

# **BIDDING DOCUMENTS**

**FOR**

## **PROCUREMENT OF SECURITY LABELS FOR SINGLE TEXTBOOKS AND PRACTICAL NOTE BOOKS THROUGH FRAMEWORK CONTRACT FOR ACADEMIC SESSION 2026-27**



### **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/>**



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



**TENDER NOTICE**

**FOR PROCUREMENT OF SECURITY LABELS FOR SINGLE TEXTBOOKS AND PRACTICAL NOTE BOOKS THROUGH FRAMEWORK CONTRACT FOR ACADEMIC SESSION 2026-27**

Punjab Education Curriculum Training & Assessment Authority (PECTAA) invites bids for the printing and supply of self-adhesive Security Labels for Single Textbooks and Practical Note Books through Framework Contract (in accordance with the demand of open market). These labels will be affixed on the Security Labels of textbooks to be sold in the open market, such as single textbooks and practical notebooks, to safeguard against piracy and counterfeiting. Bids are invited from local & foreign firms/companies, having production unit in Pakistan, registered with Income Tax and Sales Tax Departments, possessing adequate experience in the relevant field of printing self-adhesive Security Labels, having sound financial position and not currently blacklisted by the Procuring Agency. Single Stage Two envelopes competitive bidding procedure as per the Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 (Amended) shall be adopted. Following the publication of this advertisement, the Bidding Documents containing detailed terms and conditions will be available immediately on the websites of PPRA, PECTAA, and the e-Pak Acquisition & Disposal System (EPADS) at [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk), <https://pectaa.edu.pk/>, and <https://punjab.eprocure.gov.pk>, respectively, for the following procurement:

<b>Procurement No.</b>	<b>Title</b>	<b>Approximate Quantity</b>	<b>Total Estimated Cost</b>	<b>Bid Submission Date &amp; Time</b>	<b>Bid Opening Date &amp; Time</b>
PECTAA/PRO C/08/FY25-26/SL/AS26-27	Procurement of Security Labels for Single Textbooks and Practical Note Books Through Framework Contract for Academic Session 2026-27	<b>35 Million</b>	Rs. <b>26.25 Million</b>	<b>On or before Monday, 09 February 2026 at 10:30 a.m.</b>	<b>Monday, 09 February 2026 at 11:00 a.m.</b>

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. 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, along with paper samples and security label samples must be submitted physically in the tender box available at the Committee Room of 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. 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 raw materials (like Mid-gloss coated paper, Imported Glassine Paper etc.) required for printing and supply of security labels in accordance with the specifications mentioned in the bidding documents is the responsibility of the bidder. The Security Labels must comply with following specifications:

- i. The Security Label should be Paper based, as per approved design of PECTAA, printed on 80 GSM self-adhesive paper with release liner.
- ii. To be supplied in one-up reels.
- iii. The Security Label should have internal die cut marks to give protection against peel-off.
- iv. Academic Year 2026-27 and PECTAA should be printed in clearly visible font size.
- v. QR Code (URL link of design verification and instructions of the Security Label) shall be printed on Security Label.
- vi. Mid-gloss coated paper with white face shall be used for face material.
- vii. Imported Glassine Paper Shall be used for release backing.
- viii. Additional security features (Micro Text, Red Fluorescent / UV light, Colour Shift, Rub, Response to special laser light, light polarization, hidden text to be visible with coin rub, etc.) should be provided by the bidder.

The rates shall be inclusive of all costs including applicable taxes and supply at the designated Godown of PECTAA at Lahore. A pre-bid meeting will be held at the Committee Room of PECTAA Office, at the address given below on **Thursday, 29 January 2026 at 10:30 a.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 samples and original instrument of 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
PNB	Practical Note Book
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

## SUMMARY DESCRIPTION

The Bidding Documents facilitate the Procurement of **Security Labels** for Single Textbooks and Practical Note Books through Framework Contract 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.

**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 List of Security Labels, the Delivery and Completion Schedules, the Technical Specifications that describe the Security Labels to be procured.

### PART 3 – CONTRACT

**Section VI. General Conditions of Contract (GCC)**

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

**Section VII. Special Conditions of Contract (SCC)**

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

**Section VIII: Contract Forms**

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

# PART 1–BIDDING PROCEDURE (Sections I-IV)

## Section-I. Instructions to Bidders

### A. General

1. Scope of Bid
  - 1.1 PECTAA invites bids from security labels printing firms in the form of sole proprietor, companies, consortiums, associations of persons (AOP), Joint Venture (JV), group, etc. for Procurement of Security Labels for Single Textbooks and Practical Note Books through Framework Contract for Academic Session 2026-27.
  - 1.2 The scope of the bid shall be limited to the Security Labels for the Academic Session 2026-27.
2. Eligible Bidders
  - 2.1 Following are the eligible bidders:
    - i. All Local and foreign firms (with their production unit in Pakistan with good security arrangements) having a minimum of three years' experience of printing who fulfill the criteria as per Technical Bid will stand eligible for the bidding (Firms having specific experience of security labels will be preferred).
    - ii. Sole Proprietors/ Firms/ Companies/ Association of Persons (AOP)/ Consortium/ Joint Ventures (JV) having the requisite capability of printing and supply of self-adhesive Security Labels and registered with Income Tax Department and Sales Tax Departments
    - iii. Government/ Semi-Government Institutions or Autonomous Bodies operating in the field of printing and supply of self-adhesive Security Labels.
  - 2.2 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.
  - 2.3 Any bidder involved in piracy of Primers/ Jackets/ Single Textbooks/ SRM/ Practical Note Books etc. shall not be eligible.
3. Consortium/  
Joint Venture
  - 3.1 Each Consortium or JV shall appoint and authorize one (1) Lead Bidder to represent and irrevocably bind all members of the Consortium or JV in all matters connected with the bidding process (including but not limited to the submission of the bid on behalf of the consortium or JV).
  - 3.2 In case of submission of application in the form of JV/ Consortium all the JV/ Consortium partners are required to sign an agreement on a E-Stamp Paper of **Rs.3,000/-** 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 **Security Labels** 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.
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
- 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.

- |   |     |  |
|---|-----|--|
| Agency's Right to Annul the Bidding Process | 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**

- |                       |     |   |
|-----------------------|-----|---|
| 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 | The Bid shall comprise of the following in accordance with EPADS:   |

### **(a) Technical Bid**

#### Submission through EPADS:

- i. Bid Submission Sheet (BSS),
- ii. Bid Information Sheet (BIS),
- iii. GCC,
- iv. SCC,
- v. Copy of CNIC,
- vi. Supply Requirements-Section-V,
- vii. Copy of Instrument of Bid Security

#### Submission physically in the tender box:

- i. Security Label Samples,
- ii. Paper Samples,
- iii. Original Instrument of Bid Security

### **(b) Financial Bid**

The Financial Bid comprises Financial Bid Proforma.

