

# STANDARD BIDDING DOCUMENT (SBD)

FOR

## PROCUREMENT OF PRACTICAL NOTEBOOKS (PNBs) FOR ACADEMIC SESSION 2019-20



### PUNJAB CURRICULUM & TEXTBOOK BOARD (PCTB)

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

Phone: 042-99230672-76

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

Price Rs.1,000/-

Issuing Month: August, 2019

Approval Authority: Managing Director (PCTB)

Authorized Person: Deputy Director (Procurement)

\_\_\_\_\_  
(Signature & Stamp) (Date)



## **TENDER NOTICE**

### **PROCUREMENT OF PNBS FOR CLASSES 9-10 FOR**

### **ACADEMIC SESSION 2019-20**

Sealed bids are invited for printing, binding and supply of approximately 2.9 million 'Practical Notebooks' for the Academic Session 2019-20 from well reputed Firms / Companies / JVs / Group / Consortiums / AOPs etc. registered with General Sales Tax and Income Tax Department possessing adequate experience in the relevant field. Each Bidder shall submit Technical and Financial Bids in separate sealed envelopes giving full details as demanded in the Standard Bidding Document. Single stage two envelopes process shall be adopted. At first instance, Technical Bids 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, the Financial Bids of technically qualified Bidders shall be opened on a notified time, date and venue in presence of Bidders or their authorized representatives.

The procurement of good quality Paper and 'Gatta' as per approved specifications mentioned in SBD is the 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 Department, Attached Department, Autonomous Body, Agency, Special Institution, Company and Organization.

A Pre-bid meeting will be held at address given below at 0200 hours on 20.08.2019. The estimated cost is mentioned in the SBD. Sealed Bids shall be delivered at the given address on or before 29.08.2019 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 PCTB. Late bids shall not be entertained. Technical Bids will be opened on the same day at 1130 hours in the presence of the Bidders or their authorized 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.gov.pk](http://www.pctb.gov.pk) and PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).

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

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## **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 in, 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 Proforma.

### **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.

**DETAILS OF ANNEXURES**

| <b>Annexures</b> | <b>Description</b>  | <b>Pages</b> |
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**PART 1-BIDDING PROCEDURE  
(Sections I-IV)**

## Section-I. Instructions to Bidders

### A. General

- |                            |     |  |
|----------------------------|-----|--|
| <b>1. Scope of Bid</b>     | 1.1 | PCTB invites bids from well reputed Firms / Companies / Joint Venture (JV) / Consortiums / Association of Persons (AOPs) / Groups etc. for procurement of PNBs for Academic Session 2019-20.   |
| <b>2. Eligible Bidders</b> | 2.1 | All applicants for procurement of printing, binding & supply of PNBs for the Academic Session 2019-20 and their paper sample(s) as per specifications mentioned in Section V; Supply Requirements will stand eligible for the bidding. |
|                            | 2.2 | Any bidder who is involved in piracy of textbooks or PNBs is not eligible.   |

### B. Contents of SBD

- |                           |     |   |
|---------------------------|-----|---|
| <b>3. Sections of SBD</b> | 3.1 | The SBD 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. |
|---------------------------|-----|---|

#### **PART 1 Bidding Procedure**

- Section I. Instructions to Bidders (**ITB**)
- Section II. Bid Data Sheet (**BDS**)
- Section III. Qualification Criteria
- Section IV. Bidding Forms including Financial Bid Proforma.

#### **PART 2 Supply Requirements**

- Section V. Supply Requirements including Annexures “A” & “B”. These include:
  - Detail of Pages, Colors Scheme of each PNB
  - Detail of Quantities
  - Technical Specifications
  - Schedules of Activities & Supply

#### **PART 3 Contract**

- 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 PCTB is not part of the Contract Agreement.
- 3.3 If SBD is not purchased by the Bidder from the PCTB, the participation in tender proceedings shall 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 SBD**
- 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 SBD 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 The Bid shall comprise the following:
- (a) Technical Bid**
- Bid Submission Sheet (BSS), Bid Information Sheet (BIS), GCC, SCC, Bid Security, Paper Samples Testing Fee, copy of CNIC, original receipt of SBD purchased from PCTB, and Paper & Gatta Samples.
- (b) Financial Bid**
- The Financial Bid comprises Financial Bid Proforma and Supply Requirements-Section-V.
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 PNBs keeping in view his own production capacity and supply requirements. The rate should be inclusive of all applicable 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 paper procurement as per defined specifications.
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 rate of PNB in favor of PCTB Lahore in the shape of Pay Order / Bank Draft or CDR issued by any Scheduled Bank of Pakistan, should be **attached with the Technical Bid**. The bidder should affix on the back of the Pay Order/Bank Draft/CDR, the seal/stamp of authorized signatory, as the case may be. Bid security in the form of Bank Guarantee is not acceptable.
- N.B.:** Bid Security @ 2% shall be calculated on the estimated value of quantity mentioned against respective estimated cost of the PNB (as given at **Annexure "B"**), and not be calculated on the basis of financial proposal.
- 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 per the PPRA Rules *ibid*.
- 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 Firms / Companies / JV / Consortiums / Group / AOPs must be in the name of sole proprietor, company or one or more than one of its members of the JV/ Consortium /AOPs/Group that submits the bid as per Clause 12.1 of ITB.
- 13. Format and Signing of Bid**
- 13.1 The Bidder shall prepare one original of the documents comprising the bid as described in Clause 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 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 sealed and enclosed in one single envelope.
- 14.3 The inner and outer envelopes shall;
- (a) have the name and address of the Bidder,
  - (b) be addressed to the MD, 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 SBD 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 will be submitted up to **29.08.2019** till 11:00 A.M. in the Tender Box, placed in Committee Room, PCTB 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, whose paper sample (s) found as per defined specifications of SBD, shall be opened on the notified time, date and venue. Bid rate will be inclusive of all applicable taxes.

