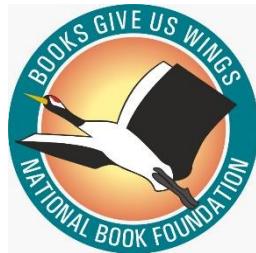




STANDARD BIDDING DOCUMENTS (SBD)

PROCUREMENT OF SECURITY LABELS THROUGH FRAMEWORK CONTRACT FOR THE ACADEMIC SESSION 2026-27 FOR TEXTBOOKS.



NATIONAL BOOK FOUNDATION (NBF)

Address: 6-Mauve Area, G-8/4, Islamabad

Phone: 051-9261036, 9261534

Website: <https://www.nbf.org.pk/>

Price Rs.5,000/-

Issuing Month: January/February, 2026

Approval Authority: NBF

Authorized Person: Assistant Director (Production)

(Signature) (Date)



NATIONAL BOOK FOUNDATION

Tender No.1801/HPD-1177 (B)

INVITATION FOR BIDS



National Book Foundation (NBF) invites sealed bids from reputed local and foreign firms having production units in Pakistan, registered with Income Tax & Sales Tax Departments, for procurement of **approximately 4.0 million self-adhesive Security Labels** for textbooks to be sold in the open market for Academic Session 2026–27 under a Framework Contract.

2. Tender documents, containing detailed terms and conditions, methods of procurement, procedures for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, financial strength report etc. are available for the interested bidders at NBF, 6-Mauve Area, G-8/4, Islamabad, NBF, 45-C Civic Center, Near Telephone Exchange Mustafa Town, Lahore, NBF, Plot No. 36-37, Sector B/2, Phase-5, Hayatabad, Peshawar and NBF, Braille Complex Building, Near T.V Station, Stadium Road, Karachi. Price of the bidding documents is Rs.5,000/- (Non-refundable). Bidding documents can also be downloaded from NBF's Website: www.nbf.org.pk.

3. The bids, prepared in accordance with the instructions in the bidding documents, must be dropped in Tender Box placed in the Room of PA to Secretary, National Book Foundation, 6-Mauve Area, G-8/4, Islamabad on or before 06th February, 2026 at 11:00 a.m. along with 3% bid money. Technical and Financial Proposals will be opened on the same day at 11:30 a.m. The advertisement is also available on PPRA Website at www.ppra.org.pk.

4. As per directions of PPRA, it is mandatory for bidders to register themselves on EPADs (www.eprocure.gov.pk) and submit their bids through EPADs & drop hard copy to NBF at aforesaid address.

(Samra Saman Kiyani) Assistant Director (Production) National Book Foundation, 6-Mauve Area, G-8/4, Islamabad	Phone: 9261036 & 9261534 Fax No.9261534 & 2264283 e-mail: books@nbf.org.pk URL: www.nbf.org.pk
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Summary Description

The use of this Standard Bidding Document (SBD) for Procurement of Security Labels for Textbooks applies when a prequalification process has not taken place before bidding. A brief description of these documents is given below.

SBD for Procurement of Security Labels for Textbooks

PART 1 – BIDDING PROCEDURES

Section I: Instructions to Bidders (NBF)

This Section provides relevant information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts.

Section II. Bid Data Sheet (BDS)

This Section consists of provisions that are specific to each procurement and that supplement the information or requirements included in Section I, Instructions to Bidders.

Section III. Evaluation and Qualification Criteria

This Section contains the criteria to determine the lowest evaluated bid and the qualifications of the Bidder to perform the contract.

Section IV: Bidding Forms

This Section contains the forms for the **Bid Submission Sheet, Price Schedules, Bid Security** to be submitted with the Bid.



PART 2 – SUPPLY REQUIREMENTS

Section V. Schedule of Requirements

This Section contains the List of Security Labels, the Delivery and Completion Schedules, the Technical Specifications that describe the Security Labels to be procured.

PART 3 – CONTRACT

Section VI. General Conditions of Contract (GCC)

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

Section VII. Special Conditions of Contract (SCC)

This Section contains clauses specific to each contract that modify or supplement Section VII, General Conditions of Contract.

Section VIII: Contract Forms

This Section contains the form for the **Agreement**, which, once completed, incorporates any corrections or modifications to the accepted bid relating to amendments permitted by the Instructions to Bidders, the General Conditions of Contract, and the Special Conditions of Contract.

The forms for **Performance Security**, when required, shall only be completed by the successful Bidder after contract award.



PART 1 – BIDDING PROCEDURES



Section I. Instructions to Bidders

A. General

1. Scope of Bid

- 1.1 NBF invites bids from security labels printing firms in the form of sole proprietor, companies, consortiums, associations of persons (AOP), Joint Venture (JV), group, etc. for supply of Security Labels for the academic session 2026-27
- 1.2 The self-adhesive Security Labels will be printed on pure white 80 GSM paper and as per Technical Specifications given in Section-V "Supply Requirements".

