

# STANDARD BIDDING DOCUMENT (SBD)

## PROCUREMENT OF TITLE COVERS

For

*Primers / Jackets / Textbooks / SRMs etc.  
For the Academic Session 2020-21*



## 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: September, 2019

Approval Authority: Managing Director (PCTB)

Authorized Person: Deputy Director (Procurement)

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



## **TENDER NOTICE**

### **PROCUREMENT OF 'TITLE COVERS' OF PRIMERS / JACKETS / TEXTBOOKS / SRMS ETC. (FOR ACADEMIC SESSION 2020-21)**

Sealed bids are invited for printing, lamination and supply of approximately 50.8 Million 'Title Covers' of PRIMERS/JACKETS/TEXTBOOKS/SRMs etc. from well reputed Firms / Companies / JVs / Consortiums / AOPs / Groups etc. registered with Income Tax & Sales Tax Departments 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 (SBD). Single stage two envelopes bidding procedure as per the Punjab Procurement Regulatory Authority Rules, 2014, read with ancillary instructions 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 / premises / addresses as per prescribed technical evaluation criteria. Thereafter, Financial Bids of technically qualified Bidders shall be opened on a notified time, date and venue in presence of Bidders / their authorized representatives.

The procurement of Bleach board, Inks etc. as per approved specifications mentioned in the SBD is responsibility of the Bidder. The rates shall be inclusive of cost of Bleach board, printing, lamination, chargeable taxes and supply at PCTB Godown Lahore. The firms shall not be blacklisted by any Government(s), Department, Semi-Government Department, Attached Department, Autonomous Body, Special Institution, Company, Agency and Organization etc.

A pre-bid meeting will be held at the address mentioned hereunder at 0200 hours on **16.09.2019**. Sealed bids shall be delivered at given address on or before **23.09.2019** at 4.30 PM. Bid Security @ 2% of the estimated price in Pak Rupees from any Scheduled Bank of Pakistan shall be attached with Technical Bid in the form of CDR/Demand Draft/Pay Order in favor of the PCTB, Lahore. Late bids shall not be entertained. **Technical Bid** will be opened on the same day at 5.00 PM in the presence of the Bidders or authorized representatives who choose to attend. SBD is immediately available after date of publication of the instant 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 advertisement is also available on PCTB website [www.pctb.punjab.gov.pk](http://www.pctb.punjab.gov.pk) and PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).

**Managing Director**  
**Punjab Curriculum & Textbook Board**  
**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, 'Schedule of Supply', 'Technical Specifications' and 'Schedule of Activities'.

## **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

1. **Scope of Bid** 1.1 PCTB invites bids from well reputed Firms / Companies / Joint Venture (JV) / Consortiums / Association of Persons (AOPs) / Groups etc. for procurement of Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. for Academic Session 2020-21.
2. **Eligible Bidders** 2.1 All applicants for procurement of printing, lamination & supply of Title Covers of PRIMERS/ JACKETS/ TEXTBOOKS /SRMs etc. for the Academic Session 2020-21 and their bleached board sample(s) as per specifications mentioned in Section V; Supply Requirements will stand eligible for the bidding.

#### **N.B.**

The Title Covers will be printed on Bleach board and laminated with Bi-Oriented Polypropylene (BOPP) Matt film for PRIMERS/JACKETS/TEXTBOOKS/SRMs etc. as per Technical Specifications given in Section-V; Supply Requirements

- 2.2 Any bidder who is involved in piracy of Textbooks or PRIMERS/JACKETS/ TEXTBOOKS/ SRMs etc. or Title Covers is not eligible.

### B. Contents of SBD

3. **Sections of SBD** 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 “B”, “C” & “D”. These include:
  - Technical Specifications
  - Schedules of Supply
  - Schedules of Activities

**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

- |  |      |   |
|--|------|---|
| <b>6. Cost of Bidding</b>                                      | 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.   |
| <b>7. Documents Comprising the Bid</b>                         | 7.1  | The Bid shall comprise the following: <p style="margin-left: 40px;"><b>(a) Technical Bid</b></p> <p style="margin-left: 80px;">Bid Submission Sheet (BSS), Bid Information Sheet (BIS), GCC, SCC, Samples of Bleach board Samples Testing Fee, copy of CNIC, original receipt of Bid Document purchased from PCTB, Bid Security.</p> <p style="margin-left: 40px;"><b>(b) Financial Bid</b></p> <p style="margin-left: 80px;">The Financial Bid comprises Financial Bid Proforma and Supply Requirements-Section-V.</p> |
| <b>8. Bid Submission Sheet and Financial Bid</b>               | 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 Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRMs etc. 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.  |
| <b>9. Alternative Bids</b>                                     | 9.1  | Unless otherwise indicated in the BDS, alternative bids shall not be considered.  |
| <b>10. Documents Establishing Qualifications of the Bidder</b> | 10.1 | To establish its qualifications to perform the Contract, the Bidder shall submit the evidence of supply requirements of Bleach board, BOPP Laminating Sheet & allied inputs as per the prescribed specifications.   |
| <b>11. Period of Validity of Bids</b>                          | 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 Title Cover for PRIMERS/JACKETS/TEXTBOOKS/SRM ETC. 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 Title Cover for PRIMERS/JACKETS/TEXTBOOKS/SRM ETC. (as given at **Annexure "A"**), 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 **23.09.2019** till 04:30 P.M. in the Tender Box, placed in Committee Room, PCTB and **Technical Bid** shall be opened on the same day at 05.00 P.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 bleached board 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 Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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.

- 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 Bleach Board, Inks & BOPP**
- 23.1 30% stock of Bleach board, Inks & BOPP Lamination Sheets etc. for the awarded quantities of Title Covers of PRIMERS/JACKETS /TEXTBOOKS /SRMs etc. 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 aforementioned stocks within 17 days after the issuance of award, the
- 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, lamination etc. to ensure quality and timely supply of Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRMs etc.

