

BIDDING DOCUMENTS

PROCUREMENT OF STATIONERY ITEMS

FOR THE YEAR 2025-26



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

**LINK WAHDAT ROAD,
NEAR PILOT HIGHER SECONDARY SCHOOL, LAHORE
042-99260075**

Issuing Month: March, 2026

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APPENDIX-A



**PUNJAB EDUCATION, CURRICULUM, TRAINING & ASSESSMENT
AUTHORITY (PECTAA), LAHORE**
TENDER NOTICE

Punjab Education Curriculum, Training & Assessment Authority (PECTAA) invites bids from well-reputed and experienced firms, registered with the Income Tax and Sales Tax Departments and not currently blacklisted by the procuring agency, for the supply of **stationery items** at its Head Office (at address given below). Single Stage Two envelopes competitive bidding procedure as per the Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 (Amended) shall be adopted. Following the publication of this advertisement, the Bidding Documents containing detailed terms and conditions will be available immediately on the websites of PPRA, PECTAA, and the e-Pak Acquisition & Disposal System (EPADS) at www.ppra.punjab.gov.pk, <https://pectaa.edu.pk/>, and <https://punjab.eprocure.gov.pk>, respectively, for the following procurement:

Procurement No.	Title	Approximate Quantity	Total Estimated Cost (PKR)	Bid Security (@ 2%; PKR)	Bid Submission Date & Time	Bid Opening Date & Time
<u>PECTAA/PROC/12/FY25-26/STATIONERY</u>	Procurement of Stationery Items for the year 2025-26	Total Qty. of 85 Items = 27,565	2,230,000	44,600	On or before Wednesday, 08 April 2026 at 11:00 a.m.	Wednesday , 08 April 2026 at 11:30 a.m.

Bid submission only through EPADS shall be entertained. Any bid submitted through other means shall not be accepted or considered. The interested bidders shall submit online Technical and Financial Bids on the website of EPADS accompanied by bid security as mentioned in the Bidding Document. Bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline, and not to wait for the last date and time to upload the bid. Bid Security @ 2% of the estimated price in Pak Rupees, as mentioned in the Bidding Document, from any Scheduled Bank of Pakistan, in the form of original Call Deposit Receipt / Demand Draft / Pay Order in favour of PECTAA, and the samples as mentioned in the Bidding Documents must be submitted physically in the tender box available at the Committee Room of PECTAA Office, at address given below, well before the date and time of submission of e-bids. Late bids shall not be entertained. In case of discrepancies, the documents uploaded on the EPADS shall prevail. At first instance, Technical Bids shall be opened in the presence of the bidders, or authorized representatives, who choose to attend, and credentials of all bidders shall be evaluated through physical and documentary inspection as per prescribed technical evaluation criteria mentioned in the Bidding Document. Thereafter, the Financial Bids of technically qualified bidders shall be announced on a notified time, date and venue in the presence of bidders or their authorized representatives, who choose to attend the meeting. The rates shall be inclusive of all costs including applicable taxes and supply at the head office of PECTAA, at the address given below. A pre-bid meeting will be held at the Committee Room of PECTAA Office, at the address given below on **Tuesday, 31 March 2026 at 11:00 a.m.** In case of official holiday on the day of submission, the next day will be considered as the last submission date for physical submission of samples and original instrument of bid security. The bid shall remain valid for a period of **90 days**, commencing from the date of opening of the Technical Bid. Detailed terms and conditions, method of procurement and procedure for submission of bids, and other information are available in the Bidding Document. PECTAA shall not be responsible for any cost or expense incurred by bidders in connection with the preparation or submission of bids. Bid submission on EPADS shall be entirely responsibility of the bidder and PECTAA shall not be held responsible for any issues thereof.

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

DIRECTOR (ADMIN. & HR), PECTAA
Link Wahdat Road, Near Pilot Higher Secondary School, Lahore.
042-99260075

SUMMARY DESCRIPTION

The Bidding Documents facilitate the procurement of **Stationery Items for the year 2025-26**. The Bidders are expected to examine all instructions, forms, terms and conditions, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid. All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 (Amended) and Punjab Procurement Rules-2014 (Amended). In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014 (Amended), the later shall prevail. Bid submission only through EPADS shall be entertained, any bid submitted through other means shall not be accepted or considered. The interested bidders shall submit online Technical and Financial Bids on the website of EPADS accompanied by bid security as mentioned in the Bidding Document. Bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline, and not wait for the last date and time to upload the bid. A brief description of Bidding Documents is given below;

APPENDIX- B

INSTRUCTIONS TO BIDDERS

1. Scope of Bid	
1.1	Punjab Education, Curriculum, Training & Assessment Authority, (PECTAA) invites sealed bids for the procurement of STATIONERY ITEMS from reputable Firms/ Companies registered with Income Tax and Sales Tax Departments, having adequate experience in the relevant field, for the year 2025-26 .
2. Bidding Method	
2.1	As per Rule-38(2)(a) of PPRA, Rules, 2014 Single Stage Two Envelope bidding procedure.
3. Fraud and Corruption	
3.1	It is Government of Punjab's policy to require that applicants and their authorized agents shall observe the highest standards of propriety during the tendering process. For this purpose, "corrupt practice" has been defined in PPRA Act 2009 and the meaning of "corrupt and fraudulent practices" has been defined in Punjab Procurement Rules, 2014. The Bidder shall have to provide an undertaking on e-stamp paper worth Rs.300/- that Company/ Firm has never been blacklisted or disqualified by the procuring agency.
3.2	If the Procuring Agency, at any time, determines that the applicant has directly or through an agent, been engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this tendering process, it shall disqualify the Applicant and undertake further measure under PPRA-14.
3.3	The Bidder is expected to examine all instructions, sections, forms, terms and specifications in the Bidding Documents. Failure to furnish all information or documentation required under the Bidding Documents may result in the rejection of the Bid. The Bidder shall have to provide an undertaking in this regard on e-stamp paper worth Rs. 300/- .

