



INVITATION FOR PRE-QUALIFICATION



Pre-qualification of Printers / Vendors for Provision of Various Kinds of Printshop Goods and Services

Higher Education Commission, Pakistan

Higher Education Commission (HEC) invites sealed applications for "Pre-qualification of Printers / Vendors for Provision of Various Kinds of Printshop Goods and Services" from well-established and reputed Islamabad / Rawalpindi based Printers / Vendors, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue.

2. Application document 'containing detailed terms and conditions etc.' is available in the Services Division, Room # 7-04, Ground Floor, Cafeteria Block (7), Higher Education Commission, Sector H-9, Islamabad.
3. Price of the application document is Rs.500/- (non-refundable) which is required to be deposited in **HEC's Account No. 17427900133401 of Habib Bank Limited (HBL), SRC Branch, H-9, Islamabad** or in **HEC Finance Division** or through **Bank Draft / Online Payment**.
4. Application documents can also be downloaded from HEC website www.hec.gov.pk or PPRA website www.ppra.org.pk.
5. The application, prepared in accordance with the instructions provided in the pre-qualification documents, must be delivered to the address mentioned below before **1330 hrs (01:30 pm) on 9th June 2026**. It is mandatory to submit the application in physical form. Applications will be opened on the same day at **1400 hrs (02:00 pm)**.
6. This advertisement is also available on **PPRA** website at www.ppra.org.pk.

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Pre-Qualification Document



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Abbreviations

1. **“Title of Pre-qualification”** means ‘Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services’.
2. **“Government”** means Government of Pakistan.
3. **“HEC”** means Higher Education Commission (HEC).
4. **“Authority”** means Public Procurement Regulatory Authority (PPRA).
5. **“Procuring Agency”** means the Higher Education Commission (HEC).
6. **“PDS”** means Prequalification Data Sheet.
7. **“PD”** means Prequalification Documents.
8. **“Applicant(s)”** means prospective applicants applying for Pre-qualification.
9. **“Pre-qualified Printer / Vendor(s)”** means applicant(s) selected after the Pre-qualification process.
10. **“Bidder(s)”** means Prequalified Printer / Vendor(s) applying for Bidding process.
11. **“IFP”** means Invitation for Proposal.
12. **“ITAs”** means Instructions to Applicants.
13. **“ITBs”** means Instructions to Bidders.
14. **“TORs”** means Terms of References.
15. **“R&M”** means Repair and Maintenance.
16. **“RFQ”** means Request for Quotation.
17. **“BoQs”** Bill of Quantities.
18. **“Bid”** means a tender, or an offer expressing the willingness of Pre-qualified Printer(s) / vendor(s) to undertake a specified task at a price in response to an invitation for Bid or Request for Quotation (RFQ) from HEC.
19. **“Agreement”** means the level which HEC obtained from Pre-qualified Printer(s) / vendor(s) regarding provision of all kinds of Printshop goods and services as well as the act of agreeing or of coming to a mutual agreement.
20. The **“Contract”** means the agreement entered into between the Higher Education Commission (HEC) and the Pre-qualified Printer(s) / vendor(s), as recorded in the Contract Form signed by both parties, including all attachments and appendices thereto and all documents incorporated by reference therein.



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21. The “**Arbitrator**” is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the Instruction to the Application.
22. “**Completion**” means the fulfillment of the related services by the Pre-qualified Printer(s) / Vendor(s) in accordance with the terms and conditions set forth in the contract.
23. “**Defective Goods**” are those goods which are below standards, requirements or specifications stated by the Contract.
24. “**Delivery**” means the transfer of the goods from the Printer(s) / Vendor(s) / Services Supplier(s) equipment, machinery, and / or other materials which the Printer(s) / Vendor(s) / Services Supplier(s) is required to supply to the Higher Education Commission (HEC) under Contract.
25. “**Related Services**” means those services ancillary to the provision of required services, such as transportation, and any other incidental services, such as provision of technical assistance, training, and other such obligations of the Printer(s) / Vendor(s) / Services Supplier(s) covered under the Contract.
26. “**Intended Delivery Date**” is the date on which it is intended that the Printer(s) / Vendor(s) / Services Supplier(s) shall effect delivery as specified in the Purchase/Work Order.
27. “**Vendor / Services Supplier**” means the individual private or government entity or a combination of the above whose Bid to perform the contract has been accepted by the Higher Education Commission (HEC) and is named as such in the Contract Agreement and includes the legal successors or permitted assigns of the Printer(s) / Vendor(s) / Services Supplier(s).
28. “**Specification**” means the Specification of the required Services and the performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Higher Education Commission (HEC).
29. The “**Bid**” is the completed Bid (Both Technical and Financial) document submitted by the Bidder to the Higher Education Commission (HEC).
30. “**Most advantageous bid**” means:
 - (i) a bid or proposal for services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding or request for proposals document; and;



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- (ii) evaluated as the highest ranked bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the bidding documents or request for proposal documents which shall be in conformity with the selection techniques to be issued by the Authority.
31. **“Force Majeure”** means an unforeseeable event which is beyond reasonable control of either Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
32. **“Corrupt and Fraudulent Practices”** in respect of procurement process, shall be either one or any combination of the practices including:-
- a. **“Coercive Practices”** which means any impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - b. **“Collusive Practices”** which means any arrangement between two or more parties to the procurement process designed to stifle open competition for any wrongful gain, and to establish prices at artificial, non-competitive levels;
 - c. **“Corrupt Practices”** which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain.



