill(s) to be used for printing of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** for Grades pre-I to V are given below:-

Texture	Size of Offset Printing Paper (100% Wood Pulp)	Grammage (GSM)	Burst Factor	Tear Factor	Brightness (%)	Opacity (%)	Glaze-ness	Weight per ream (500 sheets) (Kg)
White High Finished	20"x30"	70 (± 3%)	22 and above	MD 50 CD 60 (± 5%)	Target = 95, Minimum = 90	Minimum = 90	Both sides glazed	Min. 13.54839

Note: Use of recycled paper, newsprint paper, or paper made from fiber other than 100% wood pulp fiber is strictly prohibited.

- i. The 100% Wood Pulp Offset Printing Paper shall possess the qualities of smooth surface, uniform in thickness, uniform in formation and free or with rare specks or black particles.
- ii. Aforementioned Offset Printing Paper should be made from pulpwood through chemical pulping process rather than mechanical pulping, therein, lignin should be removed from cellulose fibers.

- iii. 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'.
 - iv. The paper used for printing of *Tajweedi Qaida* and *Paras* of the Holy Quran must meet all terms, conditions, specifications, and requirements prescribed under the *Punjab Holy Quran (Printing and Recording) Act* and the Rules made thereunder.
- e) The Bidder shall use superior quality inks (imported) and imported coated plates of not less than 30 microns. The procuring agency may require copy of purchase/import documents to ensure use of quality inputs.

Note: Use of local ink is prohibited.

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

- f) The Untrimmed & trimmed size of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** is as under:

Sr. #	Description	Untrimmed size	Trimmed size
1	Tajweedi Qaida/ Tajweedi Paras of the Holy Quran	20" x 30"/8	7.0" x 9.25"

g) Binding

Tajweedi Qaida for Class-1 and Tajweedi Para for Class-2 shall be bound in pin binding and Tajweedi Paras for Class 3, 4 and 5 shall be bound with hot glue machine binding, the Bidder shall use best quality imported glue or equivalent.

The Bidder will be responsible for the following:

- i. The books cohesiveness should remain intact in all seasons.
 - ii. There should be no "Cold Cracks" in winter season.
 - iii. Mixing of inferior quality glue with superior quality glue is prohibited.
 - iv. The adhesive strength of glue shall be tested for low temperature (-10°C) & high temperature cracks.
 - v. The Bidder shall ensure that the thermostat of the heater of binding machine is in working condition at all times.
 - vi. Use of local glue is totally prohibited.
- h) The detail of Colour Scheme/Pages of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** are given in **Appendix "P"** of Section V, Supply Requirements.
- i) Spine Grinding with four creases, two creases on spine edges and two creases between 5 to 7 mm from the spine on both sides (front and back) of the book.
- j) The opposite sides of the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** be parallel to each other and adjacent sides be perfectly perpendicular (90°) to each other with fine cutting.
- k) Print line must be given at the back side of "inner title" pasted or as directed by PECTAA along with month, year of print and number of copies printed.
- l) All copies of the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** shall be serially numbered as per direction of the PECTAA.

- m) The authorized representative(s)/agency/inspection team of PECTAA can inspect the printed **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran**, as well as the paper (**100% Wood Pulp Offset Printing Paper** (Imported IK, Packages, Century or equivalent)), imported ink, binding material (including imported hot glue), and other inputs used in printing/binding, at any stage, before, during, or after the printing/binding process, either at the premises intimated by the successful Bidder or after delivery of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** 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 @ Rs.23,500/- per sample shall be borne by the Bidder.
- n) The Bidder shall insert the word “Not For Sale – PESRP” on alternate pages of each format, preferably on top corner.
- o) Bidder/ supplier shall deliver the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** to the premises of PMIU/PEF/ PEIMA/ Literacy and Non-Formal Basic Education etc. Godown in tidy packing / bundles as per description given below:
- i. All **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** should be supplied in proper bundles.
 - ii. Each bundle should be packed with quality strip & covered (Top & Bottom) with Kraft Paper having grammage 80GSM (or equivalent/ better).
- p) All **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** should be packed in minimum Five-ply Corrugated Box (125GSM Inner Liner, 125GSM Outer Liner, 110GSM Fluting). Name of PECTAA, **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** and the name of Bidder should be mentioned on one side of the outer side of the Box.
- q) The successful Bidder is required to handle the positives with care and return the same to PECTAA in proper press worthy condition. If the positives returned by the Bidder are found defective or not in proper usable condition, Bidder will have to pay the replacement cost of defective positives to PECTAA which shall be recovered from their bill.