4. Eligible Bidders	
4.1	<p>Following are the eligible bidders:</p> <ul style="list-style-type: none"> i. Bidders registered with Income Tax Departments / Sales Tax Departments. ii. The bidders shall not be blacklisted by the Procuring Agency as per Punjab Procurement Regulatory Authority Rules 2014 (PPRA Rules, 2014). iii. The bidders are required to be possessed adequate experience in the relevant field. iv. Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
5. Clarification of Biding Documents	
5.1	<ul style="list-style-type: none"> i. A prospective Bidder seeking any clarification regarding this document shall submit the request for clarification in writing at least seven (07) days prior to the deadline fixed for submission of bids. The request for clarification shall be addressed to the Director (Admin. & HR), PECTAA at the address given in the Data Sheet. ii. The Procuring Agency will respond to any such request for clarification in writing before the deadline of submission of applications. iii. If the Procuring Agency deems it necessary to amend this document as a result of such clarification(s), it shall proceed as per the procedure described in Clause 6 of ITB mentioned as "Amendments in this document".
6. Amendment in this document	
6.1	<ul style="list-style-type: none"> i. At any time prior to the deadline fixed for submission of Bids, the Procuring Agency may amend this document by issuing addenda under rule 25(3) of the PPR-14 ii. Any addendum issued shall be part of Bidding Documents and shall be communicated by uploading on the website of Authority/ EPADS. iii. To give Bidders reasonable time to take an addendum into account while preparing their applications, the Procuring Agency may, at its discretion, extend the deadline for the submission of applications as per rule 29 of PPR-14.
7. Preparation of Bids:	
7.1	<p>Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of its bids, and the PECTAA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p>
7.2	<p>Composition of Bid: The Bid shall comprise the following in accordance with EPADS:</p> <ul style="list-style-type: none"> i. <u>Technical Bid:</u> Bid Submission Sheet (BSS), Bid Information Sheet (BIS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Copy of CNIC, Original receipt of Bid Document purchased from PECTAA, Bid Security. ii. <u>Financial Bid:</u> Financial Bid Form (Proforma).

8 Submission of Bids:	
8.1	<p>i. The bidder shall submit the bid through EPADS.</p> <p>ii. The bidder shall offer the Financial Bid through EPADS.</p> <p>iii. The rates quoted in the Financial Bid Form should be inclusive of all applicable taxes and inputs etc.</p> <p>iv. Financial Bid should be furnished on requisite Proforma, other than the original shall not be accepted.</p> <p>v. 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. The bidders are advised to ensure uploading the e-bid on EPADS well before the submission deadline.</p> <p>vi. Samples as mentioned in the bidding documents and original instrument of Bid Security @ 2% of the total estimated cost in Pak Rupees, from any scheduled Bank of Pakistan in form of original Call Deposit Receipt / Demand Draft / Pay Order in favour of PECTAA and e-stamped paper must be submitted physically in the tender box available at the Committee Room of PECTAA (Head Office) before the date & time of submission of e-bids. Late bids shall not be entertained. In case of discrepancies, the documents uploaded on the EPADS shall prevail. In case of official holiday on the day of submission, the next day will be considered as the last submission date for physical submission only of samples and original Bid Security. Bid submission on EPADS shall be entirely responsibility of the bidder, PECTAA shall not be held responsible for any issues thereof. Non-submission of original Bid Security instrument at the prescribed time & date, the bid shall stand rejected.</p>
9. Alternative Bids	
9.1	Alternative Bids shall not be considered.
10. Bid Validity Period.	
10.1	The offer must be valid for 90 Days commencing from the date of opening of Technical Bids.
11. Language of Bid	
11.1	The Bid preparation / submission shall be in English language.
11.2	The rates of all the items must be quoted in English language.
11.3	The application as well as all correspondence and documents relating to the bidding process exchanged by the bidder and the procuring agency, shall be written in English or Urdu.
12. Bid Security	
12.1	As per PPRA Rules, 2014, the Bid Security of total estimated amount of Rs.2,230,000/- @2% becomes Rs.44,600/- .

12.2	The Bid Security shall be in shape of a Pay Order / Demand Draft / Call Deposit Receipt (CDR) in the name of Punjab Education, Curriculum, Training & Assessment Authority, (P E C T A A)
12.3	The original instrument of Bid Security must be submitted in the tender box available at the Committee Room of PECTAA Head Office, Lahore.
12.4	The Bid Security of unsuccessful bidders shall be returned as per PPRA Rules, 2014.
12.5	The bid security of the successful Bidder shall be returned promptly once he has signed the Contract Agreement and furnished the required Performance Security and Stamp Duty.
12.6	The bid security may be forfeited, if (a) A Bidder withdraws its bid during the period of bid validity. (b) the successful Bidder fails to: (i) sign the Contract Agreement. (ii) furnish a Performance Guarantee (iii) furnish a Stamp Duty.
13 Format & Signing of Bid.	
13.1	The bidder shall prepare and submit Bid through EPADS, Technical & Financial Bids as per Clauses 7 & 8 of ITB and submit the Original Set of documents so prepared by "ORIGINAL" on the relevant proforma given in Bidding Documents.
13.2	The original bid shall be written in indelible blue ink and shall be signed by the bidder himself or a person duly authorized to sign on behalf of the bidder.
13.3	For Financial Bid submitted on EPADS, any interlineations, erasures, overwriting or use of white correcting fluid shall not be allowed and the bid shall be considered invalid.
14 Sealing & Marking of Bids	
14.1	The bidder shall submit the bid as per clause 8 of ITB.
14.2	The envelope shall: a). have name & address of the bidder. b). be addressed to the Director (Admin. & HR) PECTAA. c). be sealed properly by adhesive paper and signed with stamp.
15. Deadline for Submission of Bids	
15.1	The bids may be submitted On or before Wednesday, 08 April 2026 at 11:00 a.m. through EPADS.
15.2	The PECTAA may, at its discretion, in lieu of unavoidable circumstances extend the deadline for the submission of bids by amending the Bidding Documents in accordance with Clause 5, ITB.