- 25.2 The bidder shall facilitate the Monitoring Teams of PCTB to get checked the printed Title Covers of PRIMERS/JACKETS /TEXTBOOKS/SRMs etc., Title Covers being printed, Bleach board quality, stock of Bleach board 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 Title Covers for PRIMERS/JACKETS / TEXTBOOKS /SRM etc. to Government Institutions for the current Academic Session i.e. 2020-21 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 Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRM etc., 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
- 26. Piracy Checking**
- 26.1 The Bidder shall not use any printing press or lamination facility of any Printer involved in piracy of any Textbook or Title Covers of Textbooks 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, lamination 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 : PCTB/TITLE/PJTS/2020-21
2.	The Purchaser is: PCTB, Lahore
<b>Contents of SBD</b>	
3.	For clarification of bids purposes only, the Purchaser's address is: Attention: Director (Production & Procurement Specialist) Address: PCTB, 21/E-II, Gulberg-III, Lahore City: Lahore Country: Pakistan Telephone: 042-99230698
<b>Preparation of Bids</b>	
4.	The Bidder shall submit with its bid the following additional documents: 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).  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 bleached board 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="0"> <thead> <tr> <th style="text-align: left;">Sr. No.</th> <th style="text-align: left;">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Bid Submission Sheet (BSS)</td> </tr> <tr> <td>2.</td> <td>Bidder Information Sheet (BIS)</td> </tr> <tr> <td>3.</td> <td>General Conditions of Contract (GCC)</td> </tr> <tr> <td>4.</td> <td>Special Conditions of Contract (SCC)</td> </tr> <tr> <td>5.</td> <td>Bleached Board Sample Testing Fee (Rs.9,500/- per sample non-refundable)</td> </tr> <tr> <td>6.</td> <td>Copy of CNIC, valid NTN/valid Sales Tax Number (if applicable)</td> </tr> <tr> <td>7.</td> <td>Bid Security in shape of Pay Order/Bank Draft/CDR</td> </tr> <tr> <td>8.</td> <td>Original Receipt of purchase of SBD from PCTB</td> </tr> <tr> <td>9.</td> <td>Bleach board Samples as per technical specifications and duly signed &amp; stamped by the concerned bidder. (Minimum 3 set of samples are allowed) (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="0"> <thead> <tr> <th style="text-align: left;">Sr. No.</th> <th style="text-align: left;">Particulars of documents</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Financial Bid Proforma (Original)</td> </tr> <tr> <td>2.</td> <td>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.	Bleached Board 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.	Bleach board Samples as per technical specifications and duly signed & stamped by the concerned bidder. (Minimum 3 set of samples are allowed) (Minimum 04 sheets for each set of samples)	Sr. No.	Particulars of documents	1.	Financial Bid Proforma (Original)	2.	Supply Requirement Section V
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12.	<p>For <b>bid submission purpose</b> only, the Purchaser's address is:  Attention: <u>Director (Production &amp; Procurement Specialist)</u>  Address: <u>PCTB, 21/E-II, Gulberg-III, Lahore</u>  City: <u>Lahore</u>  Country: <u>Pakistan</u>  Telephone: <u>042-99230698</u>  The deadline for the submission of bids is:  Date: <b><u>23.09.2019</u></b>  Time: 04.30 P.M.</p>
13.	<p><b>The bid opening</b> shall take place at:  Address: <u>PCTB, 21/E-II, Gulberg-III, Lahore</u>  Floor/Room number: <u>Committee Room</u>  City: <u>Lahore</u>  Country: <u>Pakistan</u>  Date: <b><u>23.09.2019</u></b>  Time: <u>05.00 P.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 Title Cover for PRIMERS/JACKETS /TEXTBOOKS/SRMs ETC. 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 Title Covers for PRIMERS/JACKETS /TEXTBOOKS/SRM etc..</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.
- (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 Title Covers for PRIMERS /JACKETS /TEXTBOOKS /SRM etc. 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 Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRMs etc. 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 / AOPs /Group				
	(b)	Name of Lead Bidder / Authorized Representative				
	(c)	Members firms information				
3.		Name of firm with address	%age share	Owner's Name	CNIC	NTN
	(i)					
	(ii)					
	(iii)					
5. Bidder's Address						
6. Bidder's Authorized Representative Information						
Name: _____						
CNIC No. _____						
Address: _____						
Telephone/Fax Numbers: _____						
Email Address: _____						

## FINANCIAL BID PROFORMA

### FOR PROCUREMENT OF TITLE COVERS FOR Primers/ Jackets/Textbooks / SRMs FOR THE ACADEMIC SESSION 2020-21

1. Name of bidding firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Cell No. \_\_\_\_\_
4. Rate per Title Cover of each item will be offered on the basis of all inputs and chargeable taxes, and delivery at PCTB Godown subject to provision of additional no of title covers of all items @0.5% free of cost.

Sr. No	Name of Title Covers & Class	Size of Title Covers	Tentative Quantity PMIU/PEF/ Other	Rate per Title Cover (Rs)	Value of Work (Rs.)	Required Bid Security 2% of estimated cost (Rs.)
1	Primer - 1 (English)	11.25"x17.5"	2,566,924			421,386
2	Primer - 2 (Math)	11.25"x17.5"	2,591,063			425,349
3	Primer - 3 (Urdu)	11.25"x17.5"	2,557,425			419,827
4	Neela Qaida Kachi	10"X15"	323,039			43,184
5	Jackets for Class 1	10"x15"	5,048,921			647,070
6	Jackets for Class 2	10"x15.5"	4,238,038			563,490
7	Jackets for Class 3	10"x15"	2,014,091			260,059
8	Jackets for Class 3	10"x15.5"	1,957,573			260,279
9	Jackets for Class 4	10"x15.5"	3,544,582			471,288
10	Jackets for Class 5	10"x15.5"	3,216,252			427,633
11	Jackets for Class 6	10"x15"	2,245,814			289,980
12	Jackets for Class 6	10"x15.5"	2,844,055			409,658
13	Jackets for Class 7	10"x15"	745,885			96,309
14	Jackets for Class 7	10"x15.5"	2,357,713			313,484
15	Jackets for Class 7	10"x16"	1,184,501			162,324
16	Jackets for Class 8	10"x15"	1,865,268			240,843
17	Jackets for Class 8	10"x15.5"	2,274,613			302,433
18	Jackets for Class-9	10"x15"	3,125,816			403,605
19	Jackets for Class-9	10"x15.5"	1,841,347			244,825
20	Jackets for Class-10	10"x15"	2,525,167			326,050
21	Jackets for Class-10	10"x15.5"	1,656,756			227,439
22	Jackets for Class-9-10	10"x15"	109,868			15,399
<b>Total Estimated Bid Security @ 2%</b>					<b>Rs. 6,940,398/-</b>	

- Note: 1. Quantities of Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRM etc. can be increased / decreased according to final demand/Indent of PMIU/PEF/Other Departments as per PPRA Rules, 2014.
2. Other Departments are (MLWC, Literacy PNFBE, Lit TSKLP, Education Department, Gilgit, PWWB).
3. Title covers for PMIU/PEF/PEIMA/ Others will be printed separately with their specific logos (if the quantity is above than 5000)
4. The Bidder shall offer minimum 25% quantity of the required work for healthy open competition.