- |   |     |   |
|---|-----|---|
| 8. Bid Submission Sheet and Financial Bid | 8.1 | The Bidder shall submit the Bid through EPADS, Submission Sheet using the Form furnished in Section IV; Bidding Forms. This Form must be completed without any alterations to its format, and no substitutes shall be accepted. |
|---|-----|---|

- 8.2 The offer should be in accordance with the Production Capacity of the Bidder. The rate should be inclusive of all applicable taxes, inputs and delivery charges 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. 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 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
9. Alternative Bids 9.1 Unless otherwise indicated in the BDS, alternative bids shall not be considered.
10. Period of Validity of Bids 10.1 Bids shall remain valid for the period specified in clause 7 of BDS.

11. Bid Security
- 11.1 Bid Security mentioned against respective estimated rate of **Security Labels** in favor of PECTAA Lahore in the shape of Pay Order/ Demand Draft/Call Deposit Receipt (CDR) issued by any Scheduled Bank of Pakistan, should be **attached with the Technical Bid**. The Bidder should affix on the back of the Pay Order/ Demand Draft/ CDR, the seal/stamp of authorized signatory, as the case may be. Non-submission of the Original Bid Security instrument at the prescribed time and date, the bid shall stand rejected.
- 11.2 The amount of Bid Security at the rate of 2% of the estimated price as per PPRA Rules, 2014 (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 will be lesser than the estimated amount of Bid Security mentioned, said bid shall be technically disqualified, however, if the amount of Bid Security will be higher than the estimated amount of Bid Security mentioned, it will be accepted.
- 11.3 Any bid not accompanied with requisite Bid Security as per clause 11.1 and 11.2 of ITB shall be **rejected** being non-responsive.
- 11.4 The Bid Security of unsuccessful Bidders shall be returned as per the PPRA Rules.
- 11.5 The Bid Security shall be forfeited if:
- a) a Bidder withdraws the bid during the bid validity period.
  - b) the successful/ lowest evaluated Bidder fails to sign the Contract Agreement.
- 11.6 The Bid Security must be furnished by the Bidder in the favour of PUNJAB EDUCATION CURRICULUM TRAINING & ASSESSMENT AUTHORITY, Lahore (PECTAA).
12. Format and Signing of Bid / Language of Application
- 12.1 The Bidder shall prepare and submit Technical & Financial Bids as per Clauses 7 & 8 of ITB through EPADS. In addition to it, the bidder shall physically submit Security Labels' Samples, Paper Samples and Original instrument of Bid Security in the tender box as mentioned in Bidding Documents.
- 12.2 The original bid shall be written in indelible blue ink and shall be signed by the bidder himself or a person duly authorized to sign on behalf of the Bidder.
- 12.3 For Financial Bid submitted on EPADS, any interlineations, erasures, or overwriting shall not be allowed.

- 12.4 For Financial Bid, use of white correcting fluid for any of the above, even if attested, shall be considered invalid.
- 12.5 The application as well as all correspondence and documents relating to the bidding process exchanged by the Bidder and the Procuring Agency, shall be written in English or Urdu. Supporting documents and printed literature that are part of the application/ bids may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in BDS (i.e. English or Urdu) in which case for purposes of interpretation of the application/ bids, the translation shall govern.

### C. Submission and Opening of Bids

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;
- (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 The bids shall be submitted on or before **Monday, 09 February 2026 at 10:30 a.m.** through EPADS.
- 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.

16. Bid Opening (Technical Bid) 16.1 The technical bids of bidders who have submitted their bids through EPADS and also submitted Security Labels' Samples, paper samples, and original instrument of bid security in the designated tender box at the Committee Room of PECTAA, **Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore**, on or before **Monday, 09 February 2026 at 10:30 a.m.**, shall be opened on the same day at **11:00 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

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 **Security Labels** 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.
- 19.2 The contract will be executed with the lowest evaluated Bidder in the form of framework contract on basis of total quantities of Security Labels i.e. **35,000,000**. Thereafter, work awards will be issued from time to time on the basis of quantities required.
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 **Ten (10) days** of issuance of "Award Letter", shall sign an agreement as per **Contract Agreement** given in **Section VIII; Contract Forms** with the Director (Procurement), PECTAA on a e-stamp paper of the requisite value which shall be paid by the bidder, after submission of the performance security.

- 21.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, and Blacklisting of the Firm. In that event 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.
- 21.3 If a successful Bidder submits an application within **Ten (10) 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 **Ten (10) 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 **Ten (10) 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 20 of GCC and offer shall be given to the second lowest bidder at the rate of first lowest bidder and so on.
- 22.3 With reference to award of work the Performance Security of Sole Proprietor / Company /JV / Consortium/ AOPs/ Group must be in the name of Sole Proprietor, Company & as authorized signatory or one or more than one of its Members of the JV /Consortium / AOPs/ Group that submit the application. Performance Security of third party will not be acceptable.

23. **Availability of Stock of Face Material & Release Backing** 23.1 The successful Bidder, within **08 days** of issuance of Award Letter, **will intimate** in writing to Director (Procurement), PECTAA the stock of **(FACE MATERIAL)** Paper Type: Mid-gloss coated paper with a white face, **(RELEASE BACKING)** Paper type: Imported Glassine 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 stock of **(FACE MATERIAL)** Paper Type: Mid-gloss coated paper with a white face, **(RELEASE BACKING)** Paper type: Imported Glassine Paper, of the total awarded quantity will be available. Extension up to **7 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 **(FACE MATERIAL)** Paper Type: Mid-gloss coated paper with a white face, **(RELEASE BACKING)** Paper type: Imported Glassine Paper, within **15 days** after the issuance of award, the award letter/ contract shall be cancelled and Bid/Performance Security shall be fortified. The 2<sup>nd</sup> lowest bidder will be offered to execute the job @ 1<sup>st</sup> lowest evaluated bidder and so on accordingly.
- The designated team(s) of PECTAA, within **07 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 **(FACE MATERIAL)** Paper Type: Mid-gloss coated paper with a white face, **(RELEASE BACKING)** Paper type: Imported Glassine Paper, found lesser than the 30% of awarded quantity or having lesser than **specifications**, the award letter/ contract shall be cancelled and Bid/Performance Security shall be fortified. The 2<sup>nd</sup> lowest bidder will be offered to execute the job @ 1<sup>st</sup> lowest evaluated bidder and so on accordingly.
24. **Stamp Duty/Stamp Paper** 24.1 The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work award.
25. **Monitoring/ Security Arrangements** 25.1 **Security Labels should be produced locally, in Pakistan, under strict security arrangements.** PECTAA will have the right to conduct surprise checks, during production and supply of these labels, to ensure a secure supply chain environment on the cost of the bidder. PECTAA, at its own discretion, will also have the right to place its representatives at the production site during production and supply period to ensure avoidance of leakage/pilferage/theft etc. For this reason, readymade and imported antipiracy / anti-counterfeiting solutions shall not be accepted. Preference will be given to firms having maximum security arrangements.

