

PUNJAB TEXTBOOK BOARD, LAHORE

Inquiry Proforma for Development of Manuscripts for New Textbooks in Accordance with National Curricula – 2006

The Punjab Textbook Board, Lahore intends to get the manuscripts of Textbooks developed through Publishing houses / Panel of Authors in accordance with the National Curricula – 2006 through open competition. In the 1st phase, following textbooks shall be developed and adopted for the academic session 2011-12 and onwards.

Date for Registration and Distribution of Curricula: December 23-31, 2009

Last Date for Receipt of Complete Manuscripts: April 30, 2010

PHASE – I

Sr. No.	Subject	Grade / Class
01	General Knowledge (UM)	I
02	General Science (EM)	IV, VI
03	Social Studies (UM)	IV
04	History (UM)	VI
05	English	VI, IX, XI
06	Geography (UM)	VI
07	Computer Education (EM)	VI
08	Arabic (UM)	VI
09	Drawing (UM)	VI
10	Essential of Home Economics (UM)	VI, IX
11	Mathematics (EM)	VI, IX
12	General Mathematics (EM)	IX
13	Physics (EM)	IX, XI
14	Biology (EM)	IX, XI
15	Pakistan Studies (UM)	IX
16	Islamiyat (UM)	XI

1. A soft copy of the National Curriculum – 2006 shall be issued by the Punjab Textbook Board, Curriculum Wing, Wahdat Colony, Lahore upon the payment of Rs. 1000/- per textbook / grade as 'Enrollment Fee' of the Publishing house / Panel of Authors on the above mentioned dates.
2. The complete manuscript with seven copies (01 coloured + 06 Black & White) of each textbook in typed form containing appropriate illustrations, glossary, brief introduction of the authors and bibliography etc. shall be submitted by the Publishing houses / Panel of Authors along with credentials of authors for Provincial Review Committee evaluation. Its camera ready, editable soft copy along with 12 hard copies shall have to be submitted by the publisher within one week of intimation.
3. There shall be at least two authors and one editor in the panel for each textbook. Preference shall be given to authors/ editor possessing Ph.D / M.Phil degree(s).
4. The publishing houses / panel of authors will be bound to pay all the expenditures to be incurred on Provincial Review Committee as per pattern of National / Select Review Committees.
5. The publishing house / panel of authors shall pay all the review charges / expenses of National and Select Review Committee proceedings for issuance of NOC from Federal Ministry of Education, Islamabad.
6. Each publisher / publishing house shall submit the detailed credentials of intended authors to be hired for development of aforesaid textbook at Annexure "A" and an agreement with the authors at Annexure "B".
7. Each publisher shall also submit an affidavit on stamp paper of appropriate value for registration with Punjab Textbook Board to develop manuscript of textbooks according to National Curricula 2006 (Annexure "C").

8. The best manuscript / textbook shall be got by the Punjab Textbook Board for free supply in government schools. The print license and publishing rights shall be purchased by the Government / PTB on payment of print license fee at the following rates.

Sr. No	Slabs	Offer in %age
01	Print run up to 100,000	10%
02	1 lac to 2 lac	08%
03	2 lac to 3 lac	07%
04	3 lac to 5 lac	05%
05	5 lac to 10 lac	03%
06	10 lac to 20 lac	02%
07	Above 20 lac	1.5%

