Subject: **MINUTES OF 75th MEETING OF PROCUREMENT COMMITTEE NO. 1 (PECTAA)**

Date & Time: 12.11.2026 at 11:30 a.m.

Venue: Committee Room of Main Office, PECTAA

Participants: Barrister Ch Usama Fazal, MPA (PP-206), Khanewal, Convener Procurement Committee No.01 of PECTAA; Dr. Maliha Uroos, Managing Director (Operations), PECTAA; Mr. Muhammad Asif Iqbal, Senior Law Officer, School Education Department; Mr. Afzaal Amin Rana, Director (Procurement), PECTAA; Mr. Karam Hussain, Director (Finance), PECTAA; Ms. Sadia Sardar, Director (C&C), PECTAA; Mr. Faisal Manzoor, Deputy Director (Paper Quality), PECTAA; Mr. Asad Ali, Deputy Director (Procurement), PECTAA; Mr. Shafqat Shaukat, Dy. Director (Publications), PECTAA.

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

The meeting was started with the recitation of the verses from the Holy Quran. The Chair welcomed all the participants of the meeting. The proceedings of the meeting are as under:

Agenda Item No. 1 **PRE-BID MEETING FOR PROCUREMENT OF TITLE COVERS FOR SINGLE TEXTBOOKS AND PRACTICAL NOTEBOOKS (PNBS) THROUGH FRAMEWORK CONTRACT FOR ACADEMIC SESSION 2027-28**

Discussion/ Recommendations:

1.01 The Director (Procurement) briefed the participants on the Bidding Documents, including the scope of procurement, technical specifications, quantities, estimated costs, delivery schedule, eligibility and qualification requirements, evaluation criteria, bid security, performance security, and other relevant provisions.

2.02 The Managing Director (Operations) announced to prospective bidders/ their representatives if any clarification is required in Bidding Documents. The representatives raised following queries:

Sr. No.	Points / Queries raised by the prospective bidders/ their representatives	Response of the Procurement Committee
1	Clarification was sought by prospective bidders regarding the applicability of the **30% stock requirement** separately to CBB and Art Paper.	It was clarified that the 30% stock requirement applies separately to each category for bidders participating in both categories, or to the respective category in case of participation in one category only.
2	Prospective bidders sought clarification regarding the **quantity and sizes of Paper and Coated Bleached Board (CBB) sheets** required as samples with the Technical Bids due to discrepancies in the Bidding Documents.	It was clarified that **five (05) sheets of each relevant paper/ Coated Bleached Board category** are required. For CBB, samples of either or both sizes (20" × 30" and 23" × 36") are acceptable, with no restriction on sheet size. Similarly, for Art Paper, bidders may submit samples of either or both sizes (20" × 30" and 20" × 28").
3	Prospective bidders sought clarification regarding the **procedures for inspection of printing and lamination**.	The relevant Clauses "k" and "q" of the Technical Specifications under Section V of the Bidding Documents (Pages 63 and 65), along with Clause 18 of the General Conditions of Contract (GCC) (Page 75), were explained.
3	Prospective bidders sought clarification regarding the **Income tax period** due to discrepancies in the Bidding Documents.	It was clarified that the Income Tax period shall be considered as **01.07.2024 to 30.06.2026 (i.e., Tax Years 2024 and 2025)**, as referred to in F.1, Part II, Evaluation/ Qualification Criteria (Pages # 30 & 36). However, the period mentioned as 2023 and 2024 in the checklist (Page # 90 & 38) was due to a typographical error and shall accordingly be read as 2024 and 2025.
4	Prospective bidders sought clarification regarding the **sales tax period** due to discrepancies in the Bidding Documents.	It was clarified that the sales tax evaluation period relates to the last two financial years, i.e., **01.07.2024 to 30.06.2026**, as specified in "Sales Tax Form" (F.5) as Appendix "N" (Page # 56). However, the period mentioned as **01.07.2023 to 30.06.2025** in F.5, Part-II – Evaluation/Qualification Criteria (Page # 37) was due to a typographical error and shall accordingly be read as **01.07.2024 to 30.06.2026**.
5	Prospective bidders sought clarification regarding the **use of the word "binding"** in the Bidding Documents.	It was clarified that the word "binding" appeared due to a typographical error and may be read as "**lamination**".