- 25.2 The Bidder shall facilitate the Monitoring Team(s) of PECTAA to get checked the Security Labels being printed, paper quality, stock of paper and other allied items and shall not hesitate to do so.
- 25.3 Local-based firm possessing their own established infrastructure in Pakistan and having strict arrangements can bid for printing/supply of security labels under strict security arrangements.
- 25.4 Notwithstanding any other provision in this document, PECTAA in order to ensure in public interest, the printing and supply of **Security Labels** for Academic Session 2026-27, 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 **(FACE MATERIAL)** Paper Type: Mid-gloss coated paper with a white face, **(RELEASE BACKING)** Paper type: Imported Glassine Paper, and printing/supply of each installment of Security Labels and award the same to the 2<sup>nd</sup> lowest Bidder at the risk and cost of the 1<sup>st</sup> 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/ **Security Labels** of PECTAA. In case of non-compliance, penalty shall be imposed as specified in Clause 20 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 2<sup>nd</sup> lowest bidder will be offered to execute the job @ 1<sup>st</sup> lowest evaluated bidder and so on accordingly.
28. Sub-Letting 28.1 The bidder shall not sub-let the job awarded. He shall be bound to execute the entire work at his own premises. Any deviation or sub-letting shall result in disqualification of the bidder, forfeiture of Performance Security and Blacklisting of the Firm.
29. Same Rate of One Package 29.1 If financial proposal of two or more Bidders will be found same 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 will be retendered.

- |     |   |      |   |
|-----|---|------|---|
| 30. | Completion of PECTAA's work on priority basis | 30.1 | 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. |
| 31  | Fraud and Corruption                          | 31.1 | It is the Government of the Punjab's policy to require that Bidders and their authorized agents shall observe the highest standards of propriety during the bidding process. For this purpose, "corrupt practice" has been defined in PPRA Act 2009 and the meaning of "corrupt and fraudulent practices" has been defined Punjab Procurement Rules 2014.   |
|     |   | 31.2 | The Procuring Agency shall reject an application/ bid if it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices as referred above.   |
|     |   | 31.3 | If the Procuring Agency, at any time, determines that the Bidder has directly or through an agent, been engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this bidding process, it shall disqualify the Bidder and undertake further measures under PPR-14.   |

## Section II. Bid Data Sheet

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

<b>General</b>	
<b>1.</b>	Name of Procuring Agency: PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY (PECTAA)
<b>2.</b>	The number of the Invitation for Bids is: PECTAA/PROC/08/FY25-26/SL/AS26-27
<b>CONTENTS OF BIDDING DOCUMENTS</b>	
<b>3.</b>	Address for clarification of bids purposes only:  <b>DIRECTOR PROCUREMENT</b> PUNJAB EDUCATION, CURRICULUM TRAINING & ASSESSMENT AUTHORITY Address: Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore Phone: 042-99260144
<b>Preparation of Bids</b>	
<b>4.</b>	Alternative bids <i>shall not</i> be considered.
<b>5.</b>	“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).
<b>6.</b>	Prices quoted by the Bidder shall be: as per technical specifications.
<b>7.</b>	The bid validity period shall be: <b>90 days</b> from the opening of Technical Bid.
<b>8.</b>	<ul style="list-style-type: none"> <li>a. The Bidder shall submit the original Pay Order/Demand Draft/CDR of the Bid Security in favour of PECTAA in the tender box within the bid submission time. Copies thereof shall be attached with the Technical Bid and uploaded on EPADS.</li> <li>b. The Bidder shall attach the e-stamp papers, as required under the Bidding Documents, with the Technical Bid and upload the same on EPADS.</li> </ul>
<b>9.</b>	Technical & Financial Bid should be submitted in accordance with EPADS:

<b>Submission and Opening of Bids</b>																																						
<b>10.</b>	<p>10.1 Interested bidders must submit both <b>Technical and Financial Bids online via the EPADS</b> website. Bidders are advised to upload their e-bid well before the deadline.</p> <p>10.2 Particulars of documents to be attached duly signed and stamped by the Bidder.</p> <p><b>(a) Technical Bid:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Particulars of documents</th> <th style="text-align: center;">Submission Through</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Bid Submission Sheet (BSS)</td> <td>EPADS only</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Bidder Information Sheet (BIS)</td> <td>EPADS only</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>General Conditions of Contract (GCC)</td> <td>EPADS only</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Special Conditions of Contract (SCC)</td> <td>EPADS only</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Copy of CNIC, valid NTN/valid Sales Tax Number</td> <td>EPADS only</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Bid Security in shape of Original Pay Order/Bank Draft/CDR</td> <td>Original in Tender Box and Copy through EPADS</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>Printed Security Label Samples and Unprinted Paper Samples as per technical specifications.</td> <td>Original in Tender Box only</td> </tr> <tr> <td style="text-align: center;">8.</td> <td>Technical Bid Proforma</td> <td>EPADS only</td> </tr> <tr> <td style="text-align: center;">9.</td> <td>Required original e-stamp papers as mentioned in Bidding Documents</td> <td>EPADS only</td> </tr> <tr> <td style="text-align: center;">10.</td> <td>Supply Requirement Section V</td> <td>EPADS only</td> </tr> </tbody> </table> <p>PECTAA may, at any stage, demand original documents uploaded on EPADS (such as e-stamp papers, etc.), and failure to provide the same shall render the bidder Non-Responsive/ Disqualified.</p> <p><b>(b) Financial Bid:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Financial Bid Proforma (Original)</td> </tr> </tbody> </table>	Sr. No.	Particulars of documents	Submission Through	1.	Bid Submission Sheet (BSS)	EPADS only	2.	Bidder Information Sheet (BIS)	EPADS only	3.	General Conditions of Contract (GCC)	EPADS only	4.	Special Conditions of Contract (SCC)	EPADS only	5.	Copy of CNIC, valid NTN/valid Sales Tax Number	EPADS only	6.	Bid Security in shape of Original Pay Order/Bank Draft/CDR	Original in Tender Box and Copy through EPADS	7.	Printed Security Label Samples and Unprinted Paper Samples as per technical specifications.	Original in Tender Box only	8.	Technical Bid Proforma	EPADS only	9.	Required original e-stamp papers as mentioned in Bidding Documents	EPADS only	10.	Supply Requirement Section V	EPADS only	Sr. No.	Particulars of documents	1.	Financial Bid Proforma (Original)
Sr. No.	Particulars of documents	Submission Through																																				
1.	Bid Submission Sheet (BSS)	EPADS only																																				
2.	Bidder Information Sheet (BIS)	EPADS only																																				
3.	General Conditions of Contract (GCC)	EPADS only																																				
4.	Special Conditions of Contract (SCC)	EPADS only																																				
5.	Copy of CNIC, valid NTN/valid Sales Tax Number	EPADS only																																				
6.	Bid Security in shape of Original Pay Order/Bank Draft/CDR	Original in Tender Box and Copy through EPADS																																				
7.	Printed Security Label Samples and Unprinted Paper Samples as per technical specifications.	Original in Tender Box only																																				
8.	Technical Bid Proforma	EPADS only																																				
9.	Required original e-stamp papers as mentioned in Bidding Documents	EPADS only																																				
10.	Supply Requirement Section V	EPADS only																																				
Sr. No.	Particulars of documents																																					
1.	Financial Bid Proforma (Original)																																					