2. Eligible Bidders

- 2.1 All Local and foreign firms (with their production unit in Pakistan with good security arrangements) having a minimum of three years' experience of printing who fulfill the criteria as per Technical Bid will stand eligible for the bidding (Firms having specific experience of security labels will be preferred).
- 2.2 The bidder should not have been blacklisted by procuring agency.



B. Contents of Bidding Document

3. Sections of Bidding Document

3.1 The Bidding Document consists of Parts 1, 2, and 3, which include all the Sections indicated below and should be read in conjunction with any Addenda issued in accordance with NBF.

PART 1 Bidding Procedures

- Section I. Instructions to Bidders (NBF)
- Section II. Bid Data Sheet (BDS)
- Section III. Technical Evaluation & Qualification Criteria.
- Section IV. Bidding Forms including Financial Bid Proforma.

PART 2 Supply Requirements

- Section V. Schedule of Requirements including Annexure "A" & "B".

PART 3 Contract

- Section VI. Contract Forms

3.2 The Invitation for Bids issued by the Purchaser "National Book Foundation" (NBF) is not part of the Contract Agreement.

3.3 The NBF is not responsible for the completeness of the Bidding Documents and their addenda, if they were not purchased directly from the NBF on payment of Rs. 5,000/- (non-refundable).

3.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.



C. Preparation of Bids

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. Documents Comprising the Bid

5.1 The Bid shall comprise the following:

- (a) Bid Submission Sheet and the Financial Bid in accordance with NBF.
- (b) Bid Security
- (c) Technical Bid along with its attachment, GCC, BDS, SCC, and bidding form Section IV.



6. **Bid Submission Sheet and Price Schedules** 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. All blank spaces shall be filled in with the information requested.

7. **Alternative Bids** Unless otherwise indicated in the **SBD** alternative bids shall not be considered.

8. **Documents Establishing the Qualifications of the Bidder** To establish its qualifications to perform the Contract, the Bidder shall submit the evidence indicated in Section III, Technical Evaluation and Qualification.

9. **Period of Validity of Bids** Bids shall remain valid for the period specified in the BDS after the bid submission deadline date i.e. **120 days** from the opening of Technical & Technical Bid. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

10. **Bid Security**

10.1 Bid Security mentioned against respective estimated rates of Security Labels in favor of National Book Foundation in the shape of Bank Guarantee/ Pay Order / Demand 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/ Demand Draft/CDR, the seal/stamp of the authorized signatory, as the case may be. The amount of Bid Security (not exceeding 3% of the estimated price as per PPRA Rules 2014) mentioned against the respective estimated price of the Security Labels (as given at **Financial Bid Proforma**) shall be deposited. It is not required to be calculated on the basis of bidder financial proposal.

10.2 **Any bid not accompanied by a substantially responsive Bid Security in accordance with NBF shall be rejected by the Purchaser as non-responsive.**

10.3 The Bid Security of successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to NBF.

10.4 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 NBF;
- (ii) furnish a Performance Security in accordance with NBF.

10.5 The Bid Security of sole proprietor /company / JV/Consortium /AOP/Group must be in the name of sole proprietor, company & as group leader or one or more than one of its members of the JV/ Consortium /AOP/Group that submits the bid. If the JV/ Consortium /AOP/Group has not been legally constituted at the time of bidding, the Bid Security may be on behalf of names of one or more than one or all future partners as named in the letter of intent or deed of JV/consortium/AOP/ group.

11. Format and Signing of Bid

11.1 The Bidder shall prepare one original of the documents comprising the bid as described in NBF Clause 7 & 8 and clearly mark it "ORIGINAL" which is provided alongwith with SBD. In addition, the Bidder shall submit photocopy of the Original Financial Bid with original signature (with blue ink) and stamp and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

11.2 The original of the bid shall be written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.



D. Submission and Opening of Bids

12. Sealing and Marking of Bids

12.1 Bidders may submit their bids by hand and a soft copy to E-PPRA website as well .

(a) The Bidder shall enclose the Technical & Financial Bid along with all relevant attachments in separate sealed envelopes, duly marking the envelopes as "TECHNICAL BID" and "FINANCIAL BID." These envelopes shall then be enclosed in one single envelope.