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- d. **“Fraudulent Practices”** which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; and
 - e. **“obstructive practices”** which means harming or threatening to harm, directly or indirectly, persons to influence their participation in a procurement process, or affect the execution of a contract;
33. **“blacklisted”** means a bidder that is declared by the Authority untrustworthy after establishing the fact that the bidder was found involved in any corrupt and fraudulent practice or practices; or if the bidder is declared incapable by the Authority due to its established performance failure during the execution of the contract; or if the bidder deviates from its prior commitment or declaration made regarding the bid or proposal submitted by the bidder.
34. **“Cross Debarred”** means a bidder debarred by any Higher Education Commission (HEC) shall be considered as debarred by all the procuring agencies.
35. **“Emergency”** means natural calamities, disasters, accidents, war, and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property, or the environment.



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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 for Provision of Various *kind of Printshop Goods and Services* in accordance with the requirements of the Higher Education Commission (HEC), with an objective to prequalify the Printers / Vendors for Invitation to Bid(s) and sign the framework agreement(s) with the selected Printers / Vendors / Bidder(s), for the purpose of awarding Call off 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: PRINTSHOP GOODS AND SERVICES REQUIREMENTS

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

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



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Invitation for Prequalification

2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Prequalification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

1. This Invitation for Prequalification follows the Prequalification Notice (PN) or Prequalification Advertisement (PA) No. _____ for the subject Prequalification which appeared in [Name of Newspaper] vide dated [insert dates of issue of PN/PA].
2. The Higher Education Commission (HEC), Islamabad intends to prequalify the Printers / Vendors for a period of **three (03) years** for Provision of Various *Kinds of Printshop Goods and Services*. In this regard, Higher Education Commission (HEC) now invites sealed application from well-established / reputed and local (Islamabad / Rawalpindi) based Printers / Vendors, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue.
3. The prequalification shall be conducted in line with the “Rule 15 & 16 of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential applicant.
4. The objective of the intended agreement(s) is to hire Printers / Vendors for Provision of Various kinds of Printshop Goods and Services through subsequent Call-off Contract(s) / Work Orders with pre-qualified Printers / Vendors, and the purpose of this Prequalification Notice is to provide very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
5. Prequalification process is open only for *Islamabad / Rawalpindi based* applicants subject to fulfilling the eligibility requirements mentioned in the respective prequalification documents.
6. Prequalification documents, containing detailed terms and conditions, etc. are available in the Services Division, Room # 7-04, Ground Floor, Cafeteria Block (7), Higher Education Commission, Sector H-9, Islamabad. Price of the bidding document is Rs.500/- (non-refundable) which is required to be deposited in **HEC’s Account No.**



Pre-qualification of Printers / Vendors for Provision of various kinds of Printshop Goods and Services

- 17427900133401 of Habib Bank Limited (HBL) SRC Branch, H-9, Islamabad** or in **HEC Finance Division**. The same complete set of bidding documents can also be downloaded from Higher Education Commission's website www.hec.gov.pk or PPRA website www.ppra.org.pk.
7. Interested applicants may obtain prequalification document from the Higher Education Commission (HEC) at the address mentioned below during the office hours from 0800 to 1600 hrs on production of the application on Printer / Vendor's Letterhead along-with the payment receipt of prequalification document fee @ Rs.500/- (Rupees Five Hundred only) non-refundable.
 8. The hard copy of prequalification documents (in original and physical form) must be delivered to the address mentioned below on or before **9th June 2026** latest by **1330 hrs (01:30 pm)**.
 9. Applications for Prequalification should be submitted clearly marked on the envelopes as per following and delivered to the address 'mentioned below' or by Hand latest by **1330 hrs on 9th June 2026:**
 - "CONFIDENTIAL"
 - "PRE-QUALIFICATION OF PRINTERS / VENDORS FOR PROVISION OF VARIOUS KINDS OF PRINTSHOP GOODS AND SERVICES"
 - "DO NOT OPEN BEFORE **1400 HRS ON 9TH JUNE 2026.**
 10. The prequalification applications will be opened on **9th June 2026** at **1400 hrs (02:00 pm)** thereafter in public and in the presence of Printers' / Vendors' representatives who choose to attend in the opening of prequalification applications at the Mural Hall, Ground Floor, Auditorium Block (04), Higher Education Commission (HEC), Sector H-9, Islamabad.
 11. Late or incomplete Applications will be rejected.
 12. The applicant(s) shall bear all the costs/expenses associated with the preparation and submission of the application and Higher Education Commission (HEC) shall in no case be responsible or liable for those costs / expenses regardless of the conduct or outcome of the prequalification process.



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13. 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.
14. 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.
15. A formal agreement on stamp paper worth Rs.100/- 'having standard terms and conditions' shall be executed between the Higher Education Commission (HEC) and prequalified Printer(s) / Vendors(s) prior to the start of the services.
16. Only the pre-qualified Printers / Vendors shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Financial Bids will be made only to the Prequalified Printer(s) / Vendor(s) who have signed the agreement / contract with the Higher Education Commission (HEC) for a period of three (03) years.

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Pre-qualification of Printers / Vendors for Provision of
various kinds of **Printshop Goods and Services**

**PART 1 – PREQUALIFICATION
PROCESS**



Pre-qualification of Printers / Vendors for Provision of various kinds of Printshop Goods and Services

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 prequalification applications (also hereinafter referred as Applications) to determine the capacity of the Applicant(s) for Provision of Various kinds of Printshop Goods and Services incidental thereto as specified in Section – VI (Scope of Services / Terms of Reference TORs).