Signature & Stamp of Bidder

Schedule of Supply

Academic Session 2026–27

The Bidder shall supply Tajweedi Qaida/ Paras of the Holy Quran at designated warehouse(s) of PMIU, PEF and Other Government Departments at Lahore in equal installments as detailed below:

Sr. No.	Installments	Dead Line of Supply
1	1 st Installment	Tuesday, January 27, 2026
2	2 nd Installment	Monday, February 16, 2026
3	3 rd Installment	Tuesday, March 10, 2026

Signature & Stamp of Bidder

Schedule of Activities

Sr. No.	Description	Date (Upto)
1	Issuance of Notification of Award	Monday, December 1, 2025
2	The Bidder shall intimate to the Deputy Director Art Cell in writing for provision of Designs of Tajweedi Qaida and Bidder shall submit design work of the Tajweedi Paras of the Holy Quran for Grades II to V in Curriculum and Compliance Unit of PECTAA on the very next day after issuance of Award through email of the Bidder.	Tuesday, December 2, 2025
3	Execution of Contract Agreement & Submission of Bank Guarantee	Tuesday, December 16, 2025
4	Inspection of 30% Paper Stock (100% Wood Pulp Offset Printing Paper (Imported IK, Packages, Century or equivalent)) with allied material of Total Awarded Quantities	Sunday, December 21, 2025
5	Submission of Proof of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran (Computer Prints) at Art Cell	Friday, December 26, 2025
6	Approval of Manuscript of Tajweedi Qaida and Designs of Tajweedi Paras of the Holy Quran for Final Print from Curriculum and Compliance Unit (Final Print Order)	Friday, January 2, 2026
7	Approval of Dummy	Wednesday, January 7, 2026
8	Issuance of Title Covers 33%	Wednesday, December 17, 2025
9	Issuance of Title Covers 33%	Monday, January 19, 2026
10	Issuance of Title Covers 34%	Friday, February 13, 2026
11	Schedule of Supply	As mentioned above as Appendix “R”

PART 3—CONTRACT (Sections VI-VIII)

Section VI. General Conditions of Contract

- 1. Definitions**
- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Contract” means the Contract Agreement entered into between the Procuring Agency and the Bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) “Contract Documents” means the documents listed in the Agreement, including any amendment(s) thereto.
 - (c) “Contract Price” means the price payable to the Bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the terms of Contract.
 - (d) “Day” means calendar day.
 - (e) “Completion” means the fulfillment of the printing, binding and supply of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran by the Bidder in accordance with the terms and conditions set forth in the Contract.
 - (f) “GCC” means the General Conditions of Contract.
 - (a) **“Tajweedi Qaida/ Tajweedi Paras of the Holy Quran/ Practical Note Books/ Textbooks/ Primers / Jackets/ Textbooks of Tarjama-tul-Quran-ul-Majeed/ Supplementary Reading Material”** means the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran/ Practical Note Books/ Textbooks/ Primers / Jackets/ Textbooks of Tarjama-tul-Quran-ul-Majeed/ Supplementary Reading Material.**
 - (b) “Procuring Agency” means the entity procuring the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** as specified in the SCC i.e. Punjab Education, Curriculum Training & Assessment Authority, Lahore hereinafter referred as PECTAA.
 - (c) “SCC” means the Special Conditions of Contract.
 - (d) “Bidder” means bidder
 - (e) “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.

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| <p>3. Joint Venture, Consortium or Association</p> | <p>3.1 As per applications, if the Bidder is a JV, Consortium, or Association of the Parties/Persons/AOPs shall be jointly and individually liable to the Procuring Agency for fulfillment of provisions of the Contract and shall designate one party to act as authorized signatory with authority to bind the JV, consortium, group or AOPs. The composition or the constitution of the JV/Consortium/AOPs/Group shall not be altered without prior consent of the Procuring Agency.</p> <p>3.2 After submission of JV agreement all the correspondence is made with lead partner started from the submission of bid upto the conclusion of the procurement agreement.</p> <p>3.3 Contract agreement will be signed with lead partner along with all other JV partners jointly in order to strengthen the legal responsibility but lead partner holds the main responsibility.</p> <p>3.4 Payment shall be made to the lead partner after imposition / deduction of all applicable taxes as per state of law.</p> <p>3.5 Lead Bidder must be registered with “Punjab Quran Board” under “The Punjab Holy Quran (Printing and Recording) Act, 2022 (Amended)”. The Lead Bidder shall, however, remain responsible for ensuring full compliance with all requirements prescribed under the Punjab Holy Quran (Printing and Recording) Act and its Rules in respect of the work executed by any Joint Venture (JV) partners or under any related agreement.</p> <p>3.6 A Non-Muslim, as defined under Article 260 of the Constitution of the Islamic Republic of Pakistan, shall not associate or be associated, whether as Lead Bidder, Joint Venture partner, or Binder in Agreement, with the printing or binding of the Tajweedi Qaida, Paras of the Holy Quran.</p> |
| <p>4. Bid Security</p> | <p>4.1 As in Clause 11, ITB.</p> |
| <p>5. Notices</p> | <p>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.</p> <p>5.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.</p> |
| <p>6. Governing Law</p> | <p>6.1 The Contract shall be governed by and interpreted in accordance with the Laws of Pakistan/the Punjab, in vogue.</p> |
| <p>7. Settlement of Disputes</p> | <p>7.1 The Procuring Agency and the Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>7.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either</p> |

the Procuring Agency or the Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with Clause 7 as specified in the SCC.

