

# Pre-Qualification Document



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Pre-qualification of  
Firms for Miscellaneous Renovation /  
Maintenance / Repair / Furnishing Works at  
HEC Premises, Islamabad  
(Open Framework Agreement)

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**Higher Education Commission**

Sector H-9, Islamabad - Pakistan

**Telephone:** + 92-51-9040-1526

**Website:** <http://www.hec.gov.pk>



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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## Miscellaneous Finishing / Renovation / Repair / Maintenance / Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### Abbreviations

1. “**HEC**” means Higher Education Commission
2. “**PDS**” means Prequalification Data Sheet
3. “**PD**” means Prequalification Documents
4. “**Applicant(s)**” means prospective applicants applying for Pre-qualification
5. “**ITAs**” means Instructions to Applicants
6. “**ITBs**” means Instructions to Bidders
7. “**TORs**” means Terms of References
8. “**R&M**” means Repair and Maintenance
9. “**RFQ**” means Request for Quotation
10. “**Agreement**” means the level which HEC obtained services from firm in respect of the Miscellaneous Finishing / Renovation / Partitioning / Aluminum Works as well as the act of agreeing or of coming to a mutual agreement.
11. “**Contract**” means an agreement enforceable by law
12. “**Government**” means Government of Pakistan



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### **PART 1 – PREQUALIFICATION PROCESS**

#### **Section – I: Instructions to Applicants (ITAs)**

This Section contains detailed information for preparing and submitting the applications for prequalification, in addition to information on opening and evaluation of the applications.

#### **Section – II: Prequalification Data Sheet (PDS)**

This Section contains provisions that supplement the ITAs (in Section-I) and are specific to respective prequalification proceedings.

#### **Section – III: Qualification and Evaluation Criteria with Requirements**

This Section prescribes the methodology, criteria, and requirements to be used to determine the capacity and capability of the applicants in accordance with the requirements of the Higher Education Commission (HEC), with an objective to prequalify the firms for Invitation to Bid(s) and sign the framework agreement(s) with the selected bidder(s), for the purpose of awarding subsequent contracts

#### **Section – IV: Application Forms**

This Section contains application submission form and other allied forms required to be submitted with the Application.

#### **Section – V: Eligible Countries**

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

### **PART 2: MISCELLANEOUS RENOVATION/ REPAIR/ MAINTENANCE/ FURNISHING WORKS REQUIREMENTS**

#### **Section VI: Scope of Services / Terms of Reference (TORs)**

This Section includes a brief description about the Scope of Services / Terms of References (TORs)



Miscellaneous Finishing / Renovation /Repair /Maintenance/  
Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

Procurement Notice

	<b>Invitation For Prequalification</b>		
	<b>Renovation/Maintenance Works</b>		
<b>Higher Education Commission, Pakistan</b>	Higher Education Commission (HEC), Pakistan intends to pre-qualify reputable firms/contractors/service providers for a period of three years (Open Framework Agreement) having relevant experience and registration with Income Tax & GST Department for the execution of following work:		
	1.	Name of Procuring Agency	Higher Education Commission, H-9, Islamabad
	2.	Tender Number	02/HEC/RE/2025-26
	3.	Procurement Title	Prequalification of firms for Miscellaneous Finishing/Renovation/Maintenance/Partitioning Works at HEC H-8 & H-9 Premises Islamabad (Open Framework Agreement 2026-29)
	4.	Last date for obtaining Tender Documents and its price	Tuesday, June 09, 2026 @ Rs. 5000/- (non-refundable) as Tender Documents Processing Fee
	5.	Closing time and date of bid submission	1330 hours on Tuesday, June 09, 2026 at Engineering Section, HEC, H-9 Islamabad
	6.	Time and place of public opening of bids (on the closing date)	1400 hours on Tuesday, June 09, 2026, at Auditorium Block, HEC, H-9 Islamabad
<ul style="list-style-type: none"> <li>Tender processing fee Rs. 5000/- (cash, non-refundable) to be deposited in HEC Account No.17427900133401 of Habib Bank Limited, SRC Branch, Sector H-9, Islamabad (physically or online).</li> <li>Tender documents can be downloaded from HEC/PPRA websites.</li> <li>Bids prepared in accordance with the instructions contained in the bidding documents, along with documents processing fee, and required documents must be submitted physically on or before <b>June 09, 2026 till 01:30 PM.</b></li> <li>The Bids will be opened on the same day at <b>02:00 pm.</b> However, no bid will be accepted without attachment of below documents with submitted bid on submission date/time:             <ol style="list-style-type: none"> <li>Full name, permanent address, telephone and fax numbers</li> <li>Type of firm (whether it is sole enterprise or joint venture)</li> <li>Income Tax, Sales Tax Registration certificate (must be on active list of Federal Board of Revenue).</li> <li>Original Affidavit that the firm has not been blacklisted nor found involved in litigation with any Government/Semi-Government, Autonomous body</li> <li>Tender Processing Fee @ RS. 5000/-</li> </ol> </li> </ul>			
<b>Note:</b>			
HEC reserves the right to reject all bids or proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules.			
In case of sudden holiday on bid opening date, the bids will be opened on next working day.			
	<b>A-XEN</b>	<b>Higher Education Commission</b> Engineering Section, Services Division, HEC, H-9, Islamabad Telephone: 051-90401526, 1528	

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# PART 1 – PREQUALIFICATION PROCESS

## Section – I: Instructions to Applicants (ITAs)

This Section contains detailed information for preparing and submitting the applications for prequalification, in addition to information on opening and evaluation of the Applications.

### A. General

#### 1. Scope of Application

- 1.1. In connection with the “Invitation for Prequalification”, the Higher Education Commission (HEC), as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity of the Applicant(s) for provision of Services related to the **Miscellaneous Renovation/ Repair/ Maintenance/ Furnishing Works at HEC Premises, Islamabad**, incidental thereto as specified in Section VI (Scope of Services / Terms of Reference TORs).

