

STANDARD BIDDING DOCUMENT

FOR

PROCUREMENT OF JACKETS / TEXTBOOKS FOR ACADEMIC SESSION 2019-20



PUNJAB CURRICULUM & TEXTBOOK BOARD

Address: 21/E-II, Gulberg-III, Lahore

Phone: 042-99230672-76

Website: <https://pctb.punjab.gov.pk/>

Price Rs.1,000/-

Issuing Month: Nov, 2018

Issuing Authority: Deputy Director (Procurement): _____



TENDER NOTICE
PROCUREMENT OF JACKETS & TEXTBOOKS FOR
ACADEMIC SESSION 2019-20

Sealed bids are invited for printing, binding and supply of approximately 1.03 million **Jackets / Textbooks** for the academic session 2019-20 from well reputed Publishers / Printers etc. registered with Income Tax Department having adequate experience in the relevant field. Each bidder shall submit Technical & Financial Bids in separate sealed envelopes giving full details as demanded in the Standard Bidding Document (SBD). At first instance, Technical Bid shall be opened, and credentials of all bidders shall be evaluated through physical inspection on their stated sites / addresses as per prescribed technical evaluation criteria. Thereafter, Financial Bid of technically qualified bidders shall be opened on a notified time, date and venue in presence of bidders / their representatives.

The procurement of good quality Paper as per approved specifications mentioned in the SBD is responsibility of the bidder. The rates shall be inclusive of cost of paper, printing, binding and supply at Lahore. The firms shall not be blacklisted by any Government Department, Semi-Government, Autonomous Body, Special Institution, Company, Agency and Organization.

The estimated cost is mentioned in the SBD. Sealed bids shall be delivered at the address mentioned below on or before 27.11.2018 At 1100 hours. Bid Security @ 2% of the estimated price in Pak Rupees from any scheduled bank of Pakistan should be attached with Technical Proposal in the form of CDR/Demand Draft/Pay Order in favor of Punjab Curriculum and Textbook Board, Lahore. Late bids shall not be entertained. Technical Bids will be opened on the same day at 11.30 hours in the presence of the Bidders, representatives who choose to attend. SBD is immediately available after date of publication of said advertisement. PCTB shall not be responsible for any cost or expense incurred by bidders in connection with the preparation or submission of Bids. In case of official holiday on the day of submission, next day will be treated as last submission date. The above advertisement is also available on PCTB's website www.pctb.punjab.gov.pk/tenders and PPRA website www.ppra.punjab.gov.pk.

Managing Director
Punjab Curriculum & Textbook Board
21-E-II, Gulberg-III, Lahore
Contract No.042-99230698.

(Signature & Stamp) (Date)

CONTENTS

PART 1 – BIDDING PROCEDURE

Section I: Instructions to Bidders (ITB)

This Section provides relevant information enabling Bidders in preparation of their bids. Detailed Information regarding submission, opening and evaluation of bids, and the award of Contracts will also be provided therein.

Section II. Bid Data Sheet (BDS)

This Section relates to specific forms to be duly filled and supplementary information to be provided by the participating bidders under authorized stamps and signatures to be attached with the relevant bids in the sealed envelope.

Section III. Evaluation and Qualification Criteria

This Section contains the criteria to first determine the qualifications of the Bidder to perform the contract (technical) and then the lowest evaluated bid (financial). It also involves evaluation of the Bid Submission Sheet, Bidder's Information Sheet & Technical Bid Performa.

Section IV: Bidding Forms

This Section contains **Financial Bid** and **Bid Security** to be submitted with the Bid.

PART 2 – SUPPLY REQUIREMENTS

Section V. Supply Requirements

This Section contains the 'Colour Scheme and Number of Pages' and 'List of Quantities'; Annexures "A" & "B", 'Schedule of Supply' and 'Technical Specifications'.

PART 3 – CONTRACT

Section VI. General Conditions of Contract (GCC)

This Section contains the general clauses to be applied on all contracts.

Section VII. Special Conditions of Contract (SCC)

This Section contains clauses specific to each contract which modifies or supplements Section VI; General Conditions of Contract.

Section VIII: Contract Forms

This Section contains the Form for the '**Contract Agreement**'. After contract award, the Proforma for '**Performance Security**', when required, shall be completed by the successful Bidder.

PART 1–BIDDING PROCEDURE

Section I. Instructions to Bidders

A. General

- | | | |
|----------------------------|-----|---|
| 1. Scope of Bid | 1.1 | Punjab Curriculum & Textbook Board invites bids from the Publishers & Printers etc. for procurement of Jackets/Textbooks for Academic Session 2019-20. |
| 2. Eligible Bidders | 2.1 | All applicants will stand eligible for the bidding for procurement of the printing, binding & supply of Jackets / Textbooks for the Academic Session 2019-20 who would qualify the basic prescribed criteria. |
| | 2.2 | Any bidder who is involved in piracy of textbooks or PNBs is not eligible. |

B. Contents of Bidding Document

- | | | |
|--|-----|--|
| 3. Sections of Bidding Document | 3.1 | <p>The Bidding Document consists of Parts 1, 2 and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with Clause 5, ITB.</p> <p>PART 1 Bidding Procedure</p> <ul style="list-style-type: none">• Section I. Instructions to Bidders (ITB)• Section II. Bid Data Sheet (BDS)• Section IV. Bidding Forms including Financial Bid Proforma. <p>PART 2 Supply Requirements</p> <ul style="list-style-type: none">• Section V. Supply Requirements including Annexures “A” & “B”. These include:<ul style="list-style-type: none">• Detail of Pages, Colors Scheme.• Detail of Quantities• Technical Specifications• Schedules of Activities & Supply <p>PART 3 Contract</p> <ul style="list-style-type: none">• Section VI. General Conditions of Contract (GCC)• Section VII. Special Conditions of Contract (SCC)• Section VIII. Contract Forms |
| | 3.2 | The Invitation for Bids issued by the Punjab Curriculum & Textbook Board, Lahore (PCTB) is not part of the Contract Agreement. |

- 3.3 If SBD are not purchased from the PCTB, the Participation in bidding proceedings will not be allowed.
- 3.4 The Bidders are expected to examine all instructions, forms, terms and conditions, and specifications in the SBD. Failure to furnish all information or documentation required by the SBD may result in rejection of the bid.
- 4. Clarification of Standard Bidding Document**
- 4.1 A prospective Bidder requiring any clarification regarding SBD shall contact the PCTB in writing at the address indicated in the BDS. The PCTB will respond in writing to any request for clarification, provided that such request is received not later than seven (7) days prior to the deadline for submission of bids. The PCTB shall forward copies of its response to all those who have acquired the SBD directly from it, including a description of the inquiry but without identifying its source. If the PCTB deems it necessary to amend the SBD as a result of a clarification, it shall do so following the procedure under Sub-Clause 5.2 & Clause 5, ITB.
- 5. Amendment of SBD**
- 5.1 At any time prior to the deadline for submission of bids, the PCTB may amend the SBD by issuing Addenda.
- 5.2 Any Addendum issued shall be part of the SBDs which shall be communicated in writing to all who have obtained the SBD directly from the PCTB.
- 5.3 To give prospective Bidders reasonable time in which to take an Addendum into account in preparing their bids, the PCTB may, at its discretion, extend the deadline for the submission of bids, pursuant to Sub-Clause 15.2, ITB.

C. Preparation of Bids

- | | | | |
|-----|--|------|--|
| 6. | Cost of Bidding | 6.1 | The Bidder shall bear all costs associated with the preparation and submission of its bids, and the PCTB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |
| 7. | Documents Comprising the Bid | 7.1 | <p>The Bid shall comprise the following:</p> <p>(a) Technical Bid</p> <p style="padding-left: 40px;">Bid Submission Sheet (BSS), Bid Information Sheet (BIS), GCC, SCC, Paper Samples Testing Fee, copy of CNIC, original receipt of Bid Document purchased from PCTB, Bid Security and Paper Samples.</p> <p>(b) Financial Bid</p> <p style="padding-left: 40px;">The Financial Bid comprises Financial Bid Proforma and Supply Requirements-Section-V.</p> |
| 8. | Bid Submission Sheet and Financial Bid | 8.1 | The Bidder shall submit the Bid Submission Sheet using the form furnished in Section IV; Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. |
| | | 8.2 | The Bidder may offer the Financial Bid for any one or more than one items for supply of Jackets/Textbooks <u>keeping in view his own production capacity and supply period.</u> The rate should be inclusive of all taxes and inputs etc. on the attached Proforma. |
| | | 8.3 | Financial Bid furnished on Proforma other than the original shall not be accepted. |
| 9. | Alternative Bids | 9.1 | Unless otherwise indicated in the BDS, alternative bids shall not be considered. |
| 10. | Documents Establishing Qualifications of the Bidder | 10.1 | To establish its qualifications to perform the Contract, the Bidder shall submit the evidence of supply requirements of paper specification. |
| 11. | Period of Validity of Bids | 11.1 | Bids shall remain valid for the period specified in the BDS after the bid submission deadline date i.e. 90 days from the opening of financial bid. A bid valid for a shorter period shall be rejected by the PCTB as non-responsive. |

- 12. Bid Security**
- 12.1 Bid Security @2% of total estimated value of quantity mentioned against respective estimated rates in favor of PCTB Lahore in the shape of Pay Order / Bank Draft or CDR issued by any scheduled bank of Pakistan, shall be with the Technical Bid. The bidder should affix on the back of the Pay Order/Bank Draft/CDR, the seal/stamp of group lead bidder, as the case may be. Bid security in the form of Bank Guarantee is not acceptable.
- 12.2 Any bid not accompanied by a substantially responsive Bid Security in accordance with ITB shall be **rejected** by the PCTB as non-responsive.
- 12.3 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB.
- 12.4 The Bid Security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity specified in BDS.
 - (b) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with Clause 25, GCC;
 - (ii) furnish a Performance Security in accordance with ITB.
- 12.5 The Bid Security of Publishers / Printers etc. must be in the name of sole proprietor & as group leader or one or more than one of its members of the Publishers / Printers etc. that submits the bid.
- 13. Format and Signing of Bid**
- 13.1 The Bidder shall prepare one original of the documents comprising the bid as described in Clauses 7 & 8, ITB and clearly mark it "ORIGINAL" on the relevant Proforma given in SBD.
- 13.2 The original bid shall be written in indelible blue/ black 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, any interlineations, erasures, or overwriting shall not be allowed.
- 13.4 For Financial Bid, use of white correcting fluid for any of the above, even if attested, shall be considered as invalid.

