

Pre-Qualification Document



Pre-qualification of Supplier for provision of Stationery and Contingent Items

Deputy Director (Services)

Higher Education Commission

Sector H-9, Islamabad - Pakistan

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Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

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PART 1 – PREQUALIFICATION PROCESS

Section – I: Instructions to Supplier(s) (ITSs)

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

Section – II: Prequalification Data Sheet (PDS)

This Section contains provisions that supplement the ITSs (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 Suppliers for provision of Stationery and Contingent Items in accordance with the requirements of the Higher Education Commission (HEC), with an objective to prequalify the Supplier and sign the framework agreement(s) with the Prequalified Supplier(s), for the purpose of awarding Call off Contracts.

Section – IV: Eligible Countries

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

PART 2: REQUIREMENTS FOR PROVISION OF STATIONERY AND CONTINGENT ITEMS

Section – V: Schedule of Requirements, Deliverables and Penalties

This Section includes a brief description about the Requirements & Deliverables

Section – VI: Contract Forms

This Section contains forms which, once completed, will become part of the Contract.

Contract / Agreement

It contains terms and conditions on which HEC obtained goods and allied services from supplier regarding Stationery and contingent Items as well as the act of agreeing or of coming to a mutual agreement.

Integrity Pact



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The successful bidder shall be required to furnish the Integrity Pact as per the given format.

Section – VII: Standard Forms

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

PRE-QUALIFICATION DOCUMENT (HEC)



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Procurement Notice

IFP No. **1-1/2026/Purchase/Services/HEC**

Invitation for Prequalification of Suppliers **for provision of Stationery and Contingent Items through Framework** **Agreement**

HIGHER EDUCATION COMMISSION ISLAMABAD

1. This Invitation for Prequalification follows the Prequalification Notice (PN) or Prequalification Advertisement (PA) No. 1-1/2026/Purchase/Services/HEC for the subject Prequalification which appeared in [insert media] vide dated [insert dates of issue of PN/PA].
2. The funds will be reserved by the Higher Education Commission (HEC) for the procurement planned during the financial year 2026-27. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for Provision of Stationery and Contingent Items.
3. The Higher Education Commission (HEC), Islamabad now invites sealed applications from well-established / reputed and local (Islamabad/Rawalpindi) based Supplier registered with Income Tax and Sales Tax Department and who are on Active Taxpayers List of the Federal Board of Revenue (FBR) as well as the status of their Sales Tax must be "Operative".
4. The procurement shall be conducted in line with the ***PPRA Rule 15 "Prequalification of Suppliers and Contractors"***, ***PPRA Rule 16 "Pre-qualification Process"*** and ***PPRA Rule 36(a) "Single Stage Single Envelope procedure of open competitive bidding procedure"*** and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential bidders.
5. The duration of this Prequalification period will be three (03) years for provision of Stationery and Contingent Items.
6. The objective of the framework agreement(s) is to Prequalify the Supplier for provision of Stationery and Contingent Items through framework agreement and subsequent Call-off Contract(s) / Work Orders with prequalified suppliers, and the purpose of this



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Prequalification Notice is to provide the very basic information to enable the potential suppliers to decide whether or not to respond to this Prequalification Notice.

7. Only the prequalified suppliers shall be entitled to participate in the next procurement proceedings, and it is expected that the Invitation to Financial Bids using Bill of Quantities (BoQs) will be made only to the Prequalified suppliers who have signed the agreement / contract with the Higher Education Commission (HEC) for a period of three (03) years.
8. A formal agreement on stamp paper worth Rs.100/- (Rupees One Hundred only) shall be executed between the Higher Education Commission (HEC) and prequalified supplier(s) prior to the invitation of Financial Bid.
9. Prequalification process is open for all national suppliers subject to fulfilling the eligibility requirements mentioned in the respective prequalification documents. Interested suppliers may obtain further information from the Higher Education Commission (HEC) at the address mentioned below during office hours from 0800 to 1600 hrs.
10. A complete set of prequalification documents 'in English' may be purchased by interested suppliers on the submission of a written application to the address mentioned below and upon depositing of a nonrefundable fee Rs. 1000/- (One Thousand only) in Higher Education Commission (HEC)'s Account No. 17427900133401 of Habib Bank Limited, SRC Branch, Sector H-9, Islamabad or deposited in Higher Education Commission (HEC) Finance Division. The documents will be provided directly to the potential Suppliers, and essential record shall be maintained by the Higher Education Commission (HEC) for providing information regarding amendment(s), if any, in Prequalification Documents.

OR

A complete set of prequalification documents can also be downloaded from HEC website www.hec.gov.pk whose document price @ Rs. 1000/- (One Thousand only non-refundable) shall be submitted in the shape of Bank Challan/Bank Draft along with the prequalification application.

1. The application / bid must be completed without any alterations to its format and no substitute shall be accepted. All the pages of application / bid are required to be signed and stamped by the supplier / Bidder.
2. Any alterations, deletions or overwriting shall be treated valid only if they are attested by the supplier / bidder.



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11. Applications for Prequalification should be submitted in clearly marked on the envelopes as per following and delivered to the address ‘mentioned below’ or by Hand latest by **1330 hrs on 28th July 2026:**
 - “CONFIDENTIAL”
 - “PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF STATIONERY AND CONTINENT ITEMS”
 - “DO NOT OPEN BEFORE **1400 HRS ON 28th JULY 2026.**
12. Late or incomplete Applications will be rejected.
13. The Supplier(s) shall bear all the costs/expenses associated with the preparation and submission of the application and Higher Education Commission (HEC) shall not be responsible/liable for those costs/expenses regardless of the conduct or outcome of the bidding process.
14. 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.
15. It shall be the Suppliers’ responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.
16. A Supplier shall be considered ineligible to participate in the prequalification process in case of not meeting any of eligibility condition ‘mentioned in this document’ or Higher Education Commission (HEC) shall disqualify the bidder on the ground of false, fabricated or materially incorrect information provided by the Supplier as per PPRA Rule 19.
17. A formal contract / agreement on stamp paper worth Rs.100/- (Rupees One Hundred) shall be executed between the Higher Education Commission (HEC) and the Prequalified supplier(s) for a period of three years.
18. Pre-qualified Suppliers will have to furnish the performance guarantee from a scheduled Bank or pay order amounting to **Rs. 200,000/- (Two Hundred Thousand only)** drawn in favor of **Higher Education Commission (HEC)** at the time of signing of Contract.
19. The proceeds of the performance guarantee shall be payable to Higher Education Commission (HEC) as a compensation for any loss resulting from the prequalified Suppliers’ failure to complete its obligations under the Contract.



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20. The Performance Guarantee will be released by the Higher Education Commission (HEC) to the prequalified Supplier after the successful completion of the contract period.
21. The vendor shall be responsible to provide required items for Procurement of Stationery & Contingent items as per specification defined in the Purchasing Documents within stipulated time.
22. The Bidders shall be deemed to have satisfied itself fully before submitting documents for Procurement of Stationery & Contingent items as to the correctness and sufficiency of these documents for the contract to cover all obligations under this Tender Process. Incomplete and conditional tender will not be accepted.
23. It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced.
24. The sealed proposals should be dropped in HEC Purchase Section, Room No 1-B6, Executive Block Basement, H-9, Islamabad before the due date and time in the presence of the officer/ official deputed by the HEC and acknowledgement thereof should be obtained otherwise no claim of the submission of the Bid shall be entertained.
25. Any proposal received by HEC after the deadline for submission of proposal prescribed in these documents will be returned unopened to bidders concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail.
26. All the Government taxes except GST must be included. Separate claim in this regard will not be entertained from the supplier. Income tax will be deducted & GST will be paid as per Government Rules.
27. In case of sudden leave announced by Government, Tender will be opened on next working day.
28. If the bidders/vendors fails to provide items satisfactory or sign the agreement with HEC, HEC reserve the right to forfeit earnest/security money and blacklist the firm.
29. Having examined, we agree to abide by the above terms & conditions of the tender and shall complete delivery within 10 days after receipt of confirm supply order.



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30. Samples of unbranded items from successful bidders will be called in letter of intent. Approved samples will be remained in the custody of Quality Control Committee and supply will be expected according to the samples throughout the year.
31. The Bidders are bound to provide documented proof, such as "Authorization / Distribution Dealership Certification" for branded cartridges like HP, Canon, Konica Minolta, Xerox and Panasonic otherwise offered rates of the respective bidders shall not be considered for branded cartridges.
32. We also warrant that all goods supplied under purchase order are brand new and are without defect arising from design, material on workmanship or from any act of omission of the undersigned/manufacturer. In case of any fault/defect the rejected items shall be replaced with the items meeting specifications of tender documents without any claim/cost.

