Subject: **MINUTES OF 72nd MEETING OF PROCUREMENT COMMITTEE NO. 1 (PECTAA): ONLY RELATED TO PRE-BID MEETINGS (AGENDA ITEMS NO. 1 TO 3)**

Date & Time: 20.10.2026 at 10:30 p.m.

Venue: Committee Room, 21/ E-II, Gulberg-III, Lahore, 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. Muhammad Arshad Malik, Deputy Director (BDC), PEF; Ms. Sobia Samreen, Deputy Director (Admin), PEIMA; Mr. Muhammad Akhtar Butt, Deputy Director (F&R), PECTAA; Mr. Faisal Manzoor, Deputy Director (Paper Quality), PECTAA; Mr. Asad Ali, Deputy Director (Procurement), PECTAA; Mr. Shafqat Shaukat, Dy. Director (Publications), PECTAA

Representative 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 TAJWEEDI QAIDA / PARAS OF THE HOLY QURAN FOR ACADEMIC SESSION 2027-28**

Recommendations:

1.01 No bidder attended the pre-bid meeting. Therefore, the Committee deliberated on the matter and unanimously recommended that no clarifications are required or changes be made to the Bidding Documents.

Agenda Item No. 2 **PRE-BID MEETING FOR PROCUREMENT OF TITLE COVERS FOR JACKETS/ TEXTBOOKS/ TARJUMA-TUL-QURAN-UL-MAJEED FOR GRADE VI TO X/ TAJWEEDI QAIDA - PARAS OF THE HOLY QURAN FOR GRADES I TO V FOR ACADEMIC SESSION 2027-28**

Discussions:

2.01 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.	Clause No. of Bidding Documents	Points / Queries raised by the prospective bidders/ their representatives	Response of the Procurement Committee
1	Clause iii of T.1 (Operational Strength), Qualification/Technical Evaluation Criteria, Section III of the Bidding Documents	One of the prospective bidders requested to reconsider the automatic equivalence of one eight-colour perfecting machine to two independent four-colour printing machines for technical evaluation purposes; require verification of substrate compatibility, specifically the ability to print 190 GSM Coated Bleached Board in perfecting mode, rather than relying solely on the machine's general paper-thickness specifications; evaluate effective production capacity under the actual tender requirements, including full-colour printing on both sides and maximum front-side ink coverage of approximately 350%, instead of relying exclusively on the manufacturer's maximum rated speed; consider operational flexibility and production redundancy when comparing a single perfecting machine with two independent four-colour machines; and, introduce a standardised production-capability assessment, supported by manufacturer specifications and, where necessary, a practical demonstration using the prescribed title-cover substrate and printing requirements.	**Not Agreed** It was clarified that eight color machine marks equal to two four color machines shall be awarded upon physical demonstration at bidder's declared printing press premises of having production capacity/ feature of printing of top and backside of Title Covers in one go and the compliance of required technical specifications/ print quality of PECTAA during the technical evaluation. The results of the demonstration will be duly documented/ recorded, ensuring a transparent and evidence-based evaluation. Practical demonstration will be mandatory in this particular case.

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2	Clause iii of T.2 (Operational Strength), Qualification/Technical Evaluation Criteria, Section III of the Bidding Documents	One of the prospective bidders requested to reconsider the increase in lamination-machine marks from 10 to 15 per machine and evaluate retaining the previous allocation of 10 marks per machine, up to 30 marks for three machines; clarify the technical justification for the revision, particularly how fewer lamination machines being required for maximum marks supports higher production capacity and timely delivery; assess actual lamination production capacity using machine age, manufacturer specifications, sheet size, operating speed and demonstrated output rather than machine count alone; ensure consistency between printing and lamination capacity requirements to encourage balanced production capabilities; and, review the combined effect of the revised printing and lamination criteria on the risk of technically qualifying bidders lacking adequate overall capacity.	**Not Agreed.** The Committee informed that the lamination capacity required in accordance with the current scope of work, which has been substantially reduced compared with the previous year. Furthermore, as evidenced by the technical evaluation records of previous years, only a very limited number of bidders possessed three lamination machines, thereby restricting healthy competition and potentially compromising the fairness of the procurement process. Accordingly, the clause was revised to promote transparency and fair competition, in compliance with Rule 4 & 34 of Punjab Procurement Rules 2014. Moreover, the production capacity will be assessed in accordance with the Clause 18.2 of ITB of Bidding Documents. Other prospective bidders shown their satisfaction towards the evaluation criteria and overall terms and conditions of the Bidding Documents. They added that the current evaluation criteria will attract more participation of the Bidders, resulting in healthy competition.