D. Submission and Opening of Bids

- 14. Sealing and Marking of Bids**
- 14.1 Bidders may submit their bids by dropping the bid by hand in the tender box.
- 14.2 The Bidder shall enclose the Technical & Financial Bids along with all relevant attachments in separate sealed envelopes, duly marking the envelopes as “TECHNICAL BID” and “FINANCIAL BID.” These envelopes shall then be enclosed in one single envelope and sealed.
- 14.3 The inner and outer envelopes shall;
- (a) have the name and address of the Bidder,
 - (b) be addressed to the PCTB,
 - (c) be sealed properly by adhesive paper and signed with stamp.
- 14.4 If all envelopes are not sealed and marked as required, the PCTB will assume no responsibility for the misplacement or premature opening of the bid.
- 15. Deadline for Submission of Bids**
- 15.1 Bids must be received by the PCTB at the given address and no later than the date and time indicated in the BDS.
- 15.2 The PCTB may, at its discretion, in lieu of unavoidable circumstances extend the deadline for the submission of bids by amending the SBDs in accordance with Clause 5, ITB.
- 15.3 Upon such extension in deadline, all rights and obligations of the PCTB and Bidders, evolved as such vide earlier transaction, shall thereafter be subject to the deadline as extended.
- 16. Late Bids**
- 16.1 The PCTB shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the PCTB after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
- 17. Bid Opening (Technical Bid)**
- 17.1 The Tender Documents shall be submitted up to **27.11.2018** till 11:00 A.M. in the Tender Box, placed in Committee Room, Punjab Curriculum & Textbook Board and **Technical Bid** shall be opened on the same day at 11:30 A.M. in the presence of bidders or their authorized representatives who make them available on the time, date and venue mentioned above.

- (Financial Bid)** 17.2 The **Financial Bid** of bidders, those declared technically qualified and whose paper sample (s) found as per specifications of SBD, shall be opened on the notified time, date and venue. Bid rate will be inclusive of all government taxes and GST also (if applicable).

E. Award of Contract

18. **Award Criteria** 18.1 The PCTB will award the Contract to the Bidder subject to the fulfillment of requirements of Rule 4, the Punjab Procurement Regulatory Authority Rules, 2014 (PPRA Rules, 2014), whose offer has been determined to be ***the lowest evaluated bid and is substantially responsive to the SBD***, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
19. **Purchaser's Right to Vary Quantities at Time of Award** 19.1 At the time the Contract is awarded, the Managing Director, PCTB reserves the right to increase or decrease the quantity of **Jackets/Textbooks as per the Punjab Procurement Regulatory Authority Rules, 2014**, originally specified in Section V; Supply Requirements, without any change in the unit prices or other terms and conditions of the bid and the SBD.
20. **Notification of Award** 20.1 Prior to the expiration of the period of bid validity, the PCTB shall notify the successful Bidder, in writing, that its bid has been accepted.
- 20.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 20.3 The successful bidder's furnishing of the performance security, the PCTB shall discharge its bid security.
21. **Signing of Contract** 21.1 The successful bidders, within one week of issuance of "Notification of Award", shall sign an agreement as per **Contract Agreement** given in **Section VIII; Contract Forms** with the Director (Production), Punjab Curriculum & Textbook Board on a non-judicial stamp paper of the requisite value which shall be paid by the bidder.
- 21.2 For each category of respective Jacket/Textbooks, the bidder shall enter into a separate agreement.

- 22. Performance Security**
- 22.1 Within **Fifteen (15) days** of the receipt of notification of award from the PCTB, in accordance with the Clause 14, GCC, the bidder shall submit the Performance Security @ 10% value of contract in shape of Bank Guarantee /Pay Order/CDR issued by a Scheduled Bank of Pakistan. However, on written request of the successful bidder, time period may be extended for another 15 days subject to payment of penalty.
- 22.2 **a)** Failure of 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. In that event the PCTB may award the Contract to the next lowest evaluated Bidder, on the rate of the first lowest bidder, whose offer is substantially responsive and is determined by the PCTB to be qualified to perform the Contract satisfactorily at his risk and cost.
b) If the bidder submits partial value of total Bank Guarantee or requests for the adjustment of earnest money against performance Guarantee, the deficit value of work will be awarded by the PCTB to the second lowest bidder at the lowest bid rate.
- 22.3 With reference to a particular award the Performance Security of Publishers / Printers etc. must be in the name of Sole Proprietor & as Group Leader or one or more than one of its members of the Publishers / Printers etc. that submits the application.
- 23. Availability of Paper**
- 23.1 20% paper stock for the awarded quantities of 1st installment will be got checked after issuance of award. Extension of 7 days with penalty of Rs. 500/-per day /per lac for the value of work awarded.
Nonetheless penalty under this Section will stand waived off if timeline mentioned in schedule is achieved.
- 24. Stamp Duty/Stamp Paper**
- 24.1 The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work award.
- 25. Monitoring**
- 25.1 The PCTB will carry out regular inspections of the printing, binding etc. to ensure quality and timely supply of **Jackets/Textbooks**.

- 25.2 The bidder shall facilitate the Monitoring Teams of PCTB to get checked the printed **Jackets/Textbooks**, being printed, paper quality, paper stock and other allied inspections and shall not hesitate to do so.
- 25.3 Notwithstanding any other provision in this document, the PCTB in order to ensure in public interest, the printing and supply of **Jackets / Textbooks** to Government Schools for the current Academic Session i.e. 2019-20 shall have the right to withdraw the award in part or whole, if the bidder fails to comply with timelines mentioned in the SBD regarding stock of paper and printing/supply of each installment and award the same to the 2nd lowest bidder at the risk and cost of the 1st lowest bidder who failed to perform the work awarded.
- 26. Piracy Checking**
- 26.1 The bidder shall not use any printing press or binding facility of any printer involved in piracy of any Textbook or PNB of PCTB. In case of non-compliance, penalty shall be imposed as specified in Clause 20.2 (9) of the GCC.

Section II. Bid Data Sheet

The following specific data for the printing, binding and supply shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

General	
1.	The number of the Invitation for Bids is : PCTB/IPL-10840-C
2.	The Purchaser is: <u>PUNJAB CURRICULUM & TEXTBOOK BOARD, LAHORE</u>
Contents of Bidding Document	
3.	For <u>clarification of bids purposes</u> only, the Purchaser's address is: Attention: <u>Director (Production & Procurement Specialist)</u> Address: <u>Punjab Curriculum & Textbook Board, 21/E-II, Gulberg-III, Lahore</u> City: <u>Lahore</u> Country: <u>Pakistan</u> Telephone: <u>042-99230698</u>
Preparation of Bids	
4.	The Bidder shall submit with its bid the following additional documents: Affidavit of Non-Corrupt Practices and Non-Blacklisting with any Government (s), Department (s), Attached Departments, Autonomous Body, Special Institution, Company, Agency and Organization etc.
5.	Alternative bids <i>shall not</i> be considered.
6.	"Final destination/site": Lahore Pakistan (A bidder is responsible to supply till to final destination Godown) The Bidder shall quote the price inclusive of the inland transportation and other local services required to deliver the supplies at warehouse(s) in Lahore including all taxes levied by the Government including GST (if applicable).
7.	Prices quoted by the Bidder shall be: " fixed " as per technical specifications.
8.	The bid validity period shall be: 90 days from the opening of Financial Bid.