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Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

PART 1 – PREQUALIFICATION PROCESS

PRE-QUALIFICATION DOCUMENT (HEC)



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Section – I: Instructions to Supplier(s) (ITSs)

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

Definitions

The following words and expressions shall have the meanings hereby assigned to them:

1. **“Authority”** means Public Procurement Regulatory Authority.
2. The **“Arbitrator”** is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract **GCC Clause 31** hereunder.
3. The **“Contract”** means the agreement entered into between the Higher Education Commission (HEC) and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
4. The **“Commencement Date”** is the date when the Supplier shall commence execution of the contract as specified in the SCC.
5. **“Completion”** means the fulfillment of the related services by the Supplier in accordance with the terms and conditions set forth in the contract.
6. **“Country of Origin”** means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the SCC.
7. The **“Contract Price”** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
8. **“Defective Goods”** are those goods which are below standards, requirements or specifications stated by the Contract.
9. **“Delivery”** means the transfer of the goods from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the Higher Education Commission (HEC) under Contract.
10. **“Effective Contract date”** is the date shown in the Certificate of Contract Commencement issued by the Higher Education Commission (HEC) upon fulfillment of the conditions precedent stipulated in GCC Clause 3.
11. **“Procuring Agency”** means the person named as Procuring Agency in the SCC and the legal successors in title to this person, procuring the service, as named in SCC. In this tender, the **“Procuring Agency”** means the Higher Education Commission (HEC).



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12. **“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 Supplier covered under the Contract.
13. **“GCC”** means the General Conditions of Contract contained in this section.
14. **“Intended Delivery Date”** is the date on which it is intended that the Supplier shall effect delivery as specified in the SCC.
15. **“SCC”** means the Special Conditions of Contract.
16. **“Project Name”** means the name of the project stated in SCC.
17. **“Day”** means calendar day.
18. **“Eligible Country”** means the countries and territories eligible for participation in accordance with the policies of the Federal Government.
19. **“End User”** means the organization(s) where the services will be provided, as named in the SCC.
20. **“Origin”** means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.
21. **“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.
22. **“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).
23. The **“Supplier's Bid”** is the completed Bid document submitted by the Supplier to the Higher Education Commission (HEC).
24. **“Government”** means Government of Pakistan



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25. **“HEC”** means Higher Education Commission
26. **“PN”** means Prequalification Notice
27. **“PA”** means Prequalification Advertisement
28. **“PDS”** means Prequalification Data Sheet
29. **“PD”** means Prequalification Documents
30. **“ITs”** means Instructions to Suppliers
31. **“TORs”** means Terms of References
32. **“RFP”** means Request for Proposal
33. **“RFQ”** means Request for Quotation
34. **“BoQs”** Bill of Quantities
35. **“PKR”** Pakistani Rupee
36. **“Application”** means an offer, in response to an invitation for Prequalification, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price.
37. **“Supplier(s)”** means prospective person, consultant, firm, company or an organization applying for Prequalification.
38. **“Pre-qualified supplier”** means the supplier(s) whose application is passed during the prequalification process and is/are selected for further procurement proceedings i.e. Submission of the Financial Bid as and when required.
39. **“Successful 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 supplier and shall be named in the SCC.
40. **“Total Bid Value”** Cost of all items as per BoQs
41. **“Agreement”** means the level which HEC obtained services from supplier for provision of required services as well as the act of agreeing or of coming to a mutual agreement.
42. **“First Party”** means Higher Education Commission (HEC)
43. **“Second Party”** means Successful Supplier
44. **“Response Time”** means the time from receipt of the request by the Estate Office HEC until an initial inspection and, where appropriate, temporary cleaning has been completed.
45. **“Completion Time”** means the time from receipt of the fault report by the Estate Office HEC until the cleaning has been completed.



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46. **“Corrupt and Fraudulent Practices”** in respect of procurement process, shall be either one or any combination of the practices including:-
- “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;
 - “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;
 - “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.
 - “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
 - “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;
47. **“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.
48. **“Cross Debarred”** means a bidder debarred by any Higher Education Commission (HEC) shall be considered as debarred by all the procuring agencies.
49. **“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.
50. **“Most advantageous bid”** means:
- 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
 - 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



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for proposal documents which shall be in conformity with the selection techniques to be issued by the Authority.

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 supplier(s) (also hereinafter referred as Supplier) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Supplier(s) for provision of Stationery and Contingent Items incidental thereto as specified in Section VI (Scope of Services / Terms of Reference TORs).

2. Source of Funds

- 2.1. All Payments shall be met out of Budget head(s) Stationery and Contingent Items of Higher Education Commission (HEC) as per **PDS 5**.

3. Fraud and Corruption

- 3.1. The Higher Education Commission (HEC) requires that the Suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 3.2. The Bidders / Suppliers 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 communications between the supplier(s) / Prequalified Supplier(s), Selected Supplier(s) and the Higher Education Commission (HEC) related to matters of alleged corrupt and fraudulent practices 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 Supplier or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.
- 3.5. Higher Education Commission (HEC) will also declare the supplier(s) / bidder(s) as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Suppliers

- 4.1. An Supplier 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.

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

- 4.2. A supplier will apply for Prequalification as an individual entity only. No Joint venture will be acceptable as per **PDS 6**. Application / Bids submitted in violation of this provision will be rejected.
- 4.3. An Supplier 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. In case of prequalification, only the prequalified supplier(s) will be allowed to submit the financial bid for the same contract. All the application(s) / Financial Bid(s) submitted in violation of this provision will be rejected.
- 4.4. Suppliers 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, supplier(s) may



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be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Higher Education Commission (HEC) (or a recipient of a part of the funds) who:

- (a) are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement 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.

4.5. A supplier 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 firms and individuals is available at PPRA's website as per **PDS 7**.

4.6. A supplier shall provide such documentary evidence for determining the eligibility of the Supplier to the reasonable satisfaction of the Higher Education Commission (HEC).

5. Sub-contractors

5.1. Subcontractors' qualification and experience shall not be considered for the evaluation of the Supplier as per **PDS 8**. The Supplier on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

6. Eligibility (in terms of Nationality)

6.1. Supplier(s) may be ineligible if they are nationals of ineligible countries as indicated in Section V as per **PDS 9**.



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B. Contents of the Prequalification Documents

7. Sections of Prequalification Documents

- 7.1. 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 **ITS 9**:

PART 1 – PREQUALIFICATION PROCESS

- Section – I: Instructions to Supplier(s) (ITSs)
- Section – II: Prequalification Data Sheet (PDS)
- Section – III: Qualification and Evaluation Criteria with Requirements
- Section – IV: Eligible Countries

PART 2 – STATIONERY AND CONTINGENT ITEMS REQUIREMENTS

- Section – V: Schedule of Requirements, Deliverables and Penalties
- Section – VI: Contract Forms
- Section – VII: Standard Forms

- 7.2. 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 **ITS 9**. In case of any discrepancies, documents issued directly by the Higher Education Commission (HEC) or downloaded from the website link shall prevail.
- 7.3. The supplier(s) 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.

8. Clarification of Prequalification Documents and Pre-Application Meeting

- 8.1. A supplier 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 10**. The Higher Education Commission (HEC) will respond in writing to any request for clarification provided that such request is received



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not later than three (03) days prior to the deadline for submission of the Applications as mentioned in **PDS 12**. The Higher Education Commission (HEC) shall forward a copy of its response to all prospective suppliers who have obtained the Prequalification Documents directly from the Higher Education Commission (HEC), including a description of the inquiry but without identifying its source. If so, indicated in the PDS, the Higher Education Commission (HEC) shall also promptly publish its response at the web page identified in the **PDS 11**. 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 **ITS 9** and in accordance with the provisions of **ITS 18.2**.

- 8.2. If indicated in the **PDS 13**, the supplier's designated representative is invited at the supplier's cost to attend a Pre-Application meeting at the place, date and time mentioned in the **PDS 13**. During this Pre-Application meeting, prospective supplier(s) may request clarification of the schedule of requirement, the qualification criteria, or any other aspects of the Prequalification Documents.
- 8.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Supplier(s), including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Suppliers who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the Pre-Application meeting will be made by the Higher Education Commission (HEC) exclusively through the use of an Addendum pursuant to **ITS 9**. Non-attendance at the Pre-Application meeting will not be a cause for disqualification of an Supplier(s).

9. Amendment of Prequalification Documents

- 9.1. 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.
- 9.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Suppliers who have obtained the Prequalification Documents from the Higher Education Commission (HEC). The Higher Education Commission (HEC) shall promptly publish the Addendum at the Higher Education Commission (HEC)'s website identified in the **PDS 11**:



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Provided that a supplier who had either already submitted their Application or handed over the application 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.

- 9.3. To give suppliers 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 **ITS 18.2**:

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

10. Cost of Applications

- 10.1. The Supplier 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.

11. Language of Application

- 11.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Supplier 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 Supplier 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.