<b>11.</b>	<p><b>Technical Bid shall be submitted through EPADS.</b></p> <p><b>For purpose of submission of the Procurement Agency’s address is:</b></p> <p>Attention: <u>Director (Procurement), PECTAA</u></p> <p>Address: Committee Room of PECTAA Office, <b>Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore</b></p> <p>City: <u>Lahore</u></p> <p>Country: <u>Pakistan</u></p> <p>Telephone: <u>042-99260144</u></p> <p><b>Financial Bid shall be submitted on EPADS only.</b></p> <p>The deadline for the submission of bids is:</p> <p>Date: <b>Monday, 09 February 2026</b></p> <p>Time: <b><u>10:30 am.</u></b></p>
<b>12.</b>	<p><b>The bid opening shall take place at:</b></p> <p>Address: Committee Room of PECTAA Office, <b>Adjacent Pilot School, Link Wahdat Road, Allama Iqbal Town, Lahore</b></p> <p>City: <u>Lahore</u></p> <p>Country: <u>Pakistan</u></p> <p>Date: <b>Monday, 09 February 2026</b></p> <p>Time: <b><u>11:00 a.m.</u></b></p>
	<b>Evaluation and Comparison of Bids</b>
<b>13.</b>	<p>The currency that shall be used for bid evaluation and comparison purpose is:</p> <p><u>Pak Rupees</u></p>
<b>14.</b>	<b>Stamp Duty / Stamp Paper</b>
	<p>The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work awarded.</p>

## Section III. Evaluation and Qualification Criteria

1. 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.
2. 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.
3. The Procuring Agency shall evaluate technical aspects through physical inspection and examination of the documents produced by the Bidder.
4. If, after the initial scrutiny, the Procuring Agency determines that the application is non-responsive, it shall reject the application straight away.
5. 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.
6. The bidders who secure a minimum of 60 points as per the Technical Evaluation Report shall be deemed qualified.
7. 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.
8. Comparative Statement: -  
The bidder offering the lowest rate in the **Security Labels** would be the lowest evaluated bidder (**Based on Least Cost Method**).
9. 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.

## Table of Contents

1. Technical Evaluation Criteria
  2. Lowest Evaluated Bid Criteria.
- 

**1. Technical Evaluation Criteria**

- (a) Technical Bid Proforma
- (b) Affidavit of bidder regarding blacklisting.
- (c) Technical Evaluation Report.

**2. Lowest Evaluated Bid Criteria.**

- (a) The Financial Bid of only technically qualified bidders shall be opened.
- (b) Comparative Statement

The bidder offering lowest rate of Security Labels (per unit) would be the lowest evaluated bidder.

**TECHNICAL BID PROFORMA**  
**PUNJAB EDUCATION CURRICULUM TRAINING AND**  
**ASSESSMENT AUTHORITY LAHORE**

**TECHNICAL EVALUATION CRITERIA FOR PROCUREMENT OF SECURITY LABELS FOR SINGLE TEXTBOOKS/ PRACTICAL NOTE BOOKS FOR THE ACADEMIC SESSION 2026-27**

1. Name of the Proprietor \_\_\_\_\_ Cell No. \_\_\_\_\_
2. Name of Bidding Firm / Lead Bidding Firm \_\_\_\_\_
3. Status of the Firm/Company/JV/Group : \_\_\_\_\_
4. Address:  
\_\_\_\_\_
5. NTN  
\_\_\_\_\_
6. Sales Tax reg. No. (if applicable) \_\_\_\_\_
7. Date of Establishment of business \_\_\_\_\_
8. Financial Information: (In case of JV/AOP/Group detailed statements of all members to be provided)
  - (a) Financial Accounts Statement for at least two complete fiscal years.
  - (b) Income tax paid/deducted for previous two years (attach evidence)
  - (c) Cash flow availability:  
Attach Bank Statement for the fiscal year **01.07.2023 to 30.06.2025**  
(Basis of Annual Turnover)
9. Financial capacity:
  - (a) Bank Deposit

Sr. No.	Name of Bank & Branch	Name of Accounts & Address	Account Number	Total Turnover as on 30.06.2023
<b>Total:</b>				

(b) Bank Statement

The bidder shall also attach a copy of the bank statement of the firm for the last one year.

**10.** Number of printed samples attached \_\_\_\_\_

**11. Specification of paper**

(i) Face Material:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ii) Release Material

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Experience of providing Security Solutions to Books against counterfeiting**

Sr. No.	Year	Name of book	Quantity	Name of organization

**13. Working standards/ quality control (if any)**

ISO certification or any other relating to security solutions. Please mention and attach copy of certificate.

---

**14.(a). Printing Facilities**

- i. Name of Printing Press: \_\_\_\_\_
- ii Address of premises: \_\_\_\_\_

**(b) Working Environment**

- i. Temperature and humidity control system Yes/No
- ii Fire alarm and firefighting equipment Yes/No

iii. First aid facility Yes/No

**(c) Brand of ink** with its country of origin \_\_\_\_\_  
 and specification to be used \_\_\_\_\_

**(d) Security Arrangements:**

Give details of secured supply chain arrangements to ensure no pilferage, leakage or misappropriation takes place during production or supply to PECTAA.

- i. Access control system for stopping entry of unauthorized persons \_\_\_\_\_ Yes/ No
- ii. CCTV surveillance \_\_\_\_\_ Yes/No
- iii. High alert manual and automatic security system \_\_\_\_\_ Yes/No
- iv. System in place for recording and in house destruction of rejected materials and excess or waste production \_\_\_\_\_ Yes / No
- v. Any other security measures (use separate sheets to give details) \_\_\_\_\_ Yes / No

**15. Minimum Four Colour Machine ( Sheet Fed/ Rotary/web)**

Sr No.	Make & Model	UV Curing System	Size	Quantity	Year of manufacture	Output speed

16. Alternate power facilities Yes/ No

Capacity of power generator \_\_\_\_\_KW.