### **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 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 PNBs as per PPRA 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 Upon submission of Performance Security by the successful Bidder, Bid Security either may be returned or adjusted on his request in the Performance 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), PCTB on a non-judicial stamp paper of the requisite value which shall be paid by the bidder.
- 21.2 For each category of respective PNB, 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 any Scheduled Bank of Pakistan. In case of failure, award letter shall be cancelled and offer shall be given to the second lowest bidder at the rate of first lowest bidder and so on.
- 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 and so on, whose offer is substantially responsive and is determined by the PCTB to be qualified to perform the Contract satisfactorily.  
**b)** If the successful Bidder submits partial value of total requisite **Performance Security**, and requests for the adjustment of his **Bid Security** against the Performance Security and still the value of the Performance Security is deficient, award letter for the total work to be assigned to him shall be cancelled, and work shall be awarded as per arraignment mentioned at Para 'a' above.
- 22.3 With reference to a particular award the Performance Security of Sole Proprietor / Company /JV / Consortium/ AOPs/ Group must be in the name of Sole Proprietor, Company & as authorized signatory or one or more than one of its Members of the JV /Consortium / AOPs/ Group that submit the application.
- 23. Availability of Paper**
- 23.1 30% stock of paper of the awarded quantities shall be checked within 10 days after issuance of award. Extension up to 7 days may be granted subject to penalty of Rs. 1000/- per day per lac for the value of work awarded. If Bidder is failed to show the 30% stock of paper within 17 days after the issuance of award, the award letter shall be cancelled and Bid/Performance Security shall be fortified.
- 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 PNBs.

- 25.2 The bidder shall facilitate the Monitoring Teams of PCTB to get checked the printed PNBs, PNB being printed, paper quality, stock of paper and other allied items 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 PNBs to Government Institutions 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 of PNBs, and award the same to the 2<sup>nd</sup> lowest Bidder at the risk and cost of the 1<sup>st</sup> lowest bidder who failed to perform the work awarded and so on.
- 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.

| <b>General</b>             |  |
|----------------------------|--|
| 1.                         | The number of the Invitation for Bids is : <b>PCTB IPL-7181-C</b>  |
| 2.                         | The Purchaser is: PCTB, Lahore   |
| <b>Contents of SBD</b>     |  |
| 3.                         | For clarification of bids purposes only, the Purchaser’s address is:<br>Attention: Director (Production & Procurement Specialist)<br>Address: PCTB, 21/E-II, Gulberg-III, Lahore<br>City: Lahore<br>Country: Pakistan<br>Telephone: 042-99230698   |
| <b>Preparation of Bids</b> |  |
| 4.                         | The Bidder shall submit with its bid the following additional documents:<br>Affidavit of Non-Corrupt Practices and Non-Blacklisting with any Government Department, 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 to the final destination / Godown).<br><br>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 also (if applicable). |
| 7.                         | Prices quoted by the Bidder shall be: <b>“fixed”</b> as per technical specifications.  |
| 8.                         | The bid validity period shall be: 90 days from the opening of Financial Bid.   |

| 9.                                    | <p>a. The Bidder shall attach Pay Order /Bank Draft / CDR in favor of PCTB @ 2% of the estimated value (in Pak Rupees) as Bid Security with Technical Bid.</p> <p>b. The bidder shall submit pay orders amounting to <b>Rs.9,500/-</b> each (Non-refundable) for each paper sample in favor of PCTB, as test-fee of samples along with the Technical Bid.</p>  |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
|---------------------------------------|--|---------|--------------------------|----|----------------------------|----|--------------------------------|----|--------------------------------------|----|--------------------------------------|----|---|----|--|----|---|----|---|----|---|---------|--------------------------|----|-----------------------------------|----|------------------------------|
| 10.                                   | Financial Bid should be submitted in original:   |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| <b>Submission and Opening of Bids</b> |  |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| 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><b>(a) Technical Bid:</b></p> <table border="1" data-bbox="445 837 1374 1442"> <thead> <tr> <th data-bbox="445 837 533 913">Sr. No.</th> <th data-bbox="533 837 1374 913">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="445 913 533 954">1.</td> <td data-bbox="533 913 1374 954">Bid Submission Sheet (BSS)</td> </tr> <tr> <td data-bbox="445 954 533 994">2.</td> <td data-bbox="533 954 1374 994">Bidder Information Sheet (BIS)</td> </tr> <tr> <td data-bbox="445 994 533 1034">3.</td> <td data-bbox="533 994 1374 1034">General Conditions of Contract (GCC)</td> </tr> <tr> <td data-bbox="445 1034 533 1075">4.</td> <td data-bbox="533 1034 1374 1075">Special Conditions of Contract (SCC)</td> </tr> <tr> <td data-bbox="445 1075 533 1160">5.</td> <td data-bbox="533 1075 1374 1160">Offset Printing Paper Sample Testing Fee (Rs.9,500/- per sample non-refundable)</td> </tr> <tr> <td data-bbox="445 1160 533 1200">6.</td> <td data-bbox="533 1160 1374 1200">Copy of CNIC, valid NTN/valid Sales Tax Number (if applicable)</td> </tr> <tr> <td data-bbox="445 1200 533 1240">7.</td> <td data-bbox="533 1200 1374 1240">Bid Security in shape of Pay Order/Bank Draft/CDR</td> </tr> <tr> <td data-bbox="445 1240 533 1281">8.</td> <td data-bbox="533 1240 1374 1281">Original Receipt of purchase of SBD from PCTB</td> </tr> <tr> <td data-bbox="445 1281 533 1442">9.</td> <td data-bbox="533 1281 1374 1442">Offset Printing Paper Samples as per technical specifications and duly signed &amp; stamped by the concerned bidder.<br/>(Minimum 3 set of samples are allowed)<br/>(Minimum 04 sheets for each set of samples)</td> </tr> </tbody> </table> <p><b>(b) Financial Bid:</b></p> <p>Following documents be attached</p> <table border="1" data-bbox="445 1543 1385 1700"> <thead> <tr> <th data-bbox="445 1543 568 1583">Sr. No.</th> <th data-bbox="568 1543 1385 1583">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="445 1583 568 1641">1.</td> <td data-bbox="568 1583 1385 1641">Financial Bid Proforma (Original)</td> </tr> <tr> <td data-bbox="445 1641 568 1700">2.</td> <td data-bbox="568 1641 1385 1700">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 Number (if applicable) | 7. | Bid Security in shape of Pay Order/Bank Draft/CDR | 8. | Original Receipt of purchase of SBD from PCTB | 9. | Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned bidder.<br>(Minimum 3 set of samples are allowed)<br>(Minimum 04 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 Number (if applicable)   |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| 7.                                    | Bid Security in shape of Pay Order/Bank Draft/CDR  |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| 8.                                    | Original Receipt of purchase of SBD from PCTB  |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| 9.                                    | Offset Printing Paper Samples as per technical specifications and duly signed & stamped by the concerned bidder.<br>(Minimum 3 set of samples are allowed)<br>(Minimum 04 sheets for each set of samples)  |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| Sr. No.                               | Particulars of documents   |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| 1.                                    | Financial Bid Proforma (Original)  |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |
| 2.                                    | Supply Requirement Section V   |         |                          |    |                            |    |                                |    |                                      |    |                                      |    |   |    |  |    |   |    |   |    |   |         |                          |    |                                   |    |                              |



