

BIDDING DOCUMENT

FOR

**DESIGNING, DIGITAL/ OFFSET PRINTING,
BARCODE/ QR CODING, PACKING/REPACKING,
DELIVERY/ RETRIEVAL SCANNING, CROPPING
AND E-MARKING OF INSTRUMENTS OF GRADE 4,
LSA 2026**



PECTAA

Transformation, Innovation & Excellence

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

Tender No: PECTAA/PROC/09/FY2025-26/LSA-GRADE-4

Dated: 20-02-2026



Punjab Education, Curriculum, Training and Assessment Authority (PECTAA)

TENDER NOTICE

DESIGNING, DIGITAL/ OFFSET PRINTING, BARCODE/ QR CODING, PACKING/REPACKING, DELIVERY/ RETRIEVAL SCANNING, CROPPING AND E-MARKING OF INSTRUMENTS OF GRADE 4, LSA 2026

1. Online bids are invited by Punjab Education, Curriculum, Training and Assessment Authority (PECTAA) from firms/ printing presses / sole proprietors in Pakistan who has a registered incorporated company/ firm in Pakistan with relevant business experience, required relevant qualified personnel and enough strength to fulfil the requirement of assignment.
2. "Single Stage - Two Envelopes" procedure shall be adopted under Rule 38(2)(a) of PPRA Rules, 2014. The documents should be submitted online clearly mentioning "**PROPOSAL FOR DESIGNING, DIGITAL/ OFFSET PRINTING, BARCODE/ QR CODING, PACKING/REPACKING, DELIVERY/ RETRIEVAL SCANNING, CROPPING AND E-MARKING OF INSTRUMENTS OF GRADE 4, LSA 2026**". The proposals complete in all respect should be submitted by 09-03-2026 till 2:00 pm. The technical proposal will be opened on same day (i.e.,09-03-2026) at 2:30 pm in the Committee Room of PECTAA in the presence of the bidders/ authorized representatives of the contesting bidders who opt to attend.
3. Bid Security of **Rs. 900,000/-** (which is 2% of total estimated cost i.e. Rs. 45,000,000/-) in the shape of pay order/bank draft/bank guarantee/CDR in favor of '**PECTAA**' should reach in the Office of Director (Procurement), PECTAA by **09-03-2026** till **02:00** pm. Without submission of bid security in hard the bid will not be considered at any cost.
4. 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
5. 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.
6. Following the publication of this advertisement, the Bidding Documents containing detailed terms and conditions will be available immediately on the websites of PPRA, PECTAA, and the e-Pak Acquisition & Disposal System (EPADS) at www.ppra.punjab.gov.pk, <https://pectaa.edu.pk/>, and <https://punjab.eprocure.gov.pk>, respectively.
7. 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 paper and kit samples, original instrument of bid security and original instrument of paper testing fee. The bid shall remain valid for a period of **90 days**, commencing from the date of opening of the Technical Bid. Detailed terms and conditions, method of procurement and procedure for submission of bids, and other information are available in the Biding Document. PECTAA shall not be responsible for any cost or expense incurred by bidders in connection with the preparation or submission of bids. Bid submission on EPADS shall be entirely responsibility of the bidder and PECTAA shall not be held responsible for any issues thereof.
8. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
9. Only online bids on EPADS will be accepted.
10. A pre-bid meeting will be held at the Committee Room of PECTAA Office, at the address given below on **Monday, 02-03-2026 at 11:30 a.m.**

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 AND ASSESSMENT AUTHORITY
NEAR GOVT. PILOT HIGHER SECONDARY SCHOOL FOR BOYS, WAHDAT COLONY, LAHORE
PH. # 042-99260172

PREFACE

Punjab Education Curriculum Training and Assessment Authority (PECTAA) is the apex authority established by Government of the Punjab to revolutionize the education of the province, under the Punjab Education Curriculum Training and Assessment Authority Act of 2025. As the body which has been unified for overseeing curriculum development, teacher training, student assessment, and institutional performance, PECTAA drives a coherent vision for quality education. PECTAA's eyes are on global benchmarks and positioning Punjab to emerge as a regional and international leader in educational excellence, equity, and innovation.

In order to conduct the Large-Scale Assessment (LSA) under Assessment Policy Framework 2019, PECTAA requires designing, digital/ offset printing, barcode/ QR coding, packing/repacking, delivery/ retrieval, scanning, cropping and e-marking of instruments of LSA Grade 4, 2026 with complete secrecy and security. The undertaking is a complex multistep process involving maintenance of highest level of secrecy throughout.

This bidding document is being issued to all firms in order to invite **Single Stage Two Envelope bids** for DESIGNING, DIGITAL/ OFFSET PRINTING, BAR CODE/ QR CODING, PACKING/REPACKING, DELIVERY/ RETRIEVAL SCANNING, CROPPING AND E-MARKING OF INSTRUMENTS OF GRADE 4, LSA 2026 according to PPRA Rules, 2014 and EPADS Regulations (amended till date).

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.

This Bidding Document shall not constitute a guarantee or commitment of any manner on the part of Punjab Education Curriculum Training and Assessment Authority (PECTAA) that the contract will be awarded. The Punjab Education Curriculum Training and Assessment Authority reserves its right to amend the Bidding Document before the last date of submission of bids after informing all Bidders in writing and in such an event PECTAA shall not be liable to reimburse or compensate the bidder for any costs, taxes, expenses or damages incurred by the bidder.

The competent authority reserves the right to reject or accept any or all bids or part thereof before acceptance of bid according to PPRA Rules, 2014. Only online bids on EPADS will be considered. Submission of hard copies is not allowed.

For further clarification (if any), please contact PECTAA on the address given below: -

DIRECTOR (PROCUREMENT)
PUNJAB EDUCATION CURRICULUM TRAINING AND ASSESSMENT AUTHORITY
NEAR GOVT. PILOT HIGHER SECONDARY SCHOOL FOR BOYS
WAHDAT COLONY, LAHORE

DESIGNING, DIGITAL/ OFFSET PRINTING, BARCODE/ QR CODING, PACKING/REPACKING, DELIVERY/ RETRIEVAL SCANNING, CROPPING AND E-MARKING OF INSTRUMENTS OF GRADE 4, LSA 2026

PART 1 – BIDDING PROCEDURES

Section I. Instructions to Bidders (ITB)

This section provides information to help the bidders in preparing and submitting their E-Bids. Information is also provided on opening and evaluation of bids. Section I contains provisions that are to be used without modification.

Section II. Bid Data Sheet (BDS)

This Section includes provisions that are specific to bidding and supplements Section I, Instructions to Bidders.

Section III. Bidding Procedure

This Section specific the methods, criteria, and requirements to be used to determine how bidder shall prepare financial bids.

This Section consists of four parts: -

- PART-I GUIDELINES**
- PART-II DETAIL OF WORK**
- PART-III ELIGIBILITY REQUIREMENTS**
- PART-IV FINANCIAL PROPOSAL**

Section IV. Work / Service Requirements

This Section includes detailed Service requirement

Section V. Schedule of Delivery

Section VI. Contract Documents

- a) **General Conditions of Contract (GCC)**
- b) **Special Conditions of Contract (SCC)**
- c) **Contract Form**
- d) **Performance Guarantee**

Section VII. Bid Forms (2 bid forms)

Acronyms & Abbreviations

GOP	Government of Punjab
PECTAA	Punjab Education Curriculum Training and Assessment Authority
PPRA	Punjab Procurement Regulatory Authority
PQD	Prequalification Document
SBD	Standard Bidding Document
RFP	Request for Proposal
ITB	Invitation to Bidders
BDS	Bid Data Sheet
MOB	Mandatory Option Box
TSC	Technical Score Card
BIF	Bid Information Form
LOA	Letter of Acceptance
PO	Purchase Order
GCC	General Conditions of Contract
SCC	Special Conditions of Contract

PART-I

BIDDING PROCEDURES

SECTION-I

Instructions to Bidders (ITB)

1 Scope of Bid

- 1.1 Punjab Education Curriculum Training and Assessment Authority hereby invites proposals from bidders for single stage two envelopes procedure to award the work of **designing, digital/ offset printing, barcode/ QR coding, packing/repacking, delivery/ retrieval, scanning, cropping and e-marking of instruments of LSA Grade 4, 2026**
- 1.2 Title of Bidding Document: Designing, Digital/ Offset Printing, Barcode/ QR Coding, Packing/Repacking, Delivery/ Retrieval, Scanning, Cropping and E-Marking of Instruments of LSA Grade 4, 2026.

2 Source of Funds

- 2.1 Punjab Education Curriculum Training and Assessment Authority, Government of the Punjab.

3 The Procuring Agency/PECTAA and its Address

- 3.1 The Procuring Agency is the Punjab Education Curriculum Training and Assessment Authority (PECTAA) having its mailing address: -

Punjab Education Curriculum Training and
Assessment Authority (PECTAA), Near Govt. Pilot
Higher Secondary School for Boys, Wahdat
Colony, Lahore

4 Fraud and Corruption

- 4.1 It is the Government of the Punjab's policy to require that Bidders and their agents observe the highest standard of propriety during the bidding process. The meaning of "corrupt and fraudulent practice" would be construed as defined in PPRA Rules, 2014.
- 4.2 The Procuring Agency/PECTAA will reject any bid if it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices as defined in PPRA Rules, 2014.
- 4.3 The Procuring Agency/PECTAA will sanction a firm or individual etc. including declaring ineligible or blacklisting if it, at any time, determines that the firm has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this bidding

5 Eligible Applicants

- 5.1 Printers, Printing firms/companies, AOP registered with Income Tax/Sales Tax Department who fulfill the evaluation criteria will stand eligible for tender.
- 5.2 A Government or Semi-Government or Autonomous body intending to participate in tender should have "NOC" from their Competent Authority.
- 5.3 The Applicant should not have been blacklisted by any government or semi-government organization. Original Affidavit of Rs.300/- (non-judicial) attested by the oath commission/ notary public regarding non-corrupt practices, no blacklisting must attach with the application.
- 5.4 Firms heavily penalized (more than 25% of total contract value) for unsatisfactory performance of PECTAA contract(s) shall not considered.

6 Power of Attorney

- 6.1 Each Bidder shall provide a written power of attorney indicating that the person(s) signing the Financial Bid has the authority to sign it on its behalf.

7 Clarification of Bidding Documents

- 7.1 A Bidder requiring any clarification of the Bidding Document shall contact the Procuring Agency (PECTAA) in writing at the Procuring Agency (PECTAA's) address. The Procuring Agency (PECTAA) will respond in writing to any request for clarification, provided that such request is received not later than three (3) days prior to the deadline for submission of financial bid.