Bid Security paid vide Pay Order / C.D.R/Bank Draft amounting to Rs. \_\_\_\_\_  
of Bank \_\_\_\_\_ Dated \_\_\_\_\_  
submitted along with Technical Bid.

Signature & Stamp of Bidder

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

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

## Annexure "A"

**STATEMENT SHOWING QUANTITY OF TITLE COVERS OF  
PRIMERS/JACKETS/TEXTBOOKS/SRM etc. FOR THE YEAR 2020-21.**

Sr. #	Classes & Name	Subjects	Size of Title Cover	PMIU	PEF	PEIMA	Other Dept.	TOTAL	
1	Kachi	Primer Step-I	English	11.25"X17.5"	1,878,947	463,439	177,263	47,275	2,566,924
2		Primer Step-II	Mathematics (UM)	11.25"X17.5"	1,900,106	465,625	178,000	117	2,543,848
3		Primer Step-II	Mathematics (EM)	11.25"X17.5"	-	-	-	47,215	47,215
4		Primer Step-III	Urdu	11.25"X17.5"	1,869,228	463,525	177,453	47,219	2,557,425
5		Qaida	Urdu Qaida	10"X15"	-	-	-	323,039	323,039
6	1	1-A	Urdu , English	10"X15"	1,719,930	421,570	174,046	162,324	2,477,870
7		1-B UM (PMIU)	Mathematics (UM), Gn Knowledge (UM)	10"X15"	1,809,624	-	-	132,329	1,941,953
8		1-B UM (PEF)	Mathematics (UM), Gn Knowledge (UM)	10"X15"	-	354,162	174,380	-	528,542
9		1-B EM (PEF)	Mathematics (EM), Gn Knowledge (EM)	10"X15"	-	70,404	-	30,152	100,556
10	2	2-A	Urdu , English	10"X15.5"	1,435,106	406,427	147,674	109,574	2,098,781
11		2-B UM (PMIU)	Mathematics (UM), Gn Knowledge (UM)	10"X15.5"	1,478,360	-	-	83,651	1,562,011
12		2-B UM (PEF)	Mathematics (UM), Gn Knowledge (UM)	10"X15.5"	-	340,718	148,055	-	488,773
13		2-B EM (PEF)	Mathematics (EM), Gn Knowledge (EM)	10"X15.5"	-	62,538	-	25,935	88,473
14	3	3-A	Urdu, English, Islamiat (UM)	10"X15.5"	1,428,004	341,810	104,008	83,751	1,957,573
15		3-B UM (PMIU)	Mathematics (UM), Gn Knowledge (UM)	10"X15"	1,494,456	-	-	59,293	1,553,749
16		3-B UM (PEF)	Mathematics (UM), Gn Knowledge (UM)	10"X15"	-	270,465	104,516	-	374,981
17		3-B EM (PEF)	Mathematics (EM), Gn Knowledge (EM)	10"X15"	-	60,890	-	24,471	85,361
18	4	4-A	Urdu, English, Islamiat (UM)	10"X15.5"	1,295,850	318,343	86,656	63,356	1,764,205
19		4-B UM (PMIU)	Math (UM), Gen.Sci. (UM), Social Studies (UM)	10"X15.5"	1,314,741	-	-	124	1,314,865
20		4-B UM (PEF)	Math (UM), Gen. Sci. (UM), Social Studies (UM)	10"X15.5"	-	257,530	87,036	36,755	381,321
21		4-B EM (PEF)	Math (EM), Gen. Sci. (EM), Social Studies (EM)	10"X15.5"	-	57,726	-	-	57,726
22		4-B EM (PWVB)	Math (EM), Gen. Sci. (EM), Social Studies (UM)	10"X15.5"	-	-	-	5,871	5,871



23		4-B EM (Gilgit)	Math (EM), Gen. Sci. (EM)	10"X15.5"	-	-	-	20,594	20,594
24	5	5-A	Urdu, English, Islam (UM).	10"X15.5"	1,194,022	277,705	66,264	52,383	1,590,374
25		5-B UM (PMIU)	Math (UM), Gen. Sci. (UM), Social Studies (UM)	10"X15.5"	1,230,607	-	-	137	1,230,744
26		5-B UM (PEF)	Math (UM), Gen. Sci. (UM), Social Studies (UM)	10"X15.5"	-	225,976	66,422	27,630	320,028
27		5-B EM (Gilgit)	Math (EM), Gen. Sci. (EM), Social Studies (UM)	10"X15.5"	-	-	-	24,670	24,670
28		5-B EM (PEF)	Math (EM), Gen. Sci. (EM), Social Studies (EM)	10"X15.5"	-	50,436	-	-	50,436
29	6	6-A	English, Islamiat (UM), History (UM), Geography (UM)	10"X15.5"	1,066,839	274,341	24,157	23,433	1,388,770
30		6-B EM	Math (EM), Gn. Science (EM)	10"X15.5"	1,135,037	53,358	24,509	23,035	1,235,939
31		6-B UM	Math (UM), Gn. Science (UM)	10"X15.5"	-	219,010	-	336	219,346
32		6-C	Urdu, Arabic	10"X15"	1,062,905	272,640	24,162	3,947	1,363,654
33		6-C (Gilgit)	Urdu	10"X15"	-	-	-	19,390	19,390
34		6-Computer (EM)	Computer Education (EM)	10"X15"	754,684	81,288	10,395	16,403	862,770
35	7	7-A	English, Islamiat (UM), History (UM), Geography (UM)	10"X16"	920,261	227,591	15,548	21,101	1,184,501
36		7-B EM	Math (EM), Gn. Science (EM)	10"X15.5"	931,121	44,046	15,836	20,763	1,011,766
37		7-B UM	Math (UM), Gn. Science (UM)	10"X15.5"	-	182,439	-	338	182,777
38		7-C	Urdu, Arabic	10"X15.5"	916,723	227,270	15,609	3,568	1,163,170
39		7-C (Gilgit)	Urdu	10"X15"	-	-	-	17,534	17,534
40		7-Computer (EM)	Computer Education (EM)	10"X15"	638,599	67,546	7,035	15,171	728,351
41	8	8-A	English, Islamiat (UM), History (UM), Geography (UM)	10"X15"	920,699	181,909	12,010	19,160	1,133,778
42		8-B EM	Math (EM), Gn. Science (EM)	10"X15.5"	943,466	36,475	12,079	18,858	1,010,878
43		8-B UM	Math (UM), Gn. Science (UM)	10"X15.5"	-	144,810	-	278	145,088
44		8-C	Urdu, Arabic	10"X15.5"	921,652	181,662	12,018	3,315	1,118,647
45		8-C (Gilgit)	Urdu	10"X15"	-	-	-	15,821	15,821