2. Source of Funds

- 2.1. Higher Education Commission (HEC) Budget head(s).

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 Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Higher Education Commission (HEC).
- 3.3. Any communication between the applicant(s) and the Higher Education Commission (HEC) related to any matters must be made in writing or in electronic forms that provide record of the content of communication.



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- 3.4. Higher Education Commission (HEC) will reject any application or bid or proposal if it is established that the Applicant or the Bidder or Prosper is/was engaged in corrupt and fraudulent practices in competing for the contract.
- 3.5. The Higher Education Commission (HEC) may also proceed for the applicant(s)' blacklisting in accordance with Public Procurement Rule 19 and predefined standard mechanism for Blacklisting.

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 Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.
- 4.2. The Printers / Vendors may authorize a Representative who shall have the authority to conduct all business for and on behalf of the Printers / Vendors 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 Printers / Vendors(s) is awarded the Contract).
- 4.3. An Applicant may apply for Prequalification as an individual entity only. Bids submitted in violation of this provision will be rejected.
- 4.4. 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.
- 4.5. 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) or Call off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family



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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 or Call-off Contract 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 or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and / or Call-off Contract.
- 4.6. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract 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.
- 4.7. An Applicant shall provide 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



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 **Section – V:** Eligible Countries

PART 2 –PRINTSHOP GOODS AND SERVICES REQUIREMENTS

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

- 6.2. Unless obtained directly from the Higher Education Commission (HEC) or downloaded directly from the 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 issued directly by the Higher Education Commission (HEC) or downloaded from the 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.

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. Should the Higher Education Commission (HEC) deem it necessary to amend the Prequalification Documents as a result of clarification, it shall do so following the procedure under **ITA 8** and in accordance with the provisions of **ITA 17.2**.

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 in writing to all Applicants who have obtained the Prequalification Documents directly from the Higher Education Commission (HEC). The Higher Education



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Commission (HEC) shall promptly publish the Addendum at the Higher Education Commission (HEC)'s website identified in the **PDS**:

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**;



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- (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**.

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). Moreover, the source for determining exchange rates is www.nbp.com.pk/RateSheet/index.aspx.
 - (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, and / or to perform any Call-off Contract(s) if awarded, shall establish to the



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Higher Education Commission (HEC)'s satisfaction as per Section – III vide 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 signed and stamped original Application only.
- 15.3. Applicants shall not have the option of submitting their Applications electronically.

D. Submission of Applications

16. Sealing and Identification of Applications

- 16.1. The Applicant shall enclose 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 prior to 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.



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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 or any other situation 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*.

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



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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 Pre-qualification process resulting from this Prequalification.

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 & 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,



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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.

28.2. The Higher Education Commission (HEC) shall communicate to those applicants, who have not been pre-qualified, the reasons for not pre-qualifying them.

29. Performance Guarantee

29.1. Pre-qualified Printers / Vendors will have to furnish the performance guarantee in the form of Bank Draft or Pay Order from a Scheduled Bank amounting to **Rs.100,000/- (One Hundred Thousand only)** drawn in favor of **Higher Education Commission (HEC)** at the time of signing of Contract.

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) and returned to the prequalified printers / Vendors after the successful completion of the prequalified printers / Vendors' performance obligations under the Contract, including any warranty obligations.



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30. Agreement

- 30.1. The prequalified Printers / Vendors will be bound to sign an agreement with the Higher Education Commission (HEC) for Provision of Various kinds of Printshop Goods and Services as per Section – VI (Scope of Services / Terms of References (TORs)) as and when required basis on stamp paper worth Rs.100/- (Rupees one hundred only) within the fifteen days from the date of issuance of the Letter of intent / Pre-qualification Letter on standard terms and conditions.
- 30.2. All the Government taxes must be included in the quoted rates. A separate claim shall not be entertained. Whereas Income Tax & GST will be paid as per the Government Rules.
- 30.3. The Printshop Goods and Services shall be delivered / completed in HEC premises at the earliest but not later than fifteen (15) days from the date of issuance of 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 Prequalified Printer as per following:
- a. 1% of the cost of entire work order per day upto maximum of 10% for 10 days.
 - b. If the Prequalified Printer(s) / Vendor(s) failed to comply with the work order even after the penalty for 10 consecutive days, the Higher Education Commission (HEC) reserves the right to cancel the work / purchase order and get Printshop Goods and Services from elsewhere at risk & cost of defaulting Prequalified Printer(s) / Vendor(s).
 - c. Higher Education Commission (HEC) may grant extension in the deadline beyond fifteen (15) days from the issuance of work or purchase order keeping in view the nature of the work; however the same needs to be mentioned in the work or purchase order for record.
 - d. If the Prequalified Printer / Vendor fails to fulfill / complete the requisite job as per work order or provision of Print Shop related items as per purchase order within the extended time, the Higher Education Commission (HEC) reserves the right to forfeit the 100% Performance Guarantee amount in favour of Higher Education Commission (HEC). Moreover, the matter of respective Pre-qualified printer / vendor will be proceeded for blacklisting purpose as per ITB 38 (Mechanism of Blacklisting) as well as it will be reported to PPRA with reference to the Rule 19



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of PPRA Rules. Furthermore, the offer for award of work / services will be given to the next ranked prequalified printer / vendor to get the work done at the risk and cost of the 1st prequalified printer / vendor. All the terms and conditions shall be equally imposed on the next ranked prequalified printer / vendor and so on.

- 30.4. If the services of prequalified Printers / Vendors 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 Printer(s).