|     |  |
|-----|--|
| 12. | <p>For <b>bid submission purpose</b> only, the Purchaser's address is:<br/> Attention: <u>Director (Production &amp; Procurement Specialist)</u><br/> Address: <u>PCTB, 21/E-II, Gulberg-III, Lahore</u><br/> City: <u>Lahore</u><br/> Country: <u>Pakistan</u><br/> Telephone: <u>042-99230698</u><br/> The deadline for the submission of bids is:<br/> Date: <b><u>29.08.2019</u></b><br/> Time: 11.00 A.M.</p> |
| 13. | <p><b>The bid opening</b> shall take place at:<br/> Address: <u>PCTB, 21/E-II, Gulberg-III, Lahore</u><br/> Floor/Room number: <u>Committee Room</u><br/> City: <u>Lahore</u><br/> Country: <u>Pakistan</u><br/> Date: <b><u>29.08.2019</u></b><br/> Time: <u>11.30 A.M.</u></p>   |
|     | <b>Evaluation and Comparison of Bids</b>   |
| 14. | <p>The currency that shall be used for bid evaluation and comparison purpose is: <u>Pak Rupees</u></p>   |
| 15. | <p style="text-align: center;"><b>Stamp Duty/Stamp Paper</b></p> <p>The supplier shall execute an agreement on Stamp Paper worth 0.25% of the total value of work awarded.</p>   |
|     | <b>Award of Contract</b>   |
| 16. | <p>After execution of contract the maximum percentage by which quantities may be increased of each PNB 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 of PNB.</p>  |

## 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.

- (a) The Financial Bid of those applicants shall be opened who fulfill paper specification and obtained the technical qualified marks (Page # 56 may be referred).
- (b) Those Bidders who could not be qualified on technical evaluation criteria, will be duly informed by the PCTB through letters, and those who would qualify will also be intimated about opening of his financial bid.
- (c) Comparative Statement: -  
The bidder offering the lowest rate in the respective PNB would be the lowest evaluated bidder.
- (d) After opening of Financial Bid, the successful Bidders shall be awarded the work for which they are entitled under PPRA Rules, 2014.

## Section IV. Bidding Forms

### Bid Submission Sheet

Date: \_\_\_\_\_

Tender No.: \_\_\_\_\_

To:

The Director (Production & Procurement Specialist),  
PCTB,  
21/E-II, Gulberg-III, Lahore

I/We, the undersigned, declare that:

- (a) I/We have examined and have no reservations to the SBD, including Addenda No.: \_\_\_\_\_;
- (b) I/We offer to supply in conformity with the SBD 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 Clauses 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 Department, 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 PNBs 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 JV / Consortium / AOPs/ Group;      |       |  |               |              |      |     |
|   | (a)   | Name of JV/Consortium /<br>AOPs /Group             |               |              |      |     |
|   | (b)   | Name of Lead Bidder /<br>Authorized Representative |               |              |      |     |
|   | (c)   | Members firms information                          |               |              |      |     |
| 3.  |       | Name of firm with<br>address                       | %age<br>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: _____                              |       |  |               |              |      |     |

**FINANCIAL BID PROFORMA**  
**FOR PROCUREMENT OF PNB**  
**FOR THE ACADEMIC SESSION 2019-20**

1. Name of bidding firm: \_\_\_\_\_

2. Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Rate per copy inclusive of all inputs / taxes without title cover offered as under

| Item No.     | Class | Name of PNB    | Total Quantity   | Rate per PNBs (Rs.) | Total Value of Work (Rs.) |
|--------------|-------|----------------|------------------|---------------------|---------------------------|
| 1            | 9     | Physics EM     | 440,744          |                     |                           |
| 2            | 9     | Chemistry EM   | 438,820          |                     |                           |
| 3            | 9     | Biology EM     | 264,274          |                     |                           |
| 4            | 9     | Computer Sc EM | 185,049          |                     |                           |
| 5            | 9     | Physics UM     | 61,704           |                     |                           |
| 6            | 9     | Chemistry UM   | 61,704           |                     |                           |
| 7            | 9     | Biology UM     | 57,300           |                     |                           |
| 8            | 9     | Computer Sc UM | 3,586            |                     |                           |
| 9            | 10    | Physics EM     | 386,310          |                     |                           |
| 10           | 10    | Chemistry EM   | 372,099          |                     |                           |
| 11           | 10    | Biology EM     | 247,175          |                     |                           |
| 12           | 10    | Computer Sc EM | 153,763          |                     |                           |
| 13           | 10    | Physics UM     | 61,208           |                     |                           |
| 14           | 10    | Chemistry UM   | 61,251           |                     |                           |
| 15           | 10    | Biology UM     | 59,203           |                     |                           |
| 16           | 10    | Computer Sc UM | 774              |                     |                           |
| <b>Total</b> |       |                | <b>2,854,964</b> |                     |                           |

Signature & Stamp of Bidder

Name of Proprietor / Director / Partner \_\_\_\_\_

Dated: \_\_\_\_\_ CNIC \_\_\_\_\_

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

## Section V. Supply Requirements

1. Statement showing size, Colour Scheme and Number of Pages PNBs **(Annexure “A”)**.
2. Statement showing quantities of PNBs **(Annexure “B”)**.
3. Technical Specifications.
4. Schedule of Supply **(Annexure “C”)**.
5. Schedule of Activities **(Annexure “D”)**.