46		8-Computer (EM)	Computer Edu (EM)	10"X15"	642,186	53,256	6,255	13,972	715,669
47	9	9-A	Urdu, English	10"X15.5"	837,904	123,319	-	19,672	980,895
48		9-H (Gilgit)	Islamiat (UM), Pak Studies (EM)	10"X15"	-	-	-	16,788	16,788
49		9-H UM	Islamiat (UM), Pak Studies (UM)	10"X15"	832,423	123,319	-	2,925	958,667
50		9-B Sc EM	Math (Science Group) (EM)	10"X15.5"	601,516	21,817	-	12,112	635,445
51		9-B Arts EM	Math (Arts Group) (EM)	10"X15.5"	116,871	-	-	6,949	123,820
52		9-C EM	Physics (EM)	10"X15"	597,172	22,267	-	11,925	631,364
53		9-D EM	Chemistry (EM)	10"X15"	594,121	22,267	-	1,824	618,212
54		9-E EM	Biology (EM)	10"X15"	358,776	20,245	-	10,431	389,452
55		9-F EM	Computer Education & IT (EM)	10"X15"	221,740	2,022	-	784	224,546
56		9-F UM	Computer Education & IT (UM)	10"X15"	-	6,147	-	115	6,262
57		9-10 Gn Sc EM	General Science (EM)	10"X15"	109,603	-	-	265	109,868
58		9-10 Gn Sc UM	General Science (UM)	10"X15"	-	-	-	-	-
59		9-B Sc UM	Math (Science Group) (UM)	10"X15.5"	-	95,179	-	408	95,587
60		9-B Arts UM	Math (Arts Group) (UM)	10"X15.5"	-	5,204	-	396	5,600
61		9-C UM	Physics (UM)	10"X15"	-	95,179	-	416	95,595
62		9-D UM	Chemistry (UM)	10"X15"	-	95,179	-	447	95,626
63		9-E UM	Biology (UM)	10"X15"	-	89,032	-	272	89,304
64	10	10-A	Urdu, English	10"X15.5"	760,610	104,033	-	15,634	880,277
65		10-H UM	Pakistan Studies (UM)	10"X15"	800,483	105,436	-	15,726	921,645
66		10-B Sc EM	Math (Science Group) (EM)	10"X15.5"	505,905	15,574	-	9,623	531,102
67		10-B Arts EM	Math (Arts Group) (EM)	10"X15.5"	154,635	-	-	5,518	160,153
68		10-C EM	Physics (EM)	10"X15"	508,235	17,672	-	9,620	535,527
69		10-D EM	Chemistry (EM)	10"X15"	509,935	17,518	-	1,666	529,119
70		10-E EM	Biology (EM)	10"X15"	269,828	16,606	-	8,438	294,872
71		10-F UM	Computer (UM)		-	-	-	128	128
72		10-F EM	Computer (EM)		-	-	-	722	722
73		10-B Sc UM	Math (Science Group) (UM)	10"X15.5"	-	81,480	-	332	81,812
74		10-B Arts UM	Math (Arts Group) (UM)	10"X15.5"	-	3,096	-	316	3,412
75		10-C UM	Physics (UM)	10"X15"	-	82,198	-	339	82,537
76		10-D UM	Chemistry (UM)	10"X15"	-	81,515	-	339	81,854
77		10-E UM	Biology (UM)	10"X15"	-	78,564	-	199	78,763
<b>Total</b>					<b>38,682,910</b>	<b>8,481,798</b>	<b>1,871,386</b>	<b>1,798,617</b>	<b>50,834,711</b>

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

## **Section V. Supply Requirements**

- 1.. Technical Specifications. **(Annexure “B”)**
3. Schedule of Supply **(Annexure “C”)**
4. Schedule of Activities **(Annexure “D”)**

**Annexure "B"****1. Technical Specifications For Title Covers of (Primer/Jackets/Textbooks/SRMs)**

Pursuant to GCC 17.1 the Supplier shall ensure that the Title Covers of Primers/Jackets and Textbooks etc. 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 sheets of Bleached Board of size 20"x30" of each Manufacturer of Bleached Board as specimen along with name of Manufacturer.
- (b) The Supplier shall submit Pay Orders amounting to Rs. 9,500/- each (Non-refundable) for each sample of Bleached Board in favour of Punjab Curriculum and Textbook Board, Lahore as test-fee of samples along with the Technical Bid.
- (c) The procurement of good quality Bleached Board as per approved specifications given below is the responsibility of the Supplier/Bidder.

**Bleached Board should be of the following specifications:**

Substance/ Grammage	Burst Factor	Brightness	Front side	Back side	Caliper / thickness
210 – 220 GSM	17 (Minimum)	85 ±4%	Pure white coated	Uncoated white /Vanilla back	285 Micron ±4%

- (d) The Bleached Board should be suitable for 4-colour printing (both side), white, smooth, uniform in thickness/ formation and one side coated, pulp finished to consist of 100% Bleached Board superior quality pulp free from mechanical pulp and lignified fibers.
- (e) The grammage of the printed title covers with BOPP Matt Lamination shall not be less than 222 gsm.
- (f) Manufacturer /Supplier certificate about specifications should be attached with the bid.
- (g) The Title Covers will be printed in 4-colour both outer sides and inner side.
- (h) Imported Glue to be used for lamination shall be good quality brand or equivalent specifications.
- (j) The Bidder shall use superior branded imported inks.
- (j) Print line must be printed and visible on every title cover.
- (k) The authorized representative/agency of the PCTB shall inspect the printed Title Covers of textbooks at the premises intimated by the Supplier. Only those title covers of textbooks shall be accepted for supply which shall absolutely be according to the specifications.
  - (i) The Bidder shall get his supplies inspected by the PCTB Inspection Team at his printing press/godown prior to its delivery at his own expenses as per schedule.