7.3 Notwithstanding any reference to Arbitration herein,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agreed; and
- (b) the Procuring Agency shall pay the Bidder any amount due to the Bidder.

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| 8. Scope of Supply | 8.1 The Tajweedi Qaida/ Tajweedi Paras of the Holy Quran for the Academic Session 2026-27 to be supplied shall be as specified in the Supply Requirements. |
| 9. Supply of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran | 9.1 The Supply of the Tajweedi Qaida/ Tajweedi Paras of the Holy Quran for the Academic Session 2026-27 shall be in accordance with the Schedule of Supply specified in Supply Requirements. |
| 10. Bidder's Responsibilities | 10.1 The Bidder shall supply all the Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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 | <p>11.1 (a) The rate per copy (per unit) quoted for the total mentioned quantity of a Package of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran excluding title covers. The title covers shall be provided by PECTAA.</p> <p>(b) In case of any increase or decrease in number of pages of a Tajweedi Qaida/ Tajweedi Paras of the Holy Quran the printing shall be made according to the actual total number of pages mentioned in the given positives as per dummy approved by Director Curriculum and Compliance, PECTAA on proportionate basis. The payment shall be made accordingly.</p> <p>11.2 Prices charged by the Bidder for the Tajweedi Qaida/ Tajweedi Paras of the Holy Quran delivered and performed under the Contract shall not vary from the prices quoted by the Bidder in its bid/ or approved rate, with the exception of any price adjustments authorized in the SCC.</p> |

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| 12. Terms of Payment | <p>12.1 The payment shall be made upon the supply of <u>each installment</u> as specified in the ‘Schedule of Supply’, after deduction of all applicable taxes and penalty(s), if any.</p> <p>12.2 The payment shall be made to the Bidder after submission of bill, accompanied with original certificate of paper manufacturer and delivery receipts duly authenticated by the warehouse staff.</p> <p>12.3 Payments shall be made promptly by the Procuring Agency, after submission of request for payment by the bidder, and after the Procuring Agency has accepted it. The payments shall be made in Pak Rupees.</p> |
| 13. Taxes and Duties | <p>13.1 The bidder shall be entirely responsible for all taxes, duties, license fees, etc., leviable at the time of submission of bid and incurred until delivery of the contracted Tajweedi Qaida/ Tajweedi Paras of the Holy Quran for Academic Session 2026-27 to the Procuring Agency.</p> |
| 14. Performance Security | <p>14.1 The bidder shall, within fifteen (15) days of the notification of contract award, provide a Performance Security @ 05% of the value of contract in shape of Bank Guarantee/ Pay Order/ Demand Draft/Call Deposit Receipt (CDR) issued by a Scheduled Bank of Pakistan. The Bid Security shall only be released after submission of Performance Security.</p> <p>14.2 The proceeds of the performance security shall be payable to the Procuring Agency as compensation for any loss resulting from the Bidder’s failure to complete its obligations under the Contract.</p> <p>14.3 The performance security shall be discharged by the Procuring Agency and returned to the Bidder after 31.03.2026 or successful completion of Performance. The Bidder shall submit additional Performance Security for increase of number of Pages and repeat Order (if any). The Bidder shall comply contract obligations till the contract expiry.</p> |

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| 15. Confidentiality | <p>15.1 The Procuring Agency and the Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Bidder may furnish to its Sub-Contractor such documents, data, and other information it receives from the Procuring Agency to the extent required for the Sub-Contractor to perform its work under the Contract, in which event the Bidder shall obtain from such Sub-Contractor an undertaking of confidentiality similar to that imposed on the Bidder under Clause 15, GCC.</p> <p>15.2 The Procuring Agency shall not use such documents, data, and other information received from the Bidder for any purposes unrelated to the contract. Similarly, the Bidder shall not use such documents, data, and other information received from the Procuring Agency for any purpose other than the performance of the Contract.</p> |
| 16.Sub-Contract | <p>16.1 The bidder shall not sub-let the job awarded. He will execute the entire work at his own premises which was declared/ verified at the time of qualification process. Any deviation or sub-letting shall result in forfeiture of Performance Security and Blacklisting of the Firm.</p> |
| 17. Specifications and Standards | <p>17.1 The bidder shall ensure that supply of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran under this Contract shall conform to the technical specifications and standards as given in Section-V; Supply Requirements.</p> |
| 18. Packing and Documents | <p>18.1 The bidder shall abide by the packing instructions of PECTAA as issued from time to time.</p> |
| 19. Inspections and Tests | <p>19.1 The bidder shall pay to Procuring Agency paper/ ink/ glue testing fee of any consignments as deem fit by PECTAA.</p> <p>19.2 The inspections and tests (pre & post) shall be conducted on the premises of the bidder, at point of delivery, and/or at the Tajweedi Qaida/ Tajweedi Paras of the Holy Quran final destination.</p> <p>19.3 The Procuring Agency shall provide the Bidder with a report of the results of any such test and/or inspection.</p> <p>19.4 The Procuring Agency may reject any Tajweedi Qaida/ Tajweedi Paras of the Holy Quran or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Bidder shall either rectify or replace such rejected Tajweedi Qaida/ Tajweedi Paras of the Holy Quran at no cost to the Procuring Agency.</p> <p>19.5 In addition thereto, Bidder shall arrange 0.1% of the total quantity as replacement of defective copies without charges.</p> |