## Annexure "A"

**1. STATEMENT SHOWING COLOUR SCHEME AND NUMBER OF  
PAGES OF PNBs TO BE SUPPLIED TO PMIU & PEF FOR THE  
ACADEMIC SESSION 2019-20**

| Item No. | Class | Name of PNB    | Size        | Total Quantity | Number of pages & Color Scheme |   |    |                  |       |       | Remarks |
|----------|-------|----------------|-------------|----------------|--------------------------------|---|----|------------------|-------|-------|---------|
|          |       |                |             |                | 4                              | 2 | 1  | Unprinted /Blank | Aster | Total |         |
| 1        | 9     | Physics EM     | 23" x 36/8" | 440,744        | 80                             | 8 | 48 | -                | 8     | 144   |         |
| 2        | 9     | Chemistry EM   |             | 438,820        | 64                             | - | 48 | -                | 8     | 120   |         |
| 3        | 9     | Biology EM     |             | 264,274        | 124                            | - | -  | 48               | 4     | 176   |         |
| 4        | 9     | Computer Sc EM |             | 185,049        | 96                             | - | 48 | -                | 8     | 152   |         |
| 5        | 9     | Physics UM     |             | 61,704         | 92                             | 8 | 48 | -                | 8     | 156   |         |
| 6        | 9     | Chemistry UM   |             | 61,704         | 64                             | - | 48 | -                | 8     | 120   |         |
| 7        | 9     | Biology UM     |             | 57,300         | 124                            | - | -  | 48               | 4     | 176   |         |
| 8        | 9     | Computer Sc UM |             | 3,586          | 88                             | - | 48 | -                | 8     | 144   |         |
| 9        | 10    | Physics EM     |             | 386,310        | 72                             | - | 48 | -                | 8     | 128   |         |
| 10       | 10    | Chemistry EM   |             | 372,099        | 48                             | - | 48 | -                | 8     | 104   |         |
| 11       | 10    | Biology EM     |             | 247,175        | 64                             | - | -  | 48               | 4     | 116   |         |
| 12       | 10    | Computer Sc EM |             | 153,763        | 112                            | - | 48 | -                | 8     | 168   |         |
| 13       | 10    | Physics UM     |             | 61,208         | 72                             | - | 48 | -                | 8     | 128   |         |
| 14       | 10    | Chemistry UM   |             | 61,251         | 48                             | - | 48 | -                | 8     | 104   |         |
| 15       | 10    | Biology UM     |             | 59,203         | 64                             | - | -  | 48               | 4     | 116   |         |
| 16       | 10    | Computer Sc UM |             | 774            | 112                            | - | 48 | -                | 8     | 168   |         |

Signature & Stamp of Bidder

## Annexure "B"

**2. STATEMENT SHOWING QUANTITY OF PNBS FOR THE YEAR  
2019-20**

| Item No. | Class | Name of PNB    | Total Qty. | Rate per PNB (Rs.) | Bid Security 2% on Estimated Price | Total Value of Work (Rs.) |
|----------|-------|----------------|------------|--------------------|------------------------------------|---------------------------|
| 1        | 9     | Physics EM     | 440,744    |                    | 777,746.00                         |                           |
| 2        | 9     | Chemistry EM   | 438,820    |                    | 642,345.00                         |                           |
| 3        | 9     | Biology EM     | 264,274    |                    | 458,098.00                         |                           |
| 4        | 9     | Computer Sc EM | 185,049    |                    | 317,015.00                         |                           |
| 5        | 9     | Physics UM     | 61,704     |                    | 102,660.00                         |                           |
| 6        | 9     | Chemistry UM   | 61,704     |                    | 94,815.00                          |                           |
| 7        | 9     | Biology UM     | 57,300     |                    | 110,693.00                         |                           |
| 8        | 9     | Computer Sc UM | 3,586      |                    | 5,908.00                           |                           |
| 9        | 10    | Physics EM     | 386,310    |                    | 530,026.00                         |                           |
| 10       | 10    | Chemistry EM   | 372,099    |                    | 494,274.00                         |                           |
| 11       | 10    | Biology EM     | 247,175    |                    | 347,613.00                         |                           |
| 12       | 10    | Computer Sc EM | 153,763    |                    | 299,559.00                         |                           |
| 13       | 10    | Physics UM     | 61,208     |                    | 89,119.00                          |                           |
| 14       | 10    | Chemistry UM   | 61,251     |                    | 79,133.00                          |                           |
| 15       | 10    | Biology UM     | 59,203     |                    | 98,206.00                          |                           |
| 16       | 10    | Computer Sc UM | 774        |                    | 1,488.00                           |                           |

Signature & Stamp of Bidder

### 3. TECHNICAL SPECIFICATIONS

The Supplier shall ensure that the PNBs supplied under this Contract shall conform to the technical specifications and standards mentioned below:

- (a) The supplier shall submit along with Technical Bid four blank paper sheets of size 23"x36" 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 PCTB, 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 PNBs are given below:

| Texture                 | Grammage      | Burst Factor | Tear Factor        | Bright-ness | Opacity   | Glaze-ness        | Weight per ream (500 sheets) |
|-------------------------|---------------|--------------|--------------------|-------------|-----------|-------------------|------------------------------|
| Cream wove offset Paper | 80 GSM (± 3%) | 17 and above | MD 44 CD 48 (± 3%) | 85 Minimum  | 85 (± 5%) | Both sides glazed | Min. 21.36 Kg                |

**Note: Use of Recycled Paper is strictly prohibited.**

- (d) The Offset virgin pulp Cream Wove Printing Paper (Not Re-cycled) shall possess the qualities of smooth surface, uniform in thickness / formation and free or with rare specks or black particles.
- (e) The bidder shall submit original Sales Tax invoices of paper manufacturer along with the bill of total quantity of paper which could be verified from the Sales Tax Department.
- (f) The bidder shall use good quality imported inks and imported coated plates of not less than 30 micron.

**Note: Use of local ink is prohibited.**

If the Bidder is involved in using of local ink all the printed sheets which were being printed by using local inks shall be forfeited.

- (g) **Binding:**

Section wise Sewing minimum 4 needles with hand / machine

- Apply of 'Granulated Glue (دانے دار سریش)' to the spine of PNB
- Hammering the spine after apply Granulated Glue (دانے دار سریش)
- Pasting Patti to the spine of PNB with Kraft Paper 90 GSM

**Ingredient of binding to be used**

- Hard bound (Gatta Karachi or equivalent 32 sheet. (Gatta made of wheat straw is prohibited).
- Use of Gatta in the spine of minimum (52 sheet)
- Granulated Glue (دانے دار سریش) shall be used for the whole process. No other material including silicate would be allowed.

- vii. For Aster pasting imported glue or equivalent would be allowed.
  - viii. Tag hole binding (where required) of Annexure “A”
  - ix. Fly leaf aster (80 GSM) as specified above.
  - x. Trimmed size of inner copy 8.35” x 10.50”
  - xi. Finished copy size including outer book binding (جلد) 8.50” x 11.10”
  - xii. Trimmed sized inner copy should be centralized in the binding from three sides
- (h) Each bundle consists of ten PNBs should be covered by good quality Gatta on both sides.