9.	<p>The bidder shall attach Pay Order /Bank Draft / CDR in favor of Punjab Curriculum & Textbook Board @ 2% of the estimated value (in Pak Rupees) as Bid Security with Technical Bid.</p> <p>The bidder shall submit pay orders amounting to Rs.9,500/- each (Non-refundable) for each paper sample in favor of Punjab Curriculum & Textbook Board, as test-fee of samples along with the Technical Bid.</p>																										
10.	Financial Bid should be submitted in original:																										
Submission and Opening of Bids																											
11.	<p>11.1 The inner envelopes shall bear the following additional identification marks: (a) Technical Bid (b) Financial Bid.</p> <p>11.2 Particulars of documents to be attached duly signed and stamped by the bidder.</p> <p>(a) Technical Bid:</p> <table border="1" data-bbox="443 835 1374 1440"> <thead> <tr> <th data-bbox="443 835 531 913">Sr. No.</th> <th data-bbox="531 835 1374 913">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 913 531 954">1.</td> <td data-bbox="531 913 1374 954">Bid Submission Sheet (BSS)</td> </tr> <tr> <td data-bbox="443 954 531 994">2.</td> <td data-bbox="531 954 1374 994">Bidder Information Sheet (BIS)</td> </tr> <tr> <td data-bbox="443 994 531 1034">3.</td> <td data-bbox="531 994 1374 1034">General Conditions of Contract (GCC)</td> </tr> <tr> <td data-bbox="443 1034 531 1075">4.</td> <td data-bbox="531 1034 1374 1075">Special Conditions of Contract (SCC)</td> </tr> <tr> <td data-bbox="443 1075 531 1160">5.</td> <td data-bbox="531 1075 1374 1160">Offset Printing Paper Sample Testing Fee (Rs.9,500/- per sample non-refundable)</td> </tr> <tr> <td data-bbox="443 1160 531 1200">6.</td> <td data-bbox="531 1160 1374 1200">Copy of CNIC, valid NTN/valid Sales tax (if applicable)</td> </tr> <tr> <td data-bbox="443 1200 531 1240">7.</td> <td data-bbox="531 1200 1374 1240">Original Receipt of purchase of Bid documents from PCTB</td> </tr> <tr> <td data-bbox="443 1240 531 1281">8.</td> <td data-bbox="531 1240 1374 1281">Bid Security in shape of Pay Order/Bank Draft</td> </tr> <tr> <td data-bbox="443 1281 531 1440">9.</td> <td data-bbox="531 1281 1374 1440">Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned bidder. (Minimum 3 set of samples are allowed) (Minimum 06 sheets for each set of samples)</td> </tr> </tbody> </table> <p>(b) Financial Bid:</p> <p>Following documents be attached</p> <table border="1" data-bbox="443 1525 1374 1738"> <thead> <tr> <th data-bbox="443 1525 531 1603">Sr. No.</th> <th data-bbox="531 1525 1374 1603">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1603 531 1675">1.</td> <td data-bbox="531 1603 1374 1675">Financial Bid Proforma (Original)</td> </tr> <tr> <td data-bbox="443 1675 531 1738">2.</td> <td data-bbox="531 1675 1374 1738">Supply Requirement Section V</td> </tr> </tbody> </table>	Sr. No.	Particulars of documents	1.	Bid Submission Sheet (BSS)	2.	Bidder Information Sheet (BIS)	3.	General Conditions of Contract (GCC)	4.	Special Conditions of Contract (SCC)	5.	Offset Printing Paper Sample Testing Fee (Rs.9,500/- per sample non-refundable)	6.	Copy of CNIC, valid NTN/valid Sales tax (if applicable)	7.	Original Receipt of purchase of Bid documents from PCTB	8.	Bid Security in shape of Pay Order/Bank Draft	9.	Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned bidder. (Minimum 3 set of samples are allowed) (Minimum 06 sheets for each set of samples)	Sr. No.	Particulars of documents	1.	Financial Bid Proforma (Original)	2.	Supply Requirement Section V
Sr. No.	Particulars of documents																										
1.	Bid Submission Sheet (BSS)																										
2.	Bidder Information Sheet (BIS)																										
3.	General Conditions of Contract (GCC)																										
4.	Special Conditions of Contract (SCC)																										
5.	Offset Printing Paper Sample Testing Fee (Rs.9,500/- per sample non-refundable)																										
6.	Copy of CNIC, valid NTN/valid Sales tax (if applicable)																										
7.	Original Receipt of purchase of Bid documents from PCTB																										
8.	Bid Security in shape of Pay Order/Bank Draft																										
9.	Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned bidder. (Minimum 3 set of samples are allowed) (Minimum 06 sheets for each set of samples)																										
Sr. No.	Particulars of documents																										
1.	Financial Bid Proforma (Original)																										
2.	Supply Requirement Section V																										
12.	<p>For bid submission purpose only, the Purchaser's address is: Attention: <u>Director (Production & Procurement Specialist)</u> Address: <u>Punjab Curriculum & Textbook Board, 21/E-II, Gulberg-III, Lahore</u></p>																										

	<p>City: <u>Lahore</u> Country: <u>Pakistan</u> Telephone: <u>042-99230698</u> The deadline for the submission of bids is: Date: <u>27.11.2018</u> Time: 11.00 A.M.</p>
13.	<p>The bid opening shall take place at: Address: <u>Punjab Curriculum & Textbook Board, 21/E-II, Gulberg-III, Lahore</u> Floor/Room number: <u>Committee Room</u> City: <u>Lahore</u> Country: <u>Pakistan</u> Date: <u>27.11.2018</u> Time: <u>11.30 A.M.</u></p>
	Evaluation and Comparison of Bids
14.	The currency that shall be used for bid evaluation and comparison purpose is: <u>Pak Rupees</u>
15.	Stamp Duty/Stamp Paper
	The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work awarded.
	Award of Contract
16.	After execution of contract the maximum percentage by which quantities may be increased of each Jackets / Textbooks respectively is: 15% of the original procurement. However, any addition to the above stated quantity may be awarded with mutual consent of parties provided there is urgency and shortage of time for printing.

Section III. Qualification Criteria

This section contains all the factors, methods and criteria that the PCTB shall use to evaluate a bid and determine whether a bidder possesses required qualification.

Table of Contents

1. **Lowest Evaluated Bid Criteria.**

- (a) The Financial Bid of those applicants shall be opened who fulfill paper specification and obtained the required passing marks after technical evaluation.
- (b) Comparative Statement:-

The bidder offering the lowest rate in the respective **Jackets / Textbooks** would be the lowest evaluated bidder.

Bid Submission Sheet

Date: _____

Tender No.: _____

To:

The Director (Production & Procurement Specialist),
Punjab Curriculum & Textbook Board,
21/E-II, Gulberg-III, Lahore

I/We, the undersigned, declare that:

- (a) I/We have examined and have no reservations to the Bidding Document, including Addenda No.: _____;
- (b) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Supply Requirements;
- (c) Our bid shall be valid for the period of 90 days from the date of opening of Financial Bid in accordance with Clause 9 & 14, BDS, and it shall remain binding upon us and may be accepted at any time before the expiration of said period;
- (d) If our bid is accepted, we commit to obtain a performance security in accordance with Clause 26.1, ITB and Clause 14, GCC for the due performance of the Contract;
- (e) We or our any sister concern(s) have not been blacklisted by any Government (s), Department (s), Attached Departments, Autonomous Body, Special Institution, Company, Agency and Organization etc.;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(h) We understand that Managing Director, PCTB reserves the right to increase/decrease the quantity of Jackets/Textbooks with mutual consent of bidder as provided under Clause 23 of ITB.

(i) Particular of Pay Orders/CDR regarding Bid Security:

Pay Order No.	Dated	Bank Name	Amount (Rs.)
			Total

Signature & Stamp of Bidder

Signed _____ in the Capacity of _____

Name _____

Duly authorized to sign the bid for and on behalf of _____

Dated on _____ day of _____

Bidder Information Sheet (As per applications)

Date: _____

Tender No.: _____

1. Bidder's Legal Name						
2. In case of Group;						
	(a)	Name of Group				
	(b)	Name of Lead Bidder / Authorized Representative				
	(c)	Members firms information				
3.		Name of firm with address	%age share	Owner's Name	CNIC	NTN
	(i)					
	(ii)					
	(iii)					
5. Bidder's Address						
6. Bidder's Authorized Representative Information						
Name: _____						
CNIC No. _____						
Address: _____						
Telephone/Fax Numbers: _____						
Email Address: _____						

Section IV. Bidding Form

- 1. Financial Bid.....

PUNJAB CURRICULUM & TEXTBOOK BOARD
FINANCIAL BID PROFORMA
FOR PROCUREMENT OF JACKETS/TEXTBOOKS
FOR THE ACADEMIC SESSION 2019-20

1. Name of bidding firm: _____
2. Address: _____
3. Phone No. _____ Fax No. _____ Cell No. _____
4. Rate per copy inclusive of all inputs / taxes without title cover offered as under:

Note: The bidder may offer for one or more than one **Jackets/Textbooks**.

Sr. #	Name of Class & Jacket	Total Quantity	Tentative Rate per textbook (Rs) (Inclusive of all applicable Taxes)	Tentative Total value of Work (Rs) (Inclusive of all applicable Taxes)
1	1/B (U.M) PEF	178,792	36.08	129,016.00
2	2/B (U.M) PEF	147,334	54.56	160,771.00
3	2/B (E.M) PEF	88,346	54.56	96,403.00
4	3/B (E.M) PEF	74,225	50.16	74,463.00
5	4/B (UM) PEF	150,938	79.64	240,414.00
6	5/B (U.M) PEF	124,536	76.56	190,690.00
7	6/B (U.M)	207,928	73.92	307,401.00
8	9/B (E.M) Arts grp	5,790	67.2	7,782.00
9	9/F (U.M)	109	62.58	136.00
10	9/G (U.M)	26	41.36	22.00
11	9/B (U.M) arts grp	214	67.2	288.00
12	9/C (U.M)	89,302	51.04	91,159.00
13	GENERAL MATH-10 (E.M)	8,498	65.52	11,136.00
14	10/B (U.M)Arts grp	20	65.52	26.00
Total		1,076,058		

Total Amount in Words: _____

5. Total Bid Security Amount of **Estimated Cost@2%** Rs. _____

Bid security paid vide Pay order / C.D.R/Bank Draft amounting to

Rs. _____ of Bank _____

Dated _____ submitted along with Technical Bid.

Signature & stamp of bidder

Name of Proprietor / Director / Partner _____

Dated: _____ CNIC _____

**PART 2 – SUPPLY REQUIREMENTS
(Comprising Section V)**

Section V. Supply Requirements

1. Statement showing size, Colour Scheme and Number of Pages of Jackets/Textbooks (Annexure "A").
2. Statement showing quantities of Jackets/Textbooks (Annexure "B").
3. Technical Specifications.
4. Schedule of Supply (Annexure "C").
5. Schedule of Activities (Annexure "D").