12. Documents Comprising the Application

- 12.1. The Application shall comprise of the following:
- (a) **Form 1:** Application Submission Letter (Covering Letter), in accordance with **ITS 12.1**;
 - (b) Eligibility: documentary evidence establishing the Supplier's eligibility, in accordance with **ITS 14.1**;



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- (c) Qualifications: documentary evidence establishing the Supplier's qualifications, in accordance with **ITS 15**; and
- (d) any other document required as specified in the **PDS 15**.

13. Application Submission Letter (Covering Letter)

- 13.1. The Supplier shall complete an Application Submission Letter (Covering Letter) as provided in Section IV (Application Forms) as **Form 1**. This Form must be completed without any alteration to its format.

14. Documents Establishing the Eligibility of the Supplier

- 14.1. To establish its eligibility in accordance with **ITS 4**, the supplier shall complete the eligibility declarations in the **Form 1: Application Submission Letter (Covering Letter)** and **Form 3: Supplier Information Form**, included in **Section – VI** (Application Forms).

15. Documents Establishing the Qualifications of the Supplier

- 15.1. To establish its qualifications to perform the contract(s) in accordance with Section III (Qualification Criteria and Requirements), the Supplier shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 15.2. Wherever an Application Form requires a Supplier to state a monetary amount, Suppliers should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:
 - (a) for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amount for that year is to be converted).
 - (b) value of single contract - Exchange rate prevailing on the date of the contract.
- 15.3. Exchange rates shall be taken from the publicly available source identified in the **PDS 16**. Any error in determining the exchange rates in the Application may be corrected by the Higher Education Commission (HEC).
- 15.4. The documentary evidence of the Supplier's qualifications to conclude a Framework Agreement, and / or to perform any Call-off Contract(s) if awarded, shall establish to the Higher Education Commission (HEC)'s satisfaction as per 4.2 (b) (i), (ii) & (iii).



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16. Signing of the Application and Number of Copies

- 16.1. The Supplier shall prepare one set of the original documents comprising the Application as described in **ITS 12** 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 Supplier.
- 16.2. The Supplier shall submit copies of the signed original Application, in the number specified in the **PDS 17**, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 16.3. Suppliers shall not have the option of submitting their Applications electronically.

D. Submission of Applications

17. Sealing and Identification of Applications

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

18. Deadline for Submission of Applications

- 18.1. Suppliers 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 as per **PDS 20** and no later than the deadline indicated in the **PDS 21**. Suppliers shall not have the option of submitting their Applications electronically.
- 18.2. If required in accordance with the provisions of **ITS 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 Suppliers subject to the previous deadline shall thereafter be subject to the deadline as extended.



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- 18.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement).
- 18.4. Suppliers shall not have the option of submitting their Applications electronically as per **PDS 22**.

19. Withdrawal of Applications / Bids

- 19.1. A supplier / bidder may withdraw its application / bid after it has been submitted, provided that written notice of the withdrawal of the application / bid is received by the Higher Education Commission (HEC) prior to the deadline for submission of application / bid.
- 19.2. Application(s) / Bid(s) requested to be withdrawn in accordance with **ITB 19.1** shall be returned unopened to the Applicant(s) / Bidder(s).

20. Substitution, and Modification of Bids

- 20.1. Before application / bid submission deadline, any supplier may substitute, or modify its application / bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding substitution or modification must accompany the respective written notice.

21. Late Applications

- 21.1. The Higher Education Commission (HEC) will not accept any applications which will be received after the time for submission of the Applications.
- 21.2. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the package at the proper place and time.
- 21.3. It shall be the Suppliers' responsibility to determine the manner in which timely delivery of the application will be accomplished either in person, by messenger or by surface mail.
- 21.4. Any Application / Bid received by the Higher Education Commission (HEC) after the deadline for submission of application / Bids shall be declared late, recorded, rejected, and returned unopened to the Supplier / Bidder.



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E. Procedures for Opening of Applications

22. Opening of Applications

- 22.1. The Higher Education Commission (HEC) shall open all Applications at the date, time (PDS 23) and place specified in the PDS 24. Late Applications shall be treated in accordance with ITS 21.1.
- 22.2. The Higher Education Commission (HEC) shall prepare a record of the opening of Applications to include, as a minimum, the name of the Suppliers.
- 22.3. In case of sudden Public holiday on application / bid opening day, the applications / bids will be opened on next working day at the same time as given in the advertisement.
- 22.4. First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding application / bid shall not be opened but returned to the supplier / bidder. No application / bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at application / bid opening.
- 22.5. Second, outer envelopes marked “SUBSTITUTION” shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original application / Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at application / bid opening.
- 22.6. Next, outer envelopes marked “MODIFICATION” shall be opened. No application / bid shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the application / bid. Any Modification shall be read out along with the original application / bid.
- 22.7. Other envelopes holding the application / bids shall be opened one at a time, the supplier(s) / Bidder(s) names, the Bid prices, the total amount of each Bid (in case of financial bid) and of any alternative application / bid (if alternatives have been requested or permitted), any discounts, the presence or absence of bid Security and such other details as the Higher



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Education Commission (HEC) may consider appropriate, will be announced by the Procurement Evaluation Committee.

- 22.8. Applications / Bids not opened and not read out at the application / Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a supplier / Bidder which is not read out at application / bid opening shall not be considered further.
- 22.9. The Higher Education Commission (HEC) shall prepare minutes of the application / bid opening. The record of the application / bid opening shall include, as a minimum: the name of the supplier / bidder and whether or not there is a withdrawal, substitution or modification, the application / bid price if applicable, including any discounts and alternative offers and the presence or absence of a Bid Security.
- 22.10. The supplier / bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a supplier / Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record may be distributed to all the suppliers / Bidders.
- 22.11. A copy of the minutes of the Bid opening may be furnished to individual applicant / Bidder upon request.
- 22.12. After the prequalification of suppliers, the Higher Education Commission (HEC) shall announce the evaluation report giving justification for acceptance or rejection of application(s) / bid(s) at least fifteen days prior to the award of procurement.

23. Confidentiality

- 23.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Suppliers, or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Suppliers in accordance with **ITS 34**.
- 23.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with **ITS 34**, any Supplier that wishes to contact the Higher Education Commission (HEC) on any matter related to the Prequalification process may do so only in writing.



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24. Clarification of Applications

- 24.1. To assist in the evaluation of Applications, the Higher Education Commission (HEC) may, ask a Supplier for a clarification of its application, to be submitted within a stated reasonable period of time. Any request for clarification from the Higher Education Commission (HEC) and all clarifications from the Supplier shall be in writing.
- 24.2. If a Supplier 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.

25. Responsiveness of Applications

- 25.1. The Higher Education Commission (HEC) may reject any Application which is not responsive to the requirements of the Prequalification Documents.
- 25.2. In addition to **ITS 25.1**, Application(s) / Bid(s) with incomplete information, subjective, conditional offers and partial offers etc. will be treated as non-responsive
- 25.3. In case the information furnished by the Supplier is incomplete or otherwise requires clarification as per **ITS 24.1**, and the Supplier fails to provide satisfactory clarification and / or missing information within prescribed time, it may result in disqualification of the Supplier.

26. Margin of Preference

- 26.1. Unless otherwise specified in the PDS 25, a margin of domestic preference shall apply in the Bidding process resulting from this Prequalification.

F. Evaluation of Applications and Prequalification of Suppliers

27. Evaluation of Applications

- 27.1. The Higher Education Commission (HEC) shall use the factors, methods, criteria, and requirements defined in Section III, Qualification and Evaluation Criteria and Requirements, to evaluate the qualifications of the Suppliers, 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 a Supplier to perform the contract, however subject to the provisions of **ITS 27**.



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- 27.2. Suppliers are not allowed to deploy any type of subcontractors to provide any kind of goods and services at Higher Education Commission (HEC) as per **PDS 26**.
- 27.3. Supplier are also not allowed to deploy multiple contracts for any kind of services at Higher Education Commission (HEC) as per **PDS 26**. The Higher Education Commission (HEC) shall prequalify only the Supplier not its subcontractors.
- 27.4. Only the qualifications of the Supplier shall be considered. The qualifications of other related entities such as the Supplier's subsidiaries, parent entities, affiliates, subcontractors, or any other Supplier(s) different from the Supplier shall not be taken into consideration in determining the qualifications of the Supplier.

28. Correction of Errors

- 28.1. Application(s) / Bid(s) determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
- (a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Higher Education Commission (HEC) there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub totals shall prevail, and the total shall be corrected; and
 - (c) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - (d) Where there is a discrepancy between grand total of price schedule and amount mentioned on the Form of Application / Bid, the amount referred to in Price Schedule shall be treated as correct subject to elimination of other errors.
- 28.2. The amount stated in the Application / Bid will be adjusted by the Higher Education Commission (HEC) in accordance with the above procedure for the correction of errors and, with, the concurrence of the Applicant / Bidder, shall be considered as binding upon the Applicant / Bidder. If the Applicant / Bidder does not accept the corrected amount, its Application / Bid will then be rejected, and the Performance Guarantee will be forfeited in accordance with **ITS 35.3**.