- 7.2 The Procuring Agency (PECTAA) shall forward copies of its response to all Bidders those who have acquired the Bidding Documents but without identifying its source. If the Procuring Agency (PECTAA) deems it necessary to amend the Bidding Document as a result of such clarification, it shall do so following the procedure under **ITB clause 8**.

8 Amendment of Bidding Documents

- 8.1 At any time prior to the deadline for submission of bids, the Procuring Agency/PECTAA may amend the Bidding Documents by issuing corrigendum / addendum.
- 8.2 Any corrigendum / addendum issued shall be part of Bidding Document and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Procuring Agency (PECTAA).
- 8.3 To give Bidders reasonable time to take a corrigendum / addendum into account while preparing their bids, the Procuring Agency (PECTAA) may, at its discretion, extend the deadline for the submission of bids.

9 Cost of Bids

- 9.1 The Bidder shall bear all costs associated with the preparation and uploading of its E-Bid. The Procuring Agency (PECTAA) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10 Language of Bid

- 10.1 The bid as well as all correspondence and documents relating to the bidding exchanged by the Bidder and the Procuring Agency (PECTAA), shall be written in the language specified in the Bidding document. Supporting documents and printed literature that are part of the bid may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the bid, the translation shall govern.

11 Alternative Bids

- 11.1 Alternative bids shall not be considered.

12 Documents Establishing the Qualification of Bidders

- 12.1 To establish its qualification to perform the work, the Bidder has to submit all mandatory documents along with samples as are required in the scope of work.

13 Bid Submission Form

- 13.1 The Bidder shall prepare a Bid Submission Sheet using the form provided in **Section VII**, Bid Forms. This Form must be completed without any alteration to its format.

14 Submission of E-Bid

- 14.1 Bidders shall submit their bids online only on EPADS Portal.

15 Deadline for uploading of Bid

- 15.1 Bid must be uploaded on EPADS not later than the date and time indicated in the BDS;
- 15.2 As per PPRA Rules 2014, the Procuring Agency/PECTAA may, at its discretion, in unavoidable circumstances extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB clause 8, in which case all rights and obligations of the Procuring Agency (PECTAA) and Bidders previously subject to the original deadline shall thereafter be subject to the extended deadline.

16 Opening of Bids

- 16.1 The technical bids of bidders who have submitted their bids through EPADS and also submitted complete dummy kit as per the specifications laid down in the bidding document along with one packed, signed & stamped paper ream for digital printing and one paper ream for offset printing and 10 sheets of kraft paper 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 March 2026 at 02:00 pm**, shall be opened on the same day at **02:30 p.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.

16.2 The Procuring Agency shall strictly follow the factors, methods, criteria, and requirements defined in Section III “Qualification Evaluation 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.

17 Confidentiality of Information

17.1 Information relating to the examination, evaluation, comparison of bids shall not be disclosed to the Bidders or any other person not officially concerned with the process until information on the result/outcome of the bidding is officially communicated to all Bidders.

18 Clarification of the bid by Procuring Agency/PECTAA

18.1 Under PPRA Rules 2014, to assist the examination, evaluation, comparison and post qualification of the bids, the Procuring Agency (PECTAA) may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by the Bidder with respect to its bid and that is not in response to a request by the Procuring Agency (PECTAA) shall not be considered.

18.2 The Procuring Agency (PECTAA’s) request for clarification and the response shall be in writing.

18.3 No change in the substance of the bid shall be sought, offered, or permitted, except to confirm the correction of discrepancies/ errors discovered by the Procuring Agency (PECTAA) during evaluation of the bid.

19 Evaluation of Bids

19.1 The Procuring Agency (PECTAA) shall examine the bid to confirm that all terms and conditions specified in the bidding document have been accepted by the Bidder without any material deviation, condition or reservation.

19.2 If the Procuring Agency determines that the bid is not substantially responsive, it shall reject the bid.

19.3 A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Bidding Document without material deviation, reservation or omission.

20 Procurement Agency’s right to accept any bid, and to reject any or all bids

20.1 The Procuring Agency/PECTAA reserves its right to annul the bidding process and reject all bids at any time prior to notification of the result of bidding according to PPRA Rules, 2014 without thereby incurring any liability for the Procuring Agency (PECTAA) .

21 Notification of Bidding

21.1 The financial bids of the firms shall be opened in the presence of the representatives of the bidders.

21.2 Rate of each bidder (taxes shall be mentioned separately) shall be announced.

21.3 Financial bids of those bidders who fail to provide bid security in hard, of appropriate amount shall be rejected.

21.4 Undervalue Bid Security shall lead to rejection of financial bid

22 No Contract

22.1 No contract whatsoever is created by or arises from this Bidding Document, which, under no circumstances, constitutes an offer to enter into any contract or arrangement of any nature whatsoever with any party whatsoever.

22.2 The Punjab Education Curriculum Training and Assessment Authority shall not have any obligation, responsibility, commitment, or legal liability of any nature whatsoever towards any Bidder arising from this Bidding Document or any Bidding Bids submitted in response to it.

23 Grievance Committee

- 23.1 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.

24 Rejection of Bids

- 24.1 The Procuring Agency/PECTAA may reject all bids at any time prior to the acceptance of a bid;
- 24.2 The Procuring Agency shall upon request communicate to the Bidder who participated in the process seeking the reasons for its bid's rejection, but is not required to justify those grounds.
- 24.3 Notice of rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

27 Bid Security

- 27.1 **Lot 1: Grade 4 = Rs.900,000/- (Which is within 2% of estimated cost)** must be attached in the form of CDR/Pay Order/Bank draft, attached with Financial Proposal in the name of "PECTAA". The bidder should affix on the back of the pay order/bank draft/CDR, the seal/stamp of the bidder.
- 27.2 Any bid not accompanied by a substantially responsive bid security shall be rejected by the Procuring Agency as non-responsive.
- 27.3 The bid security of unsuccessful bidders shall be returned as promptly as possible upon the successful bidder's furnishing of the performance security.
- 27.4 The bid security may be forfeited if:-
- a) a bidder withdraws its bid during the period of bid validity specified in BDS;
 - b) the successful bidder fails to:-
 - i) Sign the contract in accordance with ITB
 - ii) Furnish a performance security

28 Bid Validity

- 28.1 Bids shall remain valid for a period of **Ninety (90) days** from the date of submission of the Bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.
- 28.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their representative bid validity period by communicating reasons for such extension. Such extension shall be for not more than the period equal to the period of the original bid validity.

29 Performance Guarantee

- 29.1 Within Seven (07) days of the receipt of Letter of Acceptance (LOA)/ Purchase Order (PO), the successful Bidder shall furnish the Performance Guarantee/Security in the form of CDR/Bank draft/ Pay order/ Bank Guarantee, issued by a scheduled bank operating in Pakistan, in accordance with Special Condition of Contract in the format prescribed in the bidding document before signing of formal contract.
- 29.2 The Performance Guarantee will be 5% of the contract value. However, on written request

of the successful bidder, time period may be extended for another three days subject to the payment of penalty as specified in GCC sub clause 7.

- 29.3 Failure of the successful Bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the Award, in which event the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for rebidding.

30 Announcement of Evaluation Report

- 30.1 The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids prior to the award of Contract.

31 Re-Bidding

- 31.1 If the Procuring Agency rejects all bids, it may call for a rebidding under PPRA Rules, 2014.

32 Procuring the Agency's right to vary count of pages at time of Award

- 32.1 The Procuring Agency reserves the right to increase or decrease the number of pages originally specified in the Service Requirement and Schedule of Delivery without any change in unit price or other terms and conditions prior to award of contract but such increase or decrease shall not be more than **15%** of the contract cost.

33 Notification of Award

Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered post, courier, email or any other authentic means of communication that its bid has been accepted. Until a formal contract is prepared and executed, the notification of Award shall constitute a bidding Contract. Upon successful bidder's furnishing of the performance security, the purchaser shall discharge its bid security.

34 Signing of Contract

- 34.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract Form (which include general conditions of the contract (GCC) & Special conditions of the contract (SCC) provided in the bidding documents, incorporating all agreements between the Parties. Within two days of receipt of the Contract Form along with submission of performance security, both the successful Bidder and the Procuring Agency shall sign and date the Contract on legal stamp paper.
- 34.2 If the successful Bidder, after completion of all codal formalities shows inability to sign the Contract then its bid security & performance guarantee shall be forfeited, and the firm may be blacklisted minimum for two years for future participation. In such a situation the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for rebidding. But for award to next lowest Bidder, the procuring agency shall see the possibility of cartelization basing upon the bid price difference between the first and second lowest bids. In case the difference is irrational, then the procuring agency shall move for the rebidding process.

Note: The Special conditions of contract, if required (Special Conditions of Contract shall be concluded between the Procuring Agency and the successful bidder(s) as per specific requirement of the specific Product. (In case where there is a conflict between the general conditions of the contract and the Special conditions of contract, the Special condition of contract shall prevail).

SECTION-II
BIDDING DATA SHEET (BDS)
BIDDING DATA SHEET

Section II: Bidding Data Sheet (BDS)	
A. General	
ITB 3	<i>Name of Procuring Agency:</i> - Punjab Education Curriculum Training and Assessment Authority (PECTAA)
ITB1	<i>SBD name and number are:</i> - Standard Bidding Document for Designing, Digital/ Offset Printing, Barcode/ QR Coding, Packing/Repacking, Delivery/ Retrieval Scanning, Cropping and E-Marking of Instruments of Grade 4, LSA 2026.
ITB3	Address for all sorts of official communication: Director (Procurement) Punjab Education Curriculum Training and Assessment Authority (PECTAA) Near Govt. Pilot Higher Secondary School for Boys Wahdat Colony, Lahore Phone. # 042-99260172
ITB 16	The deadline for the submission of bids is: Date: 09-03-2026 Time: 02:00 P.M sharp
	The bids shall be opened at: - Address: Committee Room of Punjab Education Curriculum Training and Assessment Authority (PECTAA), Near Govt. Pilot Higher Secondary School for Boys, Wahdat Colony, Lahore City: Lahore Country: Pakistan Date: 09-03-2026 Time: 02:30 PM sharp
B. Contents of the Bidding Document	
ITB3	For clarification purposes , the Procuring Agency/PECTAA's address is: same as above
C. Preparation of Bids	
ITB10	The language of the bid as well as of all correspondence is: “English”