12.2 The inner and outer envelopes shall:

(a) Bear the name and address of the Bidder;
(b) Be addressed to the Purchaser

12.3 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

13. Deadline for Submission of Bids

13.1 Bids must be received by the Purchaser at the address and no later than the date and time indicated in the **SBD**.

13.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with NBF Clause 5, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

14. Late Bids

14.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

15. Bid Opening (Technical Bid & Financial Bid)

15.1 The Tender Documents will be received upto **06-02-2026** till 11:00 A.M in the Committee Room of the National Book Foundation and **Technical Bid & Financial Bid** shall be opened on the same day at 11:30 A.M in the presence of bidders or their representatives who make them available on that date and time in the Committee Room of the National Book Foundation, 6-Mauve Area, G-8/4, Islamabad.



16. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids

The Managing Director, National Book Foundation reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award as per law and in the public interest, without thereby incurring any liability to Bidders.

17. Award Criteria

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

18. Purchaser's Right to Vary Quantities at Time of Award

18.1 At the time the Contract is awarded, the Managing Director, NBF reserves the right to increase or decrease the quantity as per PPRA Rules 2014 of Security Labels originally specified in Section V, Schedule of Requirements, without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

18.2 The contract will be executed with the lowest evaluated Bidder in the form of framework contract on basis of total quantities of Security Labels i.e. **4,000,000** (Qty can be increased or decreased by Management of NBF). Thereafter, work awards will be issued from time to time on the basis of quantities required.

19. Notification of Award

19.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its bid has been accepted.

19.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

19.3 The successful bidder's furnishing of the performance security, the Purchaser shall promptly notify each successful bidder and shall discharge its bid security.



20. **Signing of Contract**

The successful bidders, **within fifteen (15) days** of issuance of "Notification of Award", shall sign an agreement as per Contract Agreement given in *Section VIII Contract Forms* with the National Book Foundation on a non-judicial stamp paper of the requisite value which shall be paid by the bidder. The integrity pact at "Annex-G" shall be integral part of the Contract Agreement.

21. **Performance Security**

21.1 **Within fifteen (15) days** of the issuance of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with theGCC, using for that purpose the Performance Security Form included in Contract forms.

21.2 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. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

21.3 With reference to a particular award the Performance Security of sole proprietor /company / JV/Consortium /AOP/Group must be in the name of sole proprietor, company & as group leader or one or more than one of its members of the JV/ Consortium /AOP/Group that submits the bid. If the JV/ Consortium /AOP/Group has not been legally constituted at the time of bidding, the Performance Security may be on behalf of names of one or more than one or all future partners as named in the letter of intent or deed of JV/consortium/AOP/ group.



22. Security Arrangements

22.1 **Security Labels should be produced locally, in Pakistan, under strict security arrangements.** NBF will have the right to conduct surprise checks, during production and supply of these labels, to ensure a secure supply chain environment on the cost of the bidder. NBF, at its own discretion, will also have the right to place its representatives at the production site during production and supply period to ensure avoidance of leakage/pilferage/theft etc. For this reason, readymade and imported antipiracy / anti-counterfeiting solutions shall not be accepted. Preference will be given to firms having maximum security arrangements.

22.2 Local-based firm possessing their own established infrastructure in Pakistan and having strict arrangements can bid for printing/supply of security labels under strict security arrangements.

23. Availability of Stock of Face Material & Release Backing

23.1 30% stock of **(FACE MATERIAL)** Paper Type: Mid-gloss coated paper with a white face, **(RELEASE BACKING)** Paper type: Imported Glassine Paper for the awarded quantity of Security Labels will be checked within 10 days from the announcement of the successful bidder. An extension of 10 days with penalty of Rs. 600/- per day per lac for the value of work awarded can be granted by the authority.



Section II. Bid Data Sheet



Section II. Bid Data Sheet

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

General	
1.	The number of the Invitation for Bids is : <u>IPL-*****</u>
2.	The Purchaser is: <u>NATIONAL BOOK FOUNDATION, ISLAMABAD</u>
Contents of Bidding Document	
3.	For <u>clarification of bids purposes</u> only, the Purchaser's address is: Attention: <u>Incharge Production</u> Address: <u>National Book Foundation, 6-Mauve Area, G-8/4,</u> City: <u>Islamabad</u> Country: <u>Pakistan</u> Telephone: <u>051-9261036, 9261534</u>
Preparation of Bids	
4.	The Bidder shall submit with its bid the following additional documents: 4.1 <u>Copy of CNIC</u> 4.2 <u>Copy of NTN</u> 4.3 <u>Copy of Bank Statement period 01.07.2023- 30.06.2025</u>
5.	Alternative bids <i>shall not</i> be considered.
6.	"Final destination/site": Islamabad & Lahore, Pakistan The Bidder shall quote the price inclusive of the inland transportation and other local services required to deliver the supplies at a warehouse(s) in Islamabad and Lahore and all such taxes levied by the Government in this regard.
7.	Prices quoted by the Bidder shall be as per tentative quantity as given in Schedule of Requirements (Annexure "A").