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29. Higher Education Commission (HEC) 's Right to Accept or Reject Applications or Bids

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

30. HEC's Right to Increase or Decrease Quantities

- 30.1. The Higher Education Commission (HEC) reserves the right to increase or decrease the quantity of Stationery and Contingent Items and related services originally specified in the Schedule of Requirements or Bill of Quantities (BoQs) without any change in unit price or other terms and conditions of the Bid and the Bidding Documents.

31. HEC's Right to cancel any or all Stationery and Contingent Items

- 31.1. The Higher Education Commission (HEC) reserves the right to cancel any or all Stationery and Contingent Items originally specified in the Schedule of Requirements or Bill of Quantities (BoQs) without any change in other terms and conditions of the Bid and the Bidding Documents.

32. Changes in Qualifications of Suppliers

- 32.1. Any change in the structure or formation of a Supplier after being prequalified in accordance with ITS 33 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 Supplier proposes to associate with a disqualified Supplier or in case of a disqualified joint venture, any of its members.
 - (b) as a consequence of the change, the Supplier no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or
 - (c) in the opinion of the Higher Education Commission (HEC), the change may result in a substantial reduction in competition.
- 32.2. Any such change should be submitted to the Higher Education Commission (HEC) before the date of "Invitation to Bids".



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33. Prequalification of Suppliers

- 33.1. All Suppliers whose applications substantially meet or exceed the specified qualification requirements will be prequalified by the Higher Education Commission (HEC).
- 33.2. No Supplier 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 Supplier that do not change the substance of the application.

34. Notification of Prequalification

- 34.1. The Higher Education Commission (HEC) shall notify all Suppliers in writing of the names of those Suppliers who have been prequalified. In addition, those Suppliers who have been disqualified will be informed separately.
- 34.2. The Higher Education Commission (HEC) may communicate to those Suppliers who have not been pre-qualified the reasons for not pre-qualifying them.

35. Performance Guarantee

- 35.1. Pre-qualified Suppliers will have to furnish the performance guarantee from a scheduled Bank in the form of Bank Draft or pay order (**PDS 27**) amounting to **Pak Rupees 200,000/- (Two Hundred Thousand only) (PDS 28)** drawn in favor of **Higher Education Commission (HEC) (PDS 29)** at the time of signing of Contract.
- 35.2. Any Performance Guarantee submitted shall be enforceable in Pakistan.
- 35.3. The proceeds of the performance guarantee shall be payable to Higher Education Commission (HEC) as a compensation for any loss resulting from the prequalified Suppliers' failure to complete its obligations under the Contract.
- 35.4. Failure of the successful supplier to comply with the requirement regarding provision of Stationery and Contingent Items shall constitute sufficient grounds for the annulment of the award and forfeiture of the 100% Performance Guarantee in favour of Higher Education Commission (HEC). In such case, the successful supplier shall be blacklisted in Higher Education Commission (HEC) and it shall not be considered eligible for future dealings with Higher Education Commission (HEC) whatsoever; for which no appeal shall be entertained. Furthermore, the offer for award of contract will be given to the next ranked supplier / bidder to get the work done at the risk and cost of the 1st successful supplier. All



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the terms and conditions shall be equally imposed on the next ranked supplier / bidder and so on.

- 35.5. In case the successful supplier / bidder accept the offer for award of contract and deposited the performance guarantee amount in HEC account but fails to sign the Contract Agreement, the 100% performance guarantee amount shall be forfeited in favour of HEC. In such case, the successful supplier / bidder shall be blacklisted in Higher Education Commission (HEC) and it shall not be considered eligible for future dealings with Higher Education Commission (HEC) whatsoever; for which no appeal shall be entertained. Furthermore, the offer for award of contract will be given to the next ranked supplier / bidder to get the work done at the risk and cost of the 1st successful supplier. All the terms and conditions shall be equally imposed on the next ranked supplier / bidder and so on.
- 35.6. In case of contract termination due to any reason, the 100% performance guarantee amount 'submitted by the successful supplier' shall be forfeited in favour of Higher Education Commission (HEC). In such case, the successful supplier shall be blacklisted in Higher Education Commission (HEC), and it shall not be considered eligible for future dealings with Higher Education Commission (HEC) whatsoever; for which no appeal shall be entertained. Furthermore, the offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the 1st successful supplier. All the terms and conditions shall be equally imposed on the next ranked supplier / bidder and so on.
- 35.7. The Performance Guarantee will be discharged by the Higher Education Commission (HEC) and returned to the Supplier at the earliest not later than sixty (60) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise specified in this document.

36. Agreement

- 36.1. The prequalified firms will be bound to sign an agreement with the Higher Education Commission (HEC) for provision of Stationery and Contingent Items as and when required basis on stamp paper worth Rs.100/- (Rupees one hundred only) **(PDS 30)** within the seven days from the date of issuance of the Letter of intent on standard terms and conditions.
- 36.2. If the services of prequalified Supplier are not up to the satisfaction of Higher Education Commission (HEC), the Executive Director (HEC) reserves the right to cancel the



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agreement / contract forfeit the 100% performance guarantee amount provided by the prequalified bidders

37. Request for Financial Bid using Bill of Quantities (BoQs):

- 37.1. After the notification of the results of the Prequalification, the Higher Education Commission (HEC) will invite the Bids from all the prequalified travel agencies as and when required.
- 37.2. Higher Education Commission (HEC) may invite the bid(s) through email (soft form) where services value for provision of Stationer and Contingent Items is up to the financial limit of Five Hundred Thousand Pakistani Rupee. For the purpose, the Supplier needs to provide its valid email address in **Form 3**.
- 37.3. Higher Education Commission (HEC) shall invite the bid(s) through surface mail/by hand (in hard form) where services value for provision of Stationery and Contingent Items is more than the financial limit of Five Hundred Thousand Pakistani Rupee. For this purpose, the Supplier needs to provide its valid surface mail address in **Form 3**.
- 37.4. Higher Education Commission (HEC) will call financial bids from the prequalified Suppliers in order to get the rates regarding Stationery and Contingent Items 'item wise and as and when desired' using the Bill of quantities.
- 37.5. The prequalified Suppliers will submit the rates '**Item Wise**' using the prescribed bill of quantities (BoQs) without altering or amending the specification of the Item.
- 37.6. All the pages of Financial Bid / Bill of Quantities (BoQs) are required to be signed and stamped by the supplier / bidder.
- 37.7. In case any alteration or amendments will be found in the specification of the Items by the Supplier / Bidder or Item(s) rates will be quoted by the Supplied / Bidder on any other document instead of prescribed Bill of Quantities (BoQs), the HEC reserves the right to reject that bid by not consideration it in the bidding competition.
- 37.8. The HEC also reserves the right to reject that application / bid by not consideration it in the prequalification / bidding competition if will be found incomplete or conditional application / conditional bid.
- 37.9. The supplier(s) / bidder(s) are required to quote the unit price of each item 'inclusive of all applicable Govt. taxes' excluding GST in the Bill of Quantities (BoQs).



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- 37.10. **Least Cost Base Selection Method “Item Wise”** shall be applied and adopted for the evaluation of Financial Bids and lowest quoted rates against each item shall be considered for award upon confirmation of specification as mentioned in the Bill of Quantities (BoQs.) **(PDS 31).**
- 37.11. The Comparative Statement of rates shall be prepared on the basis of quoted unit price against each item by the supplier(s) / bidder(s).
- 37.12. Higher Education Commission (HEC) ‘after getting lowest bid price from evaluation of quotations’ will issue the purchase order / letter of intent to the lowest bidder regarding provision of the required stationery and contingent items.
- 37.13. No alteration or amendment will be allowed in any case at the time of prequalification application or financial bid opening.
- 37.14. Any undue influence of any type may disqualify the Supplier and the application / bid will be outright disqualified / rejected.

38. Negotiations

- 38.1. Negotiations may be undertaken with the Bid relating to the following areas **(PDS 32):**
- 38.1.1. a minor alteration to the technical details of the statement of requirements;
 - 38.1.2. reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Bidding documents;
 - 38.1.3. a minor amendment to the special conditions of Contract;
 - 38.1.4. finalizing payment arrangements;
 - 38.1.5. delivery arrangements;
 - 38.1.6. the methodology for provision of related services;
- OR
- 38.1.7. clarifying details that were not apparent or could not be finalized at the time of Bidding;
- 38.2. Where negotiation fails to result into an agreement, the Higher Education Commission (HEC) may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the Higher Education Commission (HEC) shall not reopen earlier negotiations.