	<p>The Bidder for the purpose of eligibility, shall submit with its application the following documents:</p> <ol style="list-style-type: none"> 1. Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4. 2. Applicant's signed affidavit on PKR 300 /- non-judicial paper attested by the oath commission/ notary public, confirming that it has not been blacklisted by any of the public sector organization in Pakistan. 3. Applicant's certificate on business letterhead confirming that it has not been penalized by Punjab Education Curriculum Training and Assessment Authority (PECTAA). 4. Complete profile / Introduction of Firm (including name of Chief Executive Officer/MD, Partner/s and Owner/s and addresses/contacts). 5. ATL status for both income and sales tax (must attached copy of certificate). 6. Attach copy of FBR tax payer profile inquiry. 7. Sales Tax Registration Certificate & PRA Registration Certificate. 8. In case of Company, Copy of Company Registration Certificate. 9. Copy of Income Tax Registration/NTN 10. List of relevant work order(s) issued to the applicant/bidder (as proof) during last three years (relevant work orders along with work completion certificates from clients). 11. Bank Statements of last three years along with account maintenance certificate. 12. Annual income tax return of last three years. 13. Bank Certificate confirming financial soundness of applicant/bidder. 14. Relevant Experience Certificates regarding title of this bidding document that include DESIGNING, DIGITAL/ OFFSET PRINTING, BARCODE/ QR CODING, PACKING/REPACKING, DELIVERY/ RETRIEVAL, SCANNING, CROPPING AND E-MARKING OF INSTRUMENTS OF LSA GRADE 4, 2026. 15. The bidder shall submit the complete dummy kit as per the specifications laid down in the bidding document along with one packed, signed & stamped paper ream for digital printing and one paper ream for offset printing and 10 sheets of kraft paper. 16. Facility to generate Bar Code / QR Code for auto scanning, digital printing with auto stapling (Minimum 05 Machines) and designing of tools/papers.
D. Submission of Bids	
ITB	Bidders shall submit their bids only in EPADS
ITB28	Bid Security of Lot-1: 900,000 (@ 2% of estimated cost)

SECTION III

BIDDING PROCEDURE

This Section specifies the methods, criteria, and requirements to be used to determine how bidders shall prepare financial bids.

This Section consists of the following parts: -

PART-I	GUIDELINES
PART-II	ELIGIBILITY REQUIREMENTS
	A. Compulsory Documents
	B. Mandatory Requirements
	C. Technical Score Card
PART-III	DETAIL OF WORK
PART-IV	FINANCIAL PROPOSAL

PART-I OF SECTION - III

BIDDING PROCEDURE

A. General Guidelines

Bidders are requested to read the following instructions very carefully before preparing their bids.

- I. It is single stage two envelope method.
- II. Prospective bidders are required to submit their **E-Bids** on E-Pads Portal
- III. No alteration or modification shall be allowed in quoted rates due to imposition of new tax or increase in existing rate of taxes and levies;
- IV. Bids shall be valid for a period of **90** days from the date of opening of financial bids.
- V. The decision of the Procuring Agency with regard to award / division of work shall be final and be acceptable to the Bidder/s;

PART-II OF SECTION – III

Eligibility Requirements

QUALIFICATION EVALUATION CRITERIA

1. The Procuring Agency/PECTAA shall use the Technical Score Card System attached in Section-III (II-C) to determine the capacity of the Applicant. The Applicant will be evaluated in a number of areas as mentioned in the scorecard and will have to meet a minimum threshold to qualify.
2. Score Card consists of: -
 - 2.1. Technical Benchmark 100 Marks
3. **Total marks allocated are 100 and qualifying marks are 60**
4. The Applicant will either be declared as “Qualified” or “Unqualified” by the Procuring Agency/PECTAA and the result shall be promptly communicated to the Applicants.
5. As per PPRA Rule 17(4), the Procuring Agency/PECTAA shall communicate reasons to Applicant/s who have not been technically qualified, if the Applicant requests it in writing.

A. Compulsory Documents

The following documents must be attached by the Applicant. Failure to supply the following documents will render the Applicant ineligible in the evaluation and shall be declared unqualified.

1. Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.
2. Applicant’s signed affidavit on **PKR 300** /- non-judicial paper attested by the oath commission/ notary public, confirming that it has not been blacklisted by any of the public sector organization in Pakistan.
3. Applicant’s certificate on business letterhead confirming that it has not been penalized by Punjab Education Curriculum Training and Assessment Authority (PECTAA).
4. Complete profile / Introduction of Firm (including name of Chief Executive Officer/MD, Partner/s and Owner/s and addresses/contacts).
5. ATL status for both income and sales tax (must attached copy of certificate).
6. Attach copy of FBR tax payer profile inquiry.
7. Sales Tax Registration Certificate.
8. In case of Company, Copy of Company Registration Certificate.
9. Copy of Income Tax Registration/NTN
10. List of relevant work order(s) issued to the applicant/bidder (as proof) during last three years (relevant work orders along with work completion certificates from clients).
11. Bank Statements of last three years along with account maintenance certificate.
12. Annual income tax return of last three years.
13. Bank Certificate confirming financial soundness of applicant/bidder.
14. Relevant Experience Certificates regarding title of this bidding document that include DESIGNING, DIGITAL/ OFFSET PRINTING, BARCODE/ QR CODING, PACKING/REPACKING, DELIVERY/ RETRIEVAL SCANNING, CROPPING AND E-MARKING OF INSTRUMENTS OF LSA GRADE 4, 2026

15. **The bidder shall submit the complete dummy kit as per the specifications laid down in the bidding document along with one packed, signed & stamped paper ream for digital printing and one paper ream for offset printing and 10 sheets of kraft paper.**

B. MANDATORY REQUIREMENTS

The following are the minimum requirements that must be possessed by the Applicant

Sr.#	Requirements for E-Marking and Scanning	Yes	No
1	Fully functional (without any error) web-based e-marking system with backup functionality and encryption must have developed and owned by the company/firm/service provider. Moreover, Software must include modules for automated image processing including scanning, cropping and indexing (e.g., booklet -> page -> question).		
2	Software must have the capability to identify each image with the help of unique code and group them as pool of questions where each pool of questions must be recognized with unique code for syndicate marking purpose.		
3	Software must have the capability to auto assignment of pools or set of pools to relevant e-markers during marking and have the capability of syndicate and rubric-based marking.		
4	Software must have the capability of real-time random allocation of questions for only a limited time period with e- marker authorization at each login through 2-factor authentications.		
5	Single session/login instance of each e-marker should be allowed with capability of automated marking of CRQs on answer booklet. Software must have capability of random allocation of questions for remarking and capability to read bar/QR code.		
6	Software must have the capability to read/scan CRQs/OMR Sheets of different tools including bubble sheets and booklets.		
7	Log maintenance of each activity of each user in the system and Configuration of application on cloud using content delivery network (CDN) to ensure zero downtime with 24/7 support (during the activity) moreover Company will be responsible for providing web hosting services as per the PEC requirement.		
8	Dashboard for management to monitor marking standards and view system performance including e-marking and markers status etc. with Access to PEC management for blocking/'unblocking e-markers.		
9	Application framework/Software must provide security features that cater to international standards of Open Web Application Security Project. Other security may include: HTTPS/SSL Secure site, SQL Injection Protection, Cross Site Scripting protection etc.		
10	Company must provide demo of fully functional system.		
Note	Those applicants who fail to meet any of the above stated mandatory requirements shall not be further evaluated and shall be declared unqualified for participation in the procurement process.		

SECTION-III (2)
C. TECHNICAL SCORE CARD

Technical Score Card for Printing (70 marks)					
Sr. No	Particulars	Description		Maximum Points	Points Obtained
1	Last 3 years Average Value of Contracts a) Average annual value of contracts successfully executed/performed shall be calculated as total certified payments received for supplies completed, divided by the number of financial years i.e. 3 years;	Contract Amount (Rs)	Points Assigned	10	
		>10 Million	2		
		>20 Million	4		
		>30 Million	6		
		>40 Million	8		
		>50 Million	10		
2	Net Financial Worth	➤ Financial Account Statement for previous three years (average of three years will be taken)		05	
		Equity/Capital	Points Assigned		
		>10.00 Million	1		
		>20.00 Million	2		
		>30.00 Million	3		
		>40.00 Million	4		
		Above 50 Million	5		
3	Cash Flow Availability a) Attach bank statements of last three years b) Average sum of debits and credits of three years will be taken	➤ Cash flow availability of last three years		05	
		Amount of Cash Turnover	Points Assigned		
		>20.00 Million	1		
		>40.00 Million	2		
		>60.00 Million	3		
		>80.00 Million	4		
		Above 100 Million	5		
4	Last 3 years Average Income Tax Paid a) as per Annual Income Tax Returns of the last 3 years	➤ Income Tax paid		05	
		Income Tax Paid (Rs)	Points Assigned		
		≥ 2.00 Million	1		
		≥ 4.00 Million	2		
		≥ 6.00Million	3		
		≥ 8.00Million	4		
		≥10.00Million	5		

5	*Printing Capacity	As per Attachment, Machine Score Sheet Average Production Capacity	30 (Distribution of marks is mentioned in note below)											
6	Agreement/JV with Courier / Cargo/ Transportation Company for delivery	➤ Agreement/JV with Courier / Cargo / Transportation Company (Pakistan Post, TCS, Leopard etc.) for delivery in different districts of Punjab during last 03 years	03											
7	Technical and Managerial Resource * Attach Payroll as proof of employment Work charge employees will not be considered	Production/Quality Assurance Manager (1) Accountant: (1) <table border="1"> <tr> <td>No. of Skilled Worker</td> <td>Points Assigned</td> </tr> <tr> <td>10-20</td> <td>1</td> </tr> <tr> <td>More than 20</td> <td>2</td> </tr> </table>	No. of Skilled Worker	Points Assigned	10-20	1	More than 20	2	04					
No. of Skilled Worker	Points Assigned													
10-20	1													
More than 20	2													
8	Covered area of, printing (digital/ offset), stapling, auto folding, cutting, packing, storage & storage under exclusive premises (Attach map of printing premises highlighting storage area)	<table border="1"> <thead> <tr> <th>Covered Area Square feet</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>3,000 to 10,000</td> <td>2</td> </tr> <tr> <td>10,001 to 15,000</td> <td>3</td> </tr> <tr> <td>15,001 to 20,000</td> <td>4</td> </tr> <tr> <td>Above 20,000</td> <td>5</td> </tr> </tbody> </table>	Covered Area Square feet	Points Assigned	3,000 to 10,000	2	10,001 to 15,000	3	15,001 to 20,000	4	Above 20,000	5	05	
Covered Area Square feet	Points Assigned													
3,000 to 10,000	2													
10,001 to 15,000	3													
15,001 to 20,000	4													
Above 20,000	5													
9	Working Standards/Quality Control	ISO 9001, ISO 14001 or any other relevant quality certification.	03											
Total Marks			70											
Qualifying Marks			40											
Technical Score Card for E-Marking and Scanning (30 Marks)														
Sr. No	Particulars	Description	Maximum Points	Points Obtained										
1	E-marking Experience	Experience of e-marking <table border="1"> <tr> <td>Number of e- marking assignments (count of pages in one calendar year)</td> <td>Points Assigned</td> </tr> <tr> <td>1 million</td> <td>2</td> </tr> <tr> <td>>1-2 million</td> <td>4</td> </tr> </table>	Number of e- marking assignments (count of pages in one calendar year)	Points Assigned	1 million	2	>1-2 million	4	10					
Number of e- marking assignments (count of pages in one calendar year)	Points Assigned													
1 million	2													
>1-2 million	4													

		>2-3 million	6		
		>3-4 million	8		
		More than 4 million	10		
2	Scanning and image cropping capacity (Image scanner)	Scanning and cropping of A4 size pages at 300 DPI for e-marking of instruments		10	
		Scanning Capacity per day in million	Points Assigned		
		0.2 to <0.4	2		
		0.4 to <0.6	4		
		0.6 to <0.8	6		
		0.8 to 1.0	8		
		More than 1.0	10		
3	Technical Staff requirement for Scanning of Papers * Attach Payroll, CVs and appointment letter as proof of employment Work charge employees will not be considered	<ol style="list-style-type: none"> 1. Senior Developer 2. Database Administrator 3. Network Administrator 4. Quality Assurance/ Quality Control 		10	
Total Technical Score of Printing					
Total Technical Score of E-Marking and Scanning					
Total Marks				30	
Qualifying Marks				20	

Aggregate Qualifying Marks = 60

It is certified that the above information is correct in all regards. We do understand that we may be unqualified, penalized or blacklisted in case if there is material disinformation in the above.