15.3	Upon the such extension in deadline, all rights and obligations of the PECTAA and bidders, evolved as such vide earlier transaction, shall thereafter be subject to the deadline as extended.
16. Late Bids	
16.1	The PECTAA shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the PECTAA after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the bidder.
17. Withdrawal, Substitution and Modification of Bids	
17.1	Before opening of the bid, any bidder may withdraw its Bid.
17.2	The substitution or modification in the bidding process will not be allowed and the Bid shall be rejected.
18. Bid Opening	
18.1	<p>Technical Bid Opening:</p> <ul style="list-style-type: none"> i. The Technical Bids of bidders who have submitted their bids through EPADS and also submitted sample of items and Bid Security in shape of Original Pay Order / Demand Draft / Call Deposit Receipt (CDR) in the designated tender box at the Committee Room of PECTAA on or before On or before Wednesday, 08 April 2026 at 11:00 a.m. ii. The opening process will take place in the presence of bidders or their authorized representatives, who choose to make them available on the time, date and venue mentioned above.
18.2	<p>Financial Bid Opening:</p> <ul style="list-style-type: none"> i. The procuring agency shall strictly follow the factors, methods, criteria, and requirements defined in the “Qualification Criteria” to evaluate the applications. If after the examination of the terms & conditions and the Technical Evaluation, the PECTAA determines that the Bid is not responsive in accordance, it shall reject the Bid. ii. The Financial Bids of only technically qualified bidders will be opened and announced on a notified time, date and venue in the presence of bidders or their authorized representatives, who choose to attend the meeting in accordance with EPADS.

19. Evaluation of Bids	
19.1	<p>Technical Evaluation</p> <p>i. The Procuring Agency shall evaluate the Technical Proposals on the basis of knockdown evaluation criteria laid down in Bidding Documents.</p> <p>ii. If the bidder fails to achieve any point of mandatory requirement indicated in the Technical Evaluation Criteria, its proposal shall be rejected.</p>
19.2	<p>Financial Evaluation</p> <p>i. The Procuring Agency shall simultaneously notify in writing to those Firms that have Technically Qualified / achieved the mandatory requirement.</p> <p>ii. Date, time and location for the opening of the Financial Proposals will be informed to the technically qualified bidders.</p>
20. Procuring Agency's Right to Accept or Reject any Bid or all Bids	
20.1	The Procuring Agency reserves the right to reject any bid or all the bids at any time prior to Contract Award, without thereby incurring any liability to the Bidders.
20.2	The Procuring Agency shall upon request communicate to any supplier the grounds for rejection of any bid or all bids, but is not required to justify those grounds.
21. Redressal of Grievances & Settlement of Disputes	
21.1	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.

22. Award of Contract	
22.1	<p>Award Criteria:</p> <p>The PECTAA will award the contract to the bidder subject to the fulfillment of requirements of Rule 4 of PPRA Rules, 2014 and EPADS, whose offer has been determined to the lowest evaluated bid and is substantially responsive to the Bidding Documents. The bidder offering the lowest cumulative rate (rather than item-wise lowest rates) shall be declared the Lowest Evaluated Bidder (LEB) under the Least Cost Method.</p>
22.2	<p>Notification of Award:</p> <ol style="list-style-type: none"> i. Prior to the expiry period of bid validity as mentioned in Bidding Documents, the PECTAA shall notify the successful bidder in writing, that its bid has been accepted. ii. Until formal contract is prepared and executed, the notification of award shall constitute a binding contract. iii. Upon submission of Performance Security by the successful bidder, Bid Security will be returned on his request.
22.3	<p>Signing of Contract:</p> <ol style="list-style-type: none"> i. The successful bidder, within ten (10) days of issuance of “Award Letter”, shall sign an agreement as per Contract Agreement given in Appendix-N: Contract Forms with the Director (Admin. & HR), PECTAA on a non-judicial stamp paper of the requisite value which shall be paid by the bidder, after submission of the Performance Security. ii. Failure the successful bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the Award and forfeiture of the Bid Security, and Blacklisting of the firm. iii. In that event the PECTAA may award the Contract to the next lowest evaluated bidder, on the rate of the first lowest bidder and so on, whose offer is substantially responsive and is determined by the PECTAA to be qualified to perform the Contract satisfactory. iv. If a successful bidder submits an application within ten (10) days of the issuance of the Award Letter to seek extension for the submission of Performance Security and signing of Contract, an extension of maximum seven (7) days be granted

	after approval of the Managing Director (Operations) , PECTAA and imposition of penalty as per clause 6.2 of GCC.
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22.4	<p>Performance Security:</p> <ul style="list-style-type: none"> i. The Performance Security shall be @ ten percent (10%) of the total value of Contract. ii. The Performance Security shall be in shape of Bank Guarantee / Pay Order / Demand Draft / Call Deposit Receipt (CDR) issued by any scheduled Bank of Pakistan. iii. The successful bidder shall submit Performance Security within ten (10) days of the receipt of notification of Award from the PECTAA. iv. In case of failure to submit the Performance Security, Award Letter shall be cancelled, action will be taken as disqualifying/ black listing of the bidder and offer shall be given to the second (2nd) lowest bidder at the rate of first (1st) lowest bidder and so on. v. With the reference to Award of Work, the Performance Security of third (3rd) Party will not be acceptable.
22.5	<p>Bid Security:</p> <ul style="list-style-type: none"> i. As per PPRA Rules, 2014, the amount of Bid Security will be @ 2% of the total estimated cost, it may be in shape of Pay Order / Demand Draft / Call Deposit Receipt (CDR). ii. Any bid not accompanied with requisite Bid Security as per clause 12.1 of ITB shall be rejected being non-responsive. iii. The Bid Security of unsuccessful bidders will be returned as per PPRA Rules. iv. The Bid Security may be forfeited, if <ul style="list-style-type: none"> a). a bidder withdraws its bid during the period of bid validity. b). the successful / lowest evaluated bidder fails to sign the Contract Agreement.
22.6	<p>Stamp Duty / Stamp Paper:</p> <p>The bidder shall execute an Agreement on Stamp Paper worth 0.25% of the total value of Work Award.</p>
22.7	<p>Disqualification of Bidder:</p> <ul style="list-style-type: none"> i. The procuring agency shall disqualify a bidder on the ground that he had provided false, fabricated or materially incorrect information at any stage of procurement process. The 2nd lowest bidder will be offered to execute the job @ 1st lowest evaluated bidder and so on accordingly.

