

Higher Education Commission



Tender Document for Auction of Scrap items for HEC Regional Centre, Quetta

**Higher Education Commission
Regional Centre, House No. 61-A,
Chaman Housing Scheme
Airport Road, Quetta
PH: (081)-9201791, FAX: (081)- 9201791
Terms & Conditions
Tender Document for Auction of Scrap Items**

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A.SCOPE OF WORK

HEC Regional Centre, Quetta intends to dispose off the following Scrap Items on “As is” and “Where is” basis through three lot such as lot 1(Batteries), lot 2 (Tyres) and lot3 (vehicles spare parts) auction scheduled to be held on **6th January, 2026**.

ASSET	CLASSIFICATION / TYPE	Qty
Batteries (AGS, Excide, Phonix, leach and Daewoo)	Scrap	14
Tyres	Scrap	23
Vehicles spare parts	Scrap	131

B. BIDS SUBMISSION REQUIREMENTS

1. The applying / interested bidders may collect tender documents from HEC RC, Quetta during working hours by depositing tender fee of **Rs.2,000/-** (non-refundable) in cash or in Bank account No. 0229-79002293-03 (HBL Jinnah Road Branch, Quetta) title “Director, HEC RC, Quetta” by **6th January, 2026**. It is however mandatory to submit the original tender fee deposit slip with bids. Tender documents can be download from HEC official website (www.hec.gov.pk) and PPRA website (www.ppra.org.pk).
2. Bidders shall submit their bids in sealed envelop along with tender fee and security of Rs 10000/- (refundable) in shape of **Pay Order or Bank Draft** in favor of Deputy Director HEC RC, Quetta. The Bids received without tender fee and bid security will be rejected straight away. Bidders are required to fill the **Bid Submission Form** available at **Annex-A**, the bids can be submitted on **6th January, 2026** from **10.00am to 10.30am** The bids shall be opened on same date at **11.00am**, all the bidders shall be required to be present at the time of opening.
3. Bidders may inspect scrap items as recommended at the location / address mentioned above during office hours from **21th December, 2025** till **5th January, 2026**.
4. The security deposit of top-three highest ranked bidder will be held. The first higher bidder shall be required to deposit **25%** of the bid amount to HEC Regional Centre, Quetta on the same day in shape of Demand draft, pay order, online transfer or Cash deposit directly in HEC Regional Centre, Quetta, the amount of security deposit of **Rs.10,000/-** shall be **adjusted** in 25% deposit.
5. Failing to deposit the 25% of the bid amount, the bid shall be considered as cancelled and security amount shall stand forfeited in favour of HEC. The next highest bidder shall be called to deposit the **25%** of the bid amount, and collect the auctioned material. In case, he fails to deposit **25%** of bid amount, his security deposit shall also stand forfeited and the third highest bidder

shall be declared successful on similar terms and conditions. If the 25% of bid amount is deposited by the successful bidder, the pay orders of subsequent highest bidders in the list shall be returned.

6. The minimum bid / base price for battery lot is Rs.60,000/-, Tyre is Rs.15,000/- and Vehicles spare parts is Rs 10,000 exclusive of all government applicable taxes. The successful bidder shall be required to make payment of applicable taxes (10% for filer, 20% for non-filer) on the bidding amount as with holding tax and 18% sale tax will also be deducted from the successful bidder.
7. The Bid security of the unsuccessful bidders shall be returned on next working day during office hours, bidders may collect their pay orders from the Office of Deputy Director on production of copy of their CNIC.
8. The highest bidder will have to deposit the remaining bid amount within 3 working days of approval of bid, otherwise the deposited amount (25% of the bid) shall stand forfeited.
9. The successful bidder shall be required to make payment of applicable taxes (**10%** for filer, **20%** for non-filer) on the bidding amount as with holding tax and 18% sale tax will also be deducted from the successful bidder.
10. The Auction Committee /Competent authority reserves the rights to accept or reject any or all bids in accordance with PPRA Regulations/Rules.
11. The decision of the Auction Committee shall be considered as final.