9. The period for prescribing a book in government schools would be one year. This period may, however, be extended up to two more years subject to extension of NOC by Ministry of Education, Islamabad. Print license fee for extended period may remain the same and there will be no increase / decrease for subsequent years.
10. There would be no limit of minimum and maximum payable. Publishers will be paid the actual amounts calculated on the basis of above slabs. However, for compilation books the said rates will be reduced to half as per board rules.
11. 7½ % (total face value) would be charged by PTB from the private publishers on the sale of private sector textbooks. Price, specification of these books as well as quantity to be printed would be regulated and monitored by the Board.
12. Books which require translation would be translated by the publishers by themselves at their own expense.
13. An attested copy of income tax certificate or receipt of income tax return deposited alongwith income tax documents should be attached.
14. An affidavit, on stamp paper of appropriate value, to the effect that the publishing house / panel of author is a National / Provincial publisher and the bidder firm or his sister concern or any of his partners / Directors in individual capacity have never been black listed by any Government, Semi Government or any Autonomous body under the control of the Government.
15. That only the approved manuscripts received from the federal Government upto 01-10-2010 will be included in the textbooks to be published on 1st April, 2011 for academic session 2011 – 12 after observing the other formalities. The approved manuscripts received from Ministry of Education after 01.10.2010 will be considered for the academic session 2012 – 13.
16. The Chairman, Punjab Textbook Board will have the right to accept / scrape / cancel / select any or all manuscripts without assigning any reason.

I / we hereby accept the above stated terms and conditions in addition to those already conveyed through advertisement published in the press on 23.12.2009.

Name: Mr. / Mrs. _____
Signature with Stamp of the Publishing house

CNIC No. _____

Dated: _____

Note: Each page of inquiry Proforma should be signed and stamped by the bidder firm.

AFFIDAVIT

(On Stamp Paper of Appropriate Value)

**AFFIDAVIT FOR REGISTRATION WITH PUNJAB TEXTBOOK BOARD,
LAHORE TO DEVELOP MANUSCRIPT OF TEXTBOOKS
ACCORDING TO NATIONAL CURRICULA – 2006**

An affidavit submitted by the deponent to Punjab Textbook Board, Lahore for writing / developing the manuscripts of textbooks according to National Curricula – 2006 under National Textbook and Learning Materials Policy – 2007 on the following terms & conditions:-

1. That the deponent is a National / Provincial publisher and the bidder firm or his sister concern or any of his partners / Directors in individual capacity have never been black listed by any Government, Semi Government or any Autonomous body under the control of the Government.
2. That the deponent affirms that no copy right infringement shall be made while submitting the manuscripts to Punjab Textbook Board, Lahore
3. That the deponent will pay all the expenditures to be incurred on Provincial Review Committee as per pattern of National / Select Review Committees.
4. That contingent upon approval by PTB, the deponent will pay all the review charges / expenses of National and Select Review Committee proceedings for issuance of NOC from Federal Ministry of Education, Islamabad.
5. That the Chairman, Punjab Textbook Board will have the right to accept / scrape / cancel any or all manuscripts without assigning any reason.

Deponent

Name: _____

Address: _____

CNIC. No. _____

Dated _____

AGREEMENT WITH AUTHORS

(On Stamp Paper of Rs. 100/-)

**AGREEMENT FOR WRITING THE MANUSCRIPT OF TEXTBOOKS
ACCORDING TO NATIONAL CURRICULA – 2006 UNDER
NATIONAL TEXTBOOK AND LEARNING MATERIALS POLICY – 2007**

An agreement made this _____ day of _____ 2010,
(two thousand nine) between M/S _____
and the undersigned (author) for writing / developing the manuscript of textbook of
_____ for grade / class _____ on the following terms & conditions, that:-

1. The material shall be developed strictly in accordance with the National Curricula – 2006.
2. There shall be no material repugnant to Islam as well as ideology and unity of Pakistan in the manuscript.
3. There shall be no controversial topics / sectarian materials in the manuscript, especially in languages, Islamiyat and Ethics etc.
4. There shall be no factual and grammatical mistakes.
5. The entire material shall be written / developed by the undersigned avoiding all shades of plagiarism.
6. The manuscript shall have glossary of terms at the end of the manuscript.
7. All material, including illustrations, diagrams, charts etc. included in the manuscript shall not be the copyright of any person, publisher or institution. In case some copyright material is included, I shall attach, along with the manuscript, certificate of permission given by the original author / publisher / institution.
8. I (the author) hereby affirm that I have entered into agreement only with M/S _____ for the development of _____ textbook for grade / class _____ and not with any other publishing house / panel of authors in the same textbook / grade.
9. In case of any dispute, violation of the agreement, the decision of the Chairman, Punjab Textbook Board, Lahore as sole arbitrator, shall be the final and binding on the author and the publisher.