Annexure "A"

**STATEMENT SHOWING COLOUR SCHEME AND NUMBER OF PAGES
OF JACKETS/TEXTBOOKS TO BE SUPPLIED TO PMIU, PEF &
OTHERS FOR THE ACADEMIC SESSION 2019-20**

Sr. #	Name of Class & Jacket	Size	Subject	Number of pages & Colour Scheme			Total pages
				4C	2C	1C	
1	1/B (U.M) PEF	20x30/8	Mathematics	100			100
			General Knowledge	64			64
			TOTAL	164	0	0	164
2	2/B (U.M) PEF	20x30/8	General Knowledge	88			88
			Mathematics	160			160
			TOTAL	248	0	0	248
3	2/B (E.M) PEF	20x30/8	General Knowledge	88			88
			Mathematics	160			160
			TOTAL	248	0	0	248
4	3/B (E.M) PEF	20x30/8	General Knowledge	64			64
			Mathematics	164			164
			TOTAL	228	0	0	228
5	4/B (UM) PEF	20x30/8	Mathematics	186			186
			Science + Dangué	112			112
			M. Uloom	64			64
			TOTAL	362	0	0	362
6	5/B (U.M) PEF	20x30/8	Mathematics	160			160
			Science	104			104
			M. Uloom	72			72
			Dengue Message	12			12
			TOTAL	348	0	0	348
7	6/B (U.M)	20x30/8	Mathematics			192	192
			General Science	136			136
			Dengue Message	8			8
			TOTAL	144	0	192	336
8	9/B (E.M) Arts grp	20x30/8	G. Math Arts Grp			320	320
9	9/F (U.M)	20x30/8	Computer Science 9-10			298	298
10	9/G (U.M)	20x30/8	G. Science 9-10	188			188
11	9/B (U.M) arts grp	20x30/8	G. Math Arts Grp			320	320
12	9/C (U.M)	20x30/8	Physics	224	8		232
13	GENERAL MATH-10 E.M)	20x30/8	G. Math Arts Grp			312	312
14	10/B (U.M)Arts grp	20x30/8	G. Math Arts Grp			312	312

Signature & Stamp of Bidder

Annexure "B"

STATEMENT SHOWING QUANTITY OF JACKETS/TEXTBOOKS FOR THE YEAR 2019-20.

SR. #	NAME OF CLASS & JACKET	PMIU	PEF	PEIMA	MLWC	BECS Gilgit	Govt. Edu. Gilgit	Litracy	Total
1	1/B (U.M) PEF		9,505	169,287	-	-	-	-	178,792
2	2/B (U.M) PEF		45,380	101,954	-	-	-	-	147,334
3	2/B (E.M) PEF		45,364	12,457	-	9,930	20,595	-	88,346
4	3/B (E.M) PEF		34,650	11,780	-	8,035	19,760	-	74,225
5	4/B (UM) PEF		92,309	6,440	-	8,189	-	44,000	150,938
6	5/B (U.M) PEF		83,934	5,059	139	6,304	-	29,100	124,536
7	6/B (U.M)		187,831	19,846	251	-	-	-	207,928
8	9/B (E.M) Arts grp		-	-	-	-	5,790	-	5,790
9	9/F (U.M)		-	-	109	-	-	-	109
10	9/G (U.M)		-	-	26	-	-	-	26
11	9/B (U.M) arts grp		188	-	26	-	-	-	214
12	9/C (U.M)		89,141	-	161	-	-	-	89,302
13	GENERAL MATH-10 E.M)	3,531	-	-	-	-	4,967	-	8,498
14	10/B (U.M)Arts grp	-	-	-	20	-	-	-	20
Total		3,531	588,302	326,823	732	32,458	51,112	73,100	1,076,058

Signature & Stamp of Bidder

Technical Specifications

The Supplier shall ensure that the Jackets/Textbooks supplied under this Contract shall conform to the technical specifications and standards mentioned below:-

- (a) The supplier shall submit along with Technical Bid six blank paper sheets of size 20"x30" of each paper manufacturer/importer concerned as specimen of paper along with Stamp of manufacturer of printing paper and supplier at the top corner of each sheet.
- (b) The supplier shall submit Pay Orders amounting to Rs.9,500/- each (Non-refundable) for paper sample of each manufacturer in favor of Punjab Curriculum & Textbook Board, Lahore as test-fee of paper samples along with the Technical Bid.
- (c) The procurement of good quality printing paper from open market as per approved specifications is responsibility of the supplier/bidder. The required specifications of printing paper manufactured by any paper mill(s) to be used for printing of Jackets/Textbooks are given below:-

Cream wove offset paper size	Grammage	Burst Factor	Tear Factor	Brightness	Opacity	Glaze-ness	Weight per ream (500 sheets)
20" x 30"	68 GSM ($\pm 5\%$)	12.1 and above	MD 40 CD 45 ($\pm 5\%$)	80 Minimum	85 ($\pm 5\%$)	Both sides glazed	13.1612 Kgs

Note: Use of Recycled paper is prohibited.

- (d) The Offset virgin pulp Cream Wove Printing Paper shall possess the qualities of smooth surface, uniform in thickness / formation and free or with rare specks or black particles.
- (e) For the paper used for printing the bidder shall submit original Sales Tax invoices of paper manufacturer or supplier along with the bill for payment. This could be verified from the Sales Tax Department, paper mills.
- (f) The bidder shall use superior quality inks (imported or equivalent) and imported coated plates of not less than 30 micron. The procuring agency may require copy of purchase/import document's to ensure use of quality inputs.
- (g) The Untrimmed & trimmed size of textbooks is as under:

#	Book	Untrimmed size	Trimmed size
1	All Jackets / TExtbooks	20" x 30"/8	7.0" x 9.25"

- (h) For binding with hot glue machine binding, the bidder shall use best quality **imported glue or equivalent**. The bidder will be responsible for the following:
- i) The books cohesiveness should remain intact in all seasons.
 - ii) There should be no “Cold Cracks” in winter season.
 - iii) Mixing of inferior quality glue with superior quality glue is prohibited.
 - iv) The adhesive strength of glue shall be tested for low temperature (-10°C) & high temperature cracks.
 - v) The bidder shall ensure that the thermostat of the heater of binding machine is in working condition at all times.
 - vi) Use of local glue is totally prohibited.
- (i) The detail of colour scheme/pages of Jackets/ Textbooks are given in Annexure “A” of Section V, Supply Requirements.
- (j) Spine Grinding with four creases, two creases on spine edges and two creases between 5 to 7 mm from the spine on both sides (front and back) of the book.
- (k) The opposite sides of the Jackets / textbooks be parallel to each other and adjacent sides be perfectly perpendicular (90°) to each other with fine cutting.
- (l) Print line must be given at the back side of “inner title” pasted or as directed by PCTB along with month, year of print and number of copies printed.
- (m) All copies of the Jackets / textbooks shall be serially numbered as per direction of the Punjab Curriculum & Textbook Board.
- (n) The authorized representatives of the Punjab Curriculum & Textbook Board shall inspect the printed Jackets/Textbooks at the premises intimated by the successful bidder. Only those textbooks shall be accepted for supplies which are absolutely according to the specifications.
- (o) The Punjab Curriculum & Textbook Board's authorized Agency/ Officers / staff shall inspect the paper, imported ink and binding material(imported hot glue) etc. used for printing / binding of the Jackets / Textbooks during the printing / binding process and if required collect the samples for laboratory inspection from any standard Govt. laboratory which the Board deems fit, for any consignment; the lab test fee @ Rs.9,500/- per sample of maximum one test (if need arises) will be borne by the bidder beyond three by the PCTB.
- (p) The PCTB shall provide error free, good quality positives of the textbook on issuance of supply order. The supplier will submit proofs of the entire book accordingly as per schedule Annex ‘D’. The proof reading of the book will be done by person(s) authorized by PCTB. The Supplier will not start final printing of the book without obtaining final print

order in writing from PCTB.

- (q) The supplier is required to handle the positives with care and return the same to PCTB in proper press worthy condition. If the positives returned by the supplier are found defective or not in proper usable condition, supplier will have to pay the replacement cost of defective positives to PCTB which may be recovered from their bill.
- (r) The supplier shall follow the binding instructions of PCTB.
- (s) The Jackets /Textbooks shall be bound in Hot melt glue of best imported quality or equivalent.
- (t) The bidder shall insert the word “Not For Sale – PESRP” on alternate pages of each format, preferably on top corner.

Signature & Stamp of Bidder

Technical Bid Proforma

PUNJAB CURRICULUM & TEXTBOOK BOARD LAHORE

Production Capacity Evaluation Form for Bidders 2019-20

A. Financial Capacity Evaluation Form

1. Name of Firm: _____

Address: _____

Financial Information: (In case of Group/ detail of all members to be provided)

Note: *If any of the following information is left blank, no credit shall be awarded for that information,*

(a) Bank Statement for previous last two years Ist July 2016 to 30th June 2018

Financial Year	Total Deposit (Credit Side of Bank Statement only)
Ist July 2016 to 30 th June 2017	
Ist July 2017 to 30 th June 2018	
Total	

(b) Income Tax Chargeable for previous two completed Tax Years (**Obligatory**) to be corroborated with evidence. Please attach Income Tax Return for last two tax years.

Tax Year	Amount of Income Tax Chargeable
Total	

(c)

(d) Cash Flow Availability: attach Bank Statement of last two consecutive fiscal years from 1st July 2016 to 30th June 2018.

Particulars	Amount
Total	

2. Procurement of paper

- a) Name of paper (1) _____
 manufacturer(s)/ (2) _____
 Authorized Dealer (3) _____
 (4) _____
 (5) _____

(b) Number of samples of paper of given specification attached _____.

Note: The bidder can submit minimum three paper samples of each manufacture / paper mill. (The paper sample should be submitted after folding them twice).