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

20. Penalty(s)

- 20.1 If the Bidder fails to deliver any or all of the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** within the period specified in the Contract, the Director Procurement shall without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as penalty(s), a sum equivalent to the percentage specified in the Sub Clause 20.2 of the delivered price of the delayed **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** per day of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Procuring Agency may terminate the Contract pursuant to Clause 24, GCC.
- 20.2 The following penalties shall be imposed judiciously by the Director Procurement of PECTAA for irregularities committed by the successful Bidder in execution of work awarded to him / her by the Authority. Any decision with in this regard to imposition of penalty / penalties will be enforced 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., Fifteen (15) days	In case of Non-submission of Performance Security/ signing of contract after period of fifteen (15) days , Rs.10,000/- fine per day for a maximum of 7 days, after which, the offer shall stand cancelled alongwith forfeiture of Bid Security and blacklisting of the firm.
2	(i) Submission of false and forged certificate of Paper manufacturer which will not be verified from concerned Paper manufacturer.	Penalty @Rs.25% of total amount of bill shall be deducted. Forfeiture of entire supply, Blacklisting and further action as per law

	(ii) Non submission of intimation letter regarding availability of stock of 30% Paper.	In case of non-submission of intimation letter regarding availability of stock of 30% Paper within 12 days of issuance of Award Letter, extension up to 8 days will be granted by the Director (Procurement), PECTAA regarding the intimation subject to penalty of Rs. 1000/- per day per lac for the value of work awarded. If after extension, (i.e. within 20 days of issuance of award letter), the successful Bidders fails to intimate the availability of stock of paper, the award letter/ contract shall be cancelled and Bid/Performance Security shall be forfeited. The 2 nd lowest bidder will be offered to execute the job @ 1 st lowest evaluated bidder and so on accordingly.
	(iii) Submission of false intimation letter regarding premises / address of 30% stock of paper, printing press(es), binding house(s).	Cancellation of award letter/ contract, forfeiture of Bid Security/ Performance Security and Blacklisting. The 2 nd lowest bidder will be offered to execute the job @ 1 st lowest evaluated bidder and so on accordingly.
3.	Printing of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran or any part thereof without obtaining written print order from the Director Curriculum and Compliance, PECTAA/ Deputy Directors Humanities, PECTAA/ Deputy Director Sciences, PECTAA.	Penalty upto Rs.10000/- (Ten Thousand) shall be imposed and Printed material shall be forfeited .
4.	i) Defective Tajweedi Qaida/ Tajweedi Paras of the Holy Quran supplied to Warehouses in Lahore with the following deficiencies: a) Non usage of prescribed ink b) Colour impression deficiency c) Blank pages d) Formats not in order; page wise / repeated formats / upside down formats etc. e) Defective printing. f) Defective binding g) Undersize h) Defective trimming i) Defective insertion/ 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.
	iii) Use of Re-cycled Paper, Newsprint Paper and Paper made from other than 100% Wood Pulp Fiber for Tajweedi Qaida/ Paras of the Holy Quran for Academic Session 2026-27.	iii) Rejection of all supplies, cancellation of contract and Blacklisting of Firm.
	iv) (a) Use of paper, if found below specifications by testing before, during or after printing as per the report of paper testing lab. (In accordance with the random sampling, collection of paper samples, and the recommendations of PECTAA's inspection team(s)). (b) Use of paper, if found under grammage before, during or after printing as per the testing of PECTAA. (In accordance with the random sampling, collection of paper samples, and the recommendations of PECTAA's inspection team(s)). In case of printed books, grammage results of one formate will be considered as an average grammage of each page in said formate.	iv) (a) 1.5% per factor found below the specifications of the ¼ value of each installment. (i.e. 1.5% x ¼ value of Installment per factor). If the grammage of Paper is less than 10% of 70GSM, the said consignment of the Bidder shall be rejected and fine of 10% of the value of consignment will be imposed. (b) If found under grammage format: I. One (01) under grammage format: 5% cost of installment. II. Two (02) under grammage format: 7% cost of installment. III. More than two under grammage format: 10% cost of installment. IV. All under grammage formats: 12% cost of installment along with rejection of said consignment. (If the grammage of Paper is less than 10% of 70GSM at any stage, the said consignment of the Bidder shall be rejected and fine of 15% of the cost of installment will be imposed)
	v). Use of local ink: Use of local tin (بيبا) is strictly prohibited.	v) Rs.100,000/- per inspection alongwith confiscating of local ink and sheets which were printed/ being printed by using local ink.
5.	Delay to deposit/ hand over the complete positive set after final delivery.	The final bill will not be processed until the submission of complete positives sets and penalties as per following details will be imposed: a.) Penalty of Rs.10,000/- per day up till delay upto 10 days. b) Penalty of Rs. 25,000/- per day for delay from 11 to 20 days. c) Penalty of Rs. 50,000/- per day for delay from 21 to onwards.
6.	a) If 97% stock of each installment is supplied in time and the balance thereof within 10-days.	a) Penalty Nil b). Following Penalty shall be imposed