31. Request for Bids

- 31.1. After the notification of the results of the Prequalification, the Higher Education Commission (HEC) may invite the Bid(s) from all the prequalified Printers / Vendors as and when required basis.
- 31.2. Higher Education Commission (HEC) may invite the bid(s) through email (soft form) and obtain quotation from Pre-qualified Printers / Vendors through email or surface mail or by hand (in physical form) where value of the Printshop Goods or Services is up to the **financial limit of One Hundred Thousand Pakistani Rupee**. For the purpose, the Printers / Vendors need to provide its valid email address in Form **ELI – 1.1**.
- 31.3. Higher Education Commission (HEC) may invite the bid(s) through email / surface mail / by hand (in physical form) and will obtain quotation from Pre-qualified Printers / Vendors only in **hard form ‘sealed in envelope’** where value of the Printshop Goods or Services is up to the **financial limit of Five Hundred Thousand Pakistani Rupee**. For the purpose, the Printers / Vendors need to provide its valid surface mail address in Form **ELI – 1.1**. These bid(s) **‘sealed in the envelope’** will be opened by the HEC Local Purchase Committee. After opening, these bid(s) will be handed over to the concerned division / section of HEC who will prepare the comparative statement of these opened bids and submit it to the HEC Local Purchase Committee in order to get it signed by the purchase committee as well as the selection of that pre-qualified printer / vendor who has quoted the least amount in its bid.
- 31.4. Higher Education Commission (HEC) may invite the bid(s) through email / surface mail / by hand (in physical form) and will obtain quotation from Pre-qualified printers / Vendors **only in hard form ‘sealed in envelop’** where value of the Printshop Goods or Services is



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more than the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the Printers / Vendors need to provide its valid surface mail address in Form ELI – 1.1. These bid(s) ‘sealed in the envelope’ will be opened by the **HEC Tender Committee**. After opening, these bids(s) will be handed over to the concerned division / section of HEC who will prepare the comparative statement of these opened bids and submit the signed comparative statement to the **HEC Tender Committee** for selection of that pre-qualified printer / vendor who has quoted the least amount in its bid and award of tender.

32. Mode of Payment

32.1. Payments will be made by the Higher Education Commission (HEC) through cross cheque after receipt of the complete invoice(s) at Higher Education Commission (HEC). No security deposit or advance payment shall be made by the Higher Education Commission (HEC) against the provision of any kind of Printshop Goods and Services.

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 and Evaluation Criteria with 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. Arbitrator

34.1. The Arbitrator shall be appointed by mutual consent of both parties as per the provisions specified in the SCC.



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34.2. After the dispute has been referred to the arbitrator, within 30 days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.

35. Corrupt & Fraudulent Practices

35.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Printers/Vendors/Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

36. Constitution of Grievance Redressal

36.1. Higher Education Commission (HEC) Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization may address the complaint, if any. 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.

37. GRC Procedure

37.1. 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.

37.2. 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 days of the announcements of technical evaluation report and five days after issuance of final evaluation report.

37.3. In case the complaint is filed against the technical evaluation report, the GRC may suspend the procurement proceedings.

37.4. 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:

37.5. 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.



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- 37.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 37.7. 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”.
- 37.8. 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.
- 37.9. 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.
- 37.10. The committee may after examination of the relevant record and hearing all the parties concerned, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
- 37.11. The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee.

38. Mechanism of Blacklisting

- 38.1. 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;
- 38.2. The show cause notice shall contain:
- (a) precise allegation, against the applicant, bidder or contractor;
 - (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.
- 38.3. 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.



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- 38.4. 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.
- 38.5. 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 vendor for personal hearing.
- 38.6. The Higher Education Commission (HEC) shall give minimum of seven days to the applicant, bidder, or vendor 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 vendor, if availed.
- 38.7. 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 the next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
- 38.8. The Higher Education Commission (HEC) shall communicate to the applicant, bidder, or vendor the order of debaring 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.
- 38.9. Such blacklisting or barring action shall be communicated by the Higher Education Commission (HEC) to the Authority and respective applicant(s), bidder(s), or vendor(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).
- 38.10. 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



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petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition.

- 38.11. 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.
- 38.12. 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.



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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:

2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

The Address of Procuring Agency is:

Attention: Mr. Bilal Ahmad
Designation: Assistant Director (Services)
Procuring Agency: Higher Education Commission (HEC)
Address: Sector H-9
City: Islamabad
ZIP Code: 46000
Country: Pakistan
Telephone: + 92-51-9040-1509
Electronic mail address: biahmed@hec.gov.pk
Website URL: <http://www.hec.gov.pk>

ITA 7.1

Will the Pre-Application Meeting be held? **No**

B. 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. Application from any applicant / vendor who is found or purported to be engaged in following offenses shall be rejected without assigning any reason.
2. Application must provide an Affidavit on Non-judicial stamp paper of Rs.100/- stating:



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- i. that the applicant (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services;
- ii. that the applicant (M/s _____) has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
- iii. that the applicant (M/s _____) has never been involved in any kind of litigation with any Government, Semi Government, Autonomous or Private Organization / Department.
- iv. that the Higher Education Commission (HEC) reserves the right to reject the Applicant / Proposal of the applicant / vendor (M/s _____) 'without assigning any reason' if (M/s _____) shall be found or purported to be engaged in any or all of the aforementioned offenses).