Signature and stamp \_\_\_\_\_

Name of Firm/Bidder \_\_\_\_\_

Dated: \_\_\_\_\_ Name of Owner/

Representative \_\_\_\_\_

CNIC: \_\_\_\_\_

- Note:**
- (i) Each page of Bidding Documents should be signed and stamped.
  - (ii) Attach evidence of JV/Consortium/Group/ AOP.
  - (iii) Authority on behalf of member in favour of lead bidder (where applicable)

## **Section IV. Bidding Forms**

### **Table of Forms**

1. Bidder Information Sheet
2. Party to JV Information Sheet
3. Bid Submission Sheet
4. Statement Showing Estimated Cost and Bid Security
5. Financial Bid

## Bidder Information Sheet

Date: \_\_\_\_\_

Tender No.: \_\_\_\_\_

1. Bidder's Legal Name						
2. In case of JV/consortium/AOP/Group						
3.	(a)	Name of JV/Consortium /AOP/Group				
	(b)	Name of Lead Bidder / authorized representative				
	(c)	Members firms information				
4.		<b>Name of firm with address</b>	<b>%age share</b>	<b>Owner's Name</b>	<b>NIC</b>	<b>NTN</b>
	(i)					
	(ii)					
	(iii)					
		Approval of Board of Directors/Governing bodies of the firms to form JV/Attach copy of agreement / letter of intent to form JV/consortium/AOP/group, copies of NTN and NIC of members (in case of more members attach separate list)				
5. Bidder's Address:						
6. Bidder's Authorized Representative Information						
Name:						
Address:						
Telephone/Fax numbers:						
Email Address:						
7. Attached are copies of original documents of:						
<input type="checkbox"/> Income tax return previous year						
<input type="checkbox"/> In case of JV approval of Board of Directors/Governing bodies of the firms to form JV.						
<input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement						
<input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law,						

## Party to JV Information Sheet

Date: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

1. Bidder's Legal Name:
2. JV's Party legal name:
3. JV's Party Country of Registration:
4. JV's Party Year of Registration:
5. JV's Party Legal Address in Country of Registration:
6. JV's Party Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Registration of firm <input type="checkbox"/> In case of the government-owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law

**BID SUBMISSION SHEET**

**(To be submitted on the letterhead)**

Date: \_\_\_\_\_

Tender No.: \_\_\_\_\_

To

Director Procurement,

PUNJAB EDUCATION CURRICULUM TRAINING & ASSESSMENT AUTHORITY,

Subject: **SECURITY LABELS 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 **Security Labels** 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			

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 \_\_\_\_\_

**STATEMENT SHOWING  
“ESTIMATED COST AND BID SECURITY”  
FOR SECURITY LABELS**

**FOR SINGLE TEXTBOOKS AND PRACTICAL NOTE BOOKS THROUGH  
FRAMEWORK CONTRACT FOR ACADEMIC SESSION 2026-27**

<b>Quantity (No. of Security Labels)</b>	<b>Estimated Cost (PKR)</b>	<b>Bid Security at the rate of 2% of the Estimated Cost (PKR)</b>
35,000,000	26,250,000	525,000

## FINANCIAL BID PROFORMA

**PUNJAB EDUCATION CURRICULUM TRAINING AND ASSESSMENT AUTHORITY**  
**Tender Form for supply of Security Labels for the academic session 2026-27**

1. Name of the firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. *Phone No:* \_\_\_\_\_ *Fax No/ E-mail:* \_\_\_\_\_
4. National Tax Number: \_\_\_\_\_
5. Sale Tax Number (if any):  
 \_\_\_\_\_
6. Specifications of security labels are as under:

i.	<b>Size</b>	:	
ii.	<b>Type</b>	:	
iii.	<b>Security Features</b>	:	
iv.	<b>Face Material</b>		
	a) Paper type	:	
	b) Grammage	:	
	c) Thickness	:	
v.	<b>Release backing</b>		
	a) Paper type	:	
	b) Grammage	:	
	c) Thickness	:	

Signature of Bidder \_\_\_\_\_

Seal of the Firm \_\_\_\_\_

7. Call Deposit / Pay orders / Demand Draft No. \_\_\_\_\_

Date \_\_\_\_\_ for Rs. \_\_\_\_\_ Drawn on (Bank Name) \_\_\_\_\_.

<b>Sr. No</b>	<b>Descriptions</b>	<b>Quantity</b>	<b>Unit Price</b> (Rs. Per Security Label inclusive of all applicable taxes)	<b>Total Value</b> (Rs. inclusive of all applicable taxes)
01	Security Labels for the Academic Session 2026-27 as per approved design & specifications	35,000,000		
Total amount (inclusive of all applicable taxes and delivery charges at PECTAA's Godown, Lahore)				

Total Amount in words \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Firm \_\_\_\_\_

Name of Proprietor /Director

\_\_\_\_\_

/Partner \_\_\_\_\_

-

\_\_\_\_\_

-

CNIC \_\_\_\_\_

Seal of the Firm \_\_\_\_\_

-

## **PART 2 – SUPPLY REQUIREMENTS (Comprising Section V)**

## **Section V. Schedule of Requirements**

1. Technical Specifications that describe the Security Labels.
2. Requirements containing list of quantities of Security Labels.
3. Schedule of Delivery.

# 1. Technical Specifications

Pursuant to GCC 17.1 the Supplier shall ensure that the Security Labels for single Textbooks etc. supplied under this Contract shall conform to the technical specifications and standards mentioned below:

- i. **Size** : 1.5" X 1.0"
- ii. **Type** : The security label should be supplied in one-up reels.
- iii. **Security Features** : Specifications:
  - i. The Security Label should be Paper based, as the approved design of PECTAA, printed on 80 GSM self-adhesive paper with a release liner.
  - ii. To be supplied in one-up reels.
  - iii. The Security Label should have internal die cut marks to give protection against peel-off.
  - iv. Academic Year 2026-27 and PECTAA should be printed in clearly visible font size.
  - v. QR Code (URL link of design verification and instructions of the Security Label) shall be printed on Security Label.
  - vi. Mid-gloss coated paper with a white face shall be used for face material.
  - vii. Imported Glassine Paper Shall be used for release backing.
  - viii. Additional security features (Micro Text, Red Fluorescent / UV light, Colour Shift, Rub, Response to special laser light, polarization of light, hidden text to be visible with coin rub, etc.) should be provided by the bidder.
  - ix. All security features should be mentioned in the bid.
- iv. **Face Material**
  - Paper type : Mid-Glossy coated paper with a white face
  - Grammage : 80-85 g/m<sup>2</sup>
  - Thickness : 60-65 micron
- v. **Release backing**
  - Paper type : Glassine paper (imported)
  - Grammage : 60-55 g/m<sup>2</sup>
  - Thickness : 50-55

- vi. The successful Bidder will provide one set of all instruments to the Procuring Agency for the verification of above-mentioned security features.
- vi. The Bidder will also arrange visit of PECTAA Inspection Team (at least 03 Members) for technical evaluation of machinery and allied accessories at production unit of the applicant as mentioned in Bidding Documents.
- vii. PECTAA may, if required, demand fee(s) for testing of paper sample(s) and/or Security Label(s) from any standard testing laboratory, as deemed appropriate by PECTAA.
- viii. Any additional security feature may be added to the Security Label with mutual consent.