	b) In case less than 97% supply in time of each installment.	From 01 to 07 days delay: Rs.25,000/- per day After 07 days delay: From 08 to 14 days delay, Rs.50,000/- per day After 14 days delay: From 15 to 21 days delay, Rs.75,000/-per day After 21 days delay: From 22 to 30 days delay, Rs.100,000/- per day After 30 days delay: As well as the bidder shall not be eligible to participate in tendering process for next two years.
7.	In case of wrong print line or Print Line given at pages other than specified by PECTAA.	Penalty of Rs.10,000/- per day will be imposed from the date of intimation till provision of rectification.
8.	In case of omission of Print Line/ Serial Number.	Penalty of Rs.10,000/- per day will be imposed from the date of intimation till provision of rectification of the omission.
9.	The Bidder shall not use any printing or binding facility of any printer involved in piracy of any item / book of PECTAA.	Contract shall be terminated & Performance Security forfeited, along with the confiscation of pirated Book/ printed material.
10	Subletting or execution of job at premises other than declared in technical bid	Disqualification, Cancellation of contract, forfeiture of Performance Security and Blacklisting.

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

**21. Change in
Laws Taxes
and
Regulations**

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

22. Force Majeure

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

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

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

23. Extensions of Time

- 23.1 If at any time during performance of the Contract, the Bidder should encounter conditions impeding timely delivery of the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** pursuant to Clause 9, GCC, the Bidder shall promptly notify the Procuring Agency in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Bidder's notice, the Director Procurement shall evaluate the situation and if found justified may recommend to the **Chief Executive Officer, PECTAA** to extend the Bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract. If not found justified, the penalty shall stand imposed and enforced in accordance with the provisions of the Contract.
- 23.2 Except in case of Force Majeure, as provided under GCC Clause 22 a delay by the Bidder in the performance of its Delivery and Completion obligations shall render the Bidder liable to the imposition of penalty(s) pursuant to Clause 20, GCC, unless an extension of time is agreed upon, pursuant to Sub-Clause 23.1, GCC.
- 23.3 If there is any delay in availability of Space/ Godown for storage of books, the Bidder will submit written request well in time for extension in schedule of supply to Director Procurement. The Director Procurement will examine the case in light of facts and the schedule of supply/ activities will accordingly be adjusted by Director Procurement.

24. Termination

- 24.1 Termination for Default
- (a) The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate the Contract in whole or in part:
- (i) if the Bidder fails to deliver any or all of the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** within the period specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to Clause 23, GCC;
 - (ii) if the Bidder fails to perform any other obligation under the Contract; or
 - (iii) if the Bidder, in the judgment of the Procuring Agency has engaged in fraud, misrepresentation and corruption, in competing for or in executing the Contract.
- (b) In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to Clause 24.1(a), GCC, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** similar to those undelivered or not performed, and the Bidder shall be liable to the Procuring

- Agency for any additional costs for such similar **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran**. However, the Bidder shall continue performance of the Contract to the extent not terminated.
- 24.2 Termination for Insolvency.
The Procuring Agency may at any time terminate the Contract by giving notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Agency
- 25.1 **25. Assignment** Neither the Procuring Agency nor the Bidder shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.
- 26.1 **26. Delay in Provision of Positives/ Soft Copies, Final Print Order and Title Covers** Issuance of positives & final print orders (for inner text) of Tajweedi Qaida for Grade I and printed title covers of Tajweedi Qaida/ Paras of the Holy Quran for Grade I to V shall be provided by PECTAA as per schedule at **Appendix “S”**. In case of non-availability of positives, soft copies shall be provided by PECTAA for Tajweedi Qaida for Grade I for preparation of Computer to Plate (CTP)/ positive by the bidder. If there is any delay in this regard by PECTAA, the **Director Concerned (i.e. Director Curriculum & Compliance, through Managing Director Academics or Director Procurement through Managing Director Operations)** will **certify** the delay in provision of positives/ softcopies/ final print orders / title covers **with the approval of Chief Executive Officer, PECTAA**. The schedule of supply/ activities will accordingly be adjusted and revised schedule will be issued by the Director Procurement.
- 27.1 **27 Piracy Checking & Premises** The Bidder shall not use any printing or binding facility of any printer involved in piracy of any **Primer/ Jacket/ Textbook/ Tajweedi Qaida/ Tajweedi Paras of the Holy Quran/ Tarjama-tul-Quran-ul-Majeed / Practical Note Book/ Matric-Tech Textbook/ Work Book etc.** of PECTAA. In case of non-compliance, penalty shall be imposed as specified in Clause 20.2 (9) of the GCC/ and proceedings shall be initiated under the relevant (criminal)