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39. Bid Security

- 39.1. The Performance Guarantee amounting to Rs.200,000/- Pak Rupees (Two Hundred Thousand only) submitted with pre-qualification documents will also be considered as bid security money for tendering process.

40. Samples regarding Non-branded Stationery and Contingent Items

- 40.1. The Higher Education Commission (HEC) reserves the right to seek samples of non-branded Stationery and Contingent Items **(PDS 33)**.
- 40.2. The approved samples shall be retained in the custody of the Quality Control Committee of Higher Education Commission (HEC).
- 40.3. The supplier(s) shall ensure that all the supply related to the non-branded Stationery and Contingent Items shall be in accordance with the approved samples throughout the contract period.

41. Payments and its Mode

- 41.1. Payments will be made by the Higher Education Commission (HEC) through cross cheque against the received invoice from the successful bidders at the earliest after the receipt of the Invoice at Higher Education Commission (HEC) **(PDS 34)**.
- 41.2. Payments will be made promptly by the Higher Education Commission (HEC), within sixty (60) days after submission of invoice(s) by the Supplier **(PDS 35)**.
- 41.3. All payments will be made to the Suppliers are in Pakistani Rupees (PKR) only **(PDS 36)**.
- 41.4. No security deposit or advance payment against provision of Stationery and Contingent Items will be made by the Higher Education Commission (HEC) **(PDS 37)**.
- 41.5. All the payments will be subject to the deduction of all the applicable taxes.
- 41.6. Income Tax or any other tax imposed by the Government of Pakistan from time to time shall be deducted from the bill of Supplier.
- 41.7. GST shall be paid as per Govt. of Pakistan's rules (in case Supplier is registered for GST whose status will be Operative).
- 41.8. In case of missing or Inactive GST, the whole GST amount will be deducted from the bill of the Supplier.
- 41.9. No claim regarding any type of applicable Govt. tax(es) shall be entertained except GST.



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41.10. No additional amount shall be paid by the Higher Education Commission (HEC) whatsoever.

41.11. If the Govt. of Pakistan revise the taxes then they may be applied accordingly on this contract subject to is approval from the competent authority i.e. Executive Director (HEC).

42. Constitution of Grievance Redressal

42.1. Higher Education Commission (HEC) shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement **(PDS 39)**.

42.2. Any party or Supplier 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.

42.3. Any Bidder feeling aggrieved by any act of the Higher Education Commission (HEC) after the submission of its bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.

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

42.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:

42.6. Provided that the complainant may raise an objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

42.7. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

42.8. Any bidder or the Higher Education Commission (HEC) not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in “Redressal of Grievance Regulations, 2021” **(PDS 40)**.

42.9. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to appeal.



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- 42.10. The committee shall call the record from the Higher Education Commission (HEC) or the GRC as the case may be, and the same shall be provided within prescribed time.
- 42.11. The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
- 42.12. The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee.

43. Mechanism of Blacklisting

- 43.1. 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, Supplier, bidder, or contractor who either:
- Involved in corrupt and fraudulent practices as defined under rule-2;
 - Fails to perform his contractual obligations; or
 - Fails to abide by bid securing declaration;
- 43.2. The Higher Education Commission (HEC) shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, Supplier, bidder, or contractor who either:
- Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;
 - Fails to perform his contractual obligations; and
 - Fails to abide by the bid securing declaration;
- 43.3. The show cause notice shall contain: (a) precise allegation, against the Supplier, bidder or contractor; (b) the maximum period for which the Higher Education Commission (HEC) proposes to debar the Supplier, 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 Supplier, bidder or contractor from participating in public procurements of all the procuring agencies.
- 43.4. The Higher Education Commission (HEC) shall give minimum of seven days to the Supplier, bidder, or contractor for submission of written reply of the show cause notice.
- 43.5. In case, the Supplier, bidder, or contractor fails to submit written reply within the requisite time, the Higher Education Commission (HEC) may issue notice for personal hearing to



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- 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.
- 43.6. In case the Supplier, 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 Supplier, bidder, or contractor for personal hearing.
- 43.7. The Higher Education Commission (HEC) shall give minimum of seven days to the Supplier, bidder, or contractor for appearance before the specified officer of the Higher Education Commission (HEC) for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the Supplier, bidder, or contractor, if availed.
- 43.8. The Higher Education Commission (HEC) shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
- 43.9. The Higher Education Commission (HEC) shall communicate to the Supplier, bidder, or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.
- 43.10. Such blacklisting or barring action shall be communicated by the Higher Education Commission (HEC) to the Authority and respective Supplier(s), bidder(s) in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the Higher Education Commission (HEC).
- 43.11. The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety days of filing of review petition.
- 43.12. The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached



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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.

- 43.13. The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.

44. Arbitration

- 44.1. After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.
- 44.2. In case of any dispute, the matter shall be referred to the worthy Executive Director (HEC) where decision of the Executive Director (HEC) or its nominated person(s) or committee shall be binding on both the parties **(PDS 44.2)**.



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Section – II: Prequalification Data Sheet (PDS)

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

PDS Clause Number	ITS Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
A. General			
1.	1.1	The identification number of the Invitation for Prequalification is	____/2026/Purchase/Services/HEC
2.	1.1	The Name of Procuring Agency is	Higher Education Commission
3.	1.1	The name of the Procurement is	Prequalification of Suppliers for provision of Stationery and Contingent Items
4.	1.1	Duration of Prequalification:	Three (03) year
5.	2.1	Budget head	Stationery and Contingent Items
6.	4.2	Maximum number of members in the JV shall be	None
7.	4.5	A list of debarred firms and individuals is available on the PPRA’s website	http://www.ppra.org.pk
8.	5.1	Subcontractor experience consideration	None
9.	6.1	Ineligible countries are:	1. Israel 2. India 3. Armenia 4. Taiwan
B. Contents of the Prequalification Document			
10.	8.1	For clarification purposes, the Procuring Agency’s address is	Mr. Malik Ghiyas Asghar Deputy Director (Purchase) Higher Education Commission (HEC) Sector H-9, Islamabad - 44000



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PDS Clause Number	ITS Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
			Pakistan +92-51-9040-1516 & 1519 mghiyas@hec.gov.pk
11.	8.1 & 9.2	Website	www.hec.gov.pk
12.	8.1	Deadline for seeking any clarification	Three (03) days prior to the deadline for submission of application
13.	7.2	Pre-Application Meeting	None
C. Preparation of Applications			
14.	11.1	This Prequalification document has been issued in the Language	English
15.	12.1(d)	Additional documents shall be submitted by the Supplier with this Application	Supplier must provide an Affidavit on Non-judicial stamp paper of Rs.100/- stating that: 1. the Supplier Name has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services; 2. the Supplier Name has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. 3. the Supplier Name has never been involved in litigation with any Government, Semi Government, Autonomous or Private Organization / Department.



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PDS Clause Number	ITS Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
			4. the Higher Education Commission (HEC) reserves the right to reject the application of the <u>Supplier Name</u> 'without assigning any reason' if the <u>Supplier Name</u> shall be found or purported to be engaged in the aforementioned or any other offenses.
16.	15.2	The source for determining exchange rates is	www.nbp.com.pk/RateSheet/index.aspx
17.	15.2	For services obtained within Pakistan the price quoted shall be	Pak Rupees only
18.	15.2	For services obtained from abroad the price quoted shall be	Pak Rupees only
19.	16.2	In addition to the original, the number of copies to be submitted with the Application is	Original application only
D. Submission of Applications			
20.	18.1	For Application submission purposes only, the Procuring Agency's address is	Mr. Malik Ghiyas Asghar Deputy Director (Purchase) Higher Education Commission (HEC) Sector H-9, Islamabad - 44000 Pakistan +92-51-9040-1516 & 1519 mghiyas@hec.gov.pk
21.	18.1	Deadline Date and Time for application submission:	Tuesday 28 th July 2026 at 1330 hrs (01:30 pm)
22.	18.4	option of submitting Applications electronically	None
23.	22.1	The opening of the Applications	Tuesday 28 th July 2026 at 1400 hrs