MACHINE SCORE SHEET/ SCORING CRITERIA

Sr. No 5	Number of Machines	Distribution of Marks	Maximum Points	Marks Obtained
Single Color / Two Color		0.5 mark per Single / Two Color machine	5	
Four Color		1 mark per Four Color machine		
Digital Printing Press		1 mark for 1 machine	15	
Auto Stapling unit/machine		1 mark for 1 machine	10	
TOTAL		TOTAL	30	

All the machines quoted for evaluation criteria should be fully functional and year of manufacture of Printing Machines should not be older than 1980 (only for offset).

Aggregate Qualifying Marks = 18

It is certified that the above information is correct in all regards. We do understand that we may be unqualified, penalized or blacklisted in case if there is material disinformation in the above.

PECTAA EVALUATION PROFORMA

To be used by PECTAA Evaluation Committee

QUALIFIED	UNQUALIFIED
------------------	--------------------

Signatures: _____

Stamp: _____

Name of Authorized Officer-I _____

Dated: _____

Designation: _____

Signatures: _____

Stamp: _____

Name of Authorized Officer-II _____

Dated: _____

Designation: _____

PART III of SECTION III

DETAIL OF WORK

The detailed scope of work for the conduct of LSA Grade 4, (2026), including the designing, printing of LSA instruments, packing, delivery to districts, collection of materials from districts, scanning, cropping, day-wise packing plan, and e-marking of answer scripts.

Printing for Large Scale Assessment Grade 4 (2026) (10 Students & 01 Teacher per School)

Day	Sr. #	Instrument Tool	Tentative No. of Pages per Booklet	No. of set per school	Tentative Total No. of Pages per packet /per school	Total Booklets Required	Tentative Number of Pages	Type of Printing
Day 1	1	A packet of English Booklets Version 1 (MCQs+CRQs) for 10 students + 1 teachers= 11 Booklets	16	11	176	=2500*11=27500	440000	Digital Printing
	2	A packet of English Listening paragraph Version 1	2	1	2	=2500*1=2500	5000	Offset Printing
	3	A packet of English Booklets Version 2 (MCQs+CRQs) for 10 students+ 1 teachers= 11 Booklets	16	11	176	=2500*11=27500	440000	Digital Printing
	4	A packet of English Listening paragraph Version 2	2	1	2	=2500*1=2500	5000	Offset Printing
	5	OMR Sheets for BQs 1. 10 Students 2. 10 parents 3. 1 teacher (English) 4. 1 teacher (Urdu) 5. 1 teacher (Math) 6. 1 teacher (Science) 7. 1 Head teacher 8. 1 school Council Member	1 1 1 1 1 1 1 1	10 10 1 1 1 1 1 1	10 10 1 1 1 1 1 1	10000 10000 10000 10000 10000 10000 10000 10000	100000 100000 10000 10000 10000 10000 10000 10000	Digital Printing
	6	A packet of background questionnaires 1. 10 Students 2. 10 parents 3. 1 teacher (English) 4. 1 teacher (Urdu) 5. 1 teacher (Math) 6. 1 teacher (Science) 7. 1 Head teacher 8. 1 school Council Member	14 14 16 14 16 14 14 10	10 10 1 1 1 1 1 1	14*10=140 14*10=140 16*1=16 14*1=14 16*1=16 14*1=14 14*1=14 10*1=10	50000 50000 5000 5000 5000 5000 5000 5000	700000 700000 80000 70000 80000 70000 70000 50000	Offset Printing
Day 2	7	A packet of Urdu Booklets Version 1 (MCQs+CRQs) for 10 students+ 1 teachers= 11 Booklets	16	11	176	=2500*11=27500	440000	Digital Printing
	8	A packet of Urdu Listening paragraph Version 1	2	1	2	=2500*1=2500	5000	Offset Printing
	9	A packet of Urdu Booklets Version 2 (MCQs+CRQs) for 10 students+ 1 teachers= 11 Booklets	16	11	176	=2500*11=27500	440000	Digital Printing
	10	A packet of Urdu Listening paragraph Version 2	2	1	2	=2500*1=2500	5000	Offset Printing

Day 3	11	A packet of Math Booklets Version 1 (MCQs+CRQs) for 10 students+ 1 teachers= 11 Booklets	22	11	242	=2500*11=27500	605000	Digital Printing
	12	A packet of Math Booklets Version 2 (MCQs+CRQs) for 10 students+ 1 teachers= 11 Booklets	20	11	220	=2500*11=27500	550000	Digital Printing
Day 4	13	A packet of Science Booklets Version 1 (MCQs+CRQs) for 10 students+ 1 teachers= 11 Booklets	20	11	220	=2500*11=27500	550000	Digital Printing
	14	A packet of Science Booklets Version 2 (MCQs+CRQs) for 10 students+ 1 teachers= 11 Booklets	20	11	220	=2500*11=27500	550000	Digital Printing
Day 5 1. English Reading and speaking	15	A packet English Reading paragraph & instructions Version 1	2	1	2	=2500*1=2500	5000	Offset Printing
	16	A packet English Reading paragraph & instructions Version 2	2	1	2	=2500*1=2500	5000	Offset Printing
	17	Scoring sheet for (Paragraph + Speech) English Version-1	2	10	20	=2500*10	50000	Digital Printing
	18	Scoring sheet for (Paragraph + Speech) English Version-2	2	10	20	=2500*10	50000	Digital Printing
	19	English Speech List of topics with instructions	2	1	2	=5000+20*1	10000	Offset Printing
Day 5 2. Urdu Reading and speaking	20	A packet Urdu Reading paragraph with instructions Version 1	2	1	2	=2500*1	5000	Offset Printing
	21	A packet Urdu Reading paragraph with instructions Version 2	2	1	2	=2500*1	5000	Offset Printing
	22	Scoring sheet for (Paragraph + Speech) Urdu Version-1	2	10	20	=2500*10	50000	Digital Printing
	23	Scoring sheet for (Paragraph + Speech) Urdu Version-2	2	10	20	=2500*10	50000	Digital Printing
	24	Urdu Speech List of topics with instructions	2	1	2	=5000+20*1	10000	Offset Printing
Day 5 3. English Dictation	25	A packet of English Dictation Paper Version 1 for students	4	10	4*10=40	=10*2500=25000+20	100000	Digital Printing
	26	A packet of English Dictation for Teacher Version 1	2	1	2	=2500*1=2500	5000	Offset Printing
	27	A packet of English Dictation Paper Version 2 for students	4	10	4*10=40	10*2500=25000+20	100000	Digital Printing
	28	A packet of English Dictation for Teacher Version 2	2	1	2	=2500*1=2500	5000	Offset Printing
Day 5 4. Urdu Dictation	29	A packet of Urdu Dictation Paper Version 1 for students	4	10	4*10=40	=10*2500=25000+20	100000	Digital Printing
	30	A packet of Urdu Dictation for Teacher Version 1	2	1	2	=2500*1=2500	5000	Offset Printing
	31	A packet of Urdu Dictation Paper Version 2 for students	4	10	4*10=40	10*2500=25000+20	100000	Digital Printing
	32	A packet of Urdu Dictation for Teacher Version 2	2	1	2	=2500*1=2500	5000	Offset Printing
Total Pages (Digital Printing)							4,875,000	
Total Pages (Offset Printing)							1,900,000	
Twenty Additional Kits Required for Training Purpose (Digital+Offset Pages)							(19500+7600) =27,100	
Grand Total							6,802,100	
Note: Actual number of pages will be determined after designing for e-marking. There may be increase/ decrease in number of pages.								

Packing Plan of LSA Instruments Grade 4, 2026

Sr. No.	Version 1 (2500 schools)	Version 2 (2500 schools)
	Day 1	Day 1
1	Serial No. 1 to 2 printed English V-1 booklets/ material will be packed in separate envelopes and then these two envelopes will be packed in polyethene envelope/Flyer (all envelopes will be printed with center/school details)	Serial No. 3 to 4 printed English V-2 booklets/ material will be packed in separate envelopes and then these two envelopes will be packed in Polyethene envelope/Flyer (all envelopes will be printed with center/school details)
2	Serial No. 5 to 6 OMR Sheets & BQs will be packed in separate envelopes and then be packed further in a polyethene envelope/Flyer and labeled as Background Questionnaires (BQs)	Serial No. 5 to 6 OMR Sheets & BQs will be packed in separate envelopes and then be packed further in a polyethene envelope/Flyer and labeled as Background Questionnaires (BQs)
	Day 2	Day 2
3	Serial No. 7 to 8 printed Urdu V-1 booklets/material will be packed in separate envelopes and then these two envelopes will be packed in Polyethene envelope/Flyer (All envelopes will be printed with center/school details)	Serial No. 9 to 10 printed Urdu V-2 Booklets/ material will be packed in separate envelopes and then these Two envelopes will be packed in Polyethene envelope/Flyer (All envelopes will be printed with center/school details)
	Day 3	Day 3
4	Serial No. 11 printed Math V-1 Booklets/ material will be packed in separate envelope and then packed in Polyethene envelope/Flyer (All envelopes will be printed with center/school details)	Serial No. 12 printed Math V-2 Booklets/ material will be packed in separate envelope and then packed in Polyethene envelope/Flyer (All envelopes will be printed with center/school details)
	Day 4	Day 4
5	Serial No. 13 printed Science V-1 Booklets/ material will be packed in separate envelope and then packed in Polyethene envelope/Flyer (All envelopes will be printed with center/school details)	Serial No. 14 printed Science V-2 Booklets/ material will be packed in separate envelope and then packed in Polyethene envelope/Flyer (All envelopes will be printed with center/school details)
	Day 5	Day 5