(c) Specification of the paper to be used by the supplier for printing:-

i.	Texture		ii.	Grammage	
iii.	Bust Factor		iv.	Tear Factor	
v.	Brightness		vi.	Opacity	
vii.	Glaze-ness		Viii	Weight per ream (500 sheets)	

(The bidder shall submit six paper sheets of each paper sample as specimen of paper size 20"x30". The bidder shall affix the stamp of his firm on the top right corner along with the name and stamp of manufacturer of paper).

Note: Attach Pay Orders of Rs.9,500/- for each sample as paper testing fee.

(e) The bidder shall attach a certificate containing compliance of technical specifications mentioned in SBD which is to be obtained from the manufacturer along with the paper samples.

Signature & Stamp of Bidder

9. Inputs to be used

(i) Brand of ink _____

And its country of origin _____

(ii) Brand of coated plates _____

and its country of origin _____

NOTE:

Bidder shall provide the invoices/ cash memos/purchase receipts of above inputs if required by the procuring agency.

10. Jackets / Textbooks Production Experience;

(a) General Experience

(Minimum three years in the business of general books/PNB printing.)

(i) _____

(ii) _____

(iii) _____

(b) Specific Experience

Successfully completed minimum of five years in production of Jackets / Textbooks tender job.

Sr. No.	Academic year	Name of textbooks	Quantity	Price	Value of work

Note: attach extra sheet if required.

3. Printing or Printing related Experience

a) Successfully completed in last five years.

Sr. No.	Academic year	Name of textbooks / general books / SRM etc.	Quantity	Price	Value of work

Note: attach extra sheet if required.

b) Detail of performance with PCTB

Signature & Stamp of Bidder

B. Production Capacity Evaluation Form

1. Printing Facilities (Applicant/ Members):

i.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

ii.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

iii.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

iv.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

v.

a) Name of Printing Press: _____

b) Address of premises: _____

c) Printing press declaration (attach copy)

2. Single Colour Machine (Sheet Fed)

Sr No.	Make & Model	Size	Quantity	Year of manufacture	Output speed per hour

Signature of Applicant(s)

3. Two Colour Machine (Sheet Fed)

Sr No.	Make & Model	Size	Quantity	Year of manufacture	Output speed per hour

Signature of Applicant(s)

4. Four Colour Machine (Sheet Fed)

Sr No.	Make & Model	Size	Quantity	Year of manufacture	Output speed per hour

Signature of Applicant(s)

5. Alternate power facilities (Yes/ No) _____
Capacity of power generator _____ KW.

Signature & Stamp of Bidder

6. **Storage capacity for paper/books(number of reams)** _____

i) Location of Godown _____

ii) Size of Godown _____

iii) Number of reams/books to be stored _____

Note: The storage should be exclusively for paper & books. Spaces available at presses & binding houses will not be considered.

Signature & Stamp of Bidder

7. **Binding Facilities:**

(i)

a) Name of Binding House _____

b) Address & Telephone _____

c) Covered area of binding house _____

d) Number of automatic paper folding & gathering machines

e) Number of average human force available for folding and gathering _____

f) Section wise Sewing Machines _____

g) Detail of hot melt glue machines with eight hour binding speed:

Sr. No.	Nature of machine	Quantity	Capacity
(i)	single clamp		
(ii)	three clamp		
(iii)	five clamp		
(iv)	12-15 clamp		

(ii)

- a) Name of Binding house _____
- b) Address & Telephone _____
- c) Covered area of binding house _____
- d) Number of automatic paper folding & gathering machines _____
- e) Number of average human force available for folding and gathering _____
- f) Section wise Sewing Machine _____
- g) Detail of hot melt glue machines with eight hour binding speed:

Sr. No.	Nature of machine	Quantity	Capacity
(i)	single clamp		
(ii)	three clamp		
(iii)	five clamp		
(iv)	12-15 clamp		

vii) Book Trimmings:

- i) Single knife _____
- ii) Three knife _____

8. Detail of Staff /Employees/Work Force

Detail of Technical Staff						
S. No.	Designation	Member	Member	Member	Member	Total
Total (A)						

Detail of Managerial Staff						
S. No.	Designation	Member	Member	Member	Member	Total
Total (B)						
Grand Total (A+B)						

Note:

- Support staffs such as drivers, guards, sweepers, cleaners etc. are not to be included

Signature & Stamp _____

Name of Firm/Bidder _____

Name of Owner/Representative _____

Dated: _____ CNIC: _____

Member	Member	Member
Name _____	Name _____	Name _____
Signature _____	Signature _____	Signature _____
CNIC _____	CNIC _____	CNIC _____
Date _____	Date _____	Date _____
Stamp _____	Stamp _____	Stamp _____

Note: All pages must be signature and stamped.

Annexure "C"

4. SCHEDULE OF SUPPLY
PUNJAB CURRICULUM & TEXTBOOK BOARD LAHORE
Academic Session 2018 - 19

**THE BIDDER SHALL SUPPLY JACKETS/TEXTBOOKS AT
 PMIU & PEF WAREHOUSE(S) AT LAHORE IN 2 EQUAL INSTALLMENTS AS
 DETAILED BELOW:**

Sr. #	Installments	Dead Line of Supply
1.	1 st Installment	10 th of January, 2019
2.	2 nd Installment	20 th of January, 2019

Signature & Stamp of Bidder

Annexure "D"

**SCHEDULE OF ACTIVITIES
FOR SUPPLY OF JACKETS / TEXTBOOKS TO PMIU & PEF FOR
THE ACADEMIC SESSION 2019-20**

A) Schedule of Activities for Textbooks with No Change:

Sr. No.	Description	Up to
1.	Issuance of Notification of Award	10-12-2018
2.	Execution of Agreement	15-12-2018
3.	Issuance of Positives	15-12-2018
4.	Inspection of 20% paper stock, paper & allied material quality for the value of 1st installment, as per approved technical specifications.	15-12-2018
5.	Submission of Bank Guarantee	25-12-2018
6.	Submission of Proofs	18-12-2018
7.	Final Print Order	19-12-2018
8.	Submission and approval of dummy	20-12-2018
9.	Issuance of Printed Title Covers from PCTB Godown	20-12-2018
10.	Schedule of Supply	As mentioned above as Annexure "C"

Signature & Stamp of Bidder

PART 3-Contract
(Comprising Section VI-VIII)

Section VI. General Conditions of Contract

- 1. Definitions**
- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) “Contract Documents” means the documents listed in the Agreement, including any amendment(s) thereto.
 - (c) “Contract Price” means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the terms of Contract.
 - (d) “Day” means calendar day.
 - (e) “Completion” means the fulfillment of the printing, binding and supply of **Jackets/Textbooks** by the Supplier in accordance with the terms and conditions set forth in the Contract.
 - (f) “GCC” means the General Conditions of Contract.
 - (g) “**Jackets/Textbooks**” means the **Jackets/Textbooks** .
 - (h) “Purchaser” means the entity purchasing the **Jackets/Textbooks**, as specified in the SCC i.e. Punjab Curriculum & Textbook Board, Lahore hereinafter referred as PCTB.
 - (i) “SCC” means the Special Conditions of Contract.
 - (j) “Sub-Contractor” means any natural person, private, legal or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part / total quantity of the **Jackets/Textbooks** to be supplied is subcontracted by the supplier
 - (k) “Supplier” means applicant for the period of Academic Session of 2019-20.
 - (l) “Installment” means equal installment as given in Section-V; Supply Requirements.

- | | | |
|---|-----|---|
| 2. Contract Documents | 2.1 | Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. |
| 3. Liability of Printer/Publishers | 3.1 | As per applications the Supplier individually liable to the Purchaser for fulfillment of provisions of the Contract. |
| 4. Bid Security | 4.1 | As in Clause 12, ITB. |
| 5. Notices | 5.1 | 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. |
| | 5.2 | A notice shall be effective when delivered or on the notice's effective date, whichever is later. |
| 6. Governing Law | 6.1 | The Contract shall be governed by and interpreted in accordance with the Laws of Pakistan/the Punjab, in vogue. |
| 7. Settlement of Disputes | 7.1 | The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. |
| | 7.2 | If, after twenty eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with Clause 7 as specified in the SCC. |
| | 7.3 | Notwithstanding any reference to arbitration herein, <ul style="list-style-type: none"> (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agreed; and (b) the Purchaser shall pay the Supplier any amount due to the Supplier. |
| 8. Scope of Supply | 8.1 | The Jackets/Textbooks to be supplied shall be as specified in the Supply Requirements. |

- 9. Supply of Jackets/Text books** 9.1 The Supply of the **Jackets/Textbooks** shall be in accordance with the Schedule of Supply specified in Supply Requirements.
- 10. Supplier's Responsibilities** 10.1 The Supplier shall supply all the **Jackets/Textbooks** as included in the Scope of Supply in accordance with Clause 8, GCC and the Schedule of Delivery, as per Clause 9, GCC.
- 11. Contract Price** 11.1 (a) The rate per copy (per unit) quoted for the total mentioned quantity of a **Jackets/Textbooks** excluding title covers. The title covers shall be provided by PCTB.
- (b) In case of any increase or decrease in number of pages of a **Jackets/Textbooks** , their rate shall be calculated on proportionate basis.
- 11.2 Prices charged by the Supplier for the **Jackets/Textbooks** delivered and performed under the Contract shall not vary from the prices quoted by the Supplier in its bid/ or approved rate, with the exception of any price adjustments authorized in the SCC.
- 12. Terms of Payment** 12.1 The Contract Price shall be paid on completion of supply of every installment as specified in the Clause 10, SCC.
- 12.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by original Sales Tax Invoice of paper manufacturer / authorized dealer describing, as appropriate for **Jackets/Textbooks** etc. delivered at warehouse(s) in Lahore.
- 12.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it. The payments shall be made in Pak Rupees.
- 13. Taxes and Duties** 13.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., chargeable at the time of submission of bid and incurred until delivery of the contracted **Jackets/Textbooks** etc. to the Purchaser.