#### 2. Source of Funds

HEC Funds

#### 3. Fraud and Corruption

- 3.1. The Higher Education Commission (HEC) requires that the Applicants observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 3.2. The Applicants shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Higher Education Commission (HEC) to inspect all accounts, records and other documents relating to any, Application / Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and / or Any Contracts, and to have them audited by auditors appointed by the Higher Education Commission (HEC).
- 3.3. Higher Education Commission (HEC) will reject an application or bid or proposal if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.



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- 3.4. The Higher Education Commission (HEC) will also declare the applicant(s) as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

### **4. Eligible Applicants**

- 4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6. In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed between the Higher Education Commission (HEC) and the entity), the execution of any work awarded (to the entity) under the Framework Agreement in accordance with the contract conditions that apply.

The Firm may authorize a Representative who shall have the authority to conduct all business for and on behalf of the Firm during the Prequalification process, Bidding process (in the event the prequalified vendor(s) submits a Bid) and during the period of framework agreement and contract execution (in the event the prequalified firm(s) is awarded the Contract).

- 4.2. An Applicant may apply for Prequalification as an individual entity only. Bids submitted in violation of this provision will be rejected.
- 4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its application for prequalification as an individual entity only. If prequalified, only the prequalified applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.
- 4.4. Applicants shall be considered to have a conflict of interest if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Higher Education Commission (HEC) for execution of subsequent Framework Agreement(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Higher Education Commission (HEC) (or a recipient of a part of the funds) who:
- (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement and / or the Prequalification or Bid evaluation process of such Contract; or
  - (b) would be involved in the implementation or supervision of such Framework Agreement, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement.



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- 4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred vendors and individuals is available at PPRA's website.
- 4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Higher Education Commission (HEC).

### **5. Eligibility (in terms of Nationality)**

- 5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

## **B. Contents of the Prequalification Documents**

### **6. Sections of Prequalification Documents**

- 6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8:

#### **PART 1 – PREQUALIFICATION PROCESS**

- Section – I: Instructions to Applicants (ITAs)
- Section – II: Prequalification Data Sheet (PDS)
- Section – III: Qualification and Evaluation Criteria with Requirements
- Section – IV: Application Forms
- Section – V: Eligible Countries

#### **PART 2 – Miscellaneous Renovation/ Repair/ Maintenance/ Furnishing Works REQUIREMENTS**

- Section VI – Scope of Services / Terms of Reference (TORs)
- 6.2. Unless obtained directly from HEC Office or downloaded directly from the HEC website link referred in the Invitation for Prequalification, the Higher Education Commission (HEC) accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents obtained from HEC office or downloaded from the HEC website link shall prevail.
- 6.3. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its application all the information or documentation as is required by the Prequalification Documents.



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### **7. Clarification of Prequalification Documents and Pre-Application Meeting**

- 7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Higher Education Commission (HEC) in writing at the Higher Education Commission (HEC)'s address indicated in the PDS. The Higher Education Commission (HEC) will respond in writing to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for submission of the Applications. The Higher Education Commission (HEC) shall forward a copy of its response to PPRA/HEC website for information of all prospective bidders/applicants but without identifying its source. If so, indicated in the PDS, the Higher Education Commission (HEC) shall also promptly publish its response at the web page identified in the PDS. Should the Higher Education Commission (HEC) deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.
- 7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria, or any other aspects of the Prequalification Documents.
- 7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants through PPRA/HEC website who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Higher Education Commission (HEC) exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

### **8. Amendment of Prequalification Documents**

- 8.1. At any time prior to the deadline for submission of Applications, the Higher Education Commission (HEC) may amend the Prequalification Documents by issuing an Addendum.
- 8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated to all prospective applicants/bidders through PPRA/ HEC website. The Higher Education Commission (HEC) shall promptly publish the Addendum at the Higher Education Commission (HEC)'s website identified in the **PDS**:



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Provided that an Applicant who had either already submitted their Applications or handed over the applications to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Application and submit the revised Application prior to the original or extended Application submission deadline.

- 8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Higher Education Commission (HEC) may at its discretion, extend the deadline for the submission of Applications in accordance with **ITA 17.2**:

Provided that the Higher Education Commission (HEC) shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

### **C. Preparation of Applications**

#### **9. Cost of Applications**

- 9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Higher Education Commission (HEC) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

#### **10. Language of Application**

- 10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Higher Education Commission (HEC), shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

#### **11. Documents Comprising the Application**

- 11.1. The Application shall comprise of the following:
- (a) Application Submission Letter, in accordance with ITA 12.1;
  - (b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;
  - (c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
  - (d) any other document required as specified in the PDS.



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### **12. Application Submission Letter**

- 12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

### **13. Documents Establishing the Eligibility of the Applicant**

- 13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

### **14. Documents Establishing the Qualifications of the Applicant**

- 14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification and Evaluation Criteria with Requirements), the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:
- (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amount for that year is to be converted).
  - (b) value of single contract - Exchange rate prevailing on the date of the contract.
- 14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Higher Education Commission (HEC).
- 14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, if awarded, shall establish to the Higher Education Commission (HEC)'s satisfaction as per 4.2 (b) (i), (ii) & (iii).

### **15. Signing of the Application and Number of Copies**

- 15.1. The Applicant shall prepare one set of the original documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original set of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.
- 15.2. The Applicant shall submit copies of the signed original Application (if required), in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
- 15.3. Applicants shall not have the option of submitting their Applications electronically.