22.8	<p>Sub-Letting:</p> <p>The bidder shall not sub-let the work awarded. He shall be bound to execute the entire work at his own premises. Any deviation or sub-letting shall result in disqualification of the bidder, forfeiture of Performance Security and blacklisting of the firm.</p>
<p>23. Repeat Order</p>	
23.1	<p>The Procuring Agency reserves the right at the time of Contract award to increase the quantity of goods (15% as repeat order) originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms & conditions.</p>
<p>24. Terms of Payment</p>	
24.1	<p>All the payments made to Contractor shall be in Pak Rupees only.</p>
24.2	<p>The payment of bill shall be made after the deduction of all applicable taxes, penalties, duties, levies and any other charges enforce by the Government of Pakistan / Government of the Punjab.</p>
24.3	<p>The payment shall be made upon the supply of each installment and submission of bill.</p>
24.4	<p>Payments shall be made promptly by the Purchaser after submission of Delivery Challan/ Goods Receipt Note of items.</p>

APPENDIX- C

BID DATA SHEET

Contents	Descriptions
Name of Procurement Agency	Punjab Education, Curriculum, Training & Assessment Authority (PECTAA), Lahore.
Address for Clarification / Correspondence of Bids	Director (Admin. & HR) PECTAA Link Wahdat Road, Near Pilot Higher Secondary School, Lahore. +92-42-99260075
Procurement	Procurement of STATIONERY ITEMS for the year 2025-26
Black Listing Certificate	The Bidder shall have to provide undertaking on stamp paper worth Rs.300/- that Company/ Firm has never been blacklisted or disqualified by the procuring agency.
Acceptance of terms and conditions of Bidding Documents	The Bidder shall have to provide undertaking on stamp paper worth Rs.300/- for acceptance of terms & conditions of Bidding Documents.
Language	<ul style="list-style-type: none"> • This Bidding Documents has been issued in the English language. • Proposal shall be submitted in English language. • All correspondence shall be in English / Urdu language.
Deduction of applicable Taxes	The Procuring Agency shall deduct all applicable taxes, duties and penalties from the invoice of contractor at the time of payment.
Alternative Proposals	Alternative proposals are “Not- Allowed” under this procurement.
Currencies	The price shall be quoted in Pak Rupees.
Bid Validity Period	The offer must be valid for 90 Days from the last date of submission of Bids.
Bidding Method	As per Rule 38(2)(a) of PPRA Rules,2014 Single Stage-Two Envelope Procedure.

Pre-Bid Meeting	A pre-bid meeting will be held on Tuesday, 31 March 2026 at 11:00 a.m. in Committee Room of Punjab Education, Curriculum, Training & Assessment Authority (PECTAA), Link Wahdat Road, Lahore.
Bid Closing Date	On or before Wednesday, 08 April 2026 at 11:00 a.m.

25. Preparation of Bids:

- 25.1
- i. Technical & Financial Bid should be submitted in accordance with EPADS
 - ii. The bid shall be quoted prices including all taxes levied by the Govt. and inland transportation & local services.
 - iii. Prices quoted by the bidder shall be as per technical specifications.
 - iv. The bidder shall attach Pay Order / Demand Draft / CDR of the Bid Security in favour of PECTAA with Technical Bid.
 - v. The bidder shall upload e-stamp papers on EPADS as required in Bidding Documents along with Technical Bid.

26. Submission and Opening of Bids:

26.1 **Submission of Bids**

- i. The Bids will only be accepted through EPADS, any other submission method will not be considered.
- ii. Interested bidders must submit both Technical and Financial Bids online via the EPADS website. Bidders are advised to upload their e-bids well before the deadline.
- iii. Particulars of documents to be attached duly signed and stamped by the bidder:

a). **Technical Bid:**

S. No. Particulars of Documents

- i. Bid Submission Sheet (BSS)
- ii. Bidder Information Sheet (BIS)
- iii. General Conditions of Contract (GCC)
- iv. Special Conditions of Contract (SCC)
- v. Copy of CNIC, valid NTN /Sales Tax Number
- vi. Bid Security in shape of Pay Order / Bank Draft / CDR
- vii. Samples as per specifications mentioned in the Bidding Documents.
- viii. Technical Bid Form
- ix. Original receipt of purchase of Bidding Documents from PECTAA

b). **Financial Bid:**

S. No. Particulars of Documents

- i. Financial Bid Form (original)
- ii. Supply Requirement Appendix-I.

26.2	<p>Opening of Bids:</p> <p>a). <u>Technical Bid:</u> The bid opening shall take place at: Address: Committee Room PECTAA Link Wahdat Road, Near Pilot Higher Secondary, Lahore Date: Wednesday, 08 April 2026 Time: 11.30 A.M</p> <p>b). <u>Financial Bid:</u> Financial Bids of only technically qualified bidders will be opened and announced on a notified time, date and venue in the presence of bidders or their authorized representatives, who choose to attend the meeting in accordance with EPADS.</p>
27 Evaluation & Comparison of Bids:	
27.1	The currency that shall be used for bid evaluation and comparison purpose is Pak Rupees
28. Bid Security:	
28.1	<p>i. As per PPRA Rules, 2014, the amount of Bid Security for the total estimated amount of Rs. 2,230,000/- @ 2% is amounting to Rs. 44,600/-.</p> <p>ii. Any bid not accompanied with requisite Bid Security as per clause 12.1 of ITB shall be rejected being non-responsive.</p> <p>iii. The Bid Security may be in shape of Pay Order / Demand Draft / Call Deposit Receipt (CDR) in favour of PECTAA.</p> <p>iv. The Bid Security of unsuccessful bidders will be returned as per PPRA Rules.</p> <p>v. The Bid Security of the successful bidder will be returned after submission of Performance Security.</p> <p>vi. The bid security may be forfeited, if</p> <p>a). a bidder withdraws its bid during the period of bid validity.</p> <p>b). the successful / lowest evaluated bidder fails to sign the Contract Agreement.</p>
29. Stamp Duty / Stamp Paper:	
29.1	The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work awarded.

APPENDIX- D

GENERAL CONDITIONS OF CONTRACT (GCC).