ITA 14.2

The source for determining exchange rates is 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.**

C. Submission of Applications

ITA 17.1

The deadline for Application submission is: 9th June 2026 at 1330 hrs

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

Attention: Mr. Bilal Ahmad
Designation: Assistant Director (Services)
Procuring Agency: Higher Education Commission (HEC)
Address: Sector H-9
City: Islamabad
ZIP Code: 46000
Country: Pakistan
Telephone: + 92-51-9040-1509
Electronic mail address: biahmed@hec.gov.pk



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Website URL: <http://www.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 9th June 2026 at Mural (or) Lecture Hall, Higher Education Commission (HEC), Sector H-9, Islamabad

ITA 19.2

Prequalification documents are required to be submitted in HEC in Physical Form (Original, Duly Filled, Signed and Stamped) on or before 9th June 2026 latest by 1330 hrs (01:30 pm).

D. Procedures for Evaluation of Applications

ITA 23.1

A margin of domestic preference shall be applied. Local Printers / Vendors belonging to Islamabad or Rawalpindi are required to participate.

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: Mr. Bilal Ahmad
Designation: Assistant Director (Services)
Procuring Agency: Higher Education Commission (HEC)
Address: Sector H-9
City: Islamabad
ZIP Code: 46000
Country: Pakistan
Telephone: + 92-51-9040-1509
Electronic mail address: biahmed@hec.gov.pk
Website URL: <http://www.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.



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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 Printers / Vendors for Provision of Various kinds of Printshop Goods and Services 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), for the purpose of awarding Call off Contracts.

Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITA 5.1	Must meet requirement	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No. conflicts of interest in accordance with ITA 4.5	Must meet requirement	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITA 4.6 and ITA 5.1	Must meet requirement	Application Submission Letter
1.4	Private or State-owned enterprise	Meeting conditions of ITA 4.1	Must meet requirement	Forms ELI – 1.1 with attachments
2. Historical Contract Non-Performance				
2.1	Historical Contract Non - Performance	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	Pending Litigation	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



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Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
3. Financial Situation and Performance				
3.1	Financial Capabilities	Financial Statements or Bank Statement / Certificate for last three years will be submitted to the satisfaction of the Higher Education Commission (HEC) and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	Form FIN – 1
3.2	Average Annual Turnover	Minimum annual turnover required for last Financial Year is 0.5 million, calculated as total certified payments received for contracts in progress and / or completed during the last one year.	Must meet requirement	Form FIN – 2
3.3	Current Contractual Commitments / Contracts in Progress	The Applicant shall also demonstrate, to the satisfaction of the Higher Education Commission (HEC), that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments by providing the List of clients in the Printers / Vendors' credit along-with their documentary proof i.e. Copy of Appreciation Letter / Certificate / Agreement / Bank transaction / or any other printed document showing Printer's Name on Printed Material of these clients. These clients include public sector organizations (Government Department, Semi Government Department, Autonomous bodies, Corporations, Embassies, School, Colleges, Universities etc.), Financial Institution (Banks), Private sector organizations / Institutes / entities / National or Multi-National	Must meet requirement	Form CON -1



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Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
		Companies etc.		
3.4	Current completed during the Last Three Fiscal Year	The Applicant shall also demonstrate, to the satisfaction of the Higher Education Commission (HEC), that Printer(s) / Vendor(s) has completed the contracts by providing their documentary proof i.e. Copy of Appreciation Letter / Certificate / Agreement / Bank transaction / or any other printed document showing Printer's Name on Printed Material of these clients. These clients include public sector organizations (Government Department, Semi Government Department, Autonomous bodies, Corporations, Embassies, School, Colleges, Universities etc.), Financial Institution (Banks), Private sector organizations / Institutes / entities / National or Multi-National Companies etc.	Must meet requirement	Form CON -1
4. Experience				
4.1	General Experience	Experience in provision of the relevant Printshop Goods and Services. Experience shall be countable since the inception of business operations as registered with relevant Govt. Department or Company registration with any Federal or Provincial Govt. or SECP Registration or FBR Tax Registration or ICT Registration or EOBI Registration or Bank Account Opening Printer / vendor's name) or any other documentary evidence regarding payment from any Govt. organization for Print related work etc. In case of unavailability of document, the registration will be	Must meet requirement	Form EXP -1



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
		counted from bidder's FBR Tax Registration).		
4.2 (a)	Specific Experience	(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 Provision of Various kinds of Printshop Goods and Services in accordance with 4.2(b)(ii) as below.	Must meet requirement	
		(iii) Experience / Evaluation Criteria for Provision of Various kinds of Printshop Goods and Services in accordance 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:

Documentary evidence of the Applicant's qualifications to perform the Contract for acceptance of the application that, in the case of an Applicant is offering to provide all kinds of Printshop Goods and Services:

- (a) Established office setup of applicant at Islamabad/Rawalpindi;
- (b) Applicant's National Income Tax Certificate showing NTN.
- (c) Applicant's General Sales Tax (GST) Certificate.
- (d) Undertaking as per ITA 11.1 (d):

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



Pre-qualification of Printers / Vendors for Provision of various kinds of Printshop Goods and Services

- i. that the applicant (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services;
 - ii. that the applicant (M/s _____) has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
 - iii. that the applicant (M/s _____) has never been involved in litigation with any Government, Semi Government, Autonomous or Private Organization / Department.
- (e) that the Higher Education Commission (HEC) reserves the right to reject the Bid of the bidder (M/s _____) 'without assigning any reason' if (M/s _____) shall be found or purported to be engaged in the aforementioned offenses).