6	English/Urdu Reading and speaking: Serial No. 15,17,19,20, 22,24 printed Booklets/material will be packed in separate envelopes and then these envelopes will be packed in Flyer/Polythene envelope (All envelopes will be printed with center/school details)	English/Urdu Reading and speaking: Serial No. 16,18,19,21, 23,24 printed Booklets/material will be packed in separate envelopes and then these envelopes will be packed in Polyethene/Flyer envelope (All envelopes will be printed with center/school details)
	English/Urdu Dictation: Serial No. 25,26,29,30 printed Booklets/material will be packed in separate envelopes and then these envelopes will be packed in Polyethene/Flyer envelope (All envelopes will be printed with center/school details)	English/Urdu Dictation: Serial No. 27,28,31,32 printed Booklets/material will be packed in separate envelopes and then these envelopes will be packed in Polyethene/Flyer envelope (All envelopes will be printed with center/school details)
7	Envelope with (Khaki Lafafa) be used for packing = 23	Envelope with (Khaki Lafafa) be used for packing = 23
8	Polyethene/Flyer bag be used for packing of day wise all Khaki Lafafa = 05	Polyethene/Flyer bag be used for packing of day wise all Khaki Lafafa = 05
9	Empty envelope for repacking (Khaki Lafafa) = 12	Empty envelope repacking (Khaki Lafafa) = 12
10	Cloth bag White Color (Kit for Version 1 will be packed in it) = 01	Cloth bag White Color (Kit for Version 2 will be packed in it) = 01
11	Empty Cloth bag Blue Color (put into white bag for return of material) = 01	Empty Cloth bag Blue Color (put into white bag for return of material) = 01
12	Printed stickers with details (for all Envelopes) = 30 (Each of the packet and envelop shall have stickers with some information like Day Number, Subject, Version, School LSA Code, School Name etc.)	Printed stickers with details (for all Envelopes) = 30 (Each of the packet and envelop shall have stickers with some information like Day Number, Subject, Version, School LSA Code, School Name etc.)
Note: Actual number of pages will be determined after designing for e-marking. There may be increase or decrease in number of pages.		

Printed Material Required other than the LSA Packed Material per School for Test Administrator

Training kit comprised of Test Administrator Manual, Random Number Table, Attendance Sheet Sample, Registration Form, and Permission Letter to Test Administrator. For Test Administrators of LSA Grade 4, 5100 training kits are required. However, 100 additional training kits are also required for PECTAA Trainers. Total training kits for LSA Grade 4 to be printed = $5000+20 + 100 = 5,100/-$.

Sr. #	Description	Tentative No. of Pages	Total Required	Total (Offset printing)
1	A Manual for Test Administrators & Random Number Table	58	5100	295800
2	Attendance Sheet	1	5100	5100

3	Registration Form	1	5100	5100
4	Permission letter for data collection	1	5100	5100
5	Plastic Bags (Normal Size)	1	5100	5100
Total Pages (Offset Printing)				316200
Note: Training manual and related material will be packed in plastic bags and will be delivered to all districts of the Punjab.				

Scanning of MCQs and E-Marking of Answer Scripts of LSA Grade 4 (2026)

PECTAA intended to conduct LSA Grade 4 in 2026 in the subjects of English & Urdu literacy, Mathematics Numeracy, and GK/ Science Skills. For e-marking of answer scripts of said subjects, the services of e-marking firm have to be hired. The tentative number of pages for e-marking of LSA answer scripts (CRQs) of Grade 4 is as under:

LSA Grade 4 MCQs (02 Versions) (5000 Schools)							
Sr. #	Subject	Total No. of Booklets	No. of MCQs Pages per Booklet	Total No. of MCQs Pages of Booklets			
1.	English V-1	27,500	9	247500			
2.	English V-2	27,500	9	247500			
3.	Urdu V-1	27,500	9	247500			
4.	Urdu V-2	27,500	9	247500			
5.	Math V-1	27,500	10	275000			
6.	Math V-2	27,500	9	247500			
7.	Science V-1	27,500	11	302500			
8.	Science V-2	27,500	12	330000			
9.	English Dictation V-1	25,000	4	100000			
10.	English Dictation V-2	25,000	4	100000			
11.	Urdu Dictation V-1	25,000	4	100000			
12.	Urdu Dictation V-2	25,000	4	100000			
13.	English Reading & Speaking OMRs	5,000	10	50000			

14.	Urdu Reading & Speaking OMRs	5,000	10	50000				
15.	BQs OMRs	5,000 Schools	1	130,000				
Grand Total		335,000		2,775,000				
LSA Grade 4 CRQs (02 Versions) (5000 Schools)								
Sr. #	Subject	Total No. of Booklets	No. of CRQs per Booklet	Total No. of CRQs of Booklets	No. of CRQs Pages per Booklet	Total No. of CRQs Pages of Booklets	Marks of CRQs per Booklet	Total Marks of CRQs of Booklets
16.	English V-1	27,500	7	192,500	7	192,500	40	1100000
17.	English V-2	27,500	7	192,500	7	192,500	40	1100000
18.	Urdu V-1	27,500	7	192,500	7	192,500	40	1100000
19.	Urdu V-2	27,500	7	192,500	7	192,500	40	1100000
20.	Math V-1	27,500	13	357500	11	302500	49	1347500
21.	Math V-2	27,500	13	357500	10	275000+20	49	1347500
22.	Science V-1	27,500	10	275000	9	247500	40	1100000
23.	Science V-2	27,500	10	275000	8	220000	40	1100000
24.	English Dictation V-1	25,000	3	75000	4	100000	25	625000
25.	English Dictation V-2	25,000	3	75000	4	100000	25	625000
26.	Urdu Dictation V-1	25,000	3	75000	4	100000	25	625000
27.	Urdu Dictation V-2	25,000	3	75000	4	100000	25	625000
Grand Total		320,000		2,335,000		2,215,000		11,795,000

The details regarding grade-wise count of envelopes, Polyethene/Flyer/flyers, and cloth bags required for packing/ re-packing of LSA material for the conduct of LSA Grades 4 (2026) is as under:

Sr. #	LSA Grade	Envelops Required for Packing/ Re-Packing of Material	Polyethene Bags /Flyer Required for Day- Wise Packing of Material	White Color Cloth Bag Required for All Five Days Material Packing	Blue Color Cloth Bag Required for Separate Packing of Material for E-marking	Printed Stickers for all Envelopes/ Bags (Each envelop/ packet shall have stickers with some info. like Day No., Subject, Version, School LSA Code, School Name etc.)
1	Grade 4	175,700	25,100	5020	5020	200,800

The successful bidder for each lot is responsible for designing papers as per number of pages indicated in scope of work

a) Paper Specification

Texture	Grammage	Burst Factor	Tear Factor	Brightness	Opacity	Glaze	Trimmed Size
White High Finish Paper (For Digital Printing)	80 GSM ±3% Imported (IK/BLC or equivalent)	22 & above	MD 50 CD 60 (±5%)	Target = 95 Minimum = 90	Minimum = 90	Both sides glazed	210 x 297mm (A4)
White High Finish Paper (For Offset Printing)	68 GSM ±5%	12.1 & above	MD 40 CD 45 (±5%)	80 Minimum	85 ±5%	Both sides glazed	210 x 297mm (A4)

b) Ink Specification

The Applicant shall use superior brand imported, pre sensitized, coated plates. Black Ink used for printing must conform to following requirement: -

- a. Must not be expired.
- b. Should not be see through
- c. Should not spread on paper
- d. Should not penetrate to back page

c) Technical Specifications of Brown/Khaki Kraft Paper, Polythene/ Flyer and Cloth to be used for packing (where applicable): -

- i. Brown/Khaki Kraft paper Envelope weighing 120 GSM (water proof) for packing
- ii. Black / dark blue Polythene bag/Flyer non-temper able weighing 30 – 40 grams each for packing of day wise kraft envelopes.
- iii. Cloth Bag average size of each cloth bag shall be 18” x 20” inches for packing of polythene bags /flyers (as per sample).
- iv. Special Instructions to be printed on Kraft Envelopes, Polyethene Bags/ Flyers, and Cloth Bags.

d) THREE LAYER PACKING:

Question papers will be packed in three layers.

- i. The inner layer will consist of brown/Khaki envelope sealed with gum/tape;
- ii. The second layer will consist of black polythene bag heat/Flyer sealed;
- iii. Outer most covering will be cloth bag (As per sample) which will be firmly stitched before delivery.

Stamp & Signature of Bidder

e) Three stickers will be pasted on

- 1) brown kraft paper / envelope
- 2) polythene bag/Flyer and
- 3) cloth bag.

The detail of contents of stickers / printing of envelopes will be provided by PECTAA before the commencement of printing

Note: Procuring Agency shall provide complete data for the above information in soft form.

PROVISION OF SAMPLE

- I. Applicant/bidder will provide sample as specimen (soft copy of sample will be provided by PECTAA).
- II. The specimen must conform to PECTAA Technical specifications and sample provided by PECTAA.

TRANSPORTATION, DELIVERY & COLLECTION

1. The additional 20 kits will be delivered to Punjab Education Curriculum Training and Assessment Authority, Wahdat Road Lahore.
2. It shall be the bidder's responsibility to ensure safe delivery to 40 CEO(DEA) Offices in Punjab.
3. The firm will be responsible for all charges/Taxes/Duties/NOCs for transportation up to point of delivery i.e., CEO (DEA) Offices in 40 Districts of Punjab;
4. Supplier will furnish a dispatch slip containing details of quantity and point of delivery (destination);
5. Dispatch slip showing the quantity dispatched and address of delivery point must be pasted on each kit.
6. No Blank or misprinted Instrument will be supplied at any cost. Strict quality control measure shall be adopted by printer to ensure that no blank or misprinted Instrument is delivered.
7. The bidder shall also be responsible for safe and secure collection from district level 40 designated sites across the Punjab and the bidder will be responsible for all charges/Taxes/Duties/NOCs for transportation.
8. The firm will furnish a collection slip containing details of quantity and point of collection;

INSPECTION OF PRINTING FACILITIES

1. PECTAA Procurement/Tender/Purchase/Technical Evaluation/Physical Verification Committee/ Teams will carry out regular Inspection of the printing, packing etc. to ensure quality and timely supply of Instruments.
2. The successful bidder/printer will allow Inspection of packed paper rolls, ream packing (to confirm import quality) before commencement of printing.
3. The applicant/bidder shall always facilitate the Procurement/Tender/Purchase/Technical Evaluation/Physical Verification Committee of PECTAA to check the quality of paper, printing, packing and other allied Inspection.
4. PECTAA Procurement/Tender/Purchase/Technical Evaluation/Physical Verification Committee may take random paper samples, duly signed by applicant/bidder and PECTAA Authorities for verification from standard testing laboratory.
5. It is mandatory to **Successful Bidder** to submit Pay Order of Rs. 94,000/- as paper testing fee **at the**

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time of agreement to ensure paper specification from paper testing lab during verification of stock of paper/ printing process as per following details:

- i. Paper stock inspection = Rs. 47,000/- (i.e. Rs.23,500+Rs.23,500)
 - ii. Inspection during printing/ production process = Rs. 47,000/- (i.e. Rs.23,500+Rs.23,500)
6. Submission of the abovementioned paper testing fee is mandatory for the successful bidder. However, PECTAA may demand additional testing fee(s) for testing of more paper sample(s) if required.
7. All testing cost / Laboratory fee shall be bear by the applicant/bidder.