General Conditions of Contract:

1. Definitions	1.1	The following words and expressions shall have the meanings hereby assigned to them:
	1.2	“Contract” means, Terms and Conditions, Proposals “Letter of Award and Acceptance” Contract Agreement and such further documents as may be expressly incorporated in the Letter of Award and Acceptance or Contract Agreement.
	1.3	“Procuring Agency” means the Punjab Curriculum and Textbook Board, Lahore
	1.4	“GCC” means the General Conditions of Contract.
	1.5	“Day” means calendar day.
	1.6	“Month” means calendar month.
	1.7	“Contractor/ Service Provider” means the person(s) whose tender to perform the Contract has been accepted by the Procuring Agency and is named as such in the Contract Agreement, and includes the legal successors or permitted (with the consent of the Procuring Agency) assigns of the Contractor.
	1.8	“Contractor/ Service Provider’s Representative” means any person nominated by the Contractor/ Service Provider and named as such in the GCC.
	1.9	“Services” means the work to be performed by the Contractor pursuant to this Contract.
	1.10	“Time for Completion” means the time within which Completion of the delivery.

2. Notices	2.1	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.									
	2.2	The notice shall be served by either of the party by personal delivery, special courier, or email to the address of the relevant party									
	2.3	A notice shall be effective when delivered or on the notice’s effective date, whichever is later.									
3. Communications	3.1	Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the English / Urdu language.									
4. Procuring Agency Rights	4.1	The Procuring Agency reserves the right to issue partly or complete stationery item(s) Purchase Order.									
5. Delivery Location	5.1	The Contractor shall deliver the goods at such locations as specified by Procuring Agency.									
6. Schedule of Supply / Penalties	6.1	The Contractor shall deliver the goods within 15 (Fifteen) days after issuance of work order/purchase order.									
	6.2	<p>In case of late delivery of goods beyond the periods specified below, penalty shall be imposed upon the Supplier as mentioned below.</p> <table border="1"> <thead> <tr> <th>Sr. #</th> <th>Delivery Period (as per Purchase Order)</th> <th>Penalty (in case of late delivery)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Upto 20 days</td> <td>Rs.10,000/- (ten thousand only) per day</td> </tr> <tr> <td>2</td> <td>After 20 days</td> <td>Cancellation of Contract Agreement and forfeiture of Performance Security.</td> </tr> </tbody> </table>		Sr. #	Delivery Period (as per Purchase Order)	Penalty (in case of late delivery)	1	Upto 20 days	Rs.10,000/- (ten thousand only) per day	2	After 20 days
Sr. #	Delivery Period (as per Purchase Order)	Penalty (in case of late delivery)									
1	Upto 20 days	Rs.10,000/- (ten thousand only) per day									
2	After 20 days	Cancellation of Contract Agreement and forfeiture of Performance Security.									
7. Bid Security	7.1	As in clause 12.1									
8. Governing Law	8.1	The Contract shall be governed by and interpreted in accordance with laws of the Islamic Republic of Pakistan. Validation									

<p>9. Deduction of all applicable Taxes and Duties</p>	<p>9.1</p>	<p>The Procuring Agency shall deduct all applicable taxes, duties, penalty and any others levies at the time of payment on the invoice of Contractor.</p>
<p>10. Submission of Performance Guarantee</p>	<p>10.1</p>	<p>The successful bidder shall furnish a Performance Guarantee in the shape of Bank Guarantee / CDR from any scheduled bank operating in Pakistan equivalent to 10% of the total Contract amount, with 6(six) months validity period and stamp duty @ 0.25% of total Contract amount in shape of stamp papers within 10 days after issuance of "Letter of Award and Acceptance" for execution Contract Agreement.</p>
<p>11. Confidential Information</p>	<p>11.1</p>	<p>The information received by the Contractor from the Procuring Agency shall not be disclosed to third party unless the Contractor receives the written permission from the Procuring Agency.</p>
<p>12. Contract Duration</p>	<p>12.1</p>	<p>The contract shall be valid from the issuance date of Award Letter till 30.06.2026.</p>
<p>13. Representatives</p>	<p>13.1</p>	<p>Authorized Representatives of Procuring Agency: Director (Admin. & HR) Punjab Education, Curriculum, Training & Assessment Authority Link Wahdat Raod, Lahore Tel: +924299260075</p> <p>The Contractor / its Representative(s):</p>
<p>14. Force Majeure</p>	<p>14.1</p>	<p>Force majeure shall include, without limitation, the following:</p> <p>(a) The Bidder shall not be liable for forfeiture of its performance security, penalty (s), or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p>

		<p>(b) For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Bidder and Purchaser that is, hurricane, floods, earth quake, volcanic eruption, wars or revolutions, fires epidemics, quarantine restrictions, freight embargoes, etc.</p> <p>(c) If a Force Majeure situation arises, the Bidder shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p> <p>(d) Increase of Lockdown due to Pandemic situation, the Managing Director (Operations), PECTAA shall revise the schedule of service.</p>
<p>15.Arbitration</p>	<p>15.1</p>	<p>If dispute of any kind whatsoever arises between the Procuring Agency and the Contractor/Service Provider in connection with this Contract—whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract—the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation, then the dispute shall be referred in writing by either party to the Arbitrator i.e. Chief Executive Officer, PECTAA.</p>
<p>16. Sub-Contract</p>	<p>16.1</p>	<p>The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.</p>

<p>17. Termination for Default</p>	<p>17.1</p>	<p>If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within ten working days (or such longer period as the Client may allow in writing), after receipt of such notice.</p>
<p>18. Blacklisting</p>	<p>18.1</p>	<p>If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, for period three (03) year, for future tenders, as per provision of Punjab Procurement Rules, 2014.</p>

APPENDIX- E

SPECIAL CONDITIONS OF CONTRACT (SCC).

Special Conditions of Contract (SCC):

Clause Number	Special Conditions of Contract (SCC)
1.	<p>Address for Correspondence purpose:</p> <p>The Procuring Agency: Director (Admin. & HR) PECTAA Link Wahdat Road, Lahore Tel: +924299260075</p> <p>The Contractor / Representative(s):</p>
2.	<p>Governing Law: The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.</p>
3.	<p>Language: The language of the Contract and all other documentation to be prepared and supplied under the Contract shall be in English. However, correspondence and communications may in English or Urdu.</p>
4.	Terms of Payment
4.1	All the payments made to Contractor shall be in Pak Rupees only.
4.2	The payment of bill shall be made after the deduction of all applicable taxes, penalties, duties, levies and any other charges enforce by the Government of Pakistan / Government of the Punjab.
4.2	The payment shall be made upon the supply of each installment and submission of bill.
4.3	Payments shall be made promptly by the Purchaser, after submission of Delivery Challan of items.