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PDS Clause Number	ITS Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
24.	22.1	The location for opening of the Applications	Mural (or) Lecture Hall, Higher Education Commission (HEC), Sector H-9, Islamabad
E: Procedures for Evaluation of Applications			
25.	26.1	Margin of domestic preference	Applied
26.	27.2 & 27.3	Deployment or use of Subcontractor	Not allowed
27.	35.1	Performance Guarantee shall be in the form of:	Performance Guarantee from a scheduled bank in the form of Bank Draft or Pay Order
28.	35.1	Performance Guarantee shall be:	Rs.200,000/- (Pak Rupees Two Hundred Thousand only)
29.	35.1	Performance Guarantee in the Name of	Higher Education Commission
30.	36.1	Agreement Stamp Paper worth	Pak Rupees 100/- (Rupees one hundred only)
31.	37.10	Method for Award after Financial Bid	Least Cost Base Selection Method "Item Wise"
32.	38.1	Negotiations related with the Bid	Yes
33.	40.1	Provision of samples of non-branded items by the Supplier	Yes
34.	41.1	Mode of Payment	Crossed Cheque in the name of Supplier
35.	41.2	Payment processing time	60 days.
36.	41.3	Payment in Currency	Pak Rupees
37.	41.4	Security deposit or advance payment by HEC	None
38.	44.2	Arbitrator	The Executive Director (HEC)
39.	42.1	If a Supplier wishes to make a Prequalification related Complaint, the Supplier should submit its complaint, in writing by the quickest means available to the Grievance Redressal Committee at	Mr. a Ghiyas Asghar Deputy Director (Purchase) Higher Education Commission (HEC) Sector H-9,



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PDS Clause Number	ITS Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
			Islamabad - 44000 Pakistan +92-51-9040-1516 & 1519 mghiyas@hec.gov.pk
40.	42.8	The Address of PPRA to submit a copy of grievance redressal:	Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority, 1st Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

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 for prequalification of Suppliers for provision of Stationery and Contingent Items in accordance with the requirements of the Higher Education Commission (HEC), with an objective to prequalify them to sign the framework agreement(s) for the purpose of awarding Call off Contracts and for Invitation to Bid(s).

Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
1. Eligibility				
1.1	Nationality	Nationality in accordance with ITS 6.1	Must meet requirement	Forms 3: with attachments
1.2	Conflict of Interest	No. conflicts of interest in accordance with ITS 4.4	Must meet requirement	Form 1: Application Submission Letter
1.3	Eligibility	Not having been declared ineligible as described in ITS 4.5 and 6.1	Must meet requirement	Form 1: Application Submission Letter
1.4	State-owned enterprise of	Meet conditions of ITS 4.1	Must meet requirement	Forms 3: with attachments
2. Historical Contract Non-Performance				
2.1	History of Non-Performing Contracts	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 8
2.2	Pending Litigation	Supplier'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 Supplier	Must meet requirement	Form 8
3. Financial Situation and Performance				
3.1	Financial Capabilities	Financial Statements/Bank Certificate	Must meet requirement	Form 4



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
3.2	Average Annual Turnover	Minimum average annual turnover from provision of Services is Rupees 0.5 million (Rs.500,000/-), calculated as total certified payments received for contracts in progress and / or completed during the last one year.	Must meet requirement	Form 5
3.3	Current Contractual Commitments	Documentary proof i.e. Copy of Appreciation Letter/Agreement or any other document from each public sector organization (Govt., Semi Govt., Autonomous bodies, Corporations, Embassies), Private Sector organizations, National or Multi-national firms / companies / Financial Institutions / Banks / Airlines etc.	Must meet requirement	Form 6
4. Experience				
4.1	General Experience	Documentary proof i.e. Copy of Appreciation Letter/Agreement or any other document from each public sector organization (Govt., Semi Govt., Autonomous bodies, Corporations, Embassies), Private Sector organizations, National or Multi-national firms / companies / Financial Institutions / Banks / Airlines etc.	Must meet requirement	Form 7
4.2 (a)	Specific Experience	(i) Documentary evidence of the Supplier's qualifications to perform the Contract in accordance with 4.2 (b)(i) below	Must meet requirement	
		(ii) Technical Capability in accordance with 4.2(b)(ii) as below.	Must meet requirement	
		(iii) Experience / Evaluation Criteria for provision of required services in accordance with 4.2(b)(iii) below.	Must meet requirement	



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Eligibility and Qualification Criteria			Documentation	
No.	Subject	Requirement	Single Entity	Submission Requirements
4.2 (b)	See below for details			

Specific Experience Requirements

4.2 (b)(i) Documentary evidence

The following documents must be included with the Application:

Documentary evidence of the Supplier's qualifications to perform the Contract for acceptance of the application that, in the case of a Supplier's Prequalification for provision the Stationery and Contingent Items:

- is a holder of valid NTN Registration certificate;
- is a holder of certificate / documentary evidence showing that the Supplier's Name is showing in the Active Taxpayer (ATP) list;
- is a holder of valid Sales Tax Registration number (STRN) & certificate;
- Affidavit on Non-judicial stamp paper of Rs.100/- as per **ITS 12.1 (d)** stating that:
 - the Supplier (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services;
- have established Supplier's setup at Islamabad/Rawalpindi;

4.2(b)(ii) Technical Capability

The Supplier is advised to provide evidence that it has the technical capability necessary to perform the Contract:

- Form 1:** Application submission letter (covering letter) *as per given format.*
- Form 2:** Supplier (Authorized Person) Information *as per given format.*
- Form 3:** Supplier Information *as per given format.*
- Date of Establishment of business and relevant business experience. Experience in provision of the relevant Services which will be countable since the inception of business operations as registered Supplier with relevant Govt. Department or FBR etc.
- Form 4:** Financial Situation and Performance *as per given format.*
- Form 5:** Average Annual Turnover (Annual Sales Value) *as per given format.*



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

- (g) Financial Statements/Bank Certificate (last three year)
- (h) **Form 6:** Current Contract Commitments / Contracts in Progress of similar nature *as per given format.*
- (i) **Form 7:** Contracts Completed (similar nature) *as per given format.*
- (j) Similar work experience with **Public** Sector Organization i.e. Documentary proof i.e. Copy of Appreciation Letter/Agreement or any other document from Govt., Semi Govt., Autonomous bodies, Corporations, Embassies etc.
- (k) Similar work experience with **Private** Sector Organization i.e. Documentary proof i.e. Copy of Appreciation Letter/Agreement or any other document from National or Multinational firms / companies / Financial Institutions / Banks / or Airlines etc.
- (l) **Form 8:** Historical Contract Non – Performance, and Pending Litigation and Litigation History *as per given format.*
- (m) **Form 9:** List of **Office / Technical Staff** currently working under Supplier *as per given format.*

Note: A Supplier shall be considered ineligible to participate in the prequalification process in case of not meeting any of eligibility condition ‘mentioned in this document’ or Higher Education Commission (HEC) shall disqualify the bidder on the ground of false, fabricated or materially incorrect information provided by the Supplier as per PPRA Rule 19.



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

4.2 (b)(iii) Experience / Evaluation Criteria

Supplier(s) complying with all the mandatory requirements and securing **60% marks out of 100** shall be considered as prequalified for provision of Stationery and Contingent Items.

S. No.	Attributes	Max. Score	Score	Criteria
1.	Supplier Status	15	0-15	Documentary evidence required.
				5 Stationery
				5 Wholes Seller / Distributor
				5 General order Suppliers
2.	Supplier in Operations (Numbers of Years of Establishment)	20	0-20	02 marks will be awarded for every 01 years maximum 20 marks subject to the provision of documentary evidence. Experience in provision of the relevant Services which will be countable since the inception of business operations as registered Supplier with relevant Govt. Department or FBR etc.
3.	Similar work experience with Public Sector Organization	15	0-15	Documentary proof i.e. Copy of Appreciation Letter/Agreement/Work Order or any other document from each public sector organization (Govt., Semi Govt., Autonomous bodies, Corporations, Embassies), will reward 03 mark. Maximum 15 Marks
4.	Similar work experience with Private Sector Organization	15	0-15	Documentary proof i.e. Copy of Appreciation Letter/Agreement/Work Order or any other document from 02 Private Sector organizations, National or Multi-national firms / companies / Financial Institutions / Banks / Airlines reward 03 mark. Maximum 15 marks.
5.	Financial Strength / Annual Turnover for the Last Financial Year (Bank Statement or Certificate is requirement for verification)	15	1-15	Minimum annual turnover for last Financial Year is required 0.5 million (Rs.500,000/-). Maximum 10 marks will be awarded above 5.0 Million of turn over.
				Marks Annual Turnover Slot
				03 Above Rs. 0.5 million up to 1 million
				06 Above Rs. 1 million up to 2.0 million
				09 Above Rs. 2.0 million up to 3.0 million
				12 Above Rs. 3.0 million up to 4.0 million
				15 Above Rs. 4.0 million up to 5.0 million
6.	Scope of Work	20	0-20	05 mark will be awarded for every information



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

S. No.	Attributes	Max. Score	Score	Criteria	
	(Purchase Order of the different organization are required for verification)			Marks	Drivers Slot
				05	Janitorial Suppliers
				05	Electronic Equipment
				05	Printing Press Supplies
				05	Stationery
	Total	100			

Annex-A

MANDATORY REQUIREMENTS

S. No	Attributes
1.	VALID NTN REGISTRATION
2	VALID SALES TAX REGISTRATION NUMBER (STRN)
3	ACTIVE TAXPAYER
4.	GST REGISTRATION
5	AFFIDAVIT



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Section – IV: Eligible Countries

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

In reference to **ITS 6.1**, for the information of the Suppliers, at the present time, suppliers from the following countries are excluded from this Prequalification process:

All the Suppliers are allowed to participate in the subject prequalification without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government. Following countries are ineligible to participate in the procurement process:

- Armenia
- Israel
- India
- Taiwan



**Pre-qualification of Suppliers for Provision of
Stationery and Contingent Items at HEC**

**PART 2 – REQUIREMENTS FOR
PROVISION OF STATIONERY AND
CONTINGENT ITEMS**



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Section V – Schedule of Requirements & Deliverables and Penalties

Schedule of Requirements & Deliverables:

BOQ will be shared with pre-qualified firms after signing of contract/agreement.