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: PECTAA Head Office, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore, Pakistan
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: PECTAA Head Office, Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore City: <u>LAHORE</u> Country: <u>Pakistan</u> Telephone: 042-99260144
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 Executive Officer , PECTAA shall be the sole arbitrator whose award shall be final and binding on the parties.
8.	The scope of supply for the Tajweedi Qaida/ Tajweedi Paras of the Holy Quran to be supplied shall be as specified in <u>Section-V, Supply Requirements</u> .
9.	The prices charged for the Tajweedi Qaida/ Tajweedi Paras of the Holy Quran 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: Payment: The bidder shall submit the bill on the basis of completion of each installment awarded to them as per 'Schedule of Supply'.
11.	The amount of the Performance Security shall be: <u>05% of value of contract</u> . The currency shall be <u>Pak Rupees</u> .
12.	The types of acceptable Performance Securities are: Bank Guarantee issued by any scheduled bank of Pakistan.
13.	Performance Security shall be released after <u>31.03.2026</u> or after successful completion of performance.

14.	The copyright of the manuscript and artwork resides with PECTAA.
15.	Responsibility for transportation of the Tajweedi Qaida/ Tajweedi Paras of the Holy Quran shall be as under: “The Bidder is required under the Contract to transport the Goods to a specified place of final destination within the city of Lahore, Pakistan”.
16.	The Inspections and tests shall be conducted at: i. <u>The premises of the Bidders</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 <u>30.06.2026</u>
20.	The period for repair or replacement shall be 10 days of defective Tajweedi Qaida/ Paras of the Holy Quran for the Academic Session 2026-27
21.	The <u>Contract Agreement</u> include reprints/additional award as per PPRA Rule-2014.

Section VIII. Contract Forms

Table of Forms

Contract Agreement.....

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

Contract Agreement

This agreement is made on this _____ day of _____
year _____ by and between Mr. _____
Owner/Director/Representative of M/s _____
address _____

hereinafter referred to as the bidder, which term (unless the context otherwise requires) shall include his successors, executors, administrators and assignees, etc. of the one party and the Director (Procurement) of PECTAA, Lahore hereinafter referred to as the Board which term (unless the context otherwise requires) shall include his successors in the office, assignees etc. WHEREAS PECTAA requires that _____ copies of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** _____ for class _____ (hereinafter referred to as the said book) under Package _____ to be printed and bound for supply under Punjab Education Sector Reforms Programme (PESRP) through Programme Monitoring & Implementation Unit (PMIU), Punjab Education Foundation (PEF), Punjab Education Initiative Management Authority (PEIMA), Nonformal Basic Education, Literacy Department and other Govt. Departments etc. and the Bidder has agreed to print, bind and supply the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** of the quantity, specifications and rates as under;

Name of Package	Name of Tajweedi Qaida/ Tajweedi Paras of the Holy Quran	Quantity	Rate per Unit	Total Amount	Details of Pages (tentative) As per Appendix "P"			
					4-C	2-C	1-C	Total

NOW, THEREFORE, THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement, viz.:
 - (a) the Procuring Agency's Notification to the Bidder of award of Contract;
 - (b) the Instructions to bidder, Bid Submission, Bidders information Sheet and the Contract Price submitted by the Bidder;

- (c) the Special Conditions of Contract;
- (e) the General Conditions of Contract;
- (f) the Supply Requirements and
- (g) Schedule of Supply.

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

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

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

5. This agreement shall take effect from the date of issuance of award letter and expires on **30.06.2026**.

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

7. A Non-Muslim, as defined under Article 260 of the Constitution of the Islamic Republic of Pakistan, shall not associate or be associated with the printing or binding of the Tajweedi Qaida/ Paras of the Holy Quran.

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

Signature & Stamp of the Bidder
With full name and address
(In case of JV/Group all partners signed
the agreement jointly)

Name: _____

Complete Address: _____

Witness – I

Name: _____

Signature: _____

Address: _____

Signature & Stamp of the Procuring
Agency

Director (Procurement), PECTAA,
PECTAA Head Office, Adjacent Pilot School, Link
Wahdat Road, Allama Iqbal Town, Lahore.

Witness – II

Name: _____

Signature: _____

Address: _____

Appendix “U”

(On Rs.1200 E-Stamp Paper)

Agreement With Binder

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

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

(a) That both parties have entered into an agreement for the availability of my Binding House facilities for the purpose of binding of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran** for PECTAA, Lahore.

(b) That the Binding House also affirms that in case of urgency it will stop the other binding jobs and will ensure that the binding job of PECTAA is done on top priority.