5.	Taxes & Duties
5.1	The bidder shall be entirely responsible for all taxes, duties, etc., leviable at the time of submission of bid and incurred until delivery of the contracted items to the Purchaser.
6.	Performance Guarantee:
6.1	The successful bidder shall furnish a Performance Guarantee @ 10% of the total Contract amount on a Stamp Paper worth 0.25% of total value of Contract.
6.2	The Performance Guarantee are: Bank Guarantee / CDR from any scheduled Bank of Pakistan with a validity period of six (6) months within 10 days after issuance of “Letter of Award and Acceptance” for execution of Contract Agreement.
6.3	The Performance Guarantee shall be submitted within 10 days after issuance of “Letter of Award and Acceptance” for execution of Contract Agreement.
6.4	The Performance Guarantee shall be released after complete supply of items as per Contract Agreement.
7.	Period of Validity of Contract:
7.1	The period of validity of Contract shall be 30.06.2026 .
8.	Additional Award of Work:
8.1	The Contract Agreement include addition award as per PPRA Rules-2014.

APPENDIX- F

TECHNICAL EVALUATION CRITERIA

KNOCKDOWN CRITERIA

The Bidder shall be declared as non-responsive and shall not be considered for further evaluation, in case of non-compliance of any mandatory parameter given below: hectic

List of mandatory Documents			Yes	No
1	Registration Certificate.	Registration of Firm / Company / Distributor / Dealer duly supported with documentary evidence.		
2	Bid Security	Original instrument of Bid Security with Technical Bid.		
3	National Identity Card	Copy of valid CNIC.		
4	NTN/ GST and ATL	The bidder must provide the NTN & STRN Certificates and proof of enlistment on the Active Tax Payer List (ATL) available on Federal Broad of Revenue (FBR) Website.		
5	Financial Capacity of Firm	The firm shall provide minimum Pak Rs.20 million Annual Sales Turnover (Turn Over will be verified from Income Tax Returns of last 2 Financial Years)		
6	Acceptance of Terms & conditions of Bidding Documents	The Bidder shall have to provide undertaking on e-stamp paper worth Rs.300/- for acceptance of Terms & Conditions of Bidding Documents.		
7	Specific experience of firm	Supplier having at least two years relevant experience in the Public Sector organizations (attested copies of Purchase Orders from the procuring agency be submitted).		

8	Provision of Black Listing Certificate	The Bidder shall have to provide undertaking on stamp paper worth Rs.300/- that Company/ Firm has never been blacklisted by procuring agency.		
9	Professional Tax Certificate	Payment of Professional Tax for the Financial Year 2024-2025 .		
10	Provision of Samples	The Bidder shall have to provide complete samples as mentioned in price schedule / financial proposal/breakdown of cost from Sr. No:1 to Sr. No:85 . The Technical Proposal of the Bidders/Suppliers shall be rejected if the Bidders/Suppliers do not provide the complete samples. In case of not being successful bidder, all the submitted samples will be returned by the procuring agency		

Authorized Signature [*in full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

APPENDIX-G (1) BIDDER PROFILE FORM

*[To be signed & stamped by the Bidder and reproduced on the letter head.
To be attached with Technical Bid]*

Sr.#	Particulars	
1.	Name of the company:	
2.	Registered Office:	
Address:		
Office Telephone Number:		
Fax Number:		
3.	Registration Details:	
Registration No.		
NTN No.		Status: Active / Inactive
STN No.		Status: Active / Inactive
4.	Contact Person:	
Name:		
Personal Telephone Number:		
Email Address:		

a) Audited Financial Statement Attachment (Last 3 years)

Yes	No
-----	----

b) Details of Experience (Last Five Years)

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Total Value of Projects/Tenders/POs	Amount

APPENDIX-G (2)

FINANCIAL BID FORM / PRICE SCHEDULE (Procurement of **Stationery Items** for the year 2025-26)

1. Name of Bidding Firm. _____
2. Address. _____
3. Phone / Cell No. _____
4. Rate per unit inclusive of all inputs / applicable taxes.

BREAKDOWN OF COST

Sr. No.	Name of Item	Specifications / Make	TOTAL QTY		Unit Rate (In PKR, inclusive all applicable taxes)	Value of Work (In PKR, inclusive all applicable taxes)
1.	Paper Reams	A4, 80 GSM, 500 sheets per ream, color: white, imported / AA or equivalent	1000	Reams		
2.	Office Attendance Register	Lion Register (92 leaves approx.) or equivalent	50	Nos.		
3.	Noting Sheet	Legal, 80 GSM, 500 sheets per ream, color: white, imported / as per sample	200	Reams		
4.	Dispatch Register	Printed register (92 leaves approx.), as per sample	75	Nos.		
5.	Hard Bind Register	Lion Register (92 leaves approx.), as per sample	50	Nos.		
6.	Ring Bind Register	Lion Register (92 leaves approx.), as per sample	50	Nos.		
7.	Peon Book	Lion Peon Book (92 leaves approx.), as per sample	50	Nos.		
8.	Special Register	Lion Register No. 10 or equivalent	05	Nos.		
9.	Special Register	Lion Register No. 8 or equivalent	05	Nos.		
10.	Special Register	Lion Register No. 6 or equivalent	05	Nos.		
11.	Special Register	Lion Register No. 5 or equivalent	05	Nos.		
12.	Special Register	Lion Register No. 4 or equivalent	05	Nos.		
13.	Special Register	Lion Register No. 3 or equivalent	05	Nos.		
14.	Cash Book E.M	Lion Register No. 5 or equivalent	05	Nos.		
15.	Stock Register	Lion Register No. 6 or equivalent	05	Nos.		
16.	Stock Register	Lion Register No. 5 or equivalent	05	Nos.		
17.	File Covers (soft card)	A4 size, printed with PECTAA logo and address, as per sample	1500	Nos.		
18.	File Covers (soft card)	Legal size, printed with PECTAA logo and address, as per sample	1500	Nos.		
19.	File Cover Hard Gatta Jorry	Legal, printed with PECTAA logo and address (as per sample)	500	Nos.		
20.	Flapper Magic	Size 4" x 26", as per sample	500	Nos.		