- (l) PCTB shall get the specimen of Bleached Board / Title Covers checked from any standard laboratory which the PCTB deems fit, for any consignment during the currency of the contract. However, the lab test fee of maximum of four tests from any standardized lab shall be borne by the Supplier and beyond four by PCTB.
- (m) For printing of Title Covers PCTB shall provide CDs / Artwork of Title Covers of Textbooks. The bidder will submit proofs of the Title Cover and will get the approval from the authorized officer of the Board within 2 days after receipt of designs.
- (n) Thickness of BOPP Matt Lamination Film: **12 Micron** (Minimum)
- (o) Printed Title Cover packing of 100 sheets (400 titles covers for Primer/Jacket) shall be covered by craft paper or of minimum 80 gsm or equivalent/better.
- (p) Detail of Title Cover shall be mentioned on each printed title cover packing for convenience of PCTB store at the time of delivery to Bidders.
- (q) In house printing and lamination is mandatory on premises and machinery mentioned in technical bid.
- (r) During printing process of title covers the Bidder shall arrange an inspection of team to insure in house printing and confirmation of machinery as and when required basis.

## TECHNICAL BID PROFORMA

### Production Capacity Evaluation Form for Bidders 2020-21

#### 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) Sales tax paid / deductions for previous two completed fiscal years (Obligatory) attach evidence. Please attach sales tax return of last two years' / deposit slips

Financial Period	Amount of Sales Tax (Paid/Deducted)
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>	

Signature & Stamp of  
Bidder

### 3. Procurement of Bleached Board:

- a) Name of Bleached Board (1) \_\_\_\_\_  
 Board (2) \_\_\_\_\_  
 Manufacturer(s)/ Authorized Dealer (3) \_\_\_\_\_  
 Dealer (4) \_\_\_\_\_

- b) Number of samples of Bleached Board of given specification attached \_\_\_\_\_.

**Note: The Bidder can submit minimum three bleached board samples of each manufacture / paper mill. (The Bleached Board sample should be submitted after folding them twice).**

- c) Specification of the Bleached Board to be used by the bidder for printing; -

i.	Grammage		ii.	Burst Factor	
iii.	Brightness		iv.	Front Side Coating Status & Shade	
v.	Back Side Coating Status & Shade		vii.	/Caliper / Thickness	

*The bidder shall submit four paper sheets of each bleached board sample as specimen of bleached board. The bidder shall affix the stamp of his firm on the top right corner along with the name and stamp of manufacturer of bleached board.*

**Note:** Attach Pay Orders of Rs.9,500/- for each sample as bleached board 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 /supplier along with the bleached board samples.



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

Signature & Stamp of  
Bidder

#### 4. Inputs to be used

- (i) Brand of ink \_\_\_\_\_  
and its country of origin \_\_\_\_\_  
(ii) Brand of BOPP \_\_\_\_\_  
Laminating Sheet \_\_\_\_\_

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 fiscal years i.e. 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2018.

Sr. No.	Academic Year	Name of Title Cover for PRIMERS/ JACKETS / TEXTBOOKS/SRM ETC	Quantity	Price	Value of work

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

Sr. No.	Academic Year	Name of Title Cover for PRIMERS/ JACKETS/ TEXTBOOKS/SRM ETC.	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. Four Colour & above Colour Machines (Sheet Fed)****(1990 to 1995 Models):**

<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. Four Colour & above Colour Machines (Sheet Fed)****(Beyond 1995 and onward)**

<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)

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

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

Signature of Applicant(s)

**7. Storage capacity for Paper/Title Covers (Number of Reams)**

i) Location of Godown \_\_\_\_\_

ii) Size of Godown \_\_\_\_\_

iii) Number of reams/books to be stored \_\_\_\_\_

iv) Temperature and humidity control system \_\_\_\_\_

Yes/No

v) Fire alarm and firefighting equipment's \_\_\_\_\_

Yes/No

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

Signature of applicant(s)

**8. Lamination Facilitates:**

**Automatic BOPP Matt Lamination Machines (s)**

(a) No. of Machines-----

(b) Capacity Per Day-----

**Manual Lamination Machines (s)**

(c) No. of Machines-----

(d) Capacity Per Day-----

-

**9. 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.

Signature and Stamp \_\_\_\_\_

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

Name of Owner/ Representative \_\_\_\_\_

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

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

**Annexure "C"****2. SCHEDULE OF SUPPLY****Academic Session 2020-21**

**The Bidder shall supply Title Covers of PRIMERS/JACKETS/TEXTBOOKS/ SRM etc. at PCTB's Godown, 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	15.11.2019
2.	2 <sup>nd</sup> Installment	10.12.2019
3.	3 <sup>rd</sup> Installment	05.01.2019

Signature & Stamp of Bidder

**Annexure "D"****3. SCHEDULE OF ACTIVITIES**

<b>Sr. No.</b>	<b>Description</b>	<b>Up to</b>
1.	Issuance of Notification of Award	10.10.2019
2.	Execution of Agreement	14.10.2019
3.	Issuance of Title Cover Designs	11.10.2019
4.	Inspection of 30% Bleached board and stock & allied material quality for the value of 1st installment, as per approved technical specifications.	15.10.2019
5.	Submission of Performance Security	25.10.2019
6.	Submission of Proofs	14.10.2019
7.	Final Print Order	16.10.2019
8.	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, lamination and supply of Title Covers for PRIMERS/JACKETS /TEXTBOOKS/SRM etc. by the Supplier in accordance with the terms and conditions set forth in the Contract.
  - (f) "GCC" means the General Conditions of Contract.
  - (g) "Title Covers means the Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRM etc.
  - (h) "Purchaser" means the entity purchasing the Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM ETC., as specified in the SCC i.e. PCTB, Lahore hereinafter referred as PCTB.
  - (i) "SCC" means the Special Conditions of Contract.
  - (j) "Supplier" means applicant for the period of Academic Session of 2020-21.
  - (k) "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**
- 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

- Association** 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.
- 8. Scope of** 8.1 The Title Covers of PRIMERS /JACKETS /TEXTBOOKS /SRM