## 2. Requirements containing list of quantities of Security

You will supply 35,000,000 Security Labels + including 0.5% Wastage in the form of one-up reels as per the detail given below:

Sr. No.	No. of Rolls	Quantity	Total Security Labels
(i)	300 rolls of	15,000 labels each	4,500,000
(ii)	1500 rolls of	10,000 labels each	15,000,000
(iii)	2,800 rolls of	5,000 labels each	14,000,000
(iv)	500 rolls of	2,000 labels each	1,000,000
(v)	500 rolls of	1,000 labels each	500,000
<b>Total</b>			35,000,000

0.5% Wastage = 175,000 Security Labels

**Note:** The above quantity of rolls is tentative, the contract will be in the form of a framework contract, and the Chief Executive Officer, PECTAA reserves the right to increase /decrease the quantity at the time of execution of the contract as per PPRA Rules 2014.

## 4. SCHEDULE OF DELIVERY

### Academic Session 2026-27

The Bidder shall supply Security Labels at PECTAA's Godown, Lahore in two (02) equal installments as detailed below:

Sr. No.	Description	Upto
1	1 <sup>st</sup> Installment	Tuesday, March 10, 2026
2	Next Installment(s)	As and when required.

The above-mentioned schedule of supply is only for the first award of work according to the framework contract. For further requirements, the supply schedule will be mentioned at the time of issuance of the work after approval from **Chief Executive Officer**, PECTAA.

## **PART 3 – Contract**

**Includes:**

**Section-VI. General Conditions of Contract (GCC)**

**Section-VII. Special Conditions of Contract (SCC)**

**Section-VIII. Contract Forms**

## 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 Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Agreement, including any amendment(s) thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the terms of Contract.
- (d) "Day" means calendar day.
- (e) "Completion" means the fulfillment of the printing and supply of Security Labels by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) "GCC" means the General Conditions of Contract.
- (g) "Security Labels" means the Security Labels.
- (h) "Purchaser" means the entity purchasing the Security Labels, as specified in the SCC i.e. Punjab Education Curriculum Training and Assessment Authority, Lahore hereinafter referred as PECTAA.
- (i) "SCC" means the Special Conditions of Contract.
- (j) "Subcontractor" means any natural person, private, legal or government entity, or a combination of the above, including its legal successors or permitted assignees, to whom any part of the Security Labels of textbooks to be supplied is subcontracted by the supplier.
- (k) "Supplier" means the natural person/Joint Venture (JV)/Consortium/ Association of persons (AOP) / Group (combination of mutual

or legal persons specially bound together to undertake this job), private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assignees of the Supplier.

(l) "Installment" means equal installment as given in Schedule of Requirements

- 2. Contract Documents** 2.1 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.
- 3. Joint Venture, Consortium or Association** 3.1 If the Supplier is a Joint Venture (JV), Consortium, or Association of the Parties/Persons, (AOP)/Group shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, group or association of persons. The composition or the constitution of the joint venture, consortium, or association/group shall not be altered without the prior consent of the Purchaser.
- 3.2 Deduction of Income Tax at source or other levies in case of JV/Consortium /AOP/Group not formed legally would be in the name of lead bidder.
- 4. Bid Security** 4.1 Bid Security mentioned against respective estimated rates of Security Labels in favor of PECTAA Lahore in the shape of Bank Guarantee/ Pay Order / Demand Draft or 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. 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 Security Labels (as given at **(Financial Bid Proforma)**) shall be deposited as specified in ITB clause 11.
- 5. Notices** 5.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt.

- 5.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 6. Governing Law** 6.1 The Contract shall be governed by and interpreted in accordance with the Laws of Pakistan/Punjab.
- 7. Settlement of Disputes** 7.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 7.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with clause 7 as **specified in the SCC**.
- 7.3 Notwithstanding any reference to arbitration herein,  
(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agreed; and  
(b) the Purchaser shall pay the Supplier any amount due to the Supplier.
- 8. Scope of Supply** 8.1 The Security Labels shall be as specified in the **Schedule of Requirements**.
- 9. Delivery and Documents** 9.1 The Delivery of the Security Labels shall be in accordance with the **Delivery and Completion Schedule** specified in the Schedule of Requirements. The details of other documents to be furnished by the Supplier are specified in the Schedule of Requirements.
- 10. Supplier's Responsibilities** 10.1 The Supplier shall supply all the Security Labels as included in the Scope of Supply in accordance with GCC Clause 8, and the Delivery and Completion Schedule, as per GCC Clause 9.
- 11. Contract Price** 11.1 (a) The rate per Security Labels to be quoted should be for **100% of the quantity** as detailed at Schedule of Requirement Section V.

- (b) The quantities mentioned in section V Schedule of Requirements and in Section IV-Bidding Forms "Financial Bid Proforma" are tentative which may increase / decrease at the time of award as per clause 24.1 of ITB.
- (c) The rate should be inclusive of cost of all inputs, delivery at Lahore as per prescribed specifications and all taxes levied by the Government in this regard.
- 11.2 Prices charged by the Supplier for the Security Labels delivered and performed under the Contract shall not vary from the prices quoted by the Supplier in its bid/ or negotiated rate, with the exception of any price adjustments authorized in the SCC clause 9.
- 12. Terms of Payment**
- 12.1 The Contract Price shall be paid on completion of supply of **each installment of Security Labels as per award** as specified in the SCC clause 10.
- 12.2 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it. The payments shall be made in Pak Rupees.
- 13. Taxes and Duties**
- 13.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., leviable at the time of submission of bid and incurred until delivery of the contracted security labels etc. to the Purchaser.
- 14. Performance Security**
- 14.1 The Supplier shall, **within Ten (10) days** of the notification of award letter, provide a performance security @5% of the value of the contract in shape of a Bank Guarantee/Pay Order issued by a scheduled bank with reference to ITB clause 27.1. The bid security shall only be released after the submission of performance security.
- 14.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 14.3 The Performance Security will be discharged by the Purchaser and returned to the Supplier **on completion of supplies** of Security Labels according to the annual Allocation for Academic session 2026-27 and after **submission of the Performance Security of remaining Security Labels** which will be discharged by the Purchaser and returned to the

- Supplier on **31.12.2026**. However, Performance Security will not be discharged after completion of supplies as per additional allocations.
- 15. Confidential Information**
- 15.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 15.
- 15.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
- 16. Appellate Authority**
- 16.1 In case of decisions regarding waive-off penalties imposed on the bidder, or any other dispute, the **Chief Executive Officer**, PECTAA shall be the appellate Authority / Sole Arbitrator and his decision shall be the final.
- 17. Specifications and Standards**
- 17.1 The Supplier shall ensure that the Security Labels supplied under this Contract shall conform to the “Technical Specifications” and standards mentioned in Section V Supply Requirements (1. Technical Specifications).
- 18. Packing and Documents**
- 18.1 The supplier shall abide by the packing and documentation instructions of PECTAA.
- 19. Inspections and Tests**
- 19.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Security Labels as are specified in the Schedule of Requirements.