# Technical Bid Proforma

## Production Capacity Evaluation Form for Bidders 2019-20

### A. Financial Capacity Evaluation Form

1. Name of Firm / JV/AOPs/Consortium: \_\_\_\_\_

Address: \_\_\_\_\_

(In case of JV/AOPs/Consortium of the Authorized Signatory)

2. **Financial Information:** (In case of JV/AOPs / 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 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2019

| Financial Year  | Total Deposit (Credit Side of Bank Statement only) |
|---|--|
| 1 <sup>st</sup> July 2017 to 30 <sup>th</sup> June 2018 |  |
| 1 <sup>st</sup> July 2018 to 30 <sup>th</sup> June 2019 |  |
| <b>Total</b>  |  |

(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.

| Financial Year  | Amount of Income Tax |
|---|----------------------|
| 1 <sup>st</sup> July 2016 to 30 <sup>th</sup> June 2017 |                      |
| 1 <sup>st</sup> July 2017 to 30 <sup>th</sup> June 2018 |                      |
| <b>Total</b>  |                      |

- (c) Cash Flow Availability: attach Bank Statement of last two consecutive fiscal years from 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2019.

| Financial Year  | Amount |
|---|--------|
| 1 <sup>st</sup> July 2017 to 30 <sup>th</sup> June 2018 |        |
| 1 <sup>st</sup> July 2018 to 30 <sup>th</sup> June 2019 |        |
| <b>Total</b>  |        |

### 3. Procurement of paper

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

- 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. | Burst Factor |  | iv.  | Tear Factor                  |  |
| v.   | Brightness   |  | vi.  | Opacity                      |  |
| vii. | Glaze-ness   |  | Viii | Weight per ream (500 sheets) |  |

*The bidder shall submit four paper sheets of each paper sample as specimen of paper size 23"x 36".  
 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.

- d) 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.

- e) Successful Bidder shall submit Pay Order of Rs. 19,000/- (i.e. 9,500+9,500) as paper testing fee at the time of agreement to ensure paper specification from paper testing lab during verification of stock of paper / printing process.

Signature & Stamp of  
Bidder

#### 4. 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 and when required by the procuring agency.

#### 5. Printing Experience

- a. Successfully completed in last two years.

| Sr. No. | Academic year | Name of text books/books/PNB | Quantity | Price | Value of work |
|---------|---------------|------------------------------|----------|-------|---------------|
|         |               |                              |          |       |               |
|         |               |                              |          |       |               |
|         |               |                              |          |       |               |
|         |               |                              |          |       |               |

- b. Detail of performance with PCTB along with penalties:

| Sr. No. | Academic year | Name of text books/books/PNB | Penalties |         |           |       |
|---------|---------------|------------------------------|-----------|---------|-----------|-------|
|         |               |                              | Delay     | Quality | Any Other | Total |
|         |               |                              |           |         |           |       |
|         |               |                              |           |         |           |       |
|         |               |                              |           |         |           |       |

*Note: attach extra sheet if required.*

Signature & stamp of Bidder

**c. 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):**

| <b>Sr No.</b> | <b>Make &amp; Model</b> | <b>Size</b> | <b>Quantity</b> | <b>Year of manufacture</b> | <b>Output speed per hour</b> |
|---------------|-------------------------|-------------|-----------------|----------------------------|------------------------------|
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |

Signature of Applicant(s)

**3. Two Colour Machine (Sheet Fed)**

| <b>Sr No.</b> | <b>Make &amp; Model</b> | <b>Size</b> | <b>Quantity</b> | <b>Year of manufacture</b> | <b>Output speed per hour</b> |
|---------------|-------------------------|-------------|-----------------|----------------------------|------------------------------|
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |

Signature of Applicant(s)

**4. Four Colour Machine (Sheet Fed)**

| <b>Sr No.</b> | <b>Make &amp; Model</b> | <b>Size</b> | <b>Quantity</b> | <b>Year of manufacture</b> | <b>Output speed per hour</b> |
|---------------|-------------------------|-------------|-----------------|----------------------------|------------------------------|
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |
|               |                         |             |                 |                            |                              |

Signature of Applicant(s)

**5. Alternate power facilities (Yes/ No) \_\_\_\_\_**

Capacity of power generator \_\_\_\_\_ KVA.

Signature of Applicant(s)

**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 of applicant(s)

**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 \_\_\_\_\_

**(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 \_\_\_\_\_

iii)

Book Trimmings:

a) Single knife \_\_\_\_\_

b) Three knife \_\_\_\_\_

**8. Detail of Staff /Employees/Work Force**

| Detail of Technical Staff |             |        |        |        |        |       |
|---------------------------|-------------|--------|--------|--------|--------|-------|
| Sr. No.                   | Designation | Member | Member | Member | Member | Total |
|                           |             |        |        |        |        |       |
|                           |             |        |        |        |        |       |
|                           |             |        |        |        |        |       |
| Total (A)                 |             |        |        |        |        |       |

| Detail of Managerial Staff |             |        |        |        |        |       |
|----------------------------|-------------|--------|--------|--------|--------|-------|
| Sr. No.                    | Designation | Member | Member | Member | Member | Total |
|                            |             |        |        |        |        |       |
|                            |             |        |        |        |        |       |
|                            |             |        |        |        |        |       |
| Total (B)                  |             |        |        |        |        |       |
| <b>Grand Total (A+B)</b>   |             |        |        |        |        |       |

**Note:**

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

Signature &amp; Stamp \_\_\_\_\_

Name of Firm/Bidder \_\_\_\_\_

Name of Owner/ Authorized 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****Academic Session 2019-20**

**The Bidder shall supply PNBs at PMIU & PEF warehouse(s) at Lahore in 3 equal installments as detailed below:**

| <b>Sr. #</b> | <b>Installments</b>         | <b>Dead Line of Supply</b>         |
|--------------|-----------------------------|------------------------------------|
| 1.           | 1 <sup>st</sup> Installment | 15 <sup>th</sup> of November, 2019 |
| 2.           | 2 <sup>nd</sup> Installment | 25 <sup>th</sup> of November, 2019 |
| 3.           | 3 <sup>rd</sup> Installment | 05 <sup>th</sup> of December, 2019 |