<b>Supply</b>		etc. to be supplied shall be as specified in the Supply Requirements.
<b>9. Supply of PRIMERS/JACKETS/TEXTBOOKS/SRM etc.</b>	9.1	The Supply of the Title Covers of PRIMERS /JACKETS /TEXTBOOKS /SRM etc. 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 Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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 Title Cover quoted for the total mentioned quantity of respective PRIMERS/JACKETS /TEXTBOOKS/SRM etc. shall be the contract price.</p> <p>(b) The rates are inclusive of cost of Bleached board, coated plates, printing, lamination with BOPP Matt Film and delivery at Lahore as per prescribed specifications and all taxes levied by the Government in this regard. Rate per Title Cover of each item will be offered on the basis of all inputs and chargeable taxes.</p> <p>(c) In case of any increase or decrease in size of title covers , the rate shall be calculated on proportionate basis.</p>
	11.2	Prices charged by the Supplier for the Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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 <b><u>each installment of each Title Cover awarded as per award</u></b> 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 invoices describing, as appropriate for <b>Title Covers for PRIMERS/JACKETS /TEXTBOOKS/SRM etc.</b> 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 with complete codel formalities, 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 Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRMs etc. to the Purchaser.  |
| <b>14. Performance Security</b>         | 14.1 | The Supplier shall, within fifteen ( <b>15</b> ) 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 <b>30.03.2020</b>  |
| <b>15. Confidential Information</b>     | 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.  |
| <b>16. Sub-Contract</b>                 | 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.   |
| <b>17. Specifications and Standards</b> | 17.1 | The Supplier shall ensure that supply of Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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 bleached board 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 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 Title Cover for PRIMERS/JACKETS/TEXTBOOKS/SRM ETC. 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 Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. at no cost to the Purchaser.
- 19.5 In addition, the Supplier shall arrange 0.5% Title Covers of each PRIMERS/JACKETS/TEXTBOOKS/SRM ETC. For PMIU / PEF/ Others (Free of Cost) to meet the wastage during the binding process.
- 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.
- 19.7 If a Bidder submits a fake inspection call, penalty amounting to Rs. @ 5% of the quantity reported of particular Titles Covers will be charged to the Bidder.
- 20.Penalty(s)**
- 20.1 If the Supplier fails to deliver any or all of the Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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 Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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 15 days of date of execution of agreement.  (ii) Submission of false and forged invoice (which could not be verified from Sales Tax Department) of paper from paper mills and importer concerned.  (iii) 30% stock of Bleached board & Allied Inputs required for production of 100% of the awarded quantities will be got checked immediately after issuance of award.	(i) Cancellation of contract and forfeiture of Bid Security.  (ii) Penalty @Rs.25% of total amount of bill shall be deducted. Forfeiture of entire supply, Blacklisting and further action as per law.  (iii) Cancellation / reduction of awarded quantity by the procuring agency and/or forfeiture of Bid Security.
3.	Printing of Title Covers of PRIMERS/JACKETS/TEXTBOOKS /SRMs etc. or any part thereof without obtaining written print Order from authorized officer of the Board.	Penalty up to Rs.50,000/- (Fifty thousands) may be imposed.
4.	(i) Defective Title Covers Supplied to PCTB Godown, Lahore with substandard printing/colour impression / usage of non-prescribed ink / lamination quality/packing as per SBD as detailed below: (a) Defect upto 0.5% (b) Defect more than 0.5% and 1% (c) Defects 2% (d) Defects 3% (e) Defects 4% (f) Defects 5% (g) Defects more than 5%  (ii) Missing for each colour impression.	(i) Percentage of the cost of delivery order:  (a) 0.5%. (b) 1.0%. (c) 2.0%. (d) 3.0%. (e) 4.0%. (f) 5.0%. (g) 5.5% + Replacement of stock. (Note : Fine will be imposed as per ratio of defective quantity determined by the inspection team.)  (ii) Replacement of all such stock as specified in Clause 20 in addition, penalty @ 5% of value of defective Title Covers will be imposed.

	(iii) In case the size of Title Covers is less than the size given in the Technical Specifications.	(iii) Replacement of all such stock as specified in Clause 20 in addition, penalty @ 5% of value of defective Title Covers will be imposed.
	(iv) In case of under grammage supplies.	(iv) Penalty @ 25% of the value of consignment supplied.
5.	In case the printed Title Covers are not supplied by the Supplier as per schedule specified in Supply Requirements.	Penalty per day of value of delayed supply shall be imposed as below: i) Upto 7 days delay @ 1.00% ii) Beyond 7 days delay @ 2.00%
6	Unauthorized printing, sale or disposal of any number of Title Covers of PRIMERS/JACKETS/TEXTBOOKS/SRMs ETC.(s) by the Supplier or any of his employee / representative etc.	Cancellation of contract and blacklisting of the firm.
7.	Failure to show 30% Bleached board / Ink / Glue / BOPP Lamination Film within 07 days from the announcement of the successful Bidder.	Extension may be granted upto maximum 07 days here with penalty of Rs. 1000/- per lac / per day for the value of work awarded. Beyond 14 days, work order shall be cancelled and Bid Security / Performance Security will also be forfeited.
8.	Use of unauthorized Bleached board / Inks / Lamination Film other than technical specification in SBD.	Supplies shall be rejected.

**Note:**

- Delay in supply of Title Covers will be counted in days from the date of delivery to Warehouses at Lahore.
- In case the Supplier/Bidder is aggrieved of any penalty imposed by the Director appeal shall lie to the MD PCTB within prescribed terms and conditions of agreement/contract.

**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 quake, 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, 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 should encounter conditions impeding timely delivery of the Title Covers for PRIMERS/JACKETS/TEXTBOOKS /SRM etc. 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 Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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, Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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 C.Ds /Artwork/ Inspection** 26.1 C.Ds /Artwork shall be provided by PCTB as per schedule. If there is any delay in provision of C.Ds/Art work/Inspection by PCTB, the Director concerned will have the exclusive authority to condone/credit the number of days of delay in favour of Supplier.
- 27. No Partial Payment of Title Covers** 27.1 The Bidder shall supply total quantity of Title Covers of additional awards in one go. Bill for payment will not be entertained if some balance quantity of Title Covers is observed.
- 28. Piracy Checking & Premises.** 27.1 The Bidder shall not use any printing or lamination facility of any printer involved in piracy of any Title Cover/Textbook/PNBs of PCTB.
- 28. Recourse in case of non-compliance** 28.1 If Successful Bidder does not fulfill & comply with the agreement, the PCTB may cancel the agreement and collect loss/fine from all types of securities / payments with 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: Attention: <u>Director (Production &amp; Procurement Specialist), PCTB, Lahore</u> Street Address: <u>21/E-II, Gulberg-III</u> City: <u>LAHORE</u> Country: <u>Pakistan</u> Telephone: <u>042-99230672-76</u>
6.	The governing law shall be the law of <u>Pakistan</u> and <u>the Punjab</u> .
7.	The rules of procedure for arbitration proceedings pursuant to Clause 7.2, GCC shall be as follows: The Managing Director, PCTB shall be the sole arbitrator whose award shall be final and binding on the parties.
8.	The scope of supply for the Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. to be supplied shall be as specified in <u>Section-V, Supply Requirements</u> .
9.	The prices charged for the Title Covers for PRIMERS/JACKETS/TEXTBOOKS/SRM etc. delivered shall be adjustable. If prices are adjustable, the following methods shall be used to calculate the price adjustment: <u>Proportionate Price</u> .
10.	Clause 12, GCC: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:  (i) <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'. (ii) Payment shall be made on submission of bill after completion of each installment.