- 14. Performance Security**
- 14.1 **a)** The Supplier shall, within fifteen (15) days of the notification of contract award, provide a performance security @ 10% of the value of contract in shape of Bank Guarantee/Pay Order issued by a scheduled bank of Pakistan. The bid security shall only be released after submission of performance security.
- b)** If the bidder submits partial value of total Bank Guarantee or requests for the adjustment of earnest money against performance Guarantee, the deficit value of work will be awarded by the PCTB to the second lowest bidder at the first lowest bid rate.
- 14.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 14.3 The performance security shall be discharged by the Purchaser and returned to the Supplier after 31-03-2019
- 15. Confidential Information**
- 15.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Sub-Contractor such documents, data, and other information it receives from the Purchaser to the extent required for the Sub-Contractor to perform its work under the Contract, in which event the Supplier shall obtain from such Sub-Contractor an undertaking of confidentiality similar to that imposed on the Supplier under Clause 15, GCC.
- 15.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
- 16. Sub-Contracting**
- 16.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- 17. Specifications and Standards**
- 17.1 The Supplier shall ensure that supply of **Jackets/Textbooks** under this Contract shall conform to the Technical specifications and standards as given in Section-V; Supply Requirements.

- 18. Packing and Documents**
- 18.1 The supplier shall abide by the packing instructions of PCTB as issued from time to time.
- 19. Inspections and Tests**
- 19.1 The Supplier shall pay to purchaser paper testing fee of any three consignments as deem fit by PCTB. In case of more than 3 inspections, PCTB shall bear the expenses.
- 19.2 The inspections and tests (pre & post) may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the **Jackets/Textbooks** final destination.
- 19.3 The Purchaser shall provide the Supplier with a report of the results of any such test and/or inspection.
- 19.4 The Purchaser may reject any **Jackets/Textbooks** or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected **Jackets/Textbooks** at no cost to the Purchaser.
- 19.5 In addition thereto, Supplier shall arrange 0.1% of the total quantity as replacement of defective copies without charges.
- 19.6 The Supplier shall execute a contract agreement with the Purchaser on stamp paper worth Rs.0.25/- per lac of the total value of work awarded.
- 20. Penalty(s)**
- 20.1 If the Supplier fails to deliver any or all of the Jackets/Textbooks within the period specified in the Contract, the Director concerned may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as penalty(s), a sum equivalent to the percentage specified in the Sub Clause 20.2 of the delivered price of the delayed **Jackets/Textbooks** per day of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to Clause 24, GCC.
- 20.2 In particular and without prejudice, the following penalties may be imposed judiciously by the Director concerned of the PCTB for irregularities committed by the successful bidder in execution of work awarded to him / her by the Board. Any decision with this regard to imposition of penalty / penalties will be enforced only after service of show cause notice (s) on the bidder and providing an opportunity of being heard.

IRREGULARITIES		PENALTIES
1.	Non-execution of contract agreement within the stipulated period i.e., 7 days.	Offer shall stand cancelled and forfeiture of Bid Security.

2	(i)	Non submission of Bank Guarantee / Pay Order / CDR beyond 15 days of date of execution of agreement.	In case of request for extension beyond 15 days but up to 36 days penalty of Rs.500/- per lac /day shall be charged. Note: In case the bidder supplies the Jackets/Textbooks in accordance with specifications and in time, penalty will be waived off.
	(ii)	Non submission of Bank Guarantee / Pay Order / CDR beyond the extended period.	Cancellation of contract and forfeiture of Bid Security.
	(iii)	Submission of false and forged invoice (which could not be verified from Sales Tax Department) of paper from paper mills and importer concerned.	Penalty @Rs.25% of total amount of bill shall be deducted. Forfeiture of entire supply, Blacklisting and further action as per law.
	(iv)	20% Paper stock for the awarded quantities of 1 st installment will be got checked immediately after issuance of award.	Cancellation / reduction of awarded quantity by the procuring agency and/or forfeiture of Bid Security.
3.	Printing of Jackets/Textbooks or any part thereof without obtaining written print order from the Sr. Subject Specialist/ Subject Specialist/ authorized officer of the Board.	Penalty up to Rs.50,000/- (Fifty thousands) may be imposed.	
4.	<p>i) Defective Jackets/Textbooks supplied to Ware Houses in Lahore with the following deficiencies after delivery:</p> <p>a) Non usage of prescribed ink</p> <p>b) Colour impression deficiency</p> <p>c) Blank pages</p> <p>d) Formats not in order; page wise / repeated formats / upside down formats etc.</p> <p>e) Defective printing.</p> <p>f) Omission of Sr. No. on the Jackets/Textbooks</p> <p>g) Defective binding</p> <p>h) Undersize</p> <p>i) Defective trimming</p> <p>j) Defective insertion of pin</p> <p>k) Defective folding</p> <p>l) Wrong/omission of print line</p> <p>m) Any other fault</p> <p>ii) The defective copies will be worked out on the basis of percentage of the sample</p>		

	<p>checked. Sample size will not be less than 1% of the quantity under inspection.</p> <p>a) Defects up to 0.5% b) Defects up to 1% c) Defects above 1% - 2%</p> <p>d) Defects above 2% - 4% e.) Defects above 4% - 5% f.) Defects above 5% - 10% g.) Defects above 10%</p> <p>iii) Use of recycle paper other than technical specification mentioned in SBD. iv) use of paper , if found below specification during testing of printed books</p>	<p>a)NIL b)Up to 1% of the cost of consignment c)Up to 1.5% of the cost of consignment</p> <p>d) Up to 2% of the cost of consignment e.)Up to 4% of the cost of consignment f.)Up to 5% of the cost of consignment. g.)Replacement of all such stock as specified in Clause 20 in addition to penalty @ 4% of value of defective copies shall be imposed.</p> <p>iii) Blacklisting of Firm, Cancellation of contract and rejection of all supply. iv) 1.5% per specification found below specification of the cost of consignment.</p>
5.	Delay to deposit / hand over the complete positive set within 15 days after final delivery	<p>a.) Penalty of Rs.10, 000/- per day on delay. b.) if the bidder fails to deposit / hand over the complete positive sets even after 15 days of the final delivery, the cost of prepress material shall be deducted from his bill / Bank Guarantee along with penalty</p>
6.	<p>a) If 97% stock of each installment is supplied in time and balance within 10 days b) In case less than 97% supplied in time</p>	<p>a) Penalty Nil b) Penalty of Rs.25, 000/- per day will be imposed.</p>
7.	In case of wrong print line or print line given at pages other than specified by PCTB.	Penalty of Rs.5, 000/- per day will be imposed from the date of intimation till provision of rectification.
8.	In case of omission of print line.	Penalty of Rs.5, 000/- per day will be imposed from the date of intimation till provision of rectification.
9.	The bidder shall not use any printing or binding facility of any printer involved in piracy of any item / book of PCTB.	Contract shall be terminated & Performance Security forfeited, along with the confiscation of pirated Book/printed material.

Note: In case the supplier/bidder is aggrieved of any penalty imposed by the Director appeal shall lie to the Managing Director PCTB within the subsistence of this agreement/contract who shall pass and appropriate judicious orders.

- | | | |
|---|------|--|
| 21. Change in Laws Taxes and Regulations | 21.1 | In case the regime of any tax levied by Government is changed during the currency of the agreement separate instructions to the extent of such levy will be issued to the bidder. Such instructions shall be deemed to be a part of this agreement. |
| 22. Force Majeure | 22.1 | The Supplier 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. |
| | 22.2 | For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes etc. |
| | 22.3 | If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier 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. |
| 23. Extensions of Time | 23.1 | If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Jackets/Textbooks pursuant to Clause 9, GCC, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier’s notice, the Director concerned shall evaluate the situation and if found justified may recommend to the Managing Director, PCTB to extend the Supplier’s time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract. |
| | 23.2 | Except in case of Force Majeure, as provided under GCC Clause 22 a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of penalty(s) pursuant to Clause 20, GCC, unless an extension of time is agreed upon, pursuant to Sub-Clause 23.1, GCC. |

24. Termination	<p>24.1 Termination for Default</p> <p>(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:</p> <p>(i) if the Supplier fails to deliver any or all of the Jackets/Textbooks within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to Clause 23, GCC;</p> <p>(ii) if the Supplier fails to perform any other obligation under the Contract; or</p> <p>(iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud, misrepresentation and corruption, in competing for or in executing the Contract.</p> <p>(b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 24.1(a), GCC, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Jackets/Textbooks similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Jackets/Textbooks. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p> <p>24.2 Termination for Insolvency.</p> <p>(a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser</p>
25. Assignment	<p>25.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.</p>
26. Delay in Provision of Positives	<p>26.1 Positives/printed title covers for inner text shall be provided by PCTB as per schedule Annex "D". If there is any delay in this regard by PCTB, the Director concerned will have the exclusive authority to condone/credit the number of days of delay in favour of Supplier.</p>
27 Piracy Checking & Premises.	<p>31.1 The bidder shall not use any printing or binding facility of any printer involved in piracy of any textbook/PNB of PCTB.</p>

Section VII.