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### **D. Submission of Applications**

#### **16. Sealing and Identification of Applications**

- 16.1. The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- (a) bear the name and address of the Applicant;
  - (b) be addressed to the Higher Education Commission (HEC), in accordance with ITA 17.1; and
  - (c) bear the specific identification of this Prequalification process indicated in the PDS reference ITA 1.1.
- 16.2. Applicants shall not have the option of submitting their Applications electronically.
- 16.3. The Higher Education Commission (HEC) will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

#### **17. Deadline for Submission of Applications**

- 17.1. Applicants may either submit their applications by surface mail, by courier or by hand. Applications shall be received by the Higher Education Commission (HEC) at the address and no later than the deadline indicated in the PDS. Applicants shall not have the option of submitting their Applications electronically.
- 17.2. If required in accordance with the provisions of ITA 8.3, the Higher Education Commission (HEC) will extend the deadline for the submission of Applications, in which case all rights and obligations of the Higher Education Commission (HEC) and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 17.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).

#### **18. Late Applications**

- 18.1. The Higher Education Commission (HEC) will not accept any applications which will be received after the time for submission of the Applications.
- 18.2. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the proper place and time.
- 18.3. It shall be the applicants' responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.

#### **19. Opening of Applications**

- 19.1. The Higher Education Commission (HEC) shall open all Applications at the date, time and place specified in the PDS. Late Applications shall be treated in accordance with ITA 18.1.



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- 19.2. Applicants shall not have the option of submitting their Applications electronically.
- 19.3. The Higher Education Commission (HEC) shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

### **E. Procedures for Evaluation of Applications**

#### **20. Confidentiality**

- 20.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants, or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 28.
- 20.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 28, any Applicant that wishes to contact the Higher Education Commission (HEC) on any matter related to the Prequalification process may do so only in writing.

#### **21. Clarification of Applications**

- 21.1. To assist in the evaluation of Applications, the Higher Education Commission (HEC) may, ask an Applicant for a clarification of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the Higher Education Commission (HEC) and all clarifications from the Applicant shall be in writing.
- 21.2. If an Applicant does not provide clarifications and / or documents requested by the date and time set in the Higher Education Commission (HEC)'s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

#### **22. Responsiveness of Applications**

- 22.1. The Higher Education Commission (HEC) may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and / or missing information within prescribed time, it may result in disqualification of the Applicant.

#### **23. Margin of Preference**

- 23.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.



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### **24. Sub-contractors**

- 24.1. Subcontractors' qualification and experience shall not be considered for the evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **25. Evaluation of Applications**

- 25.1. The Higher Education Commission (HEC) shall use the factors, methods, criteria, and requirements defined in Section III, Qualification and Evaluation Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other method, criteria, or requirements shall be used. The Higher Education Commission (HEC) reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 27.
- 25.2. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors, or any other vendor(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

### **26. Procuring Agency's Right to Accept or Reject Applications**

- 26.1. The Higher Education Commission (HEC) reserves the right to accept or reject any or all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants.

### **27. Prequalification of Applicants**

- 27.1. All Applicants whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Higher Education Commission (HEC).
- 27.2. No applicant shall be allowed to alter or modify its bid after the bids have been opened. However, the Higher Education Commission (HEC) may seek and accept clarifications to the applicant that do not change the substance of the application.

### **28. Notification of Prequalification**

- 28.1. The Higher Education Commission (HEC) shall notify 'in writing' of the names of those Applicants who have been prequalified. In addition, those Applicants who have been disqualified will be informed separately.



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28.2. The Higher Education Commission (HEC) shall communicate results to those applicants, who have not been pre-qualified.

### 29. Performance Guarantee

29.1. Pre-qualified firms will have to furnish the performance guarantee from a scheduled Bank or pay order amounting to **Rs. 50,000/- (Fifty Thousand only)** drawn in favor of **Director General (Finance), Higher Education Commission (HEC)** at the time of signing of framework agreement..

29.2. The proceeds of the performance guarantee shall be payable to Higher Education Commission (HEC) as a compensation for any loss resulting from the prequalified bidder's failure to complete its obligations under the Contract.

29.3. The Performance Guarantee will be released by the Higher Education Commission (HEC) to the prequalified bidder(s) after the successful completion of framework agreement period i.e. 3 years.

### 30. Agreement

30.1. The prequalified firms will be bound to sign an agreement for different works to be tendered by HEC during the pre-qualification period with the Higher Education Commission (HEC) for **Miscellaneous Renovation/ Repair/ Maintenance/ Furnishing Work** as and when required basis on stamp paper worth Rs. 100/- (Rupees one hundred only) within the seven days from the date of issuance of the Letter of intent on standard terms and conditions.

30.2. All the Government taxes must be included in the quoted rates of the given tender

30.3. The subsequent work awarded shall be completed / delivered in HEC premises within stipulated time as specified in the official work order. In case of failure to comply with work order within the stipulated time period, a penalty shall be imposed by the Higher Education Commission (HEC) on the defaulting firm as per following:

- a. 1% of the cost of entire work order or of such items as remains repairs for every day upto maximum of 10% for 10 days exceeding the repair period.
- b. If the item(s) is not repaired by the firm even after the penalty for 10 consecutive days, the Higher Education Commission (HEC) reserves the right to cancel the work order and get the Miscellaneous Finishing / Renovation / Partitioning / Aluminum Works from elsewhere at risk & cost of defaulting firm(s).



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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- c. And if the firm has failed to fulfill the repair job within extended time, the Higher Education Commission (HEC) reserves the right to forfeit the security deposit, for which no appeal shall be entertained.
- 30.4. If the services of prequalified firms are not up to the satisfaction of Higher Education Commission (HEC), the Executive Director (HEC) reserves the right to cancel the agreement / contract forfeit the 100% performance guarantee amount provided by the prequalified firms.
- 30.5. If any Pre-qualified bidder doesn't participate or submit his bid in 3 consecutive tenders/bids floated by HEC, his/her name may be omitted from pre-qualification list and he may be banned for future participation in HEC tenders.