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3	Clause 11.1 of ITB of Bidding Documents	One of the prospective bidders requested for Official Bank Guarantee Format – 2% Bid Security/ Performance Security. As the tender document allows the 2% Bid Security to be submitted in the shape of a Bank Guarantee, it was requested to provide the official prescribed format for it. This will ensure our bank issues the guarantee with PECTAA's exact required wording prior to the e-p system submission deadline.	The Committee clarified that the bank guarantee (Bid Security/ Performance Security) must be submitted in accordance with the requirements of the Punjab e-Procurement System. Furthermore, relevant tutorial link of PPRA is provided hereunder, for guidance: https://www.youtube.com /@punjabeprocurementsystem

Recommendations: 2.03 After deliberations, Procurement Committee No. 01 of PECTAA recommended that **all terms and conditions** for the procurement of Title Covers for Jackets/ Textbooks/ Tarjuma-Tul-Quran-Ul-Majeed for Grade VI to X/ Tajweedi Qaida - Paras of the Holy Quran for Grades I To V for Academic Session 2027-28 **remain unchanged**.

Agenda Item No. 3 **PRE-BID MEETING FOR PROCUREMENT OF JACKETS / TEXTBOOKS FOR GRADE VI TO X FOR ACADEMIC SESSION 2027-28**

Discussions/ Reco.: 3.01 The Director (Procurement) briefed the Committee 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.

3.02 The Managing Director (Operations) announced to prospective bidders/ their representatives if any clarification is required in Bidding Documents. The representatives raised different points of concerns, which are explained as follows:

Sr. No.	Clause No. of Bidding Documents	Points / Queries raised by the prospective bidders/ their representatives	Response of the Procurement Committee
1	Clause 11.1 of ITB of Bidding Documents	One of the prospective bidders requested for Official Bank Guarantee Format – 2% Bid Security/ Performance Security. As the tender document allows the 2% Bid Security to be submitted in the shape of a Bank Guarantee, it was requested to provide the	The Committee clarified that the bank guarantee (Bid Security/ Performance Security) must be submitted in accordance with the requirements of the Punjab e-Procurement System.

		official prescribed format for it. This will ensure our bank issues the guarantee with PECTAA's exact required wording prior to the e-p system submission deadline.	Furthermore, relevant tutorial link of PPRA is provided hereunder, for guidance: https://www.youtube.com/@punjabeprocurementsystem
2	Clause "e" of Technical Specifications, Section-V of Bidding Documents	It was requested that the minimum brightness requirement for Recycled White Paper, as mentioned in the technical specifications of the Bidding Documents, be reduced from 80 to 75 to facilitate easier availability of the paper or eliminate the brightness factor for White Recycled Paper.	**Not Agreed.** To ensure the quality of the White Recycled Paper, as per technical specifications.
3	Clause iv, 4 of 19.2 of Bidding Documents.	It was requested that the penalties relating to paper specifications be reviewed and relaxed, wherever deemed appropriate, in the Bidding Documents.	**Not Agreed.** To ensure the quality of the paper, as per technical specifications.
4	Appendix "Q" of Bidding Documents	One of the prospective bidders also expressed concern that the estimated costs appeared to be on the lower side and requested that the estimates be reviewed in light of prevailing market rates and actual printing costs.	**Not Agreed.** The Procurement Committee finalized the estimates after due deliberations, keeping in view the market survey and other relevant factors.
5	Clause 11 (Terms of Payment) of GCC of Bidding Documents	One of the prospective bidders expressed apprehensions regarding possible delays in payments upon completion of supplies.	The Director (Finance), PECTAA, clarified to the bidders that payments to contractors against submitted bills will be processed and released promptly, subject to the fulfillment of all codal formalities under applicable laws, rules and policy in-vouge.
6	Appendix "R", Schedule of Supply of Bidding Documents	It was requested that the current supply schedule be revised to allow **55 days from the date of notification** of award for completion of the **first supply**, followed by **15 days** after completion of the first supply for completion of the **second supply**, to	**Not Agreed.** The Committee was of the view that sufficient time had already been provided according to the current scope of work.

		ensure timely delivery, particularly by accommodating the time required to correct and rectify recurring marking errors identified by the Curriculum & Compliance Unit.	

Recommendations: 3.03 After deliberations, the Procurement Committee No. 01 of PECTAA recommended that **all terms and conditions** for the procurement of Jackets/ Textbooks for Grades VI to X for Academic Session 2027-28 **remain unchanged**.

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

(Shafqat Shaukat)
Dy. Director (Publications), PECTAA
(Coopted Member)

(Asad Ali)
Dy. Director (Procurement), PECTAA
(Coopted Member)

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

(Muhammad Akhtar Butt)
Deputy Director (F&R), PECTAA
(Coopted Member)

(Ms. Sobia Samreen),
Deputy Director (Admin), PEIMA
(Co-opted Member)

(Muhammad Arshad Malik)
Deputy Director (BDC), PEF
(Coopted Member)

(Karam Husssain)
Director (Finance), PEF
(Coopted Member)

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