SCOPE OF WORK FOR E-MARKING

SPECIFICATIONS FOR DESIGNING INSTRUMENTS

i. General Instructions:

The Firm shall:

- (a)** design the instruments according to requirement of e-marking i.e., digital scanning and digital printing at A4 size.
- (b)** ensure that the design of the instruments shall have a distinctive/unique barcode (2D/QR) at each page. The same will contain information like item number, subject, paper type, grade, version and other identifying information etc. and / as per requirement of PECTAA
- (c)** ensure that the draft design/ content of Instruments to be verified by PECTAA staff, if changes are required then Firm should be responsible to incorporate the recommendations and only final signed copies are to be sent for printing.
- (d)** design the stickers/ labels for Brown/White envelopes, Polybags/Flyer, and Cloth Bag Packing with Bar Code Identification according to SOPs devised for unpacking, repacking, de-stapling and sorting etc.
- (e)** design the print ready instruments, which are exportable in PDF and other graphic formats without any change in pixel, format, font size /style etc.
- (f)** frame the instructions for the printing process and shall verify the dummy scripts in the light of instructions and submit a certificate to PECTAA that printing, is according to the design and e-marking requirements.
- (g)** design the machine-readable (OMR) attendance sheet (s) having barcode mapped with, Assessment Scripts and BQs.
- (h)** design the machine-readable (OMR) oral reading fluency (ORF) response sheet having barcode mapped with, Assessment Scripts and BQs.

Designing of Student Assessment Scripts

The Firm shall:

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- (i) design version (s) of assessment scripts administered in the schools, based on variant items/questions on the same SLOs.
- (j) design the machine-readable bilingual (English & Urdu) header information i.e., title/inner title page carrying the demographic data, instructions, sample questions and mapped with attendance sheet, students and schools.
- (k) ensure that the font size of items (MCQs, CRQs) should not be less than 12 pt for English language and 16 pt for Urdu language.
- (l) design the bilingual (Urdu & English) MCQ and CRQ portion for Science & Mathematics and unilingual for Urdu and English so that:
 - a. Options of MCQ items shall be vertically /horizontally aligned (as per requirement)
 - b. Minimum 2pt space among the options and between stem & options.
 - c. Pixels of Picture/diagram/graph used as prompt should be sufficient for four color printing without any background interference.
 - d. MCQs shall be read directly from the script via OMR and students should not need to fill bubble sheets separately.
 - e. The sufficient space for answers according to rubrics, the response of one item/question should not interfere with other items/questions on the same page during scanning, cropping and indexing etc.

Background Questionnaires/ Survey Forms

The Firm shall:

- i. design the machine-readable (OMR) questionnaires, responses will be based on multiple survey scales i.e., dichotomous, Likert scale, Guttman Scale, Semantic Scale, rating scale etc.
- ii. ensure that the title/inner page of the questionnaires carrying the demographic data, instructions, should be mapped with the attendance sheet & school data through a distinctive/unique barcode (2D/QR) for each page, the same will contain information like item number, subject, Questionnaire type, grade and other identifying information etc.
- iii. ensure that responses shall be read directly from the questionnaire via OMR and respondents should not need to fill bubble sheets separately.
- iv. Unpacking/ Sorting/ Spine Cutting/ Indexing/ Cropping/ Masking, Scanning and Archiving of Instruments
- v. The Firm shall:
- vi. establish a secure centralized workshop (s), fully equipped to secure, store, sort, archive, and handle millions of answer scripts with 100 percent precision through the assembly line method.
- vii. establish a secure centralized lab/facility (s) where complete scanning equipment, PCs including networking is installed and server for connectivity between PCs and Scanners is deployed and all units are centralized and synchronized.
- viii. collect filled instruments after the conduct of assessment from district level designated sites across the 41 districts of Punjab.
- ix. read the barcode/ Q.R depicted on boxes/ packets mapped with dashboard and update the center wise collection status of instruments on live dashboard. unpack, sort and de-staple/cut the spines of

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instruments from designated point with 100% precision.

- x. scan the instruments according to software need of digital scanning at minimum 300 dpi to 500 dpi @ minimum 0.6 million pages per day and later on its reading for On-screen marking, acquiring data through OMR and analysis need.
- xi. re-scan the blurred images and recovery of tempered images.
- xii. ensure that each digital file should be indexed efficiently and easily traceable by its QR /2-D barcode and the digital file should be labelled through a well- featured electronic document management system as e.g., script code, page number, item/question number, type of instrument etc. and mapped with students' as well as schools' data.
- xiii. crop the scanned images through cropping application, the intelligence of application shall be based on user-defined templates, subject-wise described question/answer area and store it separately, crop images can be located by its unique identity and also searchable through application's tool to support syndicate marking.
- xiv. develop the algorithm(s) which ensures autonomous masking of identities, autonomous & accurate distribution of the question(s) and reformation of the papers along with accurate reallocation to the exact identities.
- xv. repack and returned paper / copies / instrument / documents to PECTAA for archiving.
- xvi. Customization of e-marking Software

The Firm shall:

- i. Deploy Web based E-marking software for electronic checking of scripts should have following modules/tools:
- ii. Administrative module is used to perform administrative type tasks like management of users, creating question templates and rubrics, assign question etc.
- iii. Control Panel for creating User for Head and Sub Examiner
- iv. Profile creation for Examiners
- v. Security and verification tools for Examiners (IP verification, Screen capture and camera access verification) at regular interval and for spot checking.
- vi. Auto allotment of questions and batches for syndicate marking (question wise allotment)
- vii. Rubrics based checking and marks entry module supportive with drawing tools
- viii. Auto-Grading of MCQs and B.Qs responses module
- ix. Module for monitoring and report generation for nominated persons of PECTAA
- x. Marking consistency module to monitor e-marking features i.e., marking progress (Live), status of an e-marker (Online/ offline), view (AMD) of each marker, block or unblock an e-marker, rechecking of student Responses/ answer Scripts, view Images of marked questions and generate result/ dynamic data analysis reports.
- xi. Training module for on screen markers

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- xii. Develop electronic marking application, on proven and secure frameworks i.e., Django Python, Flask, web2py, Tornado, Cherry Py, Turbo Gears, ArcGIS API for Python, Pyramid, Bottle etc. The application should provide built in security features to cater a lot of OWASP (Open Web Application Security Project) security issues.
- xiii. ensure hermetic secrecy and security of data through the features like HTTPS/SSL Secure site, SQL Injection Protection, Cross Site Scripting (XSS) protection, Cross Site Request Forgery (CSRF) Protection, Clickjacking (X-Frame-Options) Protection, File/Content Upload Limit, Secure login via Key clock.
 - a. ensure configuration of application on cloud and required Resources in term of computation, storage and band width for implementation of application on cloud for minimum 1000 users for smooth execution.

INSPECTION OF PRINTING/E-MARKING FACILITIES

- i. PECTAA Inspection Team will carry out regular Inspection of the printing, packing etc. to ensure quality and timely supply of Instruments.
- ii. The successful bidder/printer will allow Inspection of packed paper rolls, ream packing (to confirm import quality) before commencement of printing.
- iii. The applicant/bidder shall always facilitate the PECTAA Inspection Team to check the quality of paper, printing, packing and other allied Inspection.
- iv. PECTAA Inspection Team may take random paper samples, duly signed by applicant/bidder and PECTAA Authorities for verification from standard testing laboratory. All testing cost / Laboratory fee shall be bear by the applicant/bidder.
- v. The Purchaser/PECTAA's Inspection team will carry out regular Inspection of the scanning, unpacking/repacking etc. to ensure quality and timely completion of the task.
- vi. The applicant/bidder shall always facilitate the Inspection Teams of PECTAA to check the quality of the scanning, unpacking/repacking and other allied Inspection.

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PART IV of SECTION III

FINANCIAL PROPOSALS

**DESIGNING, PRINTING, BAR CODE/QR CODING, 3-LAYERS PACKING SCANNING,
CROPPING AND E-MARKING OF INSTRUMENTS OF LSA 2026 Grade 4**

1. Name of Bidder: _____
2. Address: _____
3. Phone No.: _____ Fax _____ Cell No. _____

A) Rate per kit inclusive of all taxes and delivery charges offered are as under:

Lot	Description	Quantity of Kits	Detail of Kit	Rate per Kit (Rs. Inclusive all taxes, packing and delivery charges)	Total Amount (Rs.)
1	Grade 4	5000 for Sampled Schools + 20 additional for PECTAA	(Assessment Kit) ➤ Day wise Kit of 4 Subjects, BQs, & Reading, Listening, & Speaking Instruments. ➤ 3-Layers Packing of Day-Wise Instruments ➤ Assessment Kit will be Packed Separately for each Sampled Schools ➤ Delivery/Retrieval of Instruments at District Level (40 Districts)		

Note: Detail of material and day wise packing of Assessment Kit is given in Scope of Work

B) Rate per page inclusive of all taxes offered are as under: -

GRADE	NUMBER OF STUDENTS AND TEACHER (approx.)	NUMBER OF INSTRUMENTS (by type)	NUMBER OF PAGES (approx.)	RATE PER PAGE INCLUSIVE OF APPLICABLE TAXES (Rs)	TOTAL VALUE OF WORK (Rs)
4	105000	MCQs, CRQs, OMR Sheets of BQs, OMR Sheets of Reading & Speaking Assessment	4875000		

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The Marking firm will:

1. Collect the instruments after conduct from all 40 districts of the Punjab for the whole process of scanning, cropping, and e-marking etc.
2. Arrange online training for e-markers.
3. Provide data in soft form as per the requirement of PECTAA
4. Returning of all instruments in hard form to PECTAA office for record.