- 19.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at the point of delivery, and/or at the final destination.
- 19.3 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 19.4 The Purchaser may reject any consignment of Security Labels or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Security Labels at no cost to the Purchaser.
- 19.5 In addition, the supplier shall arrange 0.5% of the Security Labels over the allocated quantity to meet the wastage during the binding process. The payment will be made accordingly.

**20. Penalty(s)**

- 20.1 If the Supplier fails to deliver any or all of the Security Labels within the period specified in the Contract, the Director concerned may 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 GCC clause 20.2(5) of the delivered price of the delayed 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 Purchaser may terminate the Contract pursuant to GCC Clause 24.
- 20.2 In particular and without prejudice, the following penalties may be imposed judiciously by the Director concerned of the PECTAA for irregularities committed by the supplier in the execution of work awarded to him/her by the Purchaser.

IRREGULARITIES		PENALTIES
1.	Non-Submission of Performance Security within the stipulated period i.e., <b>10 days</b> after issuance of Award Letter.	Rs. 25,000 Penalty per day for a maximum of 07 days after which, the Offer shall stand cancelled, forfeiture of Bid Security and blacklisting of firm.
2	Non-Signing of contract agreement within the stipulated period i.e., 10 days after issuance of Award Letter.	Rs. 100,000 Penalty per day for a maximum of 07 days after which, the Offer shall stand cancelled, forfeiture of Bid Security and blacklisting of firm.
3.	Delay in supply of total required number of Security Labels of each installment.	Penalty per day of value of delayed supply shall be imposed as below: i) Upto 7 days @ 0.5%

		ii) Beyond 7 days delay @1/-%
	3.1(i) If 90% supplied in time and balance within 15 days	3.1(i) Nil 3.1(ii) If remaining 10% is supplied after expiry of 15 days, penalty @ 0.2% per day of the value of Security Labels supplied after due date of relevant installment.
	3.2 If less than 90% is supplied within due date	3.2 Penalty @ 0.5% per day of the value of Security Labels supplied after due date of relevant installment.
4.	Subletting/unauthorized printing sale or disposal of any number of security labels of PECTAA textbook(s) by the supplier or any of his employee/representative etc.	Penalty equal to 10 times of total cost of unauthorized security labels printed by the supplier may be imposed and or suspension of contract or blacklisting of the firm.
5.	Failure to show 30% stock of <b>(FACE MATERIAL)</b> Paper Type: Mid-gloss coated paper with white face, <b>(RELEASE BACKING)</b> Paper type: Glassine Paper (Imported) within 10 days from the announcement of the successful bidder	Extension may be granted up to maximum 5 days with penalty of Rs. 500/- per lac/per day for the value of work awarded. Beyond 15 days, work award shall be cancelled and Performance Security will also be forfeited.

**Note:-** Delay in supply of Security Labels will be counted in days from the date of delivery to Godown of PECTAA at Lahore.

- 21. Change in Laws Taxes and Regulations**      21.1      In case the regime of any tax levied by the Government is changed during the currency of the agreement separate instructions to the extent of such levy will be issued to the bidder. Such instructions shall be deemed to be a part of this agreement.
- 22. Force Majeure**      22.1      The Supplier shall not be liable for forfeiture of its performance security, penalty(s), or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 22.2      For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier and Purchaser that is, hurricanes, floods, earthquakes, volcanic eruptions, wars or revolutions, fires, covid-19, epidemics, quarantine restrictions, freight embargoes, etc.
- 22.3      If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause

thereof. If the office is closed then use E-Mail or WhatsApp to inform regarding current situation of supply to the competent authority of PECTAA. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**23. Extensions of Time**

23.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the security labels pursuant to GCC Clause 9, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Director concerned shall evaluate the situation and if found justified may recommend to the **Chief Executive Officer, PECTAA** to extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

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

**24. Termination**

24.1 Termination for Default

(a) The Purchaser, without prejudice to any other remedy for breach of Contract i.e., blacklisting of the firm, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

(i) if the Supplier fails to deliver any or all of the Security Labels beyond 15 days of the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 23;

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

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

(b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Security Labels similar to those undelivered or not performed, and the Supplier shall be

- liable to the Purchaser for any additional costs for such similar Security Labels. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- 24.2 Termination for Insolvency.  
The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser
- 25. Assignment** 25.1 The bidder shall certify that he has in house and, secured printing facility and the printing job shall not be contracted to any other party within or outside Pakistan
- 26. Limitation on Negotiations** 26.1 Negotiations may not relate to the price or substance of tenders or proposals specified by the supplier in his tender, but only to minor Technical, Contractual or logistical details. Provided that negotiation shall not be used to reduce unit rates, unless in case of exceptional circumstances like exorbitant rate.
- 27. Extension in Validity Period of Contract Agreement and Performance Guarantee.** 27.1 The **Chief Executive Officer** PECTAA shall have the right to extend validity period of contract and performance guarantee keeping in view the additional demand for printing of Security Labels with mutual consent for the academic session 2026-27
- 28. Recourse in Case of Non-Compliance** 28.1 If a bidder does not fulfill and compliance with the agreement, the PECTAA may cancel award of work. The PECTAA may collect lose / fine from all types of security / payments with PECTAA.