### **31. Request for Bids**

- 31.1. After the notification of the results of the Prequalification, the Higher Education Commission (HEC) shall invite the Bids from all the prequalified firms agencies as and when required during the currency of the framework agreement.
- 31.2. Higher Education Commission (HEC) may invite the bid(s) through email (soft form) where value of the *Miscellaneous Finishing / Renovation / Partitioning / Aluminum Works* is up to the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the firms need to provide its valid email address in Form ELI – 1.1.
- 31.3. Higher Education Commission (HEC) shall invite the bid(s) through surface mail/by hand (in hard form) where value of the *Miscellaneous Finishing / Renovation / Partitioning / Aluminum Works* is more than the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the firms need to provide its valid surface mail address in Form ELI – 1.1.

### **32. Mode of Payment**

- 32.1. Payments will be made by the Higher Education Commission (HEC) through cross cheque against the received invoice from the successful bidders at the earliest after the receipt of the Invoice at Higher Education Commission (HEC). No advance payment against the subsequent tenders/quotations shall be made by the Higher Education Commission (HEC).



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### **33. Changes in Qualifications of Applicants**

- 33.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid shall be subject to the written approval of the Higher Education Commission (HEC) prior to the deadline for submission of Bids. Such approval shall be denied if:
- (a) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members.
  - (b) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or
  - (c) in the opinion of the Higher Education Commission (HEC), the change may result in a substantial reduction in competition.
- 33.2. Any such change should be submitted to the Higher Education Commission (HEC) before the date of “Invitation to Bids”.

### **34. Constitution of Grievance Redressal**

- 34.1. Higher Education Commission (HEC) shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.
- 34.2. Any party or applicant can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application / proposal submission deadline.
- 34.3. Any Bidder feeling aggrieved by any act of the Higher Education Commission (HEC) after the submission of its bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.
- 34.4. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 34.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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- 34.6. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 34.7. The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 34.8. Any bidder or the Higher Education Commission (HEC) not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021”.
- 34.9. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to appeal.
- 34.10. The committee shall call the record from the Higher Education Commission (HEC) or the GRC as the case may be, and the same shall be provided within prescribed time.
- 34.11. The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
- 34.12. The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee.

### **35. Mechanism of Blacklisting**

- 35.1. The Higher Education Commission (HEC) shall bar for the time prescribed under Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:
- i. Involved in corrupt and fraudulent practices as defined under rule-2;
  - ii. Fails to perform his contractual obligations; or
  - iii. Fails to abide by bid securing declaration;.
- 35.2. The Higher Education Commission (HEC) shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, applicant, bidder, or contractor who either:
- i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;
  - ii. Fails to perform his contractual obligations; and
  - iii. Fails to abide by the id securing declaration;
- 35.3. The show cause notice shall contain:
- (a) precise allegation, against the applicant, bidder or contractor;



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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- (b) the maximum period for which the Higher Education Commission (HEC) proposes to debar the applicant, bidder or contractor from participating in any public procurement of the Higher Education Commission (HEC) and;
  - (c) the statement, if needed, about the intention of the Higher Education Commission (HEC) to make a request to the Authority for debarring the applicant, bidder or contractor from participating in public procurements of all the procuring agencies.
- 35.4. The Higher Education Commission (HEC) shall give minimum of seven days to the applicant, bidder, or contractor for submission of written reply of the show cause notice.
- 35.5. In case, the bidder or contractor fails to submit written reply within the requisite time, the Higher Education Commission (HEC) may issue notice for personal hearing to the bidder or contractor/authorize representative of the bidder or contractor and the Higher Education Commission (HEC) shall decide the matter on the basis of available record and personal hearing, if availed.
- 35.6. In case the bidder or contractor submits written reply of the show cause notice, the Higher Education Commission (HEC) may decide to file the matter or direct issuance of a notice to the applicant, bidder, or contractor for personal hearing.
- 35.7. The Higher Education Commission (HEC) shall give minimum of seven days to the applicant, bidder, or contractor for appearance before the specified officer of the Higher Education Commission (HEC) for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the applicant, bidder, or contractor, if availed.
- 35.8. The Higher Education Commission (HEC) shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
- 35.9. The Higher Education Commission (HEC) shall communicate to the applicant, bidder, or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.
- 35.10. Such blacklisting or barring action shall be communicated by the Higher Education Commission (HEC) to the Authority and respective applicant(s), bidder(s) in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the Higher Education Commission (HEC).



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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- 35.11. The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition.
- 35.12. The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the Higher Education Commission (HEC). The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
- 35.13. The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

### **36. Arbitration**

- 36.1. After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.
- 36.2. In case of any dispute, the matter will be referred to the worthy Executive Director, (HEC) where decision will be binding on both parties.



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### **Section – II: Prequalification Data Sheet (PDS)**

This Section contains provisions that supplement the ITA (in Section-I) and are specific to respective Prequalification Proceedings.

#### **A. General**

##### **ITA 1.1**

**The identification number of the Invitation for Prequalification is:**

3(3)4/2026-2029/Services/Engg/2026

**The Procuring Agency is:**

AXEN (Services Division)

Higher Education Commission

Sector H-9, Islamabad - Pakistan

Telephone: + 92-51-9040-1526, Website: <http://www.hec.gov.pk>

**The name of the Procuring Agency is:**

Higher Education Commission (HEC)

**The name of the Project or Procurement is:**

Prequalification of Firms for **Miscellaneous Renovation/ Repair/ Maintenance/ Furnishing Work at HEC Premises, Islamabad (Open Framework Agreement)**

##### **ITA 4.2**

Maximum number of members in the JV shall be: “**Not applicable.**” JV not allowed.