Signature & Stamp of Bidder

**Annexure “D”****5. SCHEDULE OF ACTIVITIES**

| <b>Sr. No.</b> | <b>Description</b>  | <b>Up to</b>                        |
|----------------|---|-------------------------------------|
| 1.             | Issuance of Notification of Award & Positives   | 20 <sup>th</sup> of September, 2019 |
| 2.             | Execution of Agreement  | 26 <sup>th</sup> of September, 2019 |
| 3.             | Inspection of 30% paper stock, paper & allied material quality of awarded work, as per approved technical specifications. | 30 <sup>th</sup> of September, 2019 |
| 4.             | Submission of Performance Security  | 04 <sup>th</sup> of October, 2019   |
| 5.             | Submission of Proofs  | 04 <sup>th</sup> of October, 2019   |
| 6.             | Final Print Order   | 08 <sup>th</sup> of October, 2019   |
| 7.             | Submission and approval of dummy  | 15 <sup>th</sup> of October, 2019   |
| 8.             | Issuance of Printed Title Covers from PCTB Godown   | 15 <sup>th</sup> of October, 2019   |
| 9.             | Schedule of Supply  | As mentioned above as Annexure “C”  |

Signature &amp; Stamp of Bidder

**PART 3–CONTRACT**  
**(Sections 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 PNBs by the Supplier in accordance with the terms and conditions set forth in the Contract.
  - (f) “GCC” means the General Conditions of Contract.
  - (g) “PNB” means Practical Notebook.
  - (h) “Purchaser” means the entity purchasing the PNB, as specified in the SCC i.e. PCTB, 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 PNB 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. Joint Venture, Consortium or Association**
- 3.1 As per applications if the Supplier is a JV, Consortium, or Association of the Parties/Persons/AOPs shall be jointly and individually liable to the Purchaser for fulfillment of provisions of the Contract and shall designate one party to act as authorized signatory with authority to bind the JV, consortium, group or AOPs. The composition or the constitution of the JV/Consortium/AOPs/Group shall not be altered without prior consent of the Purchaser.
- 3.2 Deduction of Income Tax at source or other levies in case of JV/Consortium /AOPs/Group would be in the name of lead bidder. However, in case of JV/consortium, deduction of the Income Tax would be in name of all members in the proportion as mentioned in their JV Proforma.
- 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,
- (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.

- |  |      |   |
|--|------|---|
| <b>8. Scope of Supply</b>              | 8.1  | The PNBs to be supplied shall be as specified in the Supply Requirements.   |
| <b>9. Supply of PNBs</b>               | 9.1  | The Supply of the PNBs shall be in accordance with the Schedule of Supply specified in Supply Requirements.   |
| <b>10. Supplier's Responsibilities</b> | 10.1 | The Supplier shall supply all the PNBs as included in the Scope of Supply in accordance with Clause 8, GCC and the Schedule of Delivery, as per Clause 9, GCC.  |
| <b>11. Contract Price</b>              | 11.1 | <p>(a) The rate per copy (per unit) quoted for the total mentioned quantity of a PNBs excluding title covers. The title covers shall be provided by PCTB.</p> <p>(b) In case of any increase or decrease in number of pages of a PNBs, their rate shall be calculated on proportionate basis.</p> |
|  | 11.2 | Prices charged by the Supplier for the PNBs 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.   |
| <b>12. Terms of Payment</b>            | 12.1 | The Contract Price shall be paid on completion of supply of <u>every installment</u> 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 PNBs 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.  |
| <b>13. Taxes and Duties</b>            | 13.1 | The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., leviable at the time of submission of bid and incurred until delivery of the contracted PNBs etc. to the Purchaser.   |

- 14. Performance Security**
- 14.1 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.
- 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 **28.02.2020**
- 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-Contract**
- 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 PNB 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 PNBs 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 PNB 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 PNBs 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% of the total value of work awarded.
- 20. Penalty(s)**
- 20.1 If the Supplier fails to deliver any or all of the PNBs 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 PNB 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 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 within <b>15 days</b> of date of execution of agreement. | Cancellation of contract and forfeiture of Bid Security.    |

|    |   |  |
|----|---|--|
|    | (ii) 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   |
|    | (iii) 30% stock of paper of the awarded quantities of 100% 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 PNB 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 PNBs supplied to Ware Houses in Lahore with the following deficiencies after delivery:</p> <p>a) Non usage of prescribed ink<br/> b) Colour impression deficiency<br/> c) Blank pages<br/> d) Formats not in order; page wise / repeated formats / upside down formats etc.<br/> e) Defective printing.<br/> f) Defective binding<br/> g) Undersize<br/> h) Defective trimming<br/> i) Defective insertion of pin<br/> j) Defective folding<br/> k) Any other fault</p> <p>ii) The defective copies will be worked out on the basis of percentage of the sample checked. Sample size will not be less than 1% of the quantity under inspection.</p> <p>a) Defects up to 1%<br/> b) Defects above 1-2%<br/> c) Defects above 2-4%<br/> d) Defects above 4-5%<br/> e) Defects above 5-10%<br/> f) Defects above 10%</p> | <p>a) 1.0% of the cost of delivery order.<br/> b) 1.5% of the cost of delivery order.<br/> c) 3.0% of the cost of delivery order.<br/> d) 4.0% of the cost of delivery order.<br/> e) 5.0% of the cost of delivery order.<br/> f) Replacement of all such stock as specified in Clause 20 in addition to penalty @ 6% of value of defective copies shall be imposed.</p> |

|    |   |   |
|----|---|---|
|    | <p>iii) Use of Re-cycled Paper other than technical specification mentioned in SBD.</p> <p>iv) Use of paper, if found below specification during testing of printed books</p> <p>v) Use of local ink:<br/>Use of local tin ( پیپا ) is strictly prohibited.</p> | <p>iii) Rejection of all supplies, cancellation of contract and Blacklisting of Firm.</p> <p>iv) 1.5% of each factor found below specification of the cost of delivery order.</p> <p>v) All the printed sheets which were being printed by using local inks, printed sheets shall be forfeited.</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.</p> <p>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. | a) If 97% stock of each installment is supplied in time and balance within 10 days  | a) Penalty Nil  |
|    | b) In case less than 97% supplied in time   | b) Penalty of Rs.25,000/- per day will be imposed.  |
| 7. | In case of wrong print line or Print Line given at pages other than specified by PCTB.  | Penalty of Rs.10,000/- per day will be imposed from the date of intimation till provision of rectification.   |
| 8. | In case of omission of Print Line / Serial Number.  | Penalty of Rs.10,000/- per day will be imposed from the date of intimation till provision of rectification of the omission.   |
| 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 and Purchaser that is, hurricane, floods, earth quick, volcanic

eruption, wars or revolutions, fires, epidemics, quarantine restrictions, 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 PNB 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 MD, 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**

24.1 Termination for Default

(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:

(i) if the Supplier fails to deliver any or all of the Practical Note Books within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to Clause 23, GCC;

(ii) if the Supplier fails to perform any other obligation under the Contract; or

(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.