8.	The bid validity period shall be: 120 days from the opening of Technical Bid.
9.	<p>a. The bidder shall attach Pay Order /Bank Draft / CDR/ Bank Guarantee in favour of National Book Foundation as Bid Security (not exceeding 3% of the estimated price as per PPRA Rules 2014) as mentioned against respective estimated price of the Security Labels (as given at Financial Bid Proforma) with Technical Bid NBF & GCC.</p> <p>b. At least 15 printed samples of Security Labels along with the sample of 15 paper sheets (Mid-gloss coated paper with white face, and Imported Glassine Paper) should be attached with the Technical Bid</p>
10.	Financial Bid should be submitted in <u>original</u> .
Submission and Opening of Bids	

Sr. No.	Particulars of documents	Yes/No
1.	Bidder Information Sheet (BIS)	
2.	JV/Consortium/AOP/Group information sheet (if applicable)	
3.	Bid Submission Sheet (BSS)	
4.	Technical Bid Proforma (TBP)	
5.	Copy of CNIC & latest Income Tax Return /NTN/Sales Tax	
6.	Original receipt of purchase of Bid documents from NBF with Rs.5000/- original receipt.	
7.	Bank Statements	
8.	Printed Samples	
9.	3% Bid Security in the shape of a Pay Order/BankDraft	
10.	Affidavit regarding Non-Black Listing	

Sr. #	Particulars of documents	Yes/No
1.	Financial Bid Proforma - Original	
2.	Delivery Schedule & Annexure "A"	
3.	Bid Data Sheet (BDS)	
4.	General Conditions of Contract (GCC)	
5.	Copy of Bid Security in Financial	



11.	<p>The inner envelopes shall bear the following additional identification marks: (1) Technical Bid (2) Financial Bid.</p> <p>(1) Technical Bid:</p> <p>(2) Financial Bid: The following documents are attached</p>
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12.	<p>For bid submission purposes only, the Purchaser's address is:</p> <p>Attention: <u>Assistant Director, Production</u> Address: <u>National Book Foundation, 6-Mauve Area, G-8/4,</u> City: <u>Islamabad</u> Country: <u>Pakistan</u> Telephone: <u>051-9261036 & 9261534</u></p> <p>The deadline for the submission of bids is: Date: 06-02-2026 Time: 11.00 A.M.</p>
13	<p>The bid opening shall take place at:</p> <p>Address: <u>Committee Room, National Book Foundation, 6-Mauve Area, G-8/4,</u> City: <u>Islamabad</u> Country: <u>Pakistan</u> Date: 06-02-2026 Time: 11.30 A.M.</p>
Evaluation and Comparison of Bids	
14	<p>The currency that shall be used for bid evaluation and comparison purposes is: <u>Pak Rupees</u></p>
15	<p>An evaluation methodology to determine the lowest-evaluated bid of Security Labels shall be applied as specified in Section III, Evaluation and Qualification Criteria.</p>
Award of Contract	
16	<p>After the execution of a contract, the maximum percentage by which quantities may be increased is 15% as per PPRA rules 2014. 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 security labels for single textbooks.</p>



NATIONAL BOOK FOUNDATION, ISLAMABAD

Section III. Evaluation & Qualification Criteria



Section III. Evaluation and Qualification Criteria

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

Table of Contents

1. Technical Evaluation Criteria
2. Lowest Evaluated Bid Criteria.

1. **Technical Evaluation Criteria**
 - (a) Technical Bid Proforma
 - (b) Attachments:
 - (i) Affidavit of bidder regarding blacklisting (Annexure "D").
 - (c) Technical Evaluation Report as given in Annexure "E".

2 Lowest Evaluated Bid Criteria.

- (a) The Financial Bid of only technically qualified bidders shall be opened.
- (b) Comparative Statement

The bidder offering lowest rate of Security Labels (per unit) would be the lowest evaluated bidder.



TECHNICAL BID PROFORMA NATIONAL BOOK FOUNDATION, ISLAMABAD

TECHNICAL EVALUATION CRITERIA FOR PROCUREMENT OF SECURITY LABELS FOR TEXTBOOKS FOR THE ACADEMIC SESSION 2026-27

1. Name of the Proprietor _____ Cell No. _____
2. Name of Bidding Firm /Lead Bidding Firm _____
3. Status of the Firm/Company/JV/Group : _____
4. Address: _____
5. NTN _____
6. Sales Tax reg. No. (if applicable) _____
7. Date of Establishment of business _____
8. Financial Information: (In case of JV/AOP/Group detailed statements of all members to be provided)
 - (a) Financial Accounts Statement for at least two complete fiscal years.
 - (b) Income tax paid/deducted for previous two years (attach evidence)
 - (c) Cash flow availability:
Attach Bank Statement for the fiscal year **01.07.2023 to 30.06.2025**
(Basis of Annual Turnover)
9. Financial capacity:
 - (a) Bank Deposit

Sr. No.	Name of Bank & Branch	Name of Accounts & Address	Account Number	Total Turnover as on 30.06.2025
Total:				
- (b) Bank Statement

The bidder shall also attach a copy of the bank statement of the firm for the last one year.