## Section VII. Special Conditions of Contract

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

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

12.	The types of acceptable Performance Securities are Bank guarantees issued by any Scheduled Bank of Pakistan.
13.	The Performance Security will be discharged by the Purchaser and returned to the Supplier <b>on completion of supplies</b> of Security Labels for open market according to annual Allocation for Single Textbooks and PNBs for Academic Session 2026-27 and after <b>submission of the Performance Security of remaining Security Labels</b> which will be discharged by the Purchaser and returned to the Supplier on <b>31.12.2026</b> . However, Performance Security will not be discharged after the completion of supplies as per additional allocations.
14.	The copyright of the C.D / Artwork resides with PECTAA.
15.	Responsibility for transportation of the Security Labels shall be as under: “The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the city of Lahore, Pakistan”.
16.	The Inspections and tests shall be conducted at: <ul style="list-style-type: none"> <li>i. <u>The premises of the suppliers</u></li> <li>ii. <u>Sample testing may be carried out by PECTAA from any Standard Testing Laboratory, which PECTAA deems fit.</u></li> </ul>
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 <b>31.12.2026</b> for Security Labels for <b>Single Textbooks and Practical Notebooks through Framework Contract for the Academic Session 2026-27</b> or issuance of award letter of next academic session whichever will be later.
20.	The period for repair or replacement shall be <u>07 days</u>
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 stamp Paper worth Rs.0.25% of the total value of work awarded)

## Framework Contract Agreement

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_ by and between Mr. \_\_\_\_\_ Owner /Representative of M/s \_\_\_\_\_ address \_\_\_\_\_ hereinafter referred to as the bidder, which term (unless the context otherwise requires) shall include his successors executors, administrators and assignees, etc. of the one part. and the DIRECTOR PROCUREMENT OF THE PUNJAB EDUCATION CURRICULUM TRAINING AND ASSESSMENT AUTHORITY, Lahore hereinafter referred to as the Board which term (unless the context otherwise requires) shall include his / her successors in the office, assignees, etc. WHEREAS THE PUNJAB EDUCATION CURRICULUM TRAINING AND ASSESSMENT AUTHORITY requires that \_\_\_\_\_ printing and supply of Security Labels as per specifications for single textbooks for the academic year 2026-27 and the Bidder has agreed to printing and supply of Security Labels of the quantity mentioned in the Notification of award.

### **NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract Agreement, viz.:
  - (a) The Purchaser's Notification to the Supplier of award of Contract;
  - (b) The Bid Submission Sheet and the Price Schedules submitted by the Supplier;
  - (c) The Special Conditions of Contract;
  - (e) The General Conditions of Contract;
  - (f) The Schedule of Requirements and
  - (g) Delivery Schedule.

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

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Security Labels and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Security Labels and /or the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. This agreement shall take effect from \_\_\_\_\_ and expire on **31.12.2026** or issuance of Notification of Award for Next Academic Session, whichever will be later.

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

Signature of the Supplier  
With full name and address

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Signature of the Purchaser

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

Witness – I

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Witness – II

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

(On Rs. 3,000/- E-Stamp Paper)

## PERFORMANCE SECURITY

**BENEFICIARY: PECTAA, LAHORE**

**Date:** \_\_\_\_\_

**PERFORMANCE GUARANTEE NO.:** \_\_\_\_\_

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

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

At the request of the Supplier, we \_\_\_\_\_ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of Rs. (a. In figures) \_\_\_\_\_ (b. in words) \_\_\_\_\_

upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the **31.12.2026** for Security Labels of **Single Textbooks/ Security Labels of Practical Notebooks through Framework Contract for the Academic Session 2026-27** 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**

# ATTACHMENTS

<b>1.</b>	<b>Schedule of Activities</b>
<b>2.</b>	<b>Affidavit regarding No Blacklisting of the Firm.</b>
<b>3.</b>	<b>Technical Evaluation Report</b>
<b>4.</b>	<b>Integrity Pact</b>

**SCHEDULE OF ACTIVITIES FOR PRINTING & SUPPLY OF  
SECURITY LABELS  
FOR THE ACADEMIC SESSION 2026-27**

<b>Sr. No.</b>	<b>Description</b>	<b>Upto (Tentative)</b>
1.	Issuance of Notification of Award	Monday, March 2, 2026
2.	Artwork/design approval from Director Manuscript, PECTAA	Tuesday, March 3, 2026
3.	Execution of Agreement	Thursday, March 12, 2026
4.	Submission of Bank Guarantee	Thursday, March 12, 2026

**Signature & Stamp of Bidder**

(On Rs. 300 E-Stamp Paper)

## AFFIDAVIT

I, Mr. \_\_\_\_\_ S/o \_\_\_\_\_

Proprietor of the firm M/s \_\_\_\_\_

do hereby solemnly affirm and declare that my firm \_\_\_\_\_

or its sister concern or any of its partners in individual capacity has not been blacklisted by Procuring Agency.

Deponent

C.N.I.C. # \_\_\_\_\_

### 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

C.N.I.C. # \_\_\_\_\_

**TECHNICAL EVALUATION REPORT  
FOR SECURITY LABELS FOR THE ACADEMIC SESSION 2026-27**

Name of Bidding Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Sr. No.	Particulars	Description	Maximum Points	Points obtained
1.	Financial	a. Financial Accounts Statement for last two years. (5 points) b. Income Tax paid/deducted for last one year (minimum 0.5 million) (5 points) c. Turnover for the last two years (5 points)	15	
2	Printing Experience and working	a. General Experience of printing minimum three years (10 points). b. Specific experience of Security Labels printing minimum three years (10 points)	20	
3.	Printing Capacity	a. Number and Model of four/ five/six colour machines (Manufacturing Year 2000 to onward will carry 10 points for each unit) b. Machine having Rotary screen printing facility & UV Curing system. (20 points)	30	
4.	Security Arrangements	(a) Access control system (05 points) (b) CCTV Service Surveillance (05 points) (c) High alert manual & automatic security system (05 points) (d) System in place for recording and in house destruction of rejected material and excess or waste Production. (05 points)	20	
5.	Ready Stock	Face Material & Release Backing as per specifications mentioned in Section-I, ITB Clause 25/ Bidding Documents Page No. 38	05	
6.	ISO	ISO Certifications	05	
7.	Alternate Power Facility	Minimum 250 KVA	05	
		<b>Total</b>	<b>100</b>	

**Note:** Qualifying points **Minimum 60 (\_\_\_\_/100)**

**QUALIFIED/NOT-QUALIFIED**

(On Rs. 300 E-Stamp Paper)

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

Contract No. \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from the Government of the Punjab or any administrative subdivision or agency thereof or any other entity owner or controlled by it (Govt. of the Punjab) 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 shell 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 GOVT. OF THE PUNJAB, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GOVT. OF THE PUNJAB and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresentation facts or taking any action likely to defeat the purpose of his 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 a remedies available to GOVT. OF THE PUNJAB under any law, contract or other instrument, be voidable at the option of GOVT. OF THE PUNJAB.

Notwithstanding any right and remedies exercised by GOVT. OF THE PUNJAB in this regard, \_\_\_\_\_ agrees to indemnify GOVT. OF THE PUNJAB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOVT. OF THE PUNJAB in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of supplier] 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 Govt. Of The Punjab.

\_\_\_\_\_ also certifies that firm has not been black listed by Procuring Agency.

\_\_\_\_\_

\_\_\_\_\_

Deponent

C.N.I.C # \_\_\_\_\_

**Verification**

Verified on Oath at Lahore 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

C.N.I.C# \_\_\_\_\_