##### **ITA 4.5**

**A list of debarred vendors and individuals is available on the PPRA’s website:**

<http://www.ppra.org.pk>

#### **B. Contents of the Prequalification Document**

##### **ITA 7.1**

**For clarification purposes, the Procuring Agency’s address is:**

**Attention:**

AXEN (Services Division), Higher Education Commission (HEC)

**Address:**



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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Sector H-9

**City:**

Islamabad

**ZIP Code:**

46000

**Country:**

Pakistan

**Telephone:**

+ 92-51-9040-1520

**Electronic mail address:**

[hwahed@hec.gov.pk](mailto:hwahed@hec.gov.pk)

**ITA 7.1 & 8.2**

Website: <http://www.hec.gov.pk>

**ITA 7.2**

Pre-Application Meeting will be held: No

### **C. Preparation of Applications**

**ITA 10.1:**

This Prequalification document has been issued in the “English” language.

**ITA 11.1 (d)**

The following additional documents shall be submitted by the Applicant with this Application:

1. Bids from any bidder who is found or purported to be engaged in following offenses shall be rejected without assigning any reason.
2. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating:
  - i. that the bidder is not-blacklisted by any public sector organization in Pakistan;
  - ii. that bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
  - iii. that the Higher Education Commission (HEC) reserves the right to reject my application without assigning any reason in case I & my firm is found or purported to be engaged in the aforementioned offenses.



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### ITA 14.2

The source for determining exchange rates is [www.nbp.com.pk/RateSheet/index.aspx](http://www.nbp.com.pk/RateSheet/index.aspx)

### ITA 15.2

In addition to the original, the number of copies to be submitted with the Application is: **Original application only.**

## D. Submission of Applications

### ITA 17.1

The deadline for Application submission is:

**09<sup>th</sup> June 2026 at 1330 hrs**

For Application submission purposes only, the Procuring Agency's address is:

**Attention:**

AXEN (Services Division), Engineering Section, Higher Education Commission (HEC)

**Address:**

Sector H-9

**City:**

Islamabad

**ZIP Code:**

46000

**Country:**

Pakistan

**Telephone:**

+ 92-51-9040-1520

**Electronic mail address:**

[hwaheed@hec.gov.pk](mailto:hwaheed@hec.gov.pk)

*Applicants shall not have the option of submitting their Applications electronically.*

### ITA 19.1

The opening of the Applications shall be at **1400 hrs on 09<sup>th</sup> June 2026** at Auditorium Block, Higher Education Commission (HEC), Sector H-9, Islamabad

### ITA 19.2

Not Applicable



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### **E. Procedures for Evaluation of Applications**

#### **ITA 23.1**

A margin of domestic preference shall be applied

#### **ITA 34.1**

If an Applicant wishes to make a Prequalification related Complaint, the Applicant should submit its complaint, in writing (by the quickest means available, that is by email), to:

**Attention:**

AXEN (Services Division)

**Procuring Agency:**

Higher Education Commission (HEC)

**Address:**

Sector H-9

**City:**

Islamabad

**ZIP Code:**

46000

**Country:**

Pakistan

**Telephone:**

+ 92-51-9040-1526

**Electronic mail address:**

[hwaheed@hec.gov.pk](mailto:hwaheed@hec.gov.pk)

In summary, at this stage, a Prequalification related Complaint may challenge any of the following:

- the terms of the Prequalification Documents; and
- the Higher Education Commission (HEC)'s decision not to prequalify an Applicant.



## Miscellaneous Finishing / Renovation / Repair / Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

### Section – III: Qualification and Evaluation Criteria with Requirements

This Section prescribes the methodology, qualification and evaluation criteria to be used to determine the capacity and capability of the Applicants for prequalification of firms in accordance with the requirements of the Higher Education Commission (HEC), with an objective to prequalify them for Invitation to Bid(s) and sign the framework agreement(s) with the selected applicant(s).

Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
<b>1. Eligibility</b>				
1.1	<b>Nationality</b>	Nationality in accordance with ITA 5.1	Must meet requirement	Forms ELI – 1.1 with attachments
1.2	<b>Conflict of Interest</b>	No. conflicts of interest in accordance with ITA 4.4	Must meet requirement	Application Submission Letter
1.3	<b>Eligibility</b>	Not having been declared ineligible as described in ITA 4.5 and 5.1	Must meet requirement	Application Submission Letter
1.4	<b>State-owned enterprise of</b>	Meet conditions of ITA 4.1	Must meet requirement	Forms ELI – 1.1 with attachments
1.5	<b>Local Office</b>	Must have office in Rawalpindi / Islamabad	Must meet requirement	Documentary evidence such as property paper etc
<b>2. Historical Contract Non-Performance</b>				
2.1	<b>History of Non-Performing Contracts</b>	Not debarred due to any Non-performance of contract or deviation from Bid Securing Declaration in accordance with the provision of Rule-19 of PP Rules or the period of debarment has been over.	Must meet requirement	Form PER-1
2.2	<b>Pending Litigation</b>	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	Form PER-1
<b>3. Financial Situation and Performance</b>				
3.1	<b>Financial Capabilities</b>	Audited Report from the Chartered Accountant Firm or Financial Statements/Bank Certificate (last two year) shall be submitted to the satisfaction of the Higher Education Commission (HEC) and must demonstrate the	Must meet requirement	Form FIN – 1



## Miscellaneous Finishing / Renovation / Repair / Maintenance / Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
		current soundness of the Applicant's financial position and indicate its prospective long-term profitability.		
3.2	<b>Average Annual Turnover</b>	Minimum average annual turnover (Average Annual Work Done Revenue) is <b>PKR 15.0 million</b> , calculated from submitted certified bank statements or audited reports.	Must meet requirement	Form FIN – 2
<b>4. Experience</b>				
4.1	<b>General Experience</b>	Experience in provision of the relevant (Miscellaneous Renovation/Repair/Maintenance/ Furnishing Works) for at least last five (05) years. Experience shall be countable since the inception of business operations as registered Firm at registered with relevant Govt. Department.	Must meet requirement	Form EXP –1
4.2 (a)	<b>Specific Experience</b>	(i) Documentary evidence of the Applicant's qualifications to perform the Contract in accordance with 4.2 (b)(i) below	Must meet requirement	
		(ii) Technical Capability for <i>subject prequalification</i> with 4.2(b)(ii) as below.	Must meet requirement	
		(iii) Experience / Evaluation Criteria for <i>subject prequalification</i> with 4.2(b)(iii) below.	Must meet requirement	
4.2 (b)	See below for details			