Deliverables:

Delivery of material against order issued under this tender is to be completed within 10 days from the date of receipt of purchase order in the HEC premises.

The supplier shall be responsible to provide required items of each category as per specification defined in the Purchasing Documents within stipulated time.

In case of any item for such no specifications are provided in the schedule of requirements, the supplier shall supply such items in accordance with the sample of a reputed company / brand subject to its sample's approval from HEC.

In case of branded items, no variation in brands / makes / models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints. The supplier must inform the HEC in writing and along-with the proof from the brand regarding any such condition prior to the delivery of such items.

Upon delivery, the HEC reserves the right to inspect, test and, where necessary, reject the goods/items if they are not found in conformity to the contract specifications.

All products must be delivered to Higher Education Commission (HEC) in their original packing. The items which do not come in packing should be packed suitably in appropriate boxes / containers in such a manner that the goods are not lost or damaged in handling / transportation and are delivered safely.

The supplier shall also be bound to arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination.



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Penalties:

If at any time during performance of the Contract, the Supplier encounters conditions impeding timely delivery of the Goods, the Supplier shall promptly notify HEC in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, HEC shall evaluate the situation and may at its discretion extend the Supplier's time for delivery.

The pre-qualified suppliers shall deliver stationery and contingent items to Higher Education Commission (HEC) within the appropriate allowed time. In case of late delivery beyond the periods specified in the schedule of requirements, penalty shall be imposed upon the supplier as indicated in terms & conditions of the framework agreement. The delivery period will be started from the date of issuance of purchase order.

In case of failure to comply with the purchase order, penalty will be imposed on defaulting Supplier as under:

1. 1% of the cost of entire order or of such items as remains unsupplied for every day upto maximum of 10% for 10 days exceeding the delivery period.
2. If the material is not supplied even after payment of penalty for 10 consecutive days, the Commission reserves the right to cancel the supply order and to obtain the required items from elsewhere at risk & cost of the defaulting Supplier.
3. If the firm failed to supply the required items within extended period of two consecutive Purchase orders, the Commission has right to cancel the Contract and forfeit the amount of earnest money (Security) of vendor concerned, for which no appeal will be entertained.



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Section VI – Contract Forms

Draft Contract / Agreement

THIS AGREEMENT made on the _____ day of _____ 2026 between **Higher Education Commission (HEC)** of Pakistan (hereinafter called “the **HEC**”) of the one part and **[name of Supplier]** of **[address, city and country of Supplier]** (hereinafter called “the **Supplier**”) of the other part:

WHEREAS the HEC invited applications for **rental vehicle services**, viz., “**Provision of Stationery and Contingent Items**” and has accepted a Bid by the Supplier for **Provision of Stationery and Contingent Items** at **HEC Premises** in the sum of

[contract price in words and figures]

(per year and inclusive of all taxes) (hereinafter called “the **Contract Price**”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The **Supplier** understand that the Bidding Document, together with HEC's Award Letter thereof included in Supplier's Letter of Acceptance, shall constitute a binding contract between HEC and Supplier, until a formal contract / agreement is prepared and executed;
3. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-
 - (a) This form of Contract;
 - (b) the Form of Bid and the Price Schedule submitted by the Bidder;
 - (c) the Schedule of Requirements;
 - (d) the Technical Specifications;
 - (e) the Special Conditions of Contract;
 - (f) the General Conditions of the Contract;
 - (g) the HEC's Letter of Acceptance; and
 - (h) Technical Evaluation Criteria
4. This contract / agreement shall remain enforce initially for a period of
5. In case of any dispute between **HEC** and the **Supplier**, the dispute will be settled through arbitration; where the Executive Director HEC or its nominated person(s) / committee will act as ‘Arbitrator’ and his / her / their decision will be binding on both the parties.



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

6. All the Terms and Conditions already mentioned in the bidding document (RFP) shall also be considered as a part of this contract / agreement.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Supplier

Director General (Services)
Higher Education Commission
Islamabad

Witness:

Supplier's Witness

Deputy Director (Services)
Higher Education Commission
Islamabad



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE PROVIDER OF SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: 1-1/2026/Purchase/Services/HEC

Title of Tender: Hiring of Supplier for Provision of and Cleaning Services at HEC Premises

Contract value (worth): _____

Page No.: Page _____ of _____ pages

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing *[Name of Supplier]* represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract, or other instrument, be voidable at the option of GoP.



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[Name of Supplier]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Supplier

Director General (Services)
Higher Education Commission
Islamabad

Witness:

Supplier's Witness

Deputy Director (Services)
Higher Education Commission
Islamabad



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Section – VII: Standard Forms

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

Checklist of attachment / enclosures / documentary evidences

Form 1: Application Submission Letter (Covering Letter)

Form 2: Supplier (Authorized Person) Information

Form 3: Supplier Information

Form 4: Financial Situation and Performance

Form 5: Average Annual Turnover (Annual Sales Value)

Form 6: Current Contract Commitments / Contracts in Progress of Similar Nature

Form 7: Contracts Completed (Similar Nature)

Form 8: Historical Contract Non - Performance, and Pending Litigation and Litigation History

Form 9: List of Office / Technical Staff currently working in the Supplier



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Checklist of attachment / enclosures / documentary evidences:

- ☐ **Form 1:** Application submission letter (covering letter) *as per given format.*
- ☐ **Form 2:** Supplier (Authorized Person) Information *as per given format.*
- ☐ **Form 3:** Supplier Information *as per given format.*
- ☐ NTN Registration Certificate
- ☐ Documentary evidence showing that the Supplier's Name is showing in the Active Taxpayer (ATP) list
- ☐ Sales Tax Registration certificate
- ☐ Documentary evidence showing that the Supplier's GST status is "Operative"
- ☐ have established Supplier's setup at Islamabad/Rawalpindi;
- ☐ An Affidavit on Non-judicial stamp paper of Rs.100/- as per **ITS 12.1(d)** stating that:
 1. the Supplier (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services;
 2. the Supplier (M/s _____) has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
 3. the Supplier (M/s _____) has never been involved in litigation with any Government, Semi Government, Autonomous or Private Organization / Department.
 4. the Higher Education Commission (HEC) reserves the right to reject the application of the Supplier (M/s _____) 'without assigning any reason' if the Supplier (M/s _____) shall be found or purported to be engaged in the aforementioned or any other offenses.
- ☐ Date of Establishment of business and relevant business experience. Experience in provision of the relevant Services which will be countable since the inception of business operations as registered Supplier with relevant Govt. Department or FBR etc.
- ☐ **Form 4:** Financial Situation and Performance *as per given format.*
- ☐ **Form 5:** Average Annual Turnover (Annual Sales Value) *as per given format.*
- ☐ Financial Statements/Bank Certificate (last three year)



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

- ☐ **Form 6:** Current Contract Commitments / Contracts in Progress of similar nature *as per given format.*
- ☐ **Form 7:** Contracts Completed (similar nature) *as per given format.*
- ☐ Similar work experience with Public Sector Organization i.e. Documentary proof i.e. Copy of Appreciation Letter/Agreement or any other document from Govt., Semi Govt., Autonomous bodies, Corporations, Embassies etc.
- ☐ Similar work experience with Private Sector Organization i.e. Documentary proof i.e. Copy of Appreciation Letter/Agreement or any other document from National or Multinational firms / companies / Financial Institutions / Banks or Airlines etc.
- ☐ **Form 8:** Historical Contract Non – Performance, and Pending Litigation and Litigation History *as per given format.*
- ☐ **Form 9:** List of *Office / Technical Staff* currently working in the Supplier *as per given format.*



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 1: Application Submission Letter (Covering Letter)

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

IFP No.: 1-1/2026/Purchase/Services/HEC

IFP Title: Pre-qualification of Suppliers for provision of Stationery and Contingent Items

Page No.: Page _____ of _____ pages

To: 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 Suppliers (ITS 9):
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITS 4.4;
- (c) **Eligibility:** We meet the eligibility requirements as stated ITS 4.1, we have not been suspended by the Higher Education Commission (HEC) based on execution of a Bid/Proposal Securing Declaration.;
- (d) **Conformity:**
We offer to provide the required Stationery and Contingent Items in conformity with the Pre-qualification document and in accordance with the Schedules specified in the Schedule of Requirements related to the provision of Stationery and Contingent Items .
- (e) **State-owned enterprise or institution:** [select the appropriate option]
 - ☐ We are not a state-owned enterprise or institution
 - ☐ We are a state-owned enterprise or institution but meet the requirements
- (f) **Not bound to accept:** We understand that you may cancel the Prequalification process at any time without incurring any liability to the Suppliers, in accordance with ITS 26.1. Only those Suppliers who have been pre-qualified shall be entitled to participate further in the procurement proceedings.