Bid security paid vide Pay Order/CDR/Bank Draft/ Bank Guarantee amounting to Rs. _____ of Bank
_____ Dated _____

II SCHEDULE OF ACTIVITIES

**TENTATIVE TIMELINE OF ACTIVITIES FOR SUPPLY OF PRINT READY VERSION AND E-
NOTE: THE ACTIVITY IS TENTATIVELY SCHEDULED TO BE HELD IN APRIL 2026**

Sr. No	Details	Tentative Date / Deadline
1.	Opening of Financial Bids	02-04-2026
2.	Signing of Contract	
3.	Delivery of kits to DEAs of all 40 districts	02-05-2026
4.	Conduct of LSA Grade 4 2026	04/05/2026 to 08/05/2026
5.	Collection of LSA material from all 40 districts.	10/05/2026
6.	Completion of e-marking (sorting, scanning, cropping etc.)	30/05/2026
7.	Provision of e-marking data to consultant as per required format	04/06/2026 to
8.	Completion of data Analysis and Report Writing	17/06/2026

Signature of the Bidder: _____ **Stamp of the firm** _____

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SECTION-VI
CONTRACT DOCUMENTS

- a) GENERAL CONDITIONS OF CONTRACT
- b) SPECIAL CONDITIONS OF CONTRACT
- a) CONTRACT FORM
- b) PERFORMANCE GUARANTEE

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a. General Conditions of Contract (GCC)

1. Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Contract” means the Contract Agreement entered between the Purchaser and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) “Service Provider” means the successful bidder (s) to whom contract is awarded
 - (c) “Purchaser” means the Punjab Education Curriculum Training and Assessment Authority”
 - (d) “Contract Documents” means the documents listed in the Agreement, including any amendment(s) thereto.
 - (e) “Contract Price” means the price payable to the Service Provider 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.
 - (f) “Day” means calendar day.
 - (g) “Completion” means the fulfillment of the Designing, Printing, BAR CODE/QR CODING, Packing/Retrieval , Delivery, Scanning, Cropping and E-Marking of Instruments of LSA 2026 Grade 4 of the Punjab by the Service Provider in accordance with the terms and conditions set forth in the Contract.
 - (h) “GCC” means the General Conditions of Contract.
 - (i) “LSA Instruments” means Subject Papers, 8 BQs for example Student Background Questionnaires, Teacher Background Questionnaires, Head Teacher Background Questionnaires, and Test Administrator Manuals, Attendance Sheets and Random Tables etc.
 - (j) “Procuring Agency” means the entity purchasing the assessment material, as specified in the SCC i.e., Punjab Education Curriculum Training and Assessment Authority, Lahore hereinafter referred as PECTAA.
 - (k) “SCC” means the Special Conditions of Contract.
 - (l) “Service Provider” means the natural person/Association of persons (AOP), 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

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or permitted assignees of the Service Provider/Service Provider.

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. Bid Security 3.1 As in ITB clause 28.

4. Notices 4.1 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.

4.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

5. Dispute Resolution

6.1 The Purchaser and the Service Provider 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.

6. Arbitration

6.1 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Service Provider 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 6 as specified in the SCC.

6.2 Notwithstanding any reference to arbitration herein,

- (a) The parties shall continue to perform their representative obligations under the Contract unless they otherwise agreed; and
- (b) The Purchaser shall pay the Service Provider any amount due to the Service Provider.

6.3 The LSA Instruments will be designed, printed, QR coded, Packed/Repacked, delivered scanned, cropped, indexed and E-marked as specified in the Service Requirements;

6.4 The Delivery of the LSA Instruments shall be in accordance with the Schedule of Delivery specified in the bidding document;

6.5 The Service Provider shall supply all the LSA Instruments as included in the Scope of Supply in accordance with Service Requirements (Section-IV) and Schedule of Delivery (Section-V)

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- (a) The rate shall be exclusive of all applicable taxes (tax should be mentioned separately)
- (b) In case of any increase or decrease in number of LSA Instruments the rate shall remain fixed
- 6.6 Upon successful completion of assigned job by the Service Provider, payments shall be made promptly by the Purchaser within thirty (30) days after submission of an invoice or request for payment by the Service Provider, and subject to fulfilment of all procedural and codal formalities. The payments shall be made in Pak Rupees.
- 6.7 The Service Provider shall, within **seven (07) days** of the notification of contract award, provide a Performance Security @ 5% of the value of contract in shape of Pay Order/CDR/Bank draft issued by a scheduled bank. The bid security shall only be released after submission of Performance Security/Guarantee.
- 6.8 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
- 6.9 The performance security shall be discharged by the Purchaser and returned to the Service Provider subject to satisfactory performance of work as per SBD;
- 6.10 The Purchaser and the Service Provider 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.
- 6.11 The Service Provider shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
- 6.12 The Contract shall be governed by and interpreted in accordance with the Laws of Pakistan/Punjab.
- 6.13 This agreement shall take effect from the date of issuance of award letter and expires on **30.06.2026**.

7. PENALTIES

7.1 In particular and without prejudice, the following penalties may be imposed judiciously for irregularities committed by the Service Provider in execution of work awarded. Any decision with this regard to imposition of penalty / penalties will be enforced only after service of show cause notice (s) on the bidder and providing an opportunity of being heard.

IRREGULARITIES		PENALTIES
1.	Non-execution of contract agreement within the stipulated period i.e., Seven (07).	Offer shall stand cancelled and forfeiture of Bid Security.
2	(i) Non submission of performance guarantee beyond Seven (07) days of date of execution of agreement.	In case of request for extension beyond Seven (07) days but up to maximum 3 days extension, penalty of Rs.5000+20/- per lac /day shall be charged.
	(ii) Non submission of Performance Guarantee beyond the extended period.	(i) Cancellation of contract and forfeiture of Bid security;

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		(ii) Debarring the bidder for future procurement of PECTAA at least one year.
	(iii) Submission of false, overstated and invalid invoice	Penalty @ 5% of total amount of bill shall be deducted.
3	The bidder fails to supply complete quantity as contracted	(i) Payment to supplier will not be made (ii) Performance Security forfeited Blacklisting
4	Disclosure of contents of material	Contract shall stand cancelled, forfeiture of Performance Guarantee, Black listing of firm, initiation of criminal proceedings; The work would be done at the risk and cost of the Service Provider through any other means within the stipulated time
5 (i)	Defective printing/packing up to $\leq 1\%$ of total order	Penalty shall be @ 0.5% of the total cost of the bid
(ii)	Defective printing/packing from $\geq 1\%$ to 3% of total order	Penalty shall be @ 1% of the total cost of the bid
(iii)	Defective printing/packing from $\geq 3\%$ to 5% of total order	Penalty shall be @ 1.5% of the total cost of the bid
(iv)	Defective printing/packing from $\geq 5\%$ to 7% of total order	Penalty shall be @ 2% of the total cost of the bid
(v)	Defective printing/packing from $\geq 7\%$ to 10% of the total order	Penalty shall be @ 2.5% of the total cost of the bid
(vi)	Beyond 10 % defecting printing/packing of total order and maximum up to 15%	Penalty shall be levied proportionately up to maximum 5% of the total cost of the bid
(vii)	Beyond 15% defective printing/packing of total order	No payment shall be made, Performance Guarantee and CDR forfeited and initiation of proceedings for blacklisting of firm;
6	In case of delay and/ or failure to deliver the LSA Instrument according to service requirements	It would be considered as total default by the Printer: i) Performance Guarantee and CDR forfeited and initiation of proceedings for permanent blacklisting of firm; In addition to the above: - No payment will be made due to major breach of contract;
7	In case of wrong delivery of instruments	Penalty shall be imposed @ 0.5% of total cost of bid for each violation
9	Non adherence to paper specifications as per report of standard government laboratory/PCSIR	A) Penalty shall be imposed @ 5% of total cost of bid for violation in each case: - i) Paper grammage/weight ii) Paper size B) Penalty shall be imposed @ 5% of total cost of bid for violation of other specifications of paper
10	Non adherence to specification of kraft paper, polythene bag/Flyer and cloth bag	Penalty shall be imposed @ 5% of total cost of bid for each violation

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11	(i) The defective, blurred, unreadable images and data missing will be worked out on the basis of percentage of the sample checked. a.) Defects up to 1% b.) Defects above 1% - 5% c.) Defects above 5% - 10% d.) Defects above 10% - 15% e.) Defects above 15%	a.) 0.5% of the cost of consignment b.) 1% of the cost of consignment c.) 1.5% of the cost of consignment d.) 2% of the cost of consignment e.) Contract shall be cancelled and Performance Guarantee will be confiscated
12	Late submission of raw scores and final result	0.2% penalty on total assignment value of marking will be imposed on delay of each day from the agreed dead line of result till the submission of result.
13	Shortage of LSA Instrument	Five times the cost of quantity found short at examination center (s) as reported from field.
14	Sub letting	Total default: Cancellation of contract and blacklisting of firm

8. Change in Laws Taxes and Regulations 9.1 In case the regime of any tax levied by Government is changed during the currency of the agreement, it shall not form a basis for any upward revision or modification in contracted price. The contracted price shall remain unchanged.

9. Force Majeure 10.1 The Service Provider shall not be liable for forfeiture of its performance security, penalty(s), or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

10.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Service Provider that is, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes etc.

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

11. Extensions of Time 11.1 As this is a sensitive, time bound activity, no extension in time for printing of LSA Instrument shall be allowed by Procuring Agency/PECTAA

11.2 If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely delivery of the LSA Instrument, it would promptly inform the Procuring Agency/PECTAA. The Procuring Agency/PECTAA may allow minor extension which does not affect the schedule of delivery in accordance of notified date sheet;

11.3 Except in case of Force Majeure, a delay by the Service Provider in the performance of its Delivery and Completion obligations shall render the Service Provider liable to the imposition of penalty(s) pursuant to GCC Clause 7.