### Specific Experience Requirements

The Specific Experience Requirements under 4.2 (b) are as follows:

#### 4.2 (b)(i) Documentary evidence (Mandatory)

The following documents must be included (mandatory) with the Application:

- (a) is a holder of valid NTN Registration certificate.
- (b) is a holder of valid Sales Tax Registration number (STRN) & certificate;
- (c) is a holder of certificate / documentary evidence showing that the Firm's Name is showing in the Active Tax Payer (ATP) list of FBR;



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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- (d) have established Firm's setup at Islamabad/Rawalpindi;
- (e) having complete company profile including Name, Registered Office, Address, Telephone, Fax and e-mail address and website address, complete contact details of the contact person, details of branch offices and staff details (branch-wise)
- (f) Valid PEC registration certificate in category C-6 or above.



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### 4.2(b)(ii) Technical Capability

The Applicant shall provide evidence that it has the technical capability necessary to perform the Contract:

- (a) Signed Cover Letter with Official Stamp affixed on it as per the format given above.
- (b) Authority Letter for the appointment of an authorized representative as per the format given above.
- (c) Date of Establishment of business and relevant business experience of at least five (05) years.
- (d) List of Clients in Public Sector showing performance certificate from them along-with the copies of Agreement for verification.
- (e) List of Clients in Private Sector showing performance certificate from them along-with the copies of Agreement for verification.
- (f) Established Office Setup in Islamabad/Rawalpindi.
- (g) Financial Statements/Bank Certificate (last two year)
- (h) Signed Compliance Certificate/undertaking.
- (i) Undertaking as per ITA 11.1 (d):  
Applicant must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating:
  - i. that the bidder is not-blacklisted by any public sector organization in Pakistan.
  - ii. that the applicant has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
  - iii. that the Higher Education Commission (HEC) reserves the right to reject my application without assigning any reason in case I & my firm is found or purported to be engaged in the aforementioned offenses.



## Miscellaneous Finishing / Renovation / Repair / Maintenance / Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

### 4.2 (b)(iii) Experience / Evaluation Criteria for provision of Miscellaneous Finishing / Renovation / Partitioning / Aluminium Works

Applicant(s) complying all the mandatory requirements and securing **70% marks out of 100** shall be considered as prequalified for provision of Miscellaneous Finishing / Renovation / Partitioning / Aluminium Works.

S #	Attributes	Max. Score	Score Range	Criteria	Page Ref.										
<b>Part A) Evaluation for Miscellaneous Finishing / Renovation / Maintenance / Aluminum Works at HEC H-8 &amp; H-9 Premises, Islamabad</b>															
1.	Firm in operation ( <i>year</i> ) Experience in number of years, since inception of business operations and registered with relevant Govt. Department. (Documentary evidence required for verification).	15	1-15	03 points will be awarded for each year (max 15).											
2.	Similar work experience of completing renovation/repair/maintenance works (15 marks each project) in last five (5) years  Documentary proof and references required	60	0 - 60	Satisfactory Completion Certificates/Work orders from respective organizations reward (15 marks per work)  Maximum 60 Marks  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">No. of Projects</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Marks Allocated</td> <td style="text-align: center;">15</td> <td style="text-align: center;">30</td> <td style="text-align: center;">45</td> <td style="text-align: center;">60</td> </tr> </table>	No. of Projects	1	2	3	4	Marks Allocated	15	30	45	60	
No. of Projects	1	2	3	4											
Marks Allocated	15	30	45	60											
3.	Firm's Manpower Strength (Sub Engineer Civil)	10	1-10	To be supported with documentary evidence (pay slip, CV & experience certificate duly signed and stamped).  10 marks to be awarded if available, 1 Sub-Engr on contractor's payroll.											



## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

4.	Annual Turn Over for the last two years (2024 & 2025)	15	1-15	7.5 points for every 5 million turn over every year (Max = 15). Financial Statements/Bank Certificate (last two year) to be attached	
<b>Total:</b>		<b>100</b>			

### Check-list:

<u>Sr. No</u>	<u>Description</u>	<u>Page #</u>
<u>1</u>	Firms Income Tax Certificate, GST Certificate and Valid Registration Certificate of PEC Registration in Category C-6 or above.	
<u>2</u>	Affidavit (that the firm has not been blacklisted by private, Govt.,Semi Govt. and Autonomous Body)	
<u>3</u>	Locations of offices at Rawalpindi / Islamabad	
<u>4</u>	CVs of Dedicated staff	
<u>5</u>	Similar Works experience in last 5 years with documentary proof	

### IMPORTANT NOTE:

- Applicants/Bidders are required to attach all relevant supporting documents, properly tagged and labeled, along with their submission for evaluation. A checklist is provided above for reference. They are strictly advised to prepare their pre-qualification bids using only the documents related to above requirement & specified in the checklist. Submission of unnecessary or irrelevant documents may result in disqualification



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### Section – IV: Application Forms

This Section contains Application Submission Form and other allied forms required to be submitted with the Application.