(c) The Binding House undertakes that if it fails to fulfill its obligation under this agreement, the Bidder and PECTAA through the bidder shall have the right to undertake necessary measures to force it to accomplish the assigned target for binding.

(d) The Binding House shall not engage with more than one Bidder participating in the Bidding/Procurement Process for binding of **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran**.

(e) I do also affirm that I have only entered into agreement with the above said Bidder.

(f) In case of violation of clause (d), all the participants shall be declared disqualified.

(g) Both parties do hereby also undertake that they operate within the same city.

(h) A Non-Muslim, as defined under Article 260 of the Constitution of the Islamic Republic of Pakistan, shall not associate or be associated with the printing or binding of the **Tajweedi Qaida/ Tajweedi Paras of the Holy Quran**.

Signature of Binder

Name _____

Signature _____

CNIC # _____

Witness

Name _____

Signature _____

Signature of Bidder

Name _____

Signature _____

CNIC _____

Witness

Name _____

Signature _____

(On Rs.1200 E-Stamp Paper)

Performance Security

BENEFICIARY: PECTAA, LAHORE

Date: _____

PERFORMANCE GUARANTEE NO.: _____

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

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

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

This guarantee shall expire no later than the **31.03.2026** 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

(On Rs.1200 E-Stamp Paper)

Affidavit

INTEGRITY PACT

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

Contract number: _____ Dated: _____
Contract value: _____
Contract title: _____

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

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

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

I, _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresentation of facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest,

privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PECTAA under any law, contract or other instrument, be voidable at the option of PECTAA.

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

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

Deponent
CNIC # _____

Verification

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

Deponent
CNIC # _____

قرآن مجید کے تجویدی سپاروں/تجویدی قاعدوں کی پرنٹنگ، بانڈنگ اور ترسیل کے

لئے خصوصی ہدایت نامہ

بطور مسلمان یہ ہماری خوش قسمتی ہے کہ ہم قرآن مجید کے تجویدی سپاروں/تجویدی قاعدوں کی اشاعت کا کام انجام دے رہے ہیں، جو کہ ایک صدقہ جاریہ ہے۔ آپ اس بات سے آگاہ ہوں گے کہ ان کتب کی پرنٹنگ، بانڈنگ اور ترسیل کے لیے خصوصی انتظامات کیے جاتے ہیں تاکہ کسی قسم کی بے حرمتی یا بے ادبی نہ ہو۔ لہذا اس حوالے سے مندرجہ ذیل باتوں کا خیال رکھنا لازم ہے:-

ہدایات برائے پرنٹنگ

- 1- آپ اس بات کی مکمل یقین دہانی کریں کہ پازٹیو اور کوڈڈ پلیٹس/سی ٹی پی (CTP) کی تیاری اور پلیٹس کو پرنٹنگ مشینوں پر لگاتے ہوئے کسی طرح کی بے ادبی، بے حرمتی یا بے احتیاطی نہ ہو۔
- 2- بہترین کوالٹی کے پرنٹنگ پیپر، پرنٹنگ سیاہی اور گلیو (Glue) کا استعمال کیا جائے۔
- 3- پرنٹنگ کے دوران جس مشین پر فرمہ جات پرنٹ ہوں گے وہ مشین ہر لحاظ سے بہترین حالت میں ہوتا کہ پرنٹنگ میں کسی قسم کا کوئی نقص نہ ہو۔ جیسا کہ سادہ صفحات، کس والے صفحات، سیاہی کا پھیلنا۔ وغیرہ۔
- 4- پرنٹنگ کے دوران میں یا بعد میں پرنٹ فرمہ جات کو زمین پر نہ رکھا جائے اس کے بجائے لکڑی کے پیلٹ (تختے) پر رکھا جائے۔
- 5- پرنٹنگ کے دوران عمل کو ہدایت کی جائے کہ وہ پاک صاف اور با وضو رہے اور جگہ کو بھی پاک صاف رکھے۔
- 6- پرنٹ فرمہ جات کے اوپر کوئی شخص نہ بیٹھے اور نہ ہی پرنٹنگ ایریا میں جوتے پہنے جائیں۔
- 7- پرنٹ فرمہ جات کی ترسیل یا ایک جگہ سے دوسری جگہ منتقلی نہایت ادب و احترام سے کی جائے۔

ہدایات برائے بانڈنگ ہاؤس

- 1- اس امر کو یقینی بنائیں کہ بانڈنگ ہاؤس/دفتری خانہ صاف ستھرا اور جگہ پاک ہو، جس جگہ پر طبع شدہ فرمہ جات/بنڈل/مسل رکھے جائیں گے، وہ جگہ فولڈروں سے دور اور صاف ستھری ہو۔
- 2- اس امر کا بھی خاص خیال رکھیں کہ بانڈنگ ہاؤس میں ان فرمہ جات/بنڈل/مسل پر صرف مسلمان لیبر کام کرے اور وہ اپنے آپ کو پاک صاف اور با وضو رکھے۔
- 3- بانڈنگ کے دوران میں اس بات کا اہتمام کیا جائے کہ جو فرمہ جات/بنڈل/مسل وغیرہ ضائع ہو جائیں ان کو قرآن بورڈ کی دی ہوئی ہدایات کے مطابق تلف کیا جائے۔ (ان کی پیکنگ کر کے قرآن بورڈ کی شخص کی گئی جگہوں پر پہنچایا جائے)