Sr. No.	Name of Item	Specifications / Make	TOTAL QTY		Unit Rate (In PKR, inclusive all applicable taxes)	Value of Work (In PKR, inclusive all applicable taxes)
21.	Vehicles' Log Book	Lion logbook or equivalent, as per sample	50	Nos.		
22.	Noting / Writing pad	A4 size with PECTAA logo / as per sample	500	Nos.		
23.	Plastic Folder with Button / File Bag	Cosmo or equivalent	1000	Nos.		
24.	Box File	A4 size, as per sample	300	Nos.		
25.	File / Cover Folder	A4 size / As per sample	250	Nos.		
26.	File / Cover Folder	Legal size / As per sample	250	Nos.		
27.	Carbon paper	A4 size (Butterfly or equivalent)	50	Pkt		
28.	Colors Papers for Name Tags	Different Colors A4 Size 80 GSM, 210 x 297 mm, Imported, AA or Equivalent (One Pkt = 100 Sheets)	50	Pkt		
29.	Green Folder for Certificates	As per sample, Printed	500	Nos.		
30.	Thumb Pin	With Plastic head, Different Colors, Dollar or equivalent	50	Pkt.		
31.	Drawing Charts	Different Colors, 300 GSM, Fine Quality	1000	Nos.		
32.	Flip Charts	Different Colors, Fine Quality	500	Nos.		
33.	Ring File Folder	A4 size, Fine Quality	250	Nos.		
34.	Note Book	Lion Notebook (50 pages approx.), printed with PECTAA logo and address, as per sample	1000	Nos.		
35.	Envelops Small	Small, 80 GSM, Printed with PECTAA logo and address (as per sample)	2000	Nos.		
36.	Envelops A4	A4, 80 GSM, Printed with PECTAA logo and address (as per sample)	2000	Nos.		
37.	Envelops Legal	Legal, 80 GSM, Printed with PECTAA logo and address (as per sample)	2000	Nos.		
38.	Name Tags with Dori	as per sample	1000	Nos.		
39.	Ball point (Blue)	Dollar Clipper or equivalent	2000	Nos.		
40.	Uni Ball / Gell Pen (Blue/Black)	Uniball Signo or Equivalent	500	Nos.		
41.	Lead Pencil	Gold fish or equivalent	500	Nos.		
42.	Pointer	Dollar (0.3) or equivalent	200	Nos.		
43.	Board Marker	Dollar or equivalent	200	Nos.		
44.	Permanent Marker	Dollar or equivalent	200	Nos.		
45.	Highlighter	Dollar Neon HSL or equivalent	200	Nos.		
46.	Correction/Fluid Pen	Pelikan or equivalent	250	Nos.		
47.	Fountain Pen Ink	62.5 ml / Pelikan or equivalent	25	Nos.		
48.	Tags Small	Fine Quality	500	Guchi		
49.	Tags Large	Fine Quality	500	Guchi		
50.	Eraser /Rubber	Dollar or equivalent	1000	Nos.		
51.	Sharpener	Dux Plastic or equivalent	1000	Nos.		
52.	Scissors	Medium size, as per sample	200	Nos.		
53.	Board Duster	Black, Fine Quality	100	Nos.		
54.	Scotch Tape	0.5 Inch / Fine Quality	100	Nos.		
55.	Scotch Tape	2 Inch / Fine Quality	100	Nos.		
56.	Scotch Tape Stand	1": Stars or equivalent	50	Nos.		
57.	Paper Tape	0.5 Inch / Fine Quality	50	Nos.		

Sr. No.	Name of Item	Specifications / Make	TOTAL QTY		Unit Rate (In PKR, inclusive all applicable taxes)	Value of Work (In PKR, inclusive all applicable taxes)
58.	Paper Tape	2 Inch / Fine Quality	50	Nos.		
59.	Packing Tape	2 Inch / Fine Quality	50	Nos.		
60.	Steel Scale	12 Inch	50	Nos.		
61.	Stapler Pins	24/6, Dollar or equivalent	200	Boxes		
62.	Stapler Machine Small	24/6 Chanyi/Maped or equivalent	100	Nos.		
63.	Stapler Machine Heavy Duty	23/25 KW/Dell or equivalent	15	Nos.		
64.	Punch Machine (Single)	6mm, KW-Trio or equivalent	80	Nos.		
65.	Punch Machine (Double)	KW or equivalent	50	Nos.		
66.	Pin Catcher / Opener	Fine Quality	50	Nos.		
67.	Paper Knife / Cutter	Fine Quality	50	Nos.		
68.	Gum Stick	21 gms: UHU or equivalent	200	Nos.		
69.	Stamp Pad (Blue)	7cm x 11 cm: Dollar or equivalent	100	Nos.		
70.	Pin Cushion	Plastic/ as per sample	15	Nos.		
71.	Pen holder stand	Metal: as per sample	15	Nos.		
72.	Sticky Notes	Different Colors / as per sample	100	Pads		
73.	Color Separator Card	A4 / Standard / as per sample	100	Nos.		
74.	Leather Diary	Colour: black, printed with PECTAA LOGO (pad) /Standard / as per sample	30	Nos.		
75.	Binding Tape	2.5 Inch, Fine Quality	50	Nos.		
76.	Packing Tape	2"-Standard as per approved sample	50	Nos.		
77.	Binding Sheet	Standard /Legal size, as per sample	20	Pkt		
78.	Binding Sheet	Standard / A4 size, as per sample	50	Pkt		
79.	Paper Clip	30 MM: Three Flower Or equivalent	100	Box		
80.	Calculator 14 Digit	DJ-240-D Plus, Casio / Citizen or equivalent	10	Nos.		
81.	Calculator 12 Digit	JJ-120D Plus, Casio / Citizen or equivalent	50	Nos.		
82.	Pen Set Leather	Senetor Table set: Kaligon or equivalent	05	Nos.		
83.	Pen Set Wooden	Red TS60 SENSEA: Kaligon or equivalent	05	Nos.		
84.	Engagement Stand	Transparent /China or equivalent	05	Nos.		
85.	Dhaga Gola	Standard / As per sample	20	Nos.		
TOTAL TENTATIVE COST (INCLUSIVE ALL TAXES)						

1. Total Amount (inclusive all applicable taxes):

in Figures: Rs. _____

in Words: Rupees _____

2. Total Bid Security (@ 2%):

i. as per total estimated cost as mentioned in the Bidding Documents: Rs. _____

ii. Bid Security paid by the bidder Rs. _____ (amount in words) _____

_____ vide Pay Order / Demand Draft / CDR No. _____ dated: _____ issued by the Bank _____

_____ submitted along with the bid.

Note:1

In the Financial Bids (at the time of opening the Financial Proposal) the arithmetical errors shall be rectified on the following basis:

- If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected.
- If there is a discrepancy between words and figures, the amount in words shall prevail.