#### Application Submission Letter

Date: \_\_\_\_\_  
[insert day, month, and year]

IFP-No. and title: \_\_\_\_\_  
[insert IFP number and title]

To:

AXEN (Services Division)  
Higher Education Commission  
Sector H-9, Islamabad

We, the undersigned, apply to be prequalified for the referenced IFP and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8;
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Higher Education Commission (HEC) based on execution of a Bid/Proposal Securing Declaration.;
- (d) **State-owned enterprise or institution:** [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];
- (e) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Applicants, in accordance with ITA 26.1. Only those applicants who have been pre-qualified shall be entitled to participate further in the procurement proceedings.
- (f) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed:

\_\_\_\_\_  
[insert signature(s) of an authorized representative(s) of the Applicant]

Name:

\_\_\_\_\_  
[insert full name of person signing the Application]

In the capacity of:

\_\_\_\_\_



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**Miscellaneous Finishing / Renovation /Repair /Maintenance/  
Furnishing Works at HEC H-8 & H-9 Premises, Islamabad**

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*[insert capacity of person signing the Application]*

**Duly authorized to sign the Application for and on behalf of:**

\_\_\_\_\_ *[insert full name of the Applicant or the name of the Authorized person]*

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

*[insert street number/town or city/country address]*

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

*[insert date the document is signed i.e. day number] day of [insert month], [insert year]*

*[For an authorized representative to sign on behalf of the firm, the Authority Letter shall be required]*



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**Miscellaneous Finishing / Renovation / Repair / Maintenance /  
Furnishing Works at HEC H-8 & H-9 Premises, Islamabad**

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**Form ELI – 1.1**

**Applicant Information Form**

Date: \_\_\_\_\_  
[insert day, month, and year]

IFP No. and title: \_\_\_\_\_  
[insert IFP number and title]

Page: \_\_\_\_\_ of \_\_\_\_\_  
[insert page number] of [insert total number] pages

Applicant's name along with nationality: \_\_\_\_\_  
[insert full name]

Firm Name: \_\_\_\_\_  
[indicate the full name of Firm]

Applicant's actual or intended city & country of registration: \_\_\_\_\_  
[indicate city & country of Constitution]

Applicant's actual or intended year of incorporation: \_\_\_\_\_  
[indicate year of Constitution]

Applicant's legal address [in country of registration]: \_\_\_\_\_  
[insert street/ number/ town or city/ country]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's authorized representative information:

Name: \_\_\_\_\_  
[insert full name]

Address: \_\_\_\_\_  
[insert street/ number/ town or city/ country]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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Telephone/Fax numbers: \_\_\_\_\_  
*[insert telephone/fax numbers, including country and city codes]*

E-mail address: \_\_\_\_\_  
*[indicate e-mail address]*

Website address: \_\_\_\_\_  
*[indicate website of the Firm]*

The Applicant shall provide evidence that it has the technical capability necessary to perform the Contract:

- Valid NTN Registration certificate;
- Valid Sales Tax Registration number (STRN) & certificate;
- Certificate / documentary evidence showing that the Firm's Name is showing in the Active Tax Payer (ATP) list of FBR;
- Complete company profile including Name, Registered Office, Address, Telephone, Fax and e-mail address and website address, complete contact details of the contact person, details of branch offices and staff details (branch-wise)
- Signed Cover Letter with Official Stamp affixed on it as per the format given above.
- Authority Letter for the appointment of an authorized representative as per the format given above.
- Date of Establishment of business and relevant business experience of at least five (05) years.
- List of Clients in Public Sector showing performance certificate from them along-with the copies of Agreement for verification.
- List of Clients in Private Sector showing performance certificate from them along-with the copies of Agreement for verification.
- Established Office Setup in Islamabad/Rawalpindi.
- Financial Statements/Bank Certificate (last two year)
- Signed Compliance Certificate/undertaking.
- Undertaking as per ITA 11.1 (d):

Applicant must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating:

- i. that the bidder is not-blacklisted by any public sector organization in Pakistan.
- ii. that the applicant has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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- iii. that the Higher Education Commission (HEC) reserves the right to reject my application without assigning any reason in case I & my firm is found or purported to be engaged in the aforementioned offenses.



Miscellaneous Finishing / Renovation / Repair / Maintenance/  
Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

**Form ELI -1.1 (continued)**  
**Applicant Information Form**

Date: \_\_\_\_\_  
[insert day, month, year]

IFP No. and title: \_\_\_\_\_  
[insert IFP number and title]

Page: \_\_\_\_\_ of \_\_\_\_\_  
[insert page number] of [insert total number] pages

1. Title of Business (Firm Full Name): \_\_\_\_\_  
\_\_\_\_\_

2. Year Established: \_\_\_\_\_

3. NTN Number: \_\_\_\_\_

4. Sales Tax Registration Number (STRN): \_\_\_\_\_

5. Whether the Name of your Firm is available in the Active Tax Payer (ATP) List?      Yes      OR  
No

6. Contact person name (**Islamabad / Rawalpindi**): \_\_\_\_\_

7. Contact person designation (**Islamabad / Rawalpindi**): \_\_\_\_\_

8. Firm Address in **Islamabad / Rawalpindi**: Shop / House #: \_\_\_\_\_

9. Floor: \_\_\_\_\_ Street: \_\_\_\_\_

10. Plaza / Area: \_\_\_\_\_

11. Sector: \_\_\_\_\_

12. P.O. Box and Mailing Address (**Islamabad / Rawalpindi**): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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13. Telephone Number Landline (**Islamabad / Rawalpindi**): \_\_\_\_\_
14. Mobile Number (**Islamabad / Rawalpindi**): \_\_\_\_\_
15. Fax Number (**Islamabad / Rawalpindi**): \_\_\_\_\_
16. E-mail Address (**Islamabad / Rawalpindi**): \_\_\_\_\_



**Miscellaneous Finishing / Renovation / Repair / Maintenance/  
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**Form FIN – 3.1  
Financial Situation and Performance**

*[The following table shall be filled in for the Applicant]*

Applicant's Name: \_\_\_\_\_  
[insert full name]

Date: \_\_\_\_\_  
[insert day, month, year]