ہدایت برائے ترسیل

1- قرآن مجید کے تجویدی سپاروں/تجویدی قاعدوں کو کارٹن (Corrugated Box) میں محفوظ طریقہ سے رکھ کر پلاسٹک کی پٹی لگا کر پیک کریں۔

2- قرآن مجید کے تجویدی سپاروں/تجویدی قاعدوں کو ٹرکوں میں لادتے (Loading) یا اتارتے (Unloading) ہوئے ان کے تقدس کا خاص خیال رکھیں۔ ان کو اٹھا اٹھا کر مت پھینکیں بلکہ سر یا کندھے پر رکھ کر ادیں یا اتاریں۔ کوئی بھی شخص ان کتابوں کے بندلوں کے اوپر مت بیٹھے۔

3- قرآن مجید کے تجویدی سپاروں/تجویدی قاعدوں کو زمین پر رکھنے کی بجائے لکڑی کے تختے کے اوپر رکھیں یا اس طرح رکھیں کہ ان کے نیچے عام استعمال کی کتابیں پڑی ہوں تاکہ کسی قسم کی بے حرمتی کا اندیشہ نہ رہے۔

پنجاب ایجوکیشن کریکولم ٹریننگ اینڈ اسسمنٹ اتھارٹی کی فیلڈ ٹیپوں کا دورہ:

1- پنجاب ایجوکیشن کریکولم ٹریننگ اینڈ اسسمنٹ اتھارٹی کی فیلڈ ٹیمیں پرنٹنگ، ہائڈنگ اور ترسیل کے دوران میں وقتاً فوقتاً پرنٹنگ پریس، ہائڈنگ ہاؤسز اور گوداموں کا دورہ کریں گی اور ہدایت کی خلاف ورزی کی صورت میں سخت قانونی کارروائی عمل میں لائی جائے گی۔

ڈائریکٹر (پروکیورمنٹ)

پنجاب ایجوکیشن کریکولم ٹریننگ اینڈ اسسمنٹ اتھارٹی

DETAILS OF APPENDICES

Sr. No.	Detail	Appendices	On Form/ E-Stamp Paper	Value of E-Stamp Paper
1	Bid Submission Sheet	A	On Form	NA
2	Bidder Information Sheet Other than JV/ Consortium (Where Applicable)	B	On Form	NA
3	Bidder Information Sheet for Lead Bidder of JV/ Consortium (Where Applicable)	C-1	On Form	NA
4	Bidder Information Sheet for other than Lead Bidder of JV/ Consortium (Where Applicable)	C-2	On Form	NA
10	Printing Capacity Evaluation Form-1 (T.1)	D	On Form	NA
11	Binding Facilities Evaluation Form-2 (T.2)	E	On Form	NA
12	Human Resource Evaluation Form-3 (T.3)	F	On Form	NA
13	Storage Facility/ Godown Evaluation Form-4 (T.4)	G	On Form	NA
14	Alternate Power/ Genset Evaluation Form-5 (T.5)	H	On Form	NA
5	Form for Bank Statements for Last Two Years (F.1)	I	On Form	NA
6	Form for Income Tax Chargeable in last two Tax Years (F.2)	J	On Form	NA
7	Form for Average Bank Balance of 24 Months (F.3)	K	On Form	NA
8	Form for Financial Value of Similar Contracts (F.4)	L	On Form	NA
9	Form for Audit Report (F.5)	M	On Form	NA
15	Details of Paper/ Inks	N	On Form	NA
16	Financial Bid Proforma	O-1	On Form	NA

Sr. No.	Detail	Appendices	On Form/ E-Stamp Paper	Value of E-Stamp Paper
17	Statement Showing Colour Scheme, Tentative Number of Pages and Size for Tajweedi Qaida/ Paras of the Holy Quran for the Academic Session 2026-27	P	On Form	NA
18	Statement Showing the Quantities of Tajweedi Qaida/ Pars of the Holy Quran to be Supplied to PMIU, PEF, PEIMA, and Other Stakeholders, along with the Estimated Cost and Bid Security for each Package for the Academic Session 2026-27	Q	On Form	NA
19	Schedule of Supplies	R	On Form	NA
20	Schedule of Activates	S	On Form	NA
21	Contract Agreement	T	On E-Stamp Paper	Rs.0.25% of the total value of work awarded
22	Agreement with Binder	U	On E-Stamp Paper	Rs.1200/-
23	Performance Security	V	On E-Stamp Paper	Rs.1200/-
24	Affidavit; Integrity pact Declaration of fees, commission and brokerage etc. Payable the bidders of goods, services & works	W	On E-Stamp Paper	Rs.1200/-