4.2(b)(ii) Technical Capability

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

- (a) Application Submission Letter 'Signed with Official Stamp affixed on it as per specific format.
- (b) Authority Letter for the appointment of an authorized representative as per given format (if any).
- (c) having complete company profile including Name, Registered Office, Address, Telephone, Fax and e-mail address and website address (if any), complete details of the contact person, details of branch offices 'if any' and staff details (branch-wise)
- (d) **Form ELI – 1.1:** Applicant's Information.
- (e) **Form PER – 1:** Historical Contract Non – Performance, and Pending Litigation with Litigation History.
- (f) **Form Fin – 3.1:** Financial Situation and Performance.
- (g) **Form Fin – 3.2:** Average Annual Turnover (Annual Sales Value).
- (h) **Form Con – 1:** Current Contract Commitments / Contracts in Progress (Public Sector)
- (i) **Form Con – 2:** Current Contract Commitments / Contracts in Progress (Private Sector)
- (j) **Form Exp – 1:** Contracts Completed during the Last Three Years (Public Sector)
- (k) **Form Exp – 2:** Contracts Completed during the Last Three Years (Private Sector)



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

4.2(b)(iii) Experience / Evaluation Criteria for Provision of Various kinds of Printshop Goods and Services

Applicant(s) complying with all the mandatory requirements and securing **60% marks out of 100** shall be considered as prequalified for Provision of Various *kinds of Printshop Goods and Services*.

S #	Attributes	Max. Score	Score Range	Criteria	Page Ref.
1.	Applicant's in Operations (Numbers of Years of Establishment)	20	2-10	02 mark will be awarded for one (1) year maximum twenty (20) marks subject to the provision of any documentary evidence. (Company registration with any Federal / Provincial Govt. / SECP Registration / FBR Tax Registration / ICT Registration / EOBI Registration, Bank Account Opening, any other documentary evidence regarding payment from any Govt. organization for Print related work) etc. In case of unavailability of document, the registration will be counted from bidder's FBR Tax Registration.	
2.	Applicant's Printing Work Experience with Public Sector Organization	10	2-10	Documentary proof i.e. Copy of Appreciation Letter / Certificate / Agreement / Bank transaction / or any other printed document showing Printer's Name on Printed Material of client from one (01) public sector organizations (Government Department, Semi Government Department, Autonomous bodies, Corporations, Embassies, School, Colleges, Universities etc.), Financial Institution (Banks) reward two (2) marks. Maximum ten (10) Marks	



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

S #	Attributes	Max. Score	Score Range	Criteria	Page Ref.	
3.	Applicant's Printing Work Experience with Private Sector Organization	10	1-10	Documentary proof i.e. Copy of Appreciation Letter / Certificate / Agreement / Bank transaction / or any other printed document showing Printer's Name on Printed Material of client from one (01) Private sector organizations / Institutes / entities / National or Multi-National Companies etc. reward one (1) mark. Maximum ten (10) Marks		
4.	Applicant's Financial Strength / Annual Turnover for the Last Financial Year	10	0-10	Minimum annual turnover required for last Financial Year is 0.5 million. Maximum five (05) marks. Enclose financial statements or bank statement / certificate for last three years as documentary evidence.		
				Marks		Annual Turnover Slot
				02		Above Rs. 0.5 million up to 1 million
				04		Above Rs. 1 million up to 1.5 million
				06		Above Rs. 1.5 million up to 2 million
				08		Above Rs. 2 million up to 2.5 million
10	Above Rs. 2.5 million					
5.	Applicant's Office Staff Details	10	1-10	Marks	Description	Enclose CV of Staff Members i.e. Printout of Database. Enclose Photos of Uniform and the Applicant's Identification / Display Card. The Uniform must bear the Applicant's Name. HEC will verify through its Technical Committee Visit
				01	Office / Accounts Manager	
				01	Printing Manger	
				01	Designing Manager	
				01	Uniform	
				01	Digital Printer(s) Operator	
				01	Offset Machine Operator	
				01	Binder	
03	Database					



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

S #	Attributes	Max. Score	Score Range	Criteria	Page Ref.
6.	Applicant's Office Locality Details at Islamabad / Rawalpindi. (to be awarded by the committee after visit)	5	1-5	5	Office Location is in the Market Besides Road.
				4	Office Location is beside the Branched Road
				3	Office Location is in any Flat or Quarter
				2	Office Location is at any Joint Space
				1	Office Location is at Open Space
7.	Applicant's Office Display Details at Islamabad / Rawalpindi	15	0-15	01	Shields (Wooden, Acrylic, Glass, Metal)
				01	Official Diaries / Calendars
				01	Corporate Boxes for Souvenir / Mugs
				01	Stamps (All kinds)
				01	Name Plates (Aluminum / Executive)
				01	Writing Pad / Rough & Drafting Pad
				01	Office Note Sheet / File Covers
				01	Employee Cards (PVC, RFID)
				01	Official Printed Pens / Key Chains
				01	Envelop (Various Kinds) / Executive / Gift Bags (Guddi Bags)
				01	Brochures / Flyers
				01	File Boards / Registers
				01	Panaflex / Large Posters / Calendars
				01	Abstract Book / Annual Report / Magazine
01	Stickers / Various Tags / Room Number etc.				