In the view of above, following corrections/ clarifications of Bidding Documents are provided:

Clause No. / Page No. of Bidding Documents	Written in Bidding Documents	Read as hereunder
Clause a of "Technical Specifications for Title Covers for Single Textbooks" at Page No. 62.	The bidder shall submit minimum 03 sets of samples of Coated Bleached Board each sample consists of a minimum of five (05) sheets of size **20"x30"** of each Manufacturer as a specimen in the tender box within bid submission time and upload the copy of Manufacturer certificate/ Authorized Dealer certificate (along with dealership certificate) on Punjab e-Procurement System along with Technical Bid, within bid submission time. In case of non-compliance/ incomplete/ less samples, the bidder shall declare non-responsive.	The bidder shall submit minimum 03 sets of samples of Coated Bleached Board each sample consists of a minimum of five (05) sheets of size **20"x30"** or **23"x36"** of each Manufacturer as a specimen in the tender box within bid submission time and upload the copy of Manufacturer certificate/ Authorized Dealer certificate (along with dealership certificate) on Punjab e-Procurement System along with Technical Bid, within bid submission time. In case of non-compliance/ incomplete/ less samples, the bidder shall declare non-responsive.
Clause a of "Technical Specifications for Title Covers for Practical Note Books" at Page No. 64.	The bidder shall submit minimum 03 sets of samples of Art Paper each sample consists of a minimum of five (05) sheets of size **20"x30"** of each Manufacturer as a specimen in the tender box within bid submission time and upload the copy of Manufacturer certificate/ Authorized Dealer certificate (along with dealership certificate) on Punjab eProcurement System along with Technical Bid, within bid submission time. In case of non-compliance/ incomplete/ less samples, the bidder shall declare non-responsive.	The bidder shall submit minimum 03 sets of samples of Art Paper each sample consists of a minimum of five (05) sheets of size **20"x30" or 20"x28"** of each Manufacturer as a specimen in the tender box within bid submission time and upload the copy of Manufacturer certificate/ Authorized Dealer certificate (along with dealership certificate) on Punjab eProcurement System along with Technical Bid, within bid submission time. In case of non-compliance/ incomplete/ less samples, the bidder shall declare non-responsive.
Claus b of "Technical Bid Proforma" at Page No. 66.	Additionally, when participating in lot(s) of Practical Notebooks through frame work contract, the bidder shall submit along with the Technical Bid minimum 03 set of Art Paper samples of different Manufacturers	Additionally, when participating in lot(s) of Practical Notebooks through frame work contract, the bidder shall submit along with the Technical Bid minimum 03 set of Art Paper samples of different Manufacturers consisting

Clause No. / Page No. of Bidding Documents	Written in Bidding Documents	Read as hereunder
	consisting of a minimum five **(10)** sheets of 20"x28"/115GSM, in accordance with specifications mentioned in the Bidding Documents, as specimen along with Manufacturer certificate/Authorized Dealer certificate (along with dealership certificate).	of a minimum five **(05)** sheets of 20"x28"/115GSM, in accordance with specifications mentioned in the Bidding Documents, as specimen along with Manufacturer certificate/Authorized Dealer certificate (along with dealership certificate).
Sr. # 04 of "Checklist of Documents" (at Page # 90), and Sr. # 12 of "Bidding Forms", of Section IV (at Page # 38).	Form for Income Tax Chargeable in last two Tax Year **2023 and 2024** (F.2)	Form for Income Tax Chargeable in last two Tax Year **2024 and 2025** (F.2)
F.5, Part-II – Financial Soundness, Evaluation/Qualification Criteria, Section-III (Page # 37)	*Sales Tax paid/ deducted for last two years [i.e. **01.07.2023 to 30.06.2025]***	*Sales Tax paid/ deducted for last two years [i.e. **01.07.2024 to 30.06.2026]***
Bid Data Sheet, Section-II, (Page # 26); Clause (e), 1.1 of GCC, Section VI, (Page # 71); Clause 18.1, 18.3 & 18.9 of GCC, Section VI, (Page # 75); Clause 19.2 (8), of GCC, Section VI, (Page #78); Clause 26.1 & 28.1 of GCC, Section VI, (Page # 81)	**. . . . *Binding* . . .**	**. . . *Lamination* . . .**

All **other** terms and conditions for Procurement of Title Covers for Single Textbooks and Practical Notebooks (PNBs) through Framework Contract for Academic Session 2027-28, remained **unchanged**.

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

(Shafqat Shoukat),
Deputy Director (Publication) PECTAA.
(Co-opted Member)

(Asad Ali)
Dy. Director (Procurement), PECTAA
(Co-opted Member)

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

(Ms. Sadia Sardar)
Director (C&C), PECTAA
(Member)

(Karam Husssain)
Director (Finance), PECTAA
(Member)

(M. Afzaal Amin Rana)
Director (Procurement), PECTAA
(Member/Secretary)

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

(Dr. Maliha Uroos)
Managing Director (Operations), PECTAA
(Member)

(Barrister Ch Usama Fazal)
MPA (PP-206), Khanewal
(Convener)