10. Number of printed samples attached _____

11. Specification of paper

(i) Face Material: _____

(ii) Release Material _____

12. Experience of providing Security Solutions to Books against counterfeiting

Sr. No.	Year	Name of book	Quantity	Name of organization

13. Working standards/ quality control (if any)

ISO certification or any other relating to security solutions. Please mention and attach copy of certificate.

14. (a). Printing Facilities

i. Name of Printing Press: _____

ii. Address of premises: _____

(b) Working Environment

i. Temperature and humidity control system Yes/No

ii. Fire alarm and firefighting equipment Yes/No

iii. First aid facility Yes/No

(c) Brand of ink with its country of origin _____
and specification to be used _____

(d) Security Arrangements:



Give details of secured supply chain arrangements to ensure no pilferage, leakage or misappropriation takes place during production or supply to NBF.

- i. Access control system for stopping entry of unauthorized persons _____ Yes/ No
- ii. CCTV surveillance _____ Yes/No
- iii. High alert manual and automatic security system _____ Yes/No
- iv. System in place for recording and in house destruction of rejected materials and excess or waste production _____ Yes / No
- v. Any other security measures (use separate sheets to give details) _____ Yes / No

15. Minimum Four Colour Machine (Sheet Fed/ Rotary/web)

Sr No.	Make & Model	UV Curing System	Size	Quantity	Year of manufacture	Output speed

16. Alternate power facilities _____ Yes/ No

Capacity of power generator _____ KW.

Signature and stamp _____

Name of Firm/Bidder _____

Dated: _____ Name of Owner/ Representative _____

CNIC: _____

Note:

- (i) Each page of Bidding Documents should be signed and stamped.
- (ii) Attach evidence of JV/Consortium/Group/ AOP.
- (iii) Authority on behalf of member in favour of lead bidder (where applicable)



2. LOWEST EVALUATED BID CRITERIA

(a) **Technically Qualified**

The technical evaluation shall be carried out by the NBF authorized officials/Team to evaluate the bidders as per details given by them in their Technical Bid and ascertain their financial, printing, and lamination capacity as well.

(b) **Comparative Statement**

The bidder offering the lowest rate of Security Labels (per unit) would be the lowest evaluated bidder.



Section IV. Bidding Forms

Table of Forms

1. Bidder Information Sheet
2. Party to JV Information Sheet
3. Bid Submission Sheet.....
4. Financial Bid



Bidder Information Sheet

Date: _____

Tender No.: _____

1. Bidder's Legal Name					
2. In case of JV/consortium/AOP/Group					
3.	(a)	Name of JV/Consortium /AOP/Group			
	(b)	Name of Lead Bidder / authorized representative			
	(c.)	Members firms information			
4.		Name of firm with address	%age share	Owner's Name	NIC
	(i)				
	(ii)				
	(iii)				
		Approval of Board of Directors/Governing bodies of the firms to form JV/Attach copy of agreement / letter of intent to form JV/consortium/AOP/group, copies of NTN and NIC of members (in case of more members attach separate list)			
5. Bidder's Address:					
6. Bidder's Authorized Representative Information					
Name:					
Address:					
Telephone/Fax numbers:					
Email Address:					
7. Attached are copies of original documents of:					
<input type="checkbox"/> Income tax return previous year					
<input type="checkbox"/> In case of JV approval of Board of Directors/Governing bodies of the firms to form JV.					
<input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement					
<input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law,					



Party to JV Information Sheet if any

Date: _____

Invitation for Bid No.: _____

1. Bidder's Legal Name:
2. JV's Party legal name:
3. JV's Party Country of Registration:
4. JV's Party Year of Registration:
5. JV's Party Legal Address in Country of Registration:
6. JV's Party Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input checked="" type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with NBF. <input checked="" type="checkbox"/> In case of the government-owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with NBF.



Bid Submission Sheet

Date: _____
Tender No.: _____

To:

The Secretary,
National Book Foundation, 6-Mauve
Area, G-8/4, Islamabad.