C. **SELECTION PROCEDURE**

1. PPRA rule 36 a “single stage single envelope procedure” will be follow for this tender. In this regard, highest rate against each lots (i. Batteries, ii. Tryre, iii. Vehicales spare parts)will be considered and awarded to vendor concerned separtely.
2. Evaluation of the firms shall be based on information provided in Proposals.
3. The bid found highest evaluated against each lots will be accepted.
4. The highest bidder will have to deposit the remaining bid amount within 3 working days of approval of bid, otherwise the deposited amount (25% of the bid) shall stand forfeited.
5. The successful bidder shall be required to make payment of applicable taxes (**10%** for filer, **20%** for non-filer) on the bidding amount as with holding tax and 18% sale tax will also be deducted from the successful bidder.
6. The successful bidder will be required to collect all the scrap material immediately by deputing their own resources after award of contract and if the site is not cleared by the successful bidder within 10-15 working days, penalty of Rs.5,000/ per day will be imposed. If the concerned bidder fails to collect the scrap material within 30 days, the deposit shall be forfeited and the next higher ranked bidder shall be called to deposit the amount and collect the

material.

D. TERMS OF PAYMENT

1. The minimum bid / base price for battery lot is Rs.60,000/-, Tyre lot is Rs.15,000/- and Vehicles spare parts lot is Rs 10,000 exclusive of all government applicable taxes.
2. Bidders shall submit their bids in sealed envelop along with tender fee and security of Rs 10000/- (refundable) in shape of **Pay Order or Bank Draft** in favor of Deputy Director HEC RC, Quetta. The Bids received without tender fee and bid security will be rejected straight away.
3. The security deposit of top-three highest ranked bidder will be held. The first higher bidder shall be required to deposit **25%** of the bid amount to HEC Regional Centre, Quetta on the same day in shape of Demand draft, pay order, online transfer or Cash deposit directly in HEC Regional Centre, Quetta, the amount of security deposit of **Rs.10,000/-** shall be **adjusted** in 25% deposit.
4. Failing to deposit the 25% of the bid amount, the bid shall be considered as cancelled and security amount shall stand forfeited in favour of HEC. The next highest bidder shall be called to deposit the **25%** of the bid amount, and collect the auctioned material. In case, he fails to deposit **25%** of bid amount, his security deposit shall also stand forfeited and the third highest bidder shall be declared successful on similar terms and conditions. If the 25% of bid amount is deposited by the successful bidder, the pay orders of subsequent highest bidders in the list shall be returned.
5. The highest bidder will have to deposit the remaining bid amount within 3 working days of approval of bid, otherwise the deposited amount (25% of the bid) shall stand forfeited.
6. The successful bidder shall be required to make payment of applicable taxes (**10%** for filer, **20%** for non-filer) on the bidding amount as with holding tax and 18% sale tax will also be deducted from the successful bidder.

E. COLLECTION PERIOD

1. The successful bidder will be required to collect all the scrap material immediately by deputing their own resources after award of contract and if the site is not cleared by the successful bidder within 10-15 working days, penalty of Rs.5,000/ per day will be imposed. If the concerned bidder fails to collect the scrap material within 30 days, the deposit shall be forfeited and the next higher ranked bidder shall be called to deposit the amount and collect the material.

F. GENERAL TERMS AND CONDITIONS

1. The successful bidder shall be required to submit an Affidavit (available at **Annex-B**), the scrap material sold in auction cannot be used on road vehicles, in case of any violation to the affidavit, the successful bidder shall be hold responsible, the cost of affidavit shall be borne by the concerned bidder.
2. All types of security and safety measures shall be the responsibility of the successful bidder(s) & HEC will not be responsible for any loss or damage sustained or caused to scrap material after auction.
3. The competent authority reserves the right to accept or reject the bid or bids assigning cogent reason thereof.

Signature of Supplier with Stamp

And complete postal address.

Dated: _____

Annex A:

PROPOSAL SUBMISSION FORM

The Dy. Director
Higher Education Commission,
Regional Centre, Quetta.

Sir

We, the undersigned, offer to provide our services for auction of scrap items in sealed envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

I _____ S/o _____ hold
 er of CNIC No. _____ do hereby submit my Bid for the following Scrap
 items available for Auction as **SCRAP** at HEC Regional Centre, Quetta:

lot	Scrap items	Bid Amount (Exclusive Taxes)
Lot 1	Batteries (14)	Rs.
Lot 2	Tyres (23)	Rs.
Lot 3	Vehicles obsolete spart parts (131)	Rs.

Moreover, as per the requirements, following documents are attached with this form (please ✓ before each item:

- a) Original Pay Order No. _____ of Rs.2,000/- as Tender Fee (Non-refundable)
- b) Original Pay Order No. _____ -of Rs.10,000/- as Security Deposit (refundable)
- c) Copy of CNIC of the bidder

Note: I have read all the instructions carefully and I shall abide all the terms and conditions for the auction as scrap.

Signature _____

Address of the Bidder _____

Contact No. (must be active) _____