In witness thereof we put signatures on this deed on this _____ day of _____ 2010.

(Signature)	(Signature)
Name of Author _____	Name of the publisher/Panel of Authors _____
Complete Address _____	Complete Address _____
CNIC No. _____	CNIC No. _____
Witness _____	Witness _____
CNIC No. _____	CNIC No. _____

AGREEMENT WITH THE PUBLISHERS FOR THE ACADEMIC YEAR

(ON STAMP PAPER OF APPROPRIATE VALUE)

AGREEMENT FOR PRINTING THE TEXTBOOKS DEVELOPED ACCORDING TO NATIONAL CURRICULA – 2006 UNDER NATIONAL TEXTBOOK AND LEARNING MATERIALS POLICY – 2007

An agreement made on this _____ day of month of _____ 2010, (two thousand ten) between the Secretary, PTB, Lahore and M/S _____ (the private publisher) for publishing the textbook of _____ for Grade / Class _____ on the following terms and conditions, that:-

1. The said textbook has been recommended for publication by the Federal Ministry of Education (Curriculum Wing), Islamabad vide letter No. _____ dated _____ subject to the terms and conditions mentioned in the above said letter. The private publisher would be bound to follow the terms and conditions mentioned in the above said letter and shall ensure that the said textbook has been corrected and improved according to the above referred letter and got checked from PTB before printing.
2. There shall be no material repugnant to Islam or ideology and unity of Pakistan or against ethical values in the textbook.
3. There shall be no controversial topics / sectarian materials in the textbook avoiding all shaded of plagiarism.
4. The private publishers would be bound to submit a certificate / undertaking that no copyright infringement has been made.
5. Punjab Textbook Board would provide a certificate in the light of above referred letter for the said textbook to the private publishers.
6. Punjab Textbook Board would monitor / regulate the price, specification of the said textbook as well as quantity to be printed. Provided that the publishers will always ensure to maintain a stock of 20% of the book of the first print run.
7. The private publishers would bear the entire cost of positives etc. of the said textbook.
8. Punjab Textbook Board would charge 7.5% (total face value) as service charges from the private publishers on the sale of private sector textbooks. The publishers will submit a pay order equal to 10% of the value of service charges i.e. 7.5% at the time of agreement and balance before release order.
9. The private publishers would be bound to get approval of the text manuscript from the Director (C.W), PTB.
10. The size of private schools textbooks would be same as per size of PTB's textbooks adopted for free distribution.
11. The private publishers shall conform to PTB approved specifications and be bound to print textbooks on minimum 68 grams paper and other relevant specifications. The dummy of the said textbook would be submitted to PTB for fixation and calculation of price at PTB's approved pricing formula.
12. The private publishers would be bound to supply 50 copies of the book to the Punjab Textbook Board.
13. If a publisher prints textbooks over and above the agreed quantity or in-violation of agreed specifications, PTB may take appropriate legal action / confiscate the unauthorized printed stock of the publisher.
14. The private publishers will not use the LOGO of PTB or any sign indicating that this book has been published for sale by Punjab Textbook Board, Lahore.
15. All sale transactions shall be done on Pakki receipts and sale record shall be maintained in registers.
16. If any question / difference or dispute, whatsoever, arises with regard to the matters connected with or arising out of this agreement, then every such matter shall be referred to the Chairman, Punjab Textbook Board, Lahore as a sole arbitrator whose decision shall be final.

In witness thereof both the parties put signatures on this agreement on this _____ day of month of _____ 2010.

<p><i>(Signature)</i> Name of Secretary, PTB _____ Complete Address: <u>Punjab Textbook Board, 21-E-II,</u> <u>Gulberg-III, Lahore</u> CNIC No. _____ Witness: _____ CNIC No. _____</p>	<p><i>(Signature)</i> Name of the private publisher: _____ Name of Firm: _____ Address: _____ CNIC No. _____ Witness: _____ CNIC No. _____</p>
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