



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

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.

Deputy Director (Services)

Higher Education Commission

Sector H-9, Islamabad (44000) - Pakistan

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