Note:2

The Bidder shall have to quote complete items' rates from **Sr. No.1 to Sr. No. 85** as mentioned above in price schedule/financial proposal/breakdown of cost. The financial proposal of the Bidders/Suppliers shall be rejected if the Bidders/Suppliers do not quote any item rate from **Sr. No.1 to Sr. No. 85**.

Signature & Stamp of Bidder

APPENDIX- G (3)

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To,

Director (Admin. & HR)
Punjab Education, Curriculum, Training & Assessment Authority, Lahore

Subject: **SUBMISSION OF TECHNICAL PROPOSAL FOR PROCUREMENT OF STATIONERY ITEMS FOR THE FINANCIAL YEAR 2026-26.**

We are hereby submitting our Technical Proposal sealed under a separate envelope against your request dated----- for procurement of **STATIONERY ITEMS** for the financial year 2025-26

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to execute the tasks in accordance with the statement of work and our contractual obligations within the given time schedule and up to the entire satisfaction of the procuring agency.

We understand you are not bound to accept any Proposal.

Yours sincerely,

Authorized Signature [in full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

APPENDIX- G (4)

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To,

Director (Admin. & HR)
Punjab Education, Curriculum, Training & Assessment Authority (PECTAA),
Lahore

Subject: **SUBMISSION OF FINANCIAL PROPOSAL FOR PROCUREMENT OF STATIONERY ITEMS FOR THE FINANCIAL YEAR 2026- 26.**

We are hereby submitting our Financial Proposal sealed under a separate envelope against your request dated ----- for Procurement of **STATIONERY ITEMS** for the Financial Year 2025-26.

Our attached Financial Proposal is for the sum of [*Insert amount(s) in figures and words*] including all applicable taxes and other expenses.

Our Financial Proposal shall be binding upon us up to expiration of the Bid validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [in full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

APPENDIX- G (5)

BLACK LISTING CERTIFICATE

I, **Name of authorize person of firm designation CNIC** certify that, firm has not been blacklisted by Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it.

Authorized Signature [*in full and initials*]: _____

Name & Title of Signatory: _____

Name of Firm: _____

Address: _____

APPENDIX- G (6)

**CERTIFICATE FOR ACCEPTANCE OF TERMS & CONDITIONS OF
BIDDING DOCUMENT**

I, **name of authorize person of firm** **designation** **CNIC No.** certify that, all terms & conditions mentioned in the Standard Bidding Documents have been read and are hereby accepted in true spirits.

Authorized Signature [*in full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

APPENDIX- G (7)

AFFIDAVIT

*[To be printed on PKR 300 Stamp Paper
To be attached with Technical Bid]*

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *Punjab Curriculum and Textbook Board, Lahore*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/Rules.

[Name of the Contractor/ Bidder/ Service Provider]

undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

APPENDIX-G (8)

BID SECURITY FORM

[@ 2% of the total estimated cost value,
To be attached with Technical Bid]

I / We, undertake to pay to the Procuring Agency a Bid Security (@ 2% of total estimated amount) vide Pay Order (PO) / Demand Draft (DD) / Call Deposit Receipt (CDR) No. _____ amounting to Rs. _____ issued by the scheduled Bank _____ (original attached).

Authorized Signature [*in full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

APPENDIX- G (9)

PERFORMANCE GUARANTEE FORM

Beneficiary: PECTAA, LAHORE

DATE: _____, 2026

PERFORMANCE GUARANTEE NO.

[name and address of the Procuring Agency]

WHEREAS (Name of the Contractor/ Supplier) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE "PROVISION OF _____" procurement of the following:

1. [Please insert details].

(Here in after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

The guarantee shall expire after expiry of contract period.

[NAME OF GUARANTOR]

Signature : _____

Name: _____

Title : _____

Address : _____

Seal : _____

Date : _____

APPENDIX- G (10)

DRAFT CONTRACT AGREEMENT

FOR PROCURMENT OF **STATIONERY ITEMS
FOR THE FINANCIAL YEAR 2025-26**

BETWEEN

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

AND

M/s: _____

(Name & Address of bidder)

CONTRACT AGREEMENT FORM

(on E-Stamp Paper worth Rs.0.25% of the total value of Work Awarded)

This agreement is made on this _____ day of _____ year _____ by and between the Punjab Education, Curriculum, Training & Assessment Authority (PECTAA) or Client or Procuring Agency or Purchaser and M/s _____ address _____ hereinafter referred to as the bidder.

NOW, THEREFORE, THIS AGREEMENT WITNESSES AS FOLLOWS:

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

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

3. In consideration of the payments to be made by the Purchaser to the Bidder as indicated in this Agreement, the Bidder hereby covenants with the Purchaser to provide the **Stationery Items**, and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Bidder in consideration of the provision of the **Stationery Items** and /or remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. This agreement shall take effect from the date of issuance of Award Letter and expires on **30.06.2026**.
6. The Procuring Agency reserves the right to issue "Repeat Order" up to 15% of the original procurement as per Punjab Procurement Rules, 2014 for which the Supplier shall be bound to fulfill the requirements of the Procuring Agency.



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

Signature & Stamp of the Bidder
with full name & address

Signature & Stamp of the Purchaser

Name: _____

Director (Admin. & HR), PECTAA,
Link Wahdat Road, Lahore.

Complete Address: _____

Witness – I

Witness – II

Name: _____

Name: _____

Signature: _____

Signature: _____

Address: _____

Address: _____