

The Higher Education Commission (HEC) Pakistan intends to pre-qualify vendors/suppliers registered with Income Tax and Sales Tax Departments for Framework Agreements for the following categories:

- I. Stationery and Contingent Items
- II. Crockery, Electronics and Home Appliances
- III. Guest House Linen and Housekeeping Items

2. Pre-qualification documents, which contain detailed terms and conditions, procedure for submission of applications, evaluation criteria, performance guarantee etc. are available on HEC and PPRA websites which may be downloaded from www.hec.gov.pk or www.ppra.org.pk.

3. The proposals, prepared in accordance with the instructions in the prequalification documents, must reach the office of undersigned on or before September 8, 2020 at 1:30 p.m. Proposals will be opened the same day at 2:00 p.m. This advertisement is also available on HEC and PPRA.

Qayyum Azam
Deputy Director(Purchase)
Room # 105, Block No. 7
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Pre-qualification and Enlistment of Vendors / Suppliers

for

- Stationery & Contingent Items
- Crockery, Electronics & Home Appliances
- Guest House Linen and Housekeeping items

through Framework Agreements

for financial year

2020-21



**Purchase Section
(Services Division)**

Higher Education Commission

H-9 Islamabad

Telephone: + 92-51-9040 15016 Fax: +92- 51- 9040 1502

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1. Introduction

The Higher Education Commission has been set up to facilitate the development of the universities of Pakistan to become world-class centers of education, research and development. Higher education plays a central role in human resource development and modern societies, as it enhances social, cultural and economic development, active citizenship and ethical values.

By promoting learning and the advancement of knowledge, the HEC aims to assist in the building of a modern, progressive, educated and tolerant society that values the importance of knowledge, education, hard work, the spirit of research, critical and independent thought, and public duty. Its goal is to mobilize financial, technical