Special Conditions of Contract

Section VII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

1.	The Purchaser's country is: <u>PAKISTAN</u>
2.	The Purchaser is: <u>PUNJAB CURRICULUM & TEXTBOOK BOARD, LAHORE</u>
3.	The Site is: <u>21/E-II, GULBERG-III, LAHORE , PAKISTAN</u>
4.	The language shall be: <u>ENGLISH</u>
5.	For notices , the Purchaser's address shall be: Attention: <u>Director (Production & Procurement Specialist), Punjab Curriculum & Textbook Board, Lahore</u> Street Address: <u>21/E-II, Gulberg-III</u> City: <u>LAHORE</u> Country: <u>Pakistan</u> Telephone: <u>042-99230672-76</u>
6.	The governing law shall be the law of <u>Pakistan</u> and <u>the Punjab</u> .
7.	The rules of procedure for arbitration proceedings pursuant to Clause 7.2, GCC shall be as follows: The Chairman, Punjab Curriculum & Textbook Board shall be the sole arbitrator whose award shall be final and binding on the parties.
8.	The scope of supply for the Jackets/Textbooks to be supplied shall be as specified in <u>Section-V, Supply Requirements</u> .
9.	The prices charged for the Jackets/Textbooks delivered shall be adjustable. If prices are adjustable the following methods shall be used to calculate the price adjustment: <u>Proportionate Price</u> .
10.	Clause 12, GCC: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: (i) Payment: The bill of Supplier should be submitted on the basis of completion of each installment awarded to them as per 'Schedule of Supply'. (ii) Payment shall be made on submission of bill after completion of each installment.

11.	The amount of the Performance Security shall be: <u>10% of value of contract.</u> The currency shall be <u>Pak Rupees.</u>
12.	The types of acceptable Performance Securities are: Bank Guarantee/Pay Order/CDR issued by any scheduled bank of Pakistan.
13.	Performance Security shall be released after <u>31-03-2019.</u>
14.	The copyright of the manuscript and artwork resides with PCTB.
15.	Responsibility for transportation of the Jackets/Textbooks shall be as under: “The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the city of Lahore, Pakistan”.
16.	The Inspections and tests shall be conducted at: <ul style="list-style-type: none"> i. <u>The premises of the suppliers</u> ii. <u>Sample testing may be carried out by PCTB from any Standard Testing Laboratory, which PCTB deems fit.</u>
17.	The Penalty(s) shall be: <u>As given in Clause 20.2, GCC.</u>
18.	<u>The amount of penalties will be calculated as mentioned vide Clause 20.2 of GCC.</u>
19.	The period of validity of the Contract shall be up to <u>30-06-2019</u>
20.	The period for repair or replacement shall be <u>10 days</u>
21.	The <u>Contract Agreement</u> include reprints/additional award as mentioned in Clause 17, Bid Data Sheet.

Section VIII. Contract Forms

Table of Forms

Contract Agreement.....

(On stamp Paper worth Rs.0.25% of the total value of work awarded)

Contract Agreement

This agreement is made on this _____ day of _____ year _____ by and between Mr. _____ Owner/Director/Representative of M/s _____ address _____ hereinafter referred to as the bidder, which term (unless the context otherwise requires) shall include his successors, executors, administrators and assignees, etc. of the one party and the Director (Production & Procurement Specialist) of the Punjab Curriculum & Textbook Board, Lahore hereinafter referred to as the Board which term (unless the context otherwise requires) shall include his successors in the office, assignees etc. WHEREAS THE PUNJAB CURRICULUM & TEXTBOOK BOARD requires that _____ copies of **Jackets/Textbooks** _____ for class ____ (hereinafter referred to as the said book) to be printed and bound for supply under Punjab Education Sector Reforms Programme (PESRP) through Programme Monitoring & Implementation Unit (PMIU) and Punjab Education Foundation (PEF) and others for the academic year **2019-20** and the Bidder has agreed to print, bind and supply the **Jackets/Textbooks** of the quantity, specifications and rates as under;

Name of Jackets/Text books	Quantity	Rate per Unit	Total amount	Details of Pages (tentative) As per Annexure-A				
				4-C	3-C	2-C	1-C	Total

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 Supplier of award of Contract;
 - (b) the Bid Submission, Bidders information Sheet and the Contract Price submitted by the Supplier;
 - (c) the Special Conditions of Contract;;
 - (e) the General Conditions of Contract;
 - (f) the Supply Requirements and
 - (g) Schedule of Supply.

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 Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Jackets/Textbooks, and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Jackets/Textbooks 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 **30-06-2019**.

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 Supplier
With full name and address

Signature & Stamp of the Purchaser

Name: _____
Complete Address: _____

Director (Production & Procurement
Specialist),
Punjab Curriculum & Textbook Board,
21-E-II, Gulberg-III, Lahore.

Witness – I

Witness – II

Name: _____
Signature: _____
Address: _____

Name: _____
Signature: _____
Address: _____

Annexure "F"**(On Rs.1200 Stamp Paper)****AGREEMENT WITH PRINTER**

This agreement entered on ----- between

Name of bidder and address-----

and

_____ S/o _____ owner of the following
printing press having facilities as mentioned below:

1. Name of Printing Press _____
2. Address _____
3. Detail of printing machines

Sr. No.	Colours of Printing Machines	Number of Machines	Size of Printing Machines	Model (Year)	Make	Impressions in one hour
1.						
2.						
3.						
4.						
5.						

(a) I have entered into an agreement with M/s _____ for the availability of my Printing Press facilities for the purpose of printing of **Jackets/Textbooks** of PESRP through the PCTB, Lahore.

(b) I do also affirm that in case of urgency I will stop the other printing jobs and will ensure that the printing job of PCTB is done on top priority.

(c) The printer undertakes that if he fails to fulfill its obligation under this agreement, the Bidder and the PCTB through the bidder shall have the right to force him to accomplish the assigned target for printing.

(d) The printer shall not engage with more than one bidders for printing of **Jackets/Textbooks**.

Signature of Printer

Name _____

Signature _____

CNIC # _____

Signature of Bidder

Name _____

Signature _____

CNIC # _____

Witness

Name _____

Signature _____

Witness

Name _____

Signature _____

Annexure "G"**(On Rs.1200 Stamp Paper)****AGREEMENT WITH BINDER**

This agreement entered on ----- between

Name of bidder and address-----

and

S/o _____ owner of the following
Book Binding House facilities as mentioned below:

1. Name of Binding House _____
2. Address _____
3. Detail of Binding Machines

Sr. No.	Binding Facilities	Particulars & Models of Machines	Area & Number of Machines
1.	Area of Binding House (Sq. Ft.)		
2.	Automatic Folders		
3.	Stitching Machines		
4.	Trimming Machines		

(a) I have entered into an agreement with M/s _____ for the availability of my Binding House facilities for the purpose of binding of **Jackets/Textbooks** of PESRP through the PCTB, Lahore.

(b) I do also affirm that in case of urgency I will stop the other binding jobs and will ensure that the binding job of PCTB is done on top priority.

(c) The binder undertakes that if he fails to fulfill its obligation under this agreement, the Bidder and the PCTB through the bidder shall have the right to force him to accomplish the assigned target for binding.

(d) The binder shall not engage with more than one bidders for binding of **Jackets/Textbooks**.

Signature of Binder

Name _____

Signature _____

CNIC # _____

Signature of Bidder

Name _____

Signature _____

CNIC # _____

Witness

Name _____

Signature _____

Witness

Name _____

Signature _____

QUALIFICATION CRITERIA AND REQUIREMENTS

5.1) Qualification Evaluation Criteria

1) The Procuring Agency/PCTB shall use the Technical Score Card System shown below to determine the capacity of the applicant. The applicant shall be evaluated in number of areas as mentioned in the score card and will have to meet the minimum threshold to qualify.

2) Qualification Criteria:

Sr #	Benchmark	Total marks	Weightage	Maximum marks
1	Financial	100	30%	30
2	Technical	100	70%	70
Total		200	100%	100

3) Total marks as per weightage are 100 and qualifying marks are 60.

4) The applicant will either be declared as “Qualified” or “Unqualified” by the Procuring Agency/PCTB and the result shall be promptly communicated to the applicant.

5) As per Rule 17(4), the PPRA Rules, 2014, the Procuring Agency/PCTB shall communicate reasons to applicant(s) who has/ve not been qualified, if it is requested by the applicant.

5.2) List of Compulsory Documents

(Knock Down Criteria)

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

- 1) Complete profile / Introduction of applicant (including name of Chief Executive Officer/MD, Partner(s), Owner(s) and addresses with contacts).
- 2) Copy of Firm Registration / Company Registration/ Incorporation Certificate (if applicable).
- 3) Copy of valid NTN Certificate.
- 4) Affidavit on Rs.100/- Stamp Paper that the applicant has never been blacklisted.
- 5) Undertaking that the firm has/had never been penalized heavily (more than 25% of total contract value) by Punjab Curriculum and Textbook Board or any other public Organization.
- 6) Bank Statements as required in the prescribed criteria
- 7) Press Declaration Certificate wherever applicable.
- 8) The Printing Press must be owned by the applicant or by the printing agreement is obligatory with him.
- 9) Attach all 'Forms' given in Section-IV.
- 10) Original receipt of purchase of SBD from PCTB and of each member (if applicable).
- 11) Copy of CNICs of all Members in case of agreement.
- 12) All documents are duly signed by the applicant or authorized signatory

Authorized person _____

Signature _____

Date _____

Stamp _____

Annexure "H"