11.	The amount of the Performance Security shall be: <u>10% of value of contract</u> . The currency shall be <u>Pak Rupees</u> .
12.	The types of acceptable Performance Securities are: Bank Guarantee/Pay Order/CDR issued by any Scheduled Bank of Pakistan.
13.	Performance Security shall be released after <u>30.03.2020</u> .
14.	The copyright of the C.D / Artwork resides with PCTB.
15.	Responsibility for transportation of the Title Covers for PRIMERS/JACKETS /TEXTBOOKS/SRM etc. shall be as under: “The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the city of Lahore, Pakistan”.
16.	The Inspections and tests shall be conducted at: <ul style="list-style-type: none"> <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 <u>31.12.2020</u>
20.	The period for repair or replacement shall be <u>07 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 /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 part. and the Director Production of PCTB hereinafter referred to as the  
Board which term (unless the context otherwise requires) shall include his / her  
successors in the office, assignees etc.

WHEREAS PCTB requires that \_\_\_\_\_ printing and supply of Title Covers  
of PRIMERS/JACKETS/TEXTBOOKS/SRM etc. as per specifications for the Academic  
Session 2020-21 and the Bidder has agreed for printing, lamination and supply of  
title covers of the quantity mentioned in the Notification of award.

NOW 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 Sheet and the Price Schedules submitted by the Supplier;
  - (c) the Special Conditions of Contract;;
  - (e) the General Conditions of Contract;
  - (f) the Schedule of Requirements and
  - (g) Delivery Schedule.

AND 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 the order 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 Title Covers of the PRIMERS/JACKETS/TEXTBOOKS/SRM etc. 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 title covers of the PRIMERS/JACKETS/TEXTBOOKS/SRM etc. and /or the 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 \_\_\_\_\_ and expire on **31.12.2020**.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the **laws of Pakistan/Punjab** on the day, month and year indicated above.

Signature of the Supplier  
With full name and address

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

Signature of the Purchaser

Director Production  
Punjab Curriculum and Textbook Board,  
21-E-II, Gulberg-III, Lahore.

Witness - I

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

Witness - II

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

## Annexure "E"

# 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	30%	30
2	Technical	100	70%	70
<b>Total</b>		200	100%	100

- 3) Total marks as per weightage are 100 and qualifying marks are **70**.
- 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.



## **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** \_\_\_\_\_

## TECHNICAL EVALUATION REPORT OF BIDDER FOR TITLE COVERS FOR PRIMERS/JACKETS/TEXTBOOKS/SRM ETC. FOR THE ACADEMIC SESSION 2020-21

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

Address \_\_\_\_\_

Sr. No	Particulars	Description	Maximum Marks	Marks Obtained												
<b>FINANCIAL BENCHMARK (100 MARKS)</b>																
F.1	Bank accounts for last two year (July 01, 2017 to June 30, 2019)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Total deposit in bank accounts (Credit side)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>100-150 Million</td> <td style="text-align: center;">4</td> </tr> <tr> <td>&gt;150-200 Million</td> <td style="text-align: center;">8</td> </tr> <tr> <td>&gt;200-250 Million</td> <td style="text-align: center;">12</td> </tr> <tr> <td>&gt;250-300 Million</td> <td style="text-align: center;">16</td> </tr> <tr> <td>&gt; Above 300 Million</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Total deposit in bank accounts (Credit side)	Points Assigned	100-150 Million	4	>150-200 Million	8	>200-250 Million	12	>250-300 Million	16	> Above 300 Million	20	20	
Total deposit in bank accounts (Credit side)	Points Assigned															
100-150 Million	4															
>150-200 Million	8															
>200-250 Million	12															
>250-300 Million	16															
> Above 300 Million	20															
F.2	Income tax payment in last 5 tax years (July 01, 2013 to June 30, 2018) [Attach proof]	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Income Tax Paid/Deducted</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>1 to 2 Million</td> <td style="text-align: center;">4</td> </tr> <tr> <td>2 to 4 Million</td> <td style="text-align: center;">8</td> </tr> <tr> <td>4 to 6 Million</td> <td style="text-align: center;">12</td> </tr> <tr> <td>6 to 8 Million</td> <td style="text-align: center;">16</td> </tr> <tr> <td>8 to 10 Million and above</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Income Tax Paid/Deducted	Points Assigned	1 to 2 Million	4	2 to 4 Million	8	4 to 6 Million	12	6 to 8 Million	16	8 to 10 Million and above	20	20	
Income Tax Paid/Deducted	Points Assigned															
1 to 2 Million	4															
2 to 4 Million	8															
4 to 6 Million	12															
6 to 8 Million	16															
8 to 10 Million and above	20															
F.3	Average bank balance in last 24 months [July 2017-June 2019] Sum of closing balances at last day of every month divided by 24	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Average bank balance (Rupees)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>0.5 - 2.5 Million</td> <td style="text-align: center;">8</td> </tr> <tr> <td>&gt;2.5 - 5.0 Million</td> <td style="text-align: center;">12</td> </tr> <tr> <td>&gt;5.0 - 10 Million</td> <td style="text-align: center;">16</td> </tr> <tr> <td>&gt;10 Million</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Average bank balance (Rupees)	Points Assigned	0.5 - 2.5 Million	8	>2.5 - 5.0 Million	12	>5.0 - 10 Million	16	>10 Million	20	20			
Average bank balance (Rupees)	Points Assigned															
0.5 - 2.5 Million	8															
>2.5 - 5.0 Million	12															
>5.0 - 10 Million	16															
>10 Million	20															
F.4	Total Value of Contracts of last Two years (each penalty above 0.5% of annual contract value will deduct 2 marks negative marking)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Contract Amount (Rupees)</th> <th style="text-align: center;">Points Assigned</th> </tr> </thead> <tbody> <tr> <td>5-20 Million</td> <td style="text-align: center;">4</td> </tr> <tr> <td>&gt;20-100 Million</td> <td style="text-align: center;">8</td> </tr> <tr> <td>&gt;100-200 Million</td> <td style="text-align: center;">12</td> </tr> <tr> <td>&gt;200-400 Million</td> <td style="text-align: center;">16</td> </tr> <tr> <td>&gt; 400 Million</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Contract Amount (Rupees)	Points Assigned	5-20 Million	4	>20-100 Million	8	>100-200 Million	12	>200-400 Million	16	> 400 Million	20	20	
Contract Amount (Rupees)	Points Assigned															
5-20 Million	4															
>20-100 Million	8															
>100-200 Million	12															
>200-400 Million	16															
> 400 Million	20															