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

S #	Attributes	Max. Score	Score Range	Criteria		Page Ref.
				Marks	Description	
8.	Applicant's Print Shop at Islamabad / Rawalpindi	20	0-20			
				01	Offset Machine Baby Rota	
				02	Offset Machine GTO (48 / 52)	
				02	Offset Machine Solna / Heidelberg	
				01	Digital Colour Printer (Dye Ink)	
				01	Digital Colour Printer (Sublimation Ink) Printer	
				01	Digital Colour Printer (Laser Jet)	
				02	Digital DTF Printer	
				01	Digital Laser Cutter	
				02	Digital Laser Engraving / Marking	
				02	RFID Printer	
				01	Heat Press / Transfer Machine / Laminator	
				02	Cutting / Binding Machine / Ruling Machine	
02	Lightening & Decore Service					
	Total	100				



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Section – IV: Application Forms

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



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Application Submission Letter

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Page No.: Page _____ of _____ pages

To: **Mr. Bilal Ahmad**
Assistant Director (Services)
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 4.5**;
- (c) **Eligibility:** We meet the eligibility requirements as stated **ITA 4.1**, we have not been suspended/disqualified 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 Higher Education Commission (HEC) 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) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

- (g) **True and correct:** All information, statements and description contained in the Application are in true, correct and complete in all respects and to the best of our knowledge and belief.

Sign and Stamp:

_____ *[Affix Signature & Stamp of an authorized representative(s) of the Applicant]*

Name of Authorized Person:

_____ *[Insert full name of person signing the Application]*

In the capacity of/Designation:

_____ *[insert capacity/designation of person signing the Application]*

Address:

_____ *[Insert complete address i.e. street number/town or city/country address]*



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form ELI – 1.1 Applicant’s Information

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Applicant (Printers / Vendors) Name: _____
[indicate the full name of Printers / Vendors]

Applicant (Printers / Vendors) Actual City of Registration: _____
[indicate City of Registration]

Applicant (Printers / Vendors) Actual Country of Registration: _____
[indicate Country of Registration]

Applicant (Printers / Vendors) Actual Year of Incorporation: _____
[indicate year of Constitution / Establishment]

Applicant (Printers / Vendors) in Operations (Number of years): _____

Applicant (Printer / Vendor) NTN Number: _____

Whether the Name of Printer / Vendor is available in the Active Taxpayer (ATP) List?

Yes OR No

Sales Tax Registration Number (STRN): _____

Whether the Bidder’s General Sales Tax (GST) is currently Operative as per **FBR or Provincial**

Tax Authorities? Yes OR No

Applicant (Printers / Vendors) Bank Account Details:

Sr. No.	Account Number	Bank Name	Bank Branch with Branch Code and City
1.			
2.			
3.			
4.			



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Enlist the names of Printshop Goods and Services which are currently available with the

Printer:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Applicant (Printers / Vendors) Authorized Representative Information:

Name: _____
[insert full name]

Designation: _____
[insert Designation]

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

Mobile numbers: _____
[insert Mobile numbers, including country and city codes]

E-Mail Address: _____
[indicate e-mail address]

Website address: _____
[indicate website of the Printers / Vendors] Printers]

Vendors Address in Islamabad / Rawalpindi:

Shop / House #: _____ **Floor:** _____

Market / Plaza / Area: _____

Street / Road: _____

Locality / Sector: _____

City with Postal Code: _____

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute <i>[insert year]</i>	Amount in dispute (currency) <i>[insert amount]</i>	Contract Identification Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	Total Contract Amount (currency) PKR Equivalent (exchange rate) <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.			
<input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

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

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form FIN – 3.1

Financial Situation and Performance

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Type of Financial information in (currency)	Historic information for previous Three Years (amount in currency, currency, exchange rate*, PKR equivalent)		
	Year 1	Year 2	Year 3
Statement of Financial Position (Information from Balance Sheet)			
Total Assets (TA)			
Total Liabilities (TL)			
Total Equity/Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital (WC)			
Information from Income Statement			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
Cash Flow Information			
Cash Flow from Operating Activities			
Total			

* Refer ITA 14 for the exchange rate.



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

2. Financial documents

The Applicant shall provide copies of Financial / Bank statements or Certificate for *last three (03)* years pursuant Section – III (Qualifications and Criteria with Requirements), Sub-factor 3.1. The financial statements may:

- (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 (if available).
- (c) be complete, including all notes to the financial statements (if available).
- (d) correspond to accounting periods already completed and audited (if available).

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form FIN - 3.2

Average Annual Turnover (Annual Sales Value)

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

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

* 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.

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form CON – 1

Current Contract Commitments / Contracts in Progress (Public Sector)

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Name of Contract(s)	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form CON – 2

Current Contract Commitments / Contracts in Progress (Private Sector)

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Name of Contract(s)	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form EXP – 1

Contracts Completed during the Last Three Years (Public Sector)

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form EXP – 2

Contracts Completed during the Last Three Years (Private Sector)

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form Staff

List of Staff which are currently available with the Printer / Vendor

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Sr. No.	Name	Designation	Responsibilities

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Form Equipment, Machinery & Tools

List of Equipment, Machinery & Tools which are currently available with the Printer / Vendor

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

Date: _____
[insert day, month, and year]

IFP No.: 2(314)/Prequalification/Printshop(Goods and Services)/HEC/2025

Title: Pre-qualification of Printers / Vendors for Provision of Various kinds of Printshop Goods and Services

Sr. No.	Name of Equipment, Machinery & Tool	Description / Dimension with Company	Quantity

Sign. of Owner / Authorized Person with Official Stamp:

[insert signature(s) and Stamp of an owner / authorized representative(s) of the Applicant]



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

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, Printers / Vendors(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



Pre-qualification of Printers / Vendors for Provision of
various kinds of **Printshop Goods and Services**

**PART 2 –REQUIREMENTS FOR
PROVISION OF VARIOUS KINDS OF
PRINTSHOP GOODS AND SERVICES**



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

Section VI – Scope of Services / Terms of Reference (TORs)

The prequalified vendors are required to provide the print shop goods and services including but not limited to the following:

1. Designing

a. Designing Services

Vendors are required to provide services regarding all kinds of designing in order to fulfill the print jobs. The vendor is required to be capable of provision of design services encompassing a wide range of creative and technical tasks that use visual and textual content to communicate effectively. These designing services included Print Design, Logo Design, Illustrations or any other designing services etc.

b. Designing Software

The designing activities also includes availabilities of designing software like Inpage (Urdu), Adobe Photoshop, Adobe Illustrator, CorelDRAW or any other designing Software etc.