I/We, the undersigned, declare that:

- (a) I/We have examined and have no reservations to the Bidding Documents, including Addenda No.: _____
- (b) I/We offer to supply in conformity with the Bidding Documents and in accordance with the delivery schedule specified in the Schedule of Requirements
- (c) I/We confirm that the offered Quantity of Security Labels is not less than 100%.
- (d) Our bid shall be valid for the period of **120 days** from the date of opening of Technical Bid in accordance with BDS and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with NBF.
- (f) We have not been blacklisted by Procuring Agency.
- (f) 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.
- (g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (h) We understand that the contract will be in the form of framework contract and Managing Director, NBF reserves the right to increase/decrease the quantity of Security Labels as provided by NBF.



(i) The following is attached with the Technical Bid:

Sr. No.	Particulars of documents	Yes/No
1.	Bidder Information Sheet (BIS)	
2.	JV/Consortium/AOP/Group information sheet (if applicable) Approval of Board of Directors/Governing bodies of the firms to form JV.	
3.	Bid Submission Sheet (BSS)	
4.	Technical Bid Proforma (TBP)	
5.	Copy of CNIC & latest Income Tax Return /NTN	
6.	Original receipt of purchase of Bid documents from NBF	
7.	Bank Statements	
8.	Printed Samples	
9.	Paper Sheets of Mid Closs Coated Paper with white face and Imported Glassine Paper	

(j) The following is attached with the Financial Bid:

Sr. No.	Particulars of documents	Yes/No
1.	Financial Bid Proforma -(a) Original	
2.	Delivery Schedule & Annexure "A"	
3.	Bid Data Sheet (BDS)	
4.	General Conditions of Contract (GCC)	
5.	Bid Security in shape of Pay Order/Bank Draft/ Bank Guarantee	

Signed _____ In the Capacity of _____

Name _____

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

Dated on _____ day of _____



FINANCIAL BID PROFORMA

NATIONAL BOOK FOUNDATION, ISLAMABAD

Tender Form for supply of Security Labels for the academic session 2026-27

1. Name of the firm: _____
2. Address: _____
3. Phone No: _____ Fax No/ E-mail: _____
4. National Tax Number: _____
5. Sale Tax Number (if any): _____
6. Specifications of security labels are as under:

i.	Size	:	
ii.	Type	:	
iii.	Security Features	:	
iv.	Face Material	:	
a)	Paper type	:	
b)	Grammage	:	
c)	Thickness	:	
v.	Release backing	:	
a)	Paper type	:	
b)	Grammage	:	
c)	Thickness	:	

Signature of Bidder _____

Seal of the Firm _____



NATIONAL BOOK FOUNDATION, ISLAMABAD

7. Call Deposit / Pay orders / Demand Draft No. _____

Date _____ for Rs. _____ Drawn on (Bank
Name) _____.

Sr. No	Descriptions	Quantity	Unit Price	Total Value	Bid Security at the rate of 3% of Estimated Value (Rs.)
01	Security Labels for the Academic Session 2026-27 as per approved design & specifications	4,000,000			
Total amount (inclusive of all applicable taxes and delivery charges at NBF's Godown, Islamabad & Lahore)					

Total Amount in words _____

Dated: _____

Signature: _____

Name of Firm _____

Name of Proprietor /Director /Partner _____

CNIC _____

Seal of the Firm _____



PART 2 – SUPPLY REQUIREMENTS (Comprising Section V)



Section V. Schedule of Requirements

1. Technical Specifications that describe the Security Labels.
2. Schedule of Requirements containing list of quantities of Security Labels (**Annex "A"**).
3. Schedule of Delivery.



1. Technical Specifications

Pursuant to GCC the Supplier shall ensure that the Security Labels for Textbooks supplied under this Contract shall conform to the technical specifications and standards mentioned below:

- i. **Size** : 1.5" X 1.0"
- ii. **Type** : The security label should be supplied in one-up reels.
- iii. **Security Features** : Specifications:
 - i. The Security Label should be Paper based, as the approved design of NBF, printed on 80 GSM self-adhesive paper with a release liner.
 - ii. To be supplied in one-up reels.
 - iii. The Security Label should have internal die cut marks to give protection against peel-off.
 - iv. NBF should be printed in clearly visible font size.
 - v. QR Code (URL link of design verification and instructions of the Security Label) shall be printed on Security Label.
 - vi. Mid-gloss coated paper with a white face shall be used for face material.
 - vii. Imported Glassine Paper Shall be used for release backing.
 - viii. Additional security features (Micro Text, Red Fluorescent / UV light, Colour Shift, Rub, Response to special laser light, polarization of light, hidden text to be visible with coin rub, etc.) should be provided by the bidder.
 - ix. All security features should be mentioned in the bid.
- iv. **Face Material**

Paper type	Mid-Glossy coated paper with a white face
Grammage	80-85 g/m ²
Thickness	60-65 micron
- v. **Release backing**