TECHNICAL EVALUATION REPORT OF BIDDER FOR JACKETS/TEXTBOOKS FOR THE ACADEMIC SESSION 2019-20

Name of Bidder _____

Address _____

Sr. No	Particulars	Description	Maximum Marks	Marks Obtained												
FINANCIAL BENCHMARK (100 MARKS)																
F.1	Bank Statements for last two years (July 01, 2016 to June 30, 2018)	<table border="1"> <thead> <tr> <th style="text-align: center;">Total deposit in bank statements (Credit side)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>5-25 Million</td> <td style="text-align: center;">5</td> </tr> <tr> <td>>25-50 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td>>50-100 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td>>100-200 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td>> 200 Million</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Total deposit in bank statements (Credit side)	Points Assigned	5-25 Million	5	>25-50 Million	10	>50-100 Million	15	>100-200 Million	20	> 200 Million	25	25	
Total deposit in bank statements (Credit side)	Points Assigned															
5-25 Million	5															
>25-50 Million	10															
>50-100 Million	15															
>100-200 Million	20															
> 200 Million	25															
F.2	Income Tax Chargeable in last two tax years (July 01, 2016 to June 30, 2018) [Attach Income Tax Returns]	<table border="1"> <thead> <tr> <th style="text-align: center;">Income Tax</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>0.1 to 0.5 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td>>0.5 to 1 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td>>1 to 2 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td>>2 Million</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Income Tax	Points Assigned	0.1 to 0.5 Million	10	>0.5 to 1 Million	15	>1 to 2 Million	20	>2 Million	25	25			
Income Tax	Points Assigned															
0.1 to 0.5 Million	10															
>0.5 to 1 Million	15															
>1 to 2 Million	20															
>2 Million	25															
F.3	Average daily bank balance for last six months (January 01, 2018 to June 30, 2018)	<table border="1"> <thead> <tr> <th style="text-align: center;">Average bank balance (Rupees)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>0.1 – 0.3 Million</td> <td style="text-align: center;">05</td> </tr> <tr> <td>>0.3 – 0.5 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td>>0.5 – 0.8 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td>>0.8 – 1.0 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td>>1.0 Million</td> <td style="text-align: center;">25</td> </tr> </tbody> </table>	Average bank balance (Rupees)	Points Assigned	0.1 – 0.3 Million	05	>0.3 – 0.5 Million	10	>0.5 – 0.8 Million	15	>0.8 – 1.0 Million	20	>1.0 Million	25	25	
Average bank balance (Rupees)	Points Assigned															
0.1 – 0.3 Million	05															
>0.3 – 0.5 Million	10															
>0.5 – 0.8 Million	15															
>0.8 – 1.0 Million	20															
>1.0 Million	25															

F.4	Experience/Average Value of Contracts of last two years. (Penalty amounting to rupees Five Hundred Thousands & above per year will deduct 3 marks)	<table border="1"> <thead> <tr> <th>Contract Amount (Rupees)</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>5-20 Million</td> <td>5</td> </tr> <tr> <td>>20-100 Million</td> <td>10</td> </tr> <tr> <td>>100-250 Million</td> <td>15</td> </tr> <tr> <td>>250-500 Million</td> <td>20</td> </tr> <tr> <td>> 500 Million</td> <td>25</td> </tr> </tbody> </table>	Contract Amount (Rupees)	Points Assigned	5-20 Million	5	>20-100 Million	10	>100-250 Million	15	>250-500 Million	20	> 500 Million	25	25	
		Contract Amount (Rupees)	Points Assigned													
5-20 Million	5															
>20-100 Million	10															
>100-250 Million	15															
>250-500 Million	20															
> 500 Million	25															
Total Marks (A)	100															
		Marks Obtained as per Weightage (Ax 30%)=(B)														
TECHNICAL BENCHMARK (100 MARKS)																
T.1	Printing Capacity (Each color in a machine will be one unit)	a. Number & model of single colour machines _____ b. Number & model of two colour machines _____ c. Number & model of four colour machines _____ <ul style="list-style-type: none"> • Printing machine should not be less than 1975 Model. • 1975 to 1985 Model 3.0 mark for each unit Model 1986, onward will carry 3.5 marks for each unit. Model 1995, onward will carry 4.0 marks for each unit Model 2005, onward will carry 5.0 marks for each unit	40													
T.2	Binding Capacity	a. Number of Automatic Folding Machines _____ (Maximum 6 points, 2 points for each) b. Number of Trimming Machines _____ (Max. 6 points, 3 points for three knife machine and 2 point for single knife) c. Number of Hot Melt Glue Machines _____ (Max. 8 points, 1 point for each clamp)	20													

T.3	Technical and Managerial Resource Provide detail on sheet attached, also provide copies of CNIC and salary sheet	<ul style="list-style-type: none"> ➤ Manager / Executive, Quality Assurance (3) (Diploma / Certification, relevant) ➤ Manager / Executive, HR (2) (Min. Graduate or equivalent) ➤ Accountant Qualified (2) (Min. I.Com or equivalent) ➤ Technical employees as per the sheet attached (08) <table border="1" data-bbox="612 472 1029 719"> <thead> <tr> <th>No of Skilled Workers</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>3-6</td> <td>2</td> </tr> <tr> <td>7-10</td> <td>4</td> </tr> <tr> <td>11-20</td> <td>6</td> </tr> <tr> <td>> 20</td> <td>8</td> </tr> </tbody> </table>	No of Skilled Workers	Points Assigned	3-6	2	7-10	4	11-20	6	> 20	8	15	
No of Skilled Workers	Points Assigned													
3-6	2													
7-10	4													
11-20	6													
> 20	8													
T.4	Alternate Power	<ul style="list-style-type: none"> ➤ Alternate Power Source <table border="1" data-bbox="612 786 1034 931"> <tbody> <tr> <td>100 – 150 KVA</td> <td>5</td> </tr> <tr> <td>>150 - 250 KVA</td> <td>8</td> </tr> <tr> <td>>250 KVA</td> <td>10</td> </tr> </tbody> </table>	100 – 150 KVA	5	>150 - 250 KVA	8	>250 KVA	10	10					
100 – 150 KVA	5													
>150 - 250 KVA	8													
>250 KVA	10													
T.5	Storage Facility / Godown	<ul style="list-style-type: none"> ➤ Space Available <table border="1" data-bbox="612 999 1034 1160"> <tbody> <tr> <td>2-4 Marla</td> <td>2.5</td> </tr> <tr> <td>>4-6 Marla</td> <td>5</td> </tr> <tr> <td>>6-8 Marla</td> <td>7.5</td> </tr> <tr> <td>>8 Marla</td> <td>10</td> </tr> </tbody> </table>	2-4 Marla	2.5	>4-6 Marla	5	>6-8 Marla	7.5	>8 Marla	10	10			
2-4 Marla	2.5													
>4-6 Marla	5													
>6-8 Marla	7.5													
>8 Marla	10													
T.6	Similar Experience (Printing of Primers/Textbooks, PNBs / Supplementary Reading Material etc.)	General experience in last three years; <ul style="list-style-type: none"> ➤ 1 Point for each order of Rs. 5 millions & above. 	5											
Total Marks (C)			100											
Marks Obtained as per Weightage (C x 70%)=(D)														
Total Marks (B+D)														

Note: Qualification Criteria is mentioned at Section 5.1 (2 & 3), above.

Performance Security

BENEFICIARY: PUNJAB CURRICULUM & TEXTBOOK BOARD, LAHORE

Date: _____

PERFORMANCE GUARANTEE NO.: _____

We have been informed that _____
(hereinafter called "the Supplier") has entered into Contract dated _____ with
you, for the supply of _____ (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the
Contract, a performance guarantee is required.

At the request of the Supplier, we _____ hereby irrevocably
undertake to pay you any sum or sums not exceeding in total an amount of
Rs. (a. In figures) _____ (b. in words)
_____ upon receipt by us of your
first demand in writing accompanied by a written statement stating that the
Supplier is in breach of its obligation(s) under the Contract, without your needing to
prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the **31-03-2019** and any
demand for payment under it shall be received by us at this office on or before that
date.

Signature & Seal of the Bank

Annexure "E"

AFFIDAVIT

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE THE SUPPLIERS OF GOODS, SERVICES & WORKS

Contract number: _____ Dated: _____
Contract value: _____
Contract title: _____

I, _____ hereby solemnly declares that it has not obtained or induced the procurement of any contract , right, interest, privilege or other obligation or benefit from Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, _____represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from it, except that which has been expressly declared pursuant hereto.

I, _____certifies that it has made and will make full disclosure of arrangement with all persons in respect of or related to the

transaction with 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 and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

I, _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresentation of facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Punjab Curriculum and Textbook Board, Lahore under any law, contract or other instrument, be voidable at the option of the PCTB.

Notwithstanding any right and remedies exercised by PCTB in this regard, _____ agrees to indemnify PCTB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PCTB in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by {name of supplier} as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the PCTB.

I, _____ also certifies 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.

Deponent
CNIC # _____

Verification

Verified on Oath at Lahore on this day _____ that the contents of the above statement are true to the best of my knowledge and belief and nothing of importance has been omitted or concealed.

Deponent

CNIC # _____

DETAILS OF ANNEXURES

ANNEXURE #	DESCRIPTION
A	STATEMENT SHOWING COLOUR SCHEME AND NUMBER OF PAGES OF JACKETS/TEXTBOOKS TO BE SUPPLIED TO PMIU & PEF FOR THE ACADEMIC SESSION 2019-20
B	STATEMENT SHOWING QUANTITY OF JACKETS/TEXTBOOKS FOR THE YEAR 2019-20
C	SCHEDULE OF SUPPLY
D	SCHEDULE OF ACTIVITIES FOR SUPPLY OF Jackets/Textbooks TO PMIU & PEF FOR THE ACADEMIC SESSION 2019-20
E	AFFIDAVIT: INTEGRITY PACT DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE THE SUPPLIERS OF GOODS, SERVICES & WORKS
F	AGREEMENT WITH PRINTER
G	AGREEMENT WITH BINDER
H	TECHNICAL EVALUATION REPORT OF BIDDER FOR JACKETS/TEXTBOOKS FOR THE ACADEMIC SESSION 2019-20
I	PERFORMANCE SECURITY