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12. Termination

12.1 Termination for Default

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate the Contract in whole or in part:
- (b) if the Service Provider fails to provide any or all of the LSA Instrument within the period specified in the Contract, or within any extension thereof granted by the Purchaser;
 - (i) if the Service Provider fails to perform any other obligation under the Contract; or
 - (ii) if the Service Provider, in the judgment of the Purchaser has engaged in fraud, misrepresentation and corruption, in competing for or in executing the Contract.
- (c) In the event the Purchaser terminates the Contract in whole or in part the Purchaser may procure, upon such terms and in such manner as it deems appropriate, LSA Instrument similar to those undelivered or not performed, and the Service Provider shall be liable to the Purchaser for any additional costs for such similar LSA Instrument. However, the Service Provider shall continue performance of the Contract to the extent not terminated.
- (d) Termination for Insolvency.
- (e) The Purchaser may at any time terminate the Contract by giving notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Service Provider, 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

13. Assignment

13.1 The Service Provider shall not assign, in whole or in part, their obligations under this Contract

14. The Service Provider shall not sub contract PECTAA assignment /order

14.1 The successful bidder shall not sub contract the assignment. The Contractor shall not transfer, assign or subcontract the assigned printing job to any other firm,

b. 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 Purchaser's country is: <u>PAKISTAN</u>
2.	The Purchaser is: <u>PUNJAB EDUCATION CURRICULUM TRAINING AND ASSESSMENT AUTHORITY, LAHORE</u>
3.	The Official address is: <u>PECTAA HEAD OFFICE NEAR PILOT SECONDARY SCHOOL FOR BOYS, WAHDAT COLONY, LAHORE</u>

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4.	The language shall be: <u>ENGLISH</u>
5.	For notices , the Purchaser's address shall be: Attention: <u>Director (Procurement), Punjab Education Curriculum Training and Assessment Authority</u> Address: <u>Punjab Education Curriculum Training and Assessment Authority (PECTAA) , Near Pilot Secondary School for Boys, Wahdat Colony, Lahore</u> City: <u>LAHORE</u> Country: <u>Pakistan</u> Telephone: <u>042-00000000</u>
6.	The governing law shall be the law of: <u>PAKISTAN</u> and <u>PUNJAB</u>
7.	The rules of procedure for arbitration proceedings pursuant to GCC Clause 6 shall be as follows: The Chief Executive Officer, Punjab Education Curriculum Training and Assessment Authority (PECTAA) shall be the Sole Arbitrator whose decision shall be final and binding on the parties.
8.	All prices shall remain fixed during the currency of the agreement
9.	The amount of the Performance Security/Guarantee shall be: <u>5% of value of contract.</u>
10.	The currency shall be: <u>PAK RUPEES</u>
11.	The types of acceptable Performance Securities are: Pay order issued by any scheduled bank issued in the name of PECTAA.
12.	Performance Security shall be released after successful completion of job to the satisfaction of Procuring Agency/PECTAA
13.	The exclusive intellectual right of the assessment content and all other information resides with PECTAA
14.	Payment will be made by Punjab Education Curriculum Training and Assessment Authority through treasury cheque against bill of the Service Provider after completion of work. Payment will be made on production of the following documents: i. Bill in original with tax invoice; ii. Delivery Challans duly signed by CEO/ representative of CEO office; iii. Certificate by the Service Provider that Designing, Printing, BAR CODE/QR CODING, Packing/Repacking, Scanning, Cropping and E-Marking of Instruments of LSA 2026 Grade 4 is according to PECTAA's required specification; iv. Quantity and Quality Certificate; v. Report of Government Laboratory (Cost will be borne by the vendor) vi. No advance payment will be made. vii. All applicable taxes will be deducted
15.	The Penalty(s) shall be: <u>As given in GCC clause 7</u>

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16.	<u>The amount of penalties will be calculated as mentioned vide clause 7 of GCC.</u>
17.	The period of validity of the Contract shall be up to 90 days.
18.	The period for replacement/ replenishment shall be: within time frame given by Procuring Agency /PECTAA.

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c. CONTRACT FORM
Specimen Contract Form

THIS CONTRACT is made at _____ on the day of _____ 2026, between the [Full name & address of the procuring agency] (hereinafter referred to as the “Procuring Agency”) of the First Part; and M/s (firm name) a firm having its registered office at (address of the firm) (hereinafter called the “Service Provider”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

WHEREAS the Procuring Agency invited bids for Designing, BAR CODE/QR CODING, Scanning, Cropping and E-Marking of Instruments of LSA 2026 Grade _____, in pursuance where of M/s (firm name) being the Bidding Firm/ authorized Service Provider/ authorized Agent of (item name) and ancillary services offered for Designing, BAR CODE/QR CODING, Scanning, Packing/Repacking, Cropping and E-Marking of Instruments of LSA 2026 Grade _____ as per SBD; and Whereas the Procuring Agency has accepted the bid by the Service Provider for rendering services (item name) in the sum of Rs (amount in figures and words) cost per unit, the total amount of (quantity of goods) shall be Rs (amount in figures and words).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are representatively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
2. The following documents that form a part of the Standard Bidding Document No _____ titled DESIGNING, BAR CODE/QR CODING, DELIVERY/ RETRIEVAL, SCANNING, CROPPING AND E-MARKING ETC. OF INSTRUMENTS OF LSA 2026 Grade _____ dated _____ shall be deemed to form and be read and construed as integral part of this Contract, viz: -
 - a. the Price Schedule submitted by the Bidder,
 - b. the Schedule of Requirements;
 - c. the Technical Specifications;
 - d. the General Conditions of Contract;
 - e. the Special Conditions of Contract;
 - f. the Procuring Agency’s Notification of Award;
 - g. the scope of work;
 - h. the Contract; and
 - i. the Bid & its clarifications.
 - j. the contracted specifications
3. In consideration of the payments to be made by the Procuring Agency to the Service Provider/Service Provider as hereinafter mentioned, the Service Provider/ Service Provider hereby covenants with the Procuring Agency to provide the Goods and its

Stamp & Signature of Bidder

related Services etc. and to remove/rectify defects therein in conformity in all respects with the provisions of this Contract.

4. The Procuring Agency hereby covenants to pay the Service Provider/Service Provider in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [The Service Provider] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt/collusive business practice.
6. Without limiting the generality of the foregoing, [the Service Provider/ Service Provider] represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant thereto.
7. [The Service Provider] certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. [The Service Provider] accepts full responsibility and strict liability for not making any false declaration, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty and making full disclosure of all relevant information as required by procuring agency. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Punjab under any law, Contract or other instrument, be voidable at the option of Government of the Punjab.
9. Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, [The Service Provider] agrees to indemnify Government of the Punjab for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Seller/ Service Provider] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of the Punjab.

Stamp & Signature of Bidder

10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Chairperson Punjab Education Curriculum Training and Assessment Authority shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
11. This Contract shall be governed by the laws of Punjab Government and the courts of Punjab (Pakistan) shall have exclusive jurisdiction.

INWITNESS Where of the Parties here to have caused this Contract to be executed at _____(the place) and shall enter into force on the day, month and year first abovementioned.

<p style="text-align: center;"><i>Signature and Seal of the Service Provider</i></p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>N.I.C. No. :</p>	<p style="text-align: center;"><i>Signature:</i> _____</p> <p style="text-align: center;"><i>Seal of the Chief Executive Officer, Punjab Education Curriculum Training and Assessment Authority, Lahore</i></p>
<p><u>Witness – I</u></p> <p>Signature:</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>N.I.C. No.</p> <p>N.T.N.</p>	<p><u>Witness – II</u></p> <p>Signature:</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>N.I.C. No.</p> <p>N.T.N.</p>

Stamp & Signature of Bidder

d. PERFORMANCE SECURITY

Beneficiary: Punjab Education Curriculum Training and Assessment Authority

Dated: _____

PERFORMANCE GUARANTEE NO.: _____

We have been informed that _____ (hereinafter called “the Service Provider”) 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 Service Provider, we _____ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of Rs. _____ (Rupees _____).

This guarantee shall expire no later than the **30.09.2026** and any demand for payment under it shall be received by us at this office on or before that date.

Stamp & Signature of Bidder

SECTION- V

BID FORMS

- I. Bid Information Sheet**
- II. Bid Submission Form**

- Annexure A**
- Annexure B**

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BIDDER INFORMATION SHEET

Date:

Tender No.:

1. Bidder's Legal Name						
2. In case of AOP						
	(a)	Name of AOP				
3.		Name of firm with address	%age share	Owner's name	CNIC	NTN
	(i)					
	(ii)					
	(iii)					
Attach copy of agreement / letter of intent to form AOP, copies of NTN and CNIC of members (in case of more members attach separate list)						
4. Bidder's Address:						
5. Bidder's Authorized Representative Information						
Name: _____						
CNIC No.: _____						
Address: _____						
Telephone/Fax number: _____						
E-Mail Address: _____						

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FINANCIAL BID SUBMISSION FORM

To,

The Chief Executive Officer
Punjab Education Curriculum Training and Assessment Authority
Wahdat Colony, Lahore

Date.....

Subject: FINANCIAL PROPOSAL FOR DESIGNING, Printing, BAR CODE/QR CODING, SCANNING, CROPPING AND E-MARKING OF INSTRUMENTS OF LSA 2026 Grade 4

Dear [Sir/Madam],

Pursuant to the Invitation for Bidding dated [*Please insert the relevant date*], [*Name of Bidder*] hereby submits its Bid in conformity with the Bidding Document, Instruction to Bidders (as amended and/or supplemented from time to time) and requests to be considered for bidding for the Assignment.

[*Name of Bidder*] hereby confirms that it:

- (a) Agrees to comply with all Bidding procedures in the light of all rules, laws and regulations governing the Bidding process as issued by the relevant authorities from time to time;
- (b) Accepts the right of the Punjab Education Curriculum Training and Assessment Authority to (i) request additional information reasonably required to assess our bid, (ii) amend the procedures or make clarifications thereof, and (iii) extend or amend the schedule of the bidding;
- (c) Accepts the right of Procuring Agency/ Punjab Education Curriculum Training and Assessment Authority (PECTAA) to award printing of LSA Instruments to our Firm as it may deem appropriate;
- (d) Accepts the exclusive bid of the federal laws of Pakistan and provincial laws of Punjab with respect to these bidding procedures;
- (e) Fully and completely understands and accepts the terms of the Bidding Document and hereby undertakes to comply with the same.

[*Name of Bidder*] hereby represents and warrants that as of the date of this letter:

- (a) All of the information submitted in this submitted Bid, including the enclosed forms and documents, is accurate in all respects;
- (b) [*Name of Bidder*], [including any of our Consortium members], has(ve) not been subject to any voluntary or involuntary bankruptcy or insolvency or similar proceeding during the last five (5) years; and

Stamp & Signature of Bidder

[*Name of Bidder*], [including any of our Consortium members], has(ve) paid all taxes due, except those which are being contested in good faith by appropriate proceedings and for which adequate reserves have been established.

Attached herewith to this Financial Bid are the following documents, as appropriate:

- (a) Bid Information Form/Sheet
- (b) All documents as per Checklist
- (c) All Documents as required in the Bidding Document.

[*Name of Bidder*] hereby designates [] as its representative to receive notices in respect of the bidding and the tender at the following address, telephone and facsimile numbers:

[*Representative's address, telephone and facsimile numbers.*]

[*signature*]

In the capacity of [*position*]

Authorized to sign this Bidding Bid for [*Name of Bidder*]

Stamp & Signature of Bidder