F.5	Sales Tax paid/Deducted for last two years (July 01, 2017 to June 30, 2019)	<table border="1"> <tr> <th>Sales Tax Paid/Deducted</th> <th>Points Assigned</th> </tr> <tr> <td>1 - 2Million</td> <td>4</td> </tr> <tr> <td>2-4 Million</td> <td>8</td> </tr> <tr> <td>4- 6 Million</td> <td>12</td> </tr> <tr> <td>6 - 8 Million</td> <td>16</td> </tr> <tr> <td>Above 8 Million</td> <td>20</td> </tr> </table>	Sales Tax Paid/Deducted	Points Assigned	1 - 2Million	4	2-4 Million	8	4- 6 Million	12	6 - 8 Million	16	Above 8 Million	20	20	
		Sales Tax Paid/Deducted	Points Assigned													
		1 - 2Million	4													
		2-4 Million	8													
		4- 6 Million	12													
		6 - 8 Million	16													
Above 8 Million	20															
Total Marks(A)		100														
Marks Obtained as per Weightage (Ax 30%)=(B)																
<b>TECHNICAL BENCHMARK (100 MARKS)</b>																
T.1	Printing Capacity (Minimum One Machines Four Colour 1990 Model) <ul style="list-style-type: none"> <li>• 4-up will carry full marks</li> <li>• Less than 4-up will carry 50% marks</li> </ul>	a. Number & model of four -five colour machines_____ b. Number & model of Six & above colour machines_____ c. Marks per Printing Machine: <table style="margin-left: 40px;"> <tr> <td><b>Model (year)</b></td> <td><b>Marks</b></td> </tr> <tr> <td>&lt; 1990</td> <td>No Marks</td> </tr> <tr> <td>1990 to1995</td> <td>08</td> </tr> <tr> <td>&gt; 1995</td> <td>10</td> </tr> </table> (Maximum 30 Marks)	<b>Model (year)</b>	<b>Marks</b>	< 1990	No Marks	1990 to1995	08	> 1995	10	30					
<b>Model (year)</b>	<b>Marks</b>															
< 1990	No Marks															
1990 to1995	08															
> 1995	10															
T.2	Lamination Capacity (Mandatory Minimum 1 Auto Lamination Machine)  Must be in working condition.	a. Number of Automatics Lamination Machines_____ (5 Marks for each Machine maximum 20 Marks) b. Number of Manual Machines_____ (1 Mark for three manual machines Maximum 5 Marks)	25													
T.3	Technical and Managerial Resource  Provide detail on sheet attached, also provide copies of CNIC and salary sheet	➤ Managerial HR: 5 Qualified = 3, Non-qualified = 2 ➤ Accountant: Qualified = 2, Non-qualified = 1 ➤ Technical employees as per the sheet attached: 10 <table style="margin-left: 40px;"> <tr> <th>No of skilled workers</th> <th>Points Assigned</th> </tr> <tr> <td>3-6</td> <td>2</td> </tr> <tr> <td>7-10</td> <td>4</td> </tr> <tr> <td>11-13</td> <td>6</td> </tr> <tr> <td>30-35</td> <td>8</td> </tr> <tr> <td>&gt;35</td> <td>10</td> </tr> </table>	No of skilled workers	Points Assigned	3-6	2	7-10	4	11-13	6	30-35	8	>35	10	15	
No of skilled workers	Points Assigned															
3-6	2															
7-10	4															
11-13	6															
30-35	8															
>35	10															
T.4	Alternate Power	➤ Alternate Power Source <table style="margin-left: 40px;"> <tr> <td>100 – 150 KVA</td> <td>4</td> </tr> <tr> <td>&gt;150 - 250 KVA</td> <td>8</td> </tr> <tr> <td>&gt;250 KVA</td> <td>10</td> </tr> </table>	100 – 150 KVA	4	>150 - 250 KVA	8	>250 KVA	10	10							
100 – 150 KVA	4															
>150 - 250 KVA	8															
>250 KVA	10															

T.5	Storage Facility / Godown / Prepare / Design House	1. Space Available	10			
		<table border="1"> <thead> <tr> <th>Area (Marla)</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>10 to 20</td> <td>5</td> </tr> <tr> <td>&gt; 20</td> <td>10</td> </tr> </tbody> </table>			Area (Marla)	Marks
Area (Marla)	Marks					
10 to 20	5					
> 20	10					
T.6	Computer to Plate (CTP) Facility	Yes/No _____ (Marks 10)	10			
Total Marks (C)			100			
Marks Obtained as per Weightage (C x 70%)=(D)						
Total Marks (B+D) (30%+70%)			100 %			

<b>Qualified (<math>\geq 70/100</math>)</b>	<b>Unqualified (<math>&lt; 70/100</math>)</b>
---	---

Signatures with Date: \_\_\_\_\_

Name / Designation of Authorized Officer-1 \_\_\_\_\_

Signatures with Date: \_\_\_\_\_

Name / Designation of Authorized Officer-2 \_\_\_\_\_

Signatures with Date: \_\_\_\_\_

Name / Designation of Authorized Officer-3 \_\_\_\_\_

Signatures with Date: \_\_\_\_\_

Name / Designation of Authorized Officer-4 \_\_\_\_\_

**Annexure "F"**

## **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 **30.03.2020** and any  
demand for payment under it shall be received by us at this office on or before that  
date.

Signature & Seal of the Bank

**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 times the sum of any commission, gratification, bribe, finder's fee or kickback given by {name of supplier} as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the PCTB.

I, \_\_\_\_\_ also certifies that firm has not been blacklisted by Government of the Punjab, or any Administrative Department, Attached Department, Autonomous Body, Special Institution, Agency thereof or any other entity owned or controlled by it.

\_\_\_\_\_

\_\_\_\_\_

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

**Verification**

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

Deponent

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