(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, PNB similar to those



undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar PNB. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**24.2 Termination for Insolvency.**

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

**25. Assignment**

**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.

**26. Delay in Provision of Positives**

**26.1** Positives for inner text including printed title cover 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.

**27 Piracy Checking & Premises.**

**27.1** The Bidder shall not use any printing or binding facility of any printer involved in piracy of any textbook/PNB of PCTB.

## 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>PCTB, 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 <b>notices</b> , the Purchaser's address shall be:<br>Attention: <u>Director (Production &amp; Procurement Specialist), PCTB, Lahore</u><br>Street Address: <u>21/E-II, Gulberg-III</u><br>City: <u>LAHORE</u><br>Country: <u>Pakistan</u><br>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:<br>The Chairman, PCTB shall be the sole arbitrator whose award shall be final and binding on the parties.  |
| 8.  | The scope of supply for the PNBs to be supplied shall be as specified in <u>Section-V, Supply Requirements</u> .   |
| 9.  | The prices charged for the PNBs 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:<br><br>(i) <b>Payment:</b> The bill of Supplier should be submitted on the basis of completion of each installment awarded to them as per 'Schedule of Supply'.<br>(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> .<br><br>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 <b><u>28-02-2020</u></b> .  |
| 14. | The copyright of the manuscript and artwork resides with PCTB.   |
| 15. | Responsibility for transportation of the PNB shall be as under:<br>“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"> <li>i. <u>The premises of the suppliers</u></li> <li>ii. <u>Sample testing may be carried out by PCTB from any Standard Testing Laboratory, which PCTB deems fit.</u></li> </ul> |
| 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 <b><u>30-06-2020</u></b>   |
| 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 PCTB, 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 PCTB requires that \_\_\_\_\_ copies of PNBs \_\_\_\_\_ 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) for the academic year **2019-20** and the Bidder has agreed to print, bind and supply the PNBs of the quantity, specifications and rates as under;

| Name of PNB | Quantity | Rate per Unit | Total amount | Details of Pages (tentative)<br>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 PNBs, 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 PNBs 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 **30-06-2020**

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: \_\_\_\_\_

Director (Production & Procurement  
Specialist),  
PCTB,  
21-E-II, Gulberg-III, Lahore.

Complete Address: \_\_\_\_\_  
\_\_\_\_\_

Witness – I

Witness – II

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Annexure “E”****(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 **PNBs** 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 **PNBs**.

**Signature of Printer**

Name \_\_\_\_\_

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

**Signature of Bidder**

Name \_\_\_\_\_

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

**Witness**

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Witness**

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Annexure “F”****(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 PNBs 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 PNBs.

**Signature of Binder**

Name \_\_\_\_\_

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

**Signature of Bidder**

Name \_\_\_\_\_

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

**Witness**

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Witness**

Name \_\_\_\_\_

Signature \_\_\_\_\_



## QUALIFICATION CRITERIA AND REQUIREMENTS

### 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         | 40%       | 40            |
| 2            | Technical | 100         | 60%       | 60            |
| <b>Total</b> |           | 200         | 100%      | 100           |

3) Total marks as per weightage are 100 and qualifying marks are **65**.

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 & Sale Tax 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 PCTB or any other public Organization.
- 6) Bank Statements as required in the prescribed criteria
- 7) Press Declaration Certificate wherever applicable (Obligatory for at least one of the members in case of AOPs, Consortium, Group and JV).
- 8) The Printing Press must be owned by the applicant or in case of AOPs, Consortium, Group or JV, the ownership of printing press is obligatory for at least one of the Members (Attach proof of ownership).
- 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 AOPs, Consortium, Group or JV.
- 12) All documents are duly signed by the applicant or authorized signatory

**Authorized person** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Stamp** \_\_\_\_\_

## Annexure “G”

**TECHNICAL EVALUATION REPORT OF BIDDER FOR PNBS FOR THE  
ACADEMIC SESSION 2019-20**

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

| Sr. No   | Particulars   | Description   | Maximum Marks                                  | Marks Obtained  |                    |    |                    |    |                   |    |                  |    |               |    |    |  |
|--|---|---|--|-----------------|--------------------|----|--------------------|----|-------------------|----|------------------|----|---------------|----|----|--|
| <b>FINANCIAL BENCHMARK (100 MARKS)</b>         |   |   |  |                 |                    |    |                    |    |                   |    |                  |    |               |    |    |  |
| F.1  | <b>Bank Statements for last two years (July 01, 2017 to June 30, 2019)</b>  | <table border="1"> <thead> <tr> <th>Total deposit in bank statements (Credit side)</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>5-25 Million</td> <td>5</td> </tr> <tr> <td>&gt;25-50 Million</td> <td>10</td> </tr> <tr> <td>&gt;50-100 Million</td> <td>15</td> </tr> <tr> <td>&gt;100-200 Million</td> <td>20</td> </tr> <tr> <td>&gt; 200 Million</td> <td>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  | <b>Income Tax Chargeable in last two tax years (July 01, 2016 to June 30, 2018)</b><br><i>[Attach Income Tax Returns]</i>               | <table border="1"> <thead> <tr> <th>Income Tax</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>0.1 to 0.5 Million</td> <td>10</td> </tr> <tr> <td>&gt;0.5 to 1 Million</td> <td>15</td> </tr> <tr> <td>&gt;1 to 2 Million</td> <td>20</td> </tr> <tr> <td>&gt;2 Million</td> <td>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  | <b>Average bank balance in last 24 months [July 2017-June 2019]</b><br>Sum of closing balances at last day of every month divided by 24 | <table border="1"> <thead> <tr> <th>Average bank balance (Rupees)</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>0.5 - 2.5 Million</td> <td>10</td> </tr> <tr> <td>&gt;2.5 – 5.0 Million</td> <td>15</td> </tr> <tr> <td>&gt;5.0 - 10 Million</td> <td>20</td> </tr> <tr> <td>&gt;10 Million</td> <td>25</td> </tr> </tbody> </table>  | Average bank balance (Rupees)                  | Points Assigned | 0.5 - 2.5 Million  | 10 | >2.5 – 5.0 Million | 15 | >5.0 - 10 Million | 20 | >10 Million      | 25 | 25            |    |    |  |
| Average bank balance (Rupees)                  | Points Assigned   |   |  |                 |                    |    |                    |    |                   |    |                  |    |               |    |    |  |
| 0.5 - 2.5 Million                              | 10  |   |  |                 |                    |    |                    |    |                   |    |                  |    |               |    |    |  |
| >2.5 – 5.0 Million                             | 15  |   |  |                 |                    |    |                    |    |                   |    |                  |    |               |    |    |  |
| >5.0 - 10 Million                              | 20  |   |  |                 |                    |    |                    |    |                   |    |                  |    |               |    |    |  |
| >10 Million                                    | 25  |   |  |                 |                    |    |                    |    |                   |    |                  |    |               |    |    |  |