2. Printing

Vendors are required to provide a wide range of printing services, including digital printing, offset printing, screen printing, photocopying and various types of promotional materials or any other printing services etc.

a. Paper and Card Media

Vendors are required to provide all kind of goods and services related to the designing and printing of promotional materials like brochures, flyers, and posters to help branding and advertisement of various HEC activities/events. Moreover, vendors are required to provide all kind of goods and services related to the designing and printing of professional business cards, business forms, invitation cards, manuals, letterhead, diaries, writing pads, booklets, manuals, catalogs, annual reports, envelopes, PVC Cards, RFID Cards or any other kind of Paper and Card Media etc. to promote HEC's identity.



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

- b. Apparel Printing**

Vendors are required to provide all kind of goods and services related to the printing onto the clothing, such as T-shirts, Banners, ribbons or other apparel or any other kind of apparel printing services etc.
 - c. Large Format Printing**

Vendors are required to provide all kind of goods and services related to the printing on larger media like banners, signs, Pana flex for indoor as well as outdoor activities or event purposes or any other large format printing services etc.
 - d. Screen Printing**

Vendors are required to provide all kinds of goods and services related to the screen printing on various kinds of print media.
 - e. Promotional Products**

Vendors are required to provide all kind of goods and services related to the customize promotional items like panaflex, pens, keychains, Mugs, Shields, Souvenirs, Badges, Boxes, Bags, Leather Diaries & Folders, calendars, corporate boxes for souvenirs / mugs, Flyers, or any other kind of promotional products etc. with HEC logos or designs.
 - f. Specialty Printing**

Vendors are required to provide all kinds of goods and services related to embossing, engraving, Laser Cutting, UV Printing, and foil stamping, Official Name Plates (all kind), Stickers, Tags, Room # Tags, or any other kind of specialty printing services etc. for creating unique and high-impact printed materials.
 - g. Other printing activities**

Other printing related activities like offset, digital etc. or any other kind of printing / printshop related activities which are not included in the aforementioned activities.
- 3. Binding**
- Vendor are required to provide all kind of services related to various kinds of Binding services which include:



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

- a. Perfect Binding**

Vendor are required to provide all kind of services related to the perfect binding services i.e. creates a softcover book with a flat spine by gluing the pages and covering them together or any other kind of perfect binding services etc.
 - b. Saddle Stitching**

Vendor are required to provide all kind of services related to Saddle Stitching, which is used for smaller booklets or brochures, pages are folded and stapled along the spine or any other kind of saddle stitching services etc.
 - c. Wire-o Binding**

Vendor are required to provide all kind of services related to the Wire-o Binding which uses metal or plastic wires or coils to bind pages through holes along the edge or any other kind of wire-o binding services etc.
 - d. Case Binding**

Vendor are required to provide all kind of services related to the Case Binding which creates a hardcover book with a rigid cover or any other kind of case binding services etc.
 - e. Spiral Binding**

Vendor are required to provide all kind of services related to the Spiral Binding which is similar to wire-o, but it uses a spiral (coiled) wire or plastic to bind pages or any other kind of spiral binding services etc.
 - f. Glue Binding Simple or using Machine**

Vendor are required to provide all kind of services related to the Glue Binding of Booklets, Book, Magazines, File Boards, Registers etc. using Automatic Glue Binding Machine or any other kind of Manual / Machine Glue Binding services etc.
 - g. Other Binding Options**

Vendor are required to provide all kind of services related to the other Binding i.e. Stapling, Velo binding, and ring binding etc. or any other kind which is not included in the aforementioned bindings.
- 4. Stamp Making**
- Vendor are required to provide all kind of services related to various kinds of Stamp making i.e. creating custom rubber stamps, Flash Stamp (Self-inking stamps, offer a quick and easy



Pre-qualification of Printers / Vendors for Provision of various kinds of **Printshop Goods and Services**

way to make impressions), Digital stamp, embossed stamp, mechanical stamp, Dater stamp and capable of provision of all its allied accessories, goods and services or any other kind of stamp making services etc.

5. **Card / Paper Scanning Services**

Vendor are required to provide all kind of services related to various cards / paper scanning services for digitization purpose. The vendors need to be capable of handling a wide range of files, documents, including books, bulk scanning or any other kind of card / paper scanning services etc.

6. **Provision of Print Shop Goods / Services**

Vendors who may be capable of provision of services related to the provision of print shop goods / services i.e. print media and stationery are preferred or any other kind of Print shop goods / Services etc.

7. **Provision of Print Shop Machinery & its Repair /Maintenance**

Vendors who may be capable of provision of services related to the provision of print shop Machinery as well as their allied repair and maintenance services are preferred or any other kind of Print Shop Machinery & its Repair / Maintenance services etc.

8. **Provision of Transportation Services Related to the Print Shop**

Vendors who may be capable of provision of transportation services related to the print shop are preferred.

9. **Provision of Lighting and Decoration Services**

Vendors who may be capable of provision of services related to the lightening and decoration services as well as flower and bouquet services are preferred.