IFP No. and title: \_\_\_\_\_  
[insert IFP number and title]

Page: \_\_\_\_\_ of \_\_\_\_\_  
[insert page number] of [insert total number] pages

**1. Financial data**

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR-equivalent)				
	Year 1	Year 2	Year 3		
<b>Statement of Financial Position (Information from Balance Sheet)</b>					
<b>Total Assets (TA)</b>					
<b>Total Liabilities (TL)</b>					
<b>Total Equity/Net Worth (NW)</b>					
<b>Current Assets (CA)</b>					
<b>Current Liabilities (CL)</b>					
<b>Working Capital (WC)</b>					
<b>Information from Income Statement</b>					



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Type of Financial information in (currency)	Historic information for previous <i>[insert number] years, [insert in words]</i> (amount in currency, currency, exchange rate*, PKR-equivalent)				
<b>Total Revenue (TR)</b>					
<b>Profits Before Taxes (PBT)</b>					
<b>Cash Flow Information</b>					
<b>Cash Flow from Operating Activities</b>					

\* Refer ITA 14 for the exchange rate.

### 2. Financial documents

The Applicant shall provide copies of financial statements for *last three (03)* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company, group member or Joint Ventures[JV] etc.).
  - (b) be independently audited or certified in accordance with local legislation.
  - (c) be complete, including all notes to the financial statements.
  - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>1</sup> for the *last three (03)* years required above; and complying with the requirements.

<sup>1</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.



**Miscellaneous Finishing / Renovation / Repair / Maintenance/  
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**Form FIN - 3.2**

**Average Annual Turnover (Annual Sales Value)**

*[The following table shall be filled in for the Applicant]*

Applicant's Name: \_\_\_\_\_  
*[insert full name]*

Date: \_\_\_\_\_  
*[insert day, month, year]*

IFP No. and title: \_\_\_\_\_  
*[insert IFP number and title]*

Page: \_\_\_\_\_ of \_\_\_\_\_  
*[insert page number] of [insert total number] pages*

<b>Annual Turnover Data</b>			
<b>Year</b> <i>[indicate calendar year]</i>	<b>Amount</b> <b>Currency</b> <i>[insert amount and indicate currency]</i>	<b>Exchange rate*</b> <b>(If applicable)</b>	<b>PKR equivalent</b>
<b>Average Annual Turnover **</b>			

\* Refer ITA 14 for date and source of exchange rate.

\*\* Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA 3.2.







**Miscellaneous Finishing / Renovation / Repair / Maintenance /  
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**Form PER – 1**

**Historical Contract Non - Performance, and Pending Litigation and Litigation History**

*[The following table shall be filled in for the Applicant]*

Applicant's Name: \_\_\_\_\_  
[insert full name]

Date: \_\_\_\_\_  
[insert day, month, year]

IFP No. and title: \_\_\_\_\_  
[insert IFP number and title]

Page: \_\_\_\_\_ of \_\_\_\_\_

[insert page number] of [insert total number] pages

Not debarred due to deviation from commitment of Bid Securing Declaration- Not debarred due to non-performance

Year <i>[insert year]</i>	Non- performed portion of contract <i>[insert amount and percentage]</i>	Contract Identification <b>Contract Identification:</b> <i>[indicate complete contract name/number, and any other identification]</i> <b>Name of Procuring Agency:</b> <i>[insert full name]</i> <b>Address of Procuring Agency:</b> <i>[insert street/city/country]</i> <b>Reason(s) for nonperformance:</b> <i>[indicate main reason(s)]</i>	Total Contract Amount (current value, currency, exchange rate and PKR equivalent) <i>[insert amount]</i>

Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements

Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.



**Miscellaneous Finishing / Renovation / Repair / Maintenance /  
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<b>Year of dispute</b> <i>[insert year]</i>	<b>Amount in dispute (currency)</b> <i>[insert amount]</i>	<b>Contract Identification</b> <b>Contract Identification:</b> <i>[indicate complete contract name, number, and any other identification]</i> <b>Name of Procuring Agency:</b> <i>[insert full name]</i> <b>Address of Procuring Agency:</b> <i>[insert street/city/country]</i> <b>Matter in dispute:</b> <i>[indicate main issues in dispute]</i> <b>Party who initiated the dispute:</b> <i>[indicate "Procuring Agency" or "Supplier"]</i> <b>Status of dispute:</b> <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<b>Total Contract Amount (currency) PKR Equivalent (exchange rate)</b> <i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.			



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Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.

Year of award <i>[insert year]</i>	Outcome as percentage of Net Worth <i>[insert percentage]</i>	Contract Identification <b>Contract Identification:</b> <i>[indicate complete contract name, number, and any other identification]</i> <b>Name of Procuring Agency:</b> <i>[insert full name]</i> <b>Address of Procuring Agency:</b> <i>[insert street/city/country]</i> <b>Matter in dispute:</b> <i>[indicate main issues in dispute]</i> <b>Party who initiated the dispute:</b> <i>[indicate "Procuring Agency" or "Supplier"]</i> <b>Court/ arbitral award decision:</b> <i>[Indicate if the award decision was against the Applicant]</i>	Total Contract Amount (currency), PKR Equivalent (exchange rate) <i>[insert amount]</i>



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## Miscellaneous Finishing / Renovation /Repair /Maintenance/ Furnishing Works at HEC H-8 & H-9 Premises, Islamabad

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### **Section – V: Eligible Countries**

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government. In reference to ITA 5.1, for the information of the Applicants, at the present time, firm(s) from the following countries are excluded from this Prequalification process:

All the applicants are allowed to participate in the subject prequalification without regard to nationality, except applicants of some nationality, prohibited in accordance with policy of the Federal Government. The applicants having nationality from the following countries are prohibited to participate in the procurement process:

- Armenia
- Israel
- India
- Taiwan