| F.4                                    | <b>Experience/Average Value of Contracts of last two years.</b><br><br>(Penalty amounting to rupees Five Hundred Thousands & above per year will deduct 3 marks) | <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Contract Amount (Rupees)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5-20 Million</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">&gt;20-100 Million</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">&gt;100-250 Million</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">&gt;250-500 Million</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">&gt; 500 Million</td> <td style="text-align: center;">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   |  |                          |                 |              |   |                 |    |                  |    |                  |    |               |    |    |  |
|  |  | <b>Total Marks (A)</b>   | <b>100</b>               |                 |              |   |                 |    |                  |    |                  |    |               |    |    |  |
|  |  | <b>Marks Obtained as per Weightage (Ax 40%)=(B)</b>  |                          |                 |              |   |                 |    |                  |    |                  |    |               |    |    |  |
| <b>TECHNICAL BENCHMARK (100 MARKS)</b> |  |  |                          |                 |              |   |                 |    |                  |    |                  |    |               |    |    |  |
| T.1                                    | <b>Printing Capacity</b><br><br>(Each color in a machine will be one unit)   | a. Number & model of single colour machines _____<br>b. Number & model of two colour machines _____<br>c. Number & model of four colour machines _____ <ul style="list-style-type: none"> <li>Printing machine should not be less than 1980 Model.</li> <li>1980 to 1985 Model 3.0 mark for each unit</li> <li>Model 1986, onward will carry 3.5 marks for each unit.</li> <li>Model 1995, onward will carry 4.0 marks for each unit.</li> <li>Model 2005, onward will carry 5.0 marks for each unit</li> </ul> <p><b>Note: Bidders with capacity of computer to plate (CTP) shall be preferred.</b></p>   | 40                       |                 |              |   |                 |    |                  |    |                  |    |               |    |    |  |
| T.2                                    | <b>Binding Capacity</b>  | a. Number of <b>Automatic Folding Machines</b> _____<br>(Maximum 6 points, 2 points for each)<br>b. Number of <b>Trimming Machines</b> _____<br>(Max. 4 points, 2 points for three knife machine and 1 point for single knife)<br>c. Number of <b>Sewing Machines</b> _____<br>(Maximum 5 points, 1 point for each)  | 15                       |                 |              |   |                 |    |                  |    |                  |    |               |    |    |  |

|  |  | <b>Note: Bidders with capacity of the only three knife machine/automatic single knife cutter shall be preferred.</b>  |                       |                 |                |    |            |     |          |    |      |   |    |  |
|--|--|---|-----------------------|-----------------|----------------|----|------------|-----|----------|----|------|---|----|--|
| T.3  | <b>Technical and Managerial Resource</b><br><br>Provide detail on sheet attached, also provide copies of CNIC and salary sheet | <ul style="list-style-type: none"> <li>➤ <b>Manager / Executive, Quality Assurance</b> (3)<br/>(Diploma / Certification, relevant)</li> <li>➤ <b>Manager / Executive, HR</b> (2)<br/>(Min. Graduate or equivalent)</li> <li>➤ <b>Accountant Qualified</b> (2)<br/>(Min. I.Com or equivalent)</li> <li>➤ <b>Technical employees as per the sheet attached</b> (08)</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <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>&gt; 20</td> <td>8</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Note: Bidders with capacity of qualified /professional quality assurance human resource shall be preferred.</b></p> | 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  | <b>Alternate Power</b>   | <ul style="list-style-type: none"> <li>➤ <b>Alternate Power Source</b></li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>100 - 150 KVA</td> <td>05</td> </tr> <tr> <td>&gt;150 - 250 KVA</td> <td>10</td> </tr> <tr> <td>&gt;250 KVA</td> <td>15</td> </tr> </tbody> </table>   | 100 - 150 KVA         | 05              | >150 - 250 KVA | 10 | >250 KVA   | 15  | 15       |    |      |   |    |  |
| 100 - 150 KVA  | 05   |   |                       |                 |                |    |            |     |          |    |      |   |    |  |
| >150 - 250 KVA                                       | 10   |   |                       |                 |                |    |            |     |          |    |      |   |    |  |
| >250 KVA   | 15   |   |                       |                 |                |    |            |     |          |    |      |   |    |  |
| T.5  | <b>Storage Facility / Godown</b>   | <ul style="list-style-type: none"> <li>➤ <b>Space Available</b></li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>2-4 Marla</td> <td>2.5</td> </tr> <tr> <td>&gt;4-6 Marla</td> <td>5</td> </tr> <tr> <td>&gt;6-8 Marla</td> <td>7.5</td> </tr> <tr> <td>&gt;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  | <b>Similar Experience</b><br>(Printing of Textbooks, PNBs / Supplementary Reading Material etc.)                               | <p>Major institutions (Government/ Semi-Government) served (Directly or Indirectly):</p> <p><b>General experience in last two years;</b></p> <p>Each Order of Rs. 3 millions &amp; above. (03)</p> <p><b>Supply to public sector institutions in last five years;</b></p> <p>Each Order of Rs. 2 millions &amp; above (02)</p>  | 5                     |                 |                |    |            |     |          |    |      |   |    |  |
| <b>Total Marks (C)</b>                               |  |   | <b>100</b>            |                 |                |    |            |     |          |    |      |   |    |  |
| <b>Marks Obtained as per Weightage (C x 60%)=(D)</b> |  |   |                       |                 |                |    |            |     |          |    |      |   |    |  |
| <b>Total Marks (B+D)</b>                             |  |   |                       |                 |                |    |            |     |          |    |      |   |    |  |

**Annexure "H"****PERFORMANCE SECURITY****BENEFICIARY: PCTB, 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 **28.02.2020** and any  
demand for payment under it shall be received by us at this office on or before that  
date.

Signature &amp; Seal of the Bank

**Annexure “I”****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 PCTB 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 time 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 # \_\_\_\_\_