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

(g) **One application per Supplier:**

We have submitted only one application for this pre-qualification process.

(h) **Fraud and Corruption:**

We hereby certify that we have taken steps to ensure that no person working / acting for us, or on our behalf, engages in any type of Fraud and Corruption.

(i) **Performance Guarantee:**

In case of our Prequalification at Higher Education Commission (HEC) for provision of Stationery and Contingent Items, we accept and commit to deposit a Performance Guarantee in accordance with the pre-qualification document;

(j) **Binding Contract:**

We understand that this application, together with your written acceptance for prequalification thereof included in your Letter of Acceptance / Notification, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(k) **Warranty:**

We also warrant that all stationary and contingent items that will be supplied by us 'under purchase order of Higher Education Commission (HEC)' will be brand new and will be without any defect regarding design, material, workmanship or from any act of omission of the undersigned/manufacturer. In case of any fault/defect, the rejected items shall be replaced with the items meeting specifications of work order without any claim/cost.

(l) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct, and complete to the best of our knowledge and belief. We also assure you that we shall complete delivery of stationery and contingent items within 10 days after receipt of confirm supply order from HEC.

Name of the Supplier: _____

[insert complete name of Supplier]

Name of authorized person: _____

[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____

[insert complete title of the person duly authorized to sign application on behalf of the Supplier]



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Sign. of authorized person with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]

PRE-QUALIFICATION DOCUMENT (HEC)



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 2: Supplier (Authorized Person) Information Form

IFP No.: 1-1/2026/Purchase/Services/HEC

IFP Title: Pre-qualification of Suppliers for provision of Stationery and Contingent Items

Page No.: Page _____ of _____ pages

Supplier's name along with nationality: _____
[insert full name]

Supplier Name: _____
[indicate the full name of Supplier]

Supplier's actual or intended country of registration: _____
[indicate country of registration]

Supplier's actual or intended year of incorporation: _____
[Indicate Supplier's Years of Establishment]

Supplier's legal address [in country of registration]: _____
[insert street/ number/ town or city/ country]

Supplier's authorized representative information:

Name: _____
[insert full name]

Address: _____
[insert street/ number/ town or city/ country of the Supplier]

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

E-mail address: _____
[indicate e-mail address of the Supplier]



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Website address: _____
[indicate website of the Supplier]

Name of the Supplier: _____

[insert complete name of Supplier/Company]

Sign. of authority with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]

PRE-QUALIFICATION DOCUMENT (HEC)



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 3: Supplier Information Form

IFP No.: 1-1/2026/Purchase/Services/HEC

IFP Title: Pre-qualification of Suppliers for provision of Stationery and Contingent Items

Page No.: Page _____ of _____ pages

1. Title of Business: _____
[Supplier's Full Name]
2. Year Established: _____
3. NTN Number: _____
4. Whether the Name of your Supplier is available in the Active Taxpayer (ATP) List?
☐ Yes OR ☐ No
5. Sales Tax Availability: ☐ Yes OR ☐ No
6. Sales Tax Registration Number (STRN): _____
7. Whether Sales Tax Status is Operative: ☐ Yes OR ☐ No
8. **Supplier's Office Details:**
 - (i) Contact person name: _____
 - (ii) Contact person designation: _____
 - (iii) Supplier Address: Shop / House #: _____
 - (iv) Floor: _____ Plaza / Mall / Market: _____
 - (v) Sector / Area / Locality: _____
 - (vi) P.O. Box and Mailing Address: _____



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

(vii) Telephone Number Landline: _____

(viii) Mobile Number: _____

(ix) Fax Number: _____

(x) E-mail Address: _____

Name of authorized person: _____

[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____

[insert complete title of the person duly authorized to sign application on behalf of the Supplier]

Sign. of authorized person with Supplier's Official Stamp: _____

[Signature by authorized person and affix the Supplier's Official Stamp]



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 4: Financial Situation and Performance

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

IFP No.: **1-1/2026/Purchase/Services/HEC**

IFP Title: **Pre-qualification of Suppliers for provision of Stationery and Contingent Items**

Supplier's Name: _____

Page No.: Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR-equivalent)		
	Year 1 2023	Year 2 2024	Year 3 2025
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			



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

* Refer ITS 14 for the exchange rate.

2. Financial documents

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

- (a) reflect the financial situation of the Supplier, and not an affiliated entity (such as parent company, group member or Joint Ventures[JV] etc.).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ / bank certificates for the *last three (03)* years required above; and complying with the requirements.

Name of authorized person: _____
[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign application on behalf of the Supplier]

Sign. of authorized person with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]

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



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 5: Average Annual Turnover (Annual Sales Value)

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

IFP No.: **1-1/2026/Purchase/Services/HEC**

IFP Title: **Pre-qualification of Suppliers for provision of Stationery and Contingent Items**

Supplier's Name: _____

Page No.: Page _____ of _____ pages

Annual turnover data			
Year [indicate calendar year]	Amount Currency [insert amount and indicate currency]	Exchange rate* (If applicable)	PKR equivalent
2023			
2024			
2025			
Average Annual Turnover**			

*Refer ITS 15 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, ITS 3.2.

Name of authorized person: _____
[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign application on behalf of the Supplier]

Sign. of authorized person with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 6: Current Contract Commitments / Contracts in Progress of Similar Nature

[The following table shall be filled in for the Supplier. Use extra sheet in case of large quantity]

IFP No.: **1-1/2026/Purchase/Services/HEC**

IFP Title: **Pre-qualification of Suppliers for provision of Stationery and Contingent Items**

Supplier's Name: _____

Page No.: Page _____ of _____ pages

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



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

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

Name of authorized person: _____
[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign application on behalf of the Supplier]

Sign. of authorized person with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 7: Contracts Completed (Similar Nature)

[The following table shall be filled in for the Supplier. Use extra sheet in case of large quantity]

IFP No.: **1-1/2026/Purchase/Services/HEC**

IFP Title: **Pre-qualification of Suppliers for provision of Stationery and Contingent Items**

Supplier's Name: _____

Page No.: Page _____ of _____ pages

Name of Contract(s)	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Year	Total Contract Amount (in PKR)



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Name of Contract(s)	Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Year	Total Contract Amount (in PKR)

Name of authorized person: _____
[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign application on behalf of the Supplier]

Sign. of authorized person with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 8: Historical Contract Non - Performance, and Pending Litigation and Litigation History

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

IFP No.: **1-1/2026/Purchase/Services/HEC**

IFP Title: **Pre-qualification of Suppliers for provision of Stationery and Contingent Items**

Supplier's Name: _____

Page No.: Page _____ of _____ pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration			
☐ Not debarred due to non-performance			
Year [insert year]	Non-performed portion of contract [insert amount and percentage]	Contract Identification Contract Identification: [indicate complete contract name/number, and any other identification] Name of Procuring Agency: [insert full name] Address of Procuring Agency: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	Total Contract Amount (current value, currency, exchange rate and PKR equivalent) [insert amount]
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Year of dispute <i>[insert year]</i>	Amount in dispute (currency) <i>[insert amount]</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> 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>

☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.
☐ 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 Suppliers for Provision of Stationery and Contingent Items at HEC

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 Supplier]</i>	Total Contract Amount (currency), PKR Equivalent (exchange rate) <i>[insert amount]</i>

Name of authorized person: _____
[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign application on behalf of the Supplier]

Sign. of authorized person with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]



Pre-qualification of Suppliers for Provision of Stationery and Contingent Items at HEC

Form 9: List of Office / Technical Staff currently working under Supplier

[The following table shall be filled in for the Supplier. Use extra sheet in case of large quantity]

IFP No.: **1-1/2026/Purchase/Services/HEC**

IFP Title: **Pre-qualification of Suppliers for provision of Stationery and Contingent Items**

Supplier's Name: _____

Page No.: Page _____ of _____ pages

Name of Office / Technical Staff	CNIC #	Designation	Date of Appointment	Job Responsibilities

Name of authorized person: _____
[insert complete name of person duly authorized to sign application on behalf of the Supplier]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign application on behalf of the Supplier]

Sign. of authorized person with Supplier's Official Stamp: _____
[Signature by authorized person and affix the Supplier's Official Stamp]