Paper type	Glassine paper (imported)
Grammage	60-55 g/m ²
Thickness	50-55



- vi. The successful Bidder will provide one set of all instruments to the Procuring Agency for the verification of above-mentioned security features.
- vii. **The Bidder will also arrange visit of NBF Inspection Team** (at least 02 Members) for technical evaluation of machinery and allied accessories at production unit of the applicant as mentioned in SBD.
- viii. **Sample of Security Label for NBF must be enclosed.**



Annexure "A"

2. Schedule of Requirements of Security Labels for Academic Session 2026-27

You will supply 4,000,000 Security Labels + including 0.5% Wastage 20,000 in the form of one-up reels as per the detail given below:

Sr. No.	No. of Rolls	Quantity stickers per Roll	Total Security Labels
(i)	1000 rolls of	4,000 labels each	4,000,000
		Total	4,000,000

0.5% Wastage = 20,000 Security Labels

Note: The above quantity of rolls is tentative, the contract will be in the form of a framework contract, and the Managing Director, NBF reserves the right to increase /decrease the quantity at the time of execution of the contract as per PPRA Rules 2014.



Annexure "B"

4. SCHEDULE OF DELIVERY
Academic Session 2026-27

The Bidder shall supply Security Labels at NBF's Godown, Islamabad & Lahore in one installment as detailed below:

Sr. No.	Description	Upto
1.	One Installment	Friday, February 27 th , 2026

The above-mentioned schedule of supply is only for the first award of work according to the framework contract. For further requirements, the supply schedule will be mentioned at the time of issuance of the work award after approval from the Managing Director, NBF.

The rate per Security Labels to be quoted should be for **100% of the quantity** as detailed at Schedule of Requirement.

The quantities mentioned in section V Schedule of Requirements. Bidding Forms "Financial Bid Proforma" are tentative which may increase / decrease at the time of award as per needed.



1. Contract Price

- (a) The rate should be inclusive of cost of all inputs, delivery at Lahore as per prescribed specifications and all taxes levied by the Government in this regard.
- (b) Prices charged by the Supplier for the Security Labels delivered and performed under the Contract shall not vary from the prices quoted by the Supplier in its bid/ or negotiated rate, with the exception of any price adjustments authorized in the SCC.

2. Terms of Payment

- 2.1 The Contract Price shall be paid on completion of supply of **each installment of Security Labels as per award** as specified.
- 2.2 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it. The payments shall be made in Pak Rupees.



- 3. Taxes and Duties**
 - 3.1 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 security labels etc. to the Purchaser.
- 4. Performance Security**
 - 4.1 The Supplier shall, **within Fifteen (15) days** of the notification of award letter, provide a performance security **@10%** of the value of the contract in shape of a Bank Guarantee/Pay Order issued by a scheduled bank with reference to NBF. The bid security shall only be released after the submission of performance security.
 - 4.2 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.
 - 4.3 The Performance Security will be discharged by the Purchaser and returned to the Supplier **on completion of supplies** of Security Labels according to the annual Allocation for Academic Session 2026-27.
- 5. Confidential Information**
 - 5.1 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 Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier.
 - 5.2 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.



6. Appellate Authority	6.1	In case of decisions regarding waive-off penalties imposed on the bidder, or any other dispute, the Managing Director NBF shall be the appellate Authority / Sole Arbitrator and his decision shall be the final.
7. Specifications and Standards	7.1	The Supplier shall ensure that the Security Labels supplied under this Contract shall conform to the "Technical Specifications" and standards mentioned in Supply Requirements (1. Technical Specifications).
8. Packing and Documents	8.1	The supplier shall abide by the packing and documentation instructions of NBF.
9. Inspections and Tests	9.1	The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Security Labels as are specified in the Schedule of Requirements.
	9.2	The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at the point of delivery, and/or at the final destination.
	9.3	The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
	9.4	The Purchaser may reject any consignment of Security Labels 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 Security Labels at no cost to the Purchaser.
	9.5	In addition, the supplier shall arrange 0.5% of the Security Labels over the allocated quantity to meet the wastage during the binding process. The payment will be made accordingly.
10. Penalty(s)	10.1	If the Supplier fails to deliver any or all of the Security Labels within the period specified in the Contract, the In-charge 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 of the delivered price of the delayed 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 GCC.
	10.2	In particular and without prejudice, the following penalties may be imposed judiciously by the In-charge concerned of the NBF for irregularities committed by the supplier in the execution of work awarded to him/her by the Purchaser.



IRREGULARITIES		PENALTIES
1.	Non-Submission of Performance Security within the stipulated period i.e.,15 days after issuance of Award Letter.	Rs. 25,000 Penalty per day for a maximum of 07 days after which, the Offer shall stand cancelled, forfeiture of Bid Security and blacklisting of firm.
2	Non-Signing of contract agreement within the stipulated period i.e.,10 days after issuance of Award Letter.	Rs. 100,000 Penalty per day for a maximum of 07 days after which, the Offer shall stand cancelled, forfeiture of Bid Security and blacklisting of firm.
3.	Delay in supply of total required number of Security Labels of each installment.	Penalty per day of value of delayed supply shall be imposed as below: i) Upto 7 days @ 0.5% ii) Beyond 7 days delay @1%
4.	Subletting/unauthorized printing sale or disposal of any number of security labels of NBF textbook(s) by the supplier or any of his employee/representative etc.	Penalty equal to 10 times of total cost of unauthorized security labels printed by the supplier may be imposed and or suspension of contract or blacklisting of the firm.
5.	Failure to show 30% stock of (FACE MATERIAL) Paper Type: Mid-gloss coated paper with white face, (RELEASE BACKING) Paper type: Glassine Paper (Imported) within 10 days from the announcement of the successful bidder	Extension may be granted up to maximum 15 days with penalty of Rs.600/- per lac/per day for the value of work awarded. Beyond 15 days, work award shall be cancelled and Performance Security will also be forfeited.

Note:- *Delay in supply of Security Labels will be counted in days from the date of delivery to Godown of NBF at Islamabad, Lahore & Peshawar.*



11. Change in Laws Taxes and Regulations	11.1	In case the regime of any tax levied by the 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.
12. Extensions of Time	12.1	If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the security labels pursuant to 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 Incharge concerned shall evaluate the situation and if found justified may recommend to the Managing Director, NBF to extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
13. Termination	13.1	<p>Termination for Default</p> <p>(a) The Purchaser, without prejudice to any other remedy for breach of Contract i.e., blacklisting of the firm, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:</p> <ul style="list-style-type: none">(i) if the Supplier fails to deliver any or all of the Security Labels beyond 15 days of the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to 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. <p>(b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Security Labels similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Security Labels. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p>



13.2 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

14. Assignment 14.1 The bidder shall certify that he has in house and, secured printing facility and the printing job shall not be contracted to any other party within or outside Pakistan

15. Limitation on Negotiations 15.1 Negotiations may not relate to the price or substance of tenders or proposals specified by the supplier in his tender, but only to minor Technical, Contractual or logistical details. Provided that negotiation shall not be used to reduce unit rates, unless in case of exceptional circumstances like exorbitant rate.

16. Extension in Validity Period of Contract Agreement and Performance Guarantee. 16.1 The Managing Director NBF shall have the right to extend validity period of contract and performance guarantee keeping in view the additional demand for printing of Security Labels with mutual consent for the academic session 2026-27

17. Recourse in Case of Non-Compliance 17.1 If a bidder does not fulfill and compliance with the agreement, the NBF may cancel award of work. The NBF may collect close / fine from all types of security / payments with NBF.



Contract Forms

Table of Forms

Contract Agreement

Performance Security.....



Framework 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 MANAGING DIRECTOR, NATIONAL BOOK FOUNDATION, Islamabad hereinafter referred to as the NBF which term (unless the context otherwiserequires) shall include his / her successors in the office, assignees, etc. WHEREAS THE NATIONAL BOOK FOUNDATION requires that _____ printing and supply of Security Labels as per specifications for textbooks for the academic year 2026-27 and the Bidder has agreed to printing and supply of Security Labels 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.

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 Security Labels 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 Security Labels 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 **31.06.2026**.

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

Signature of the Supplier
With full name and address

Name: _____

Complete Address: _____

Signature of the Purchaser

Secretary
National Book Foundation,
6-Mauve Area, G-8/4, Islamabad.

Witness – I

Name: _____

Signature: _____

Address: _____

Witness – II

Name: _____

Signature: _____

Address: _____



Performance Security

Beneficiary: NATIONAL BOOK FOUNDATION, ISLAMABAD

Date: _____

PERFORMANCE GUARANTEE No.: _____

We have been informed that _____ (hereinafter called "the Supplier") has entered into Contract No. _____ 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. _____ (Rupees _____) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the **31.06.2026** and any demand for payment under it must be received by us at this office on or before that date.

Signature & Seal of the Bank



AFFIDAVIT

I, Mr. _____ S/o _____

Proprietor of the firm M/s _____
do hereby solemnly affirm and declare that my firm _____ or
its sister concern or any of its partners in individual capacity has not been blacklisted
by Procuring Agency.

Deponent

C.N.I.C. # _____

Verification

Verified on Oath at Islamabad/Lahore/Peshawar/Karachi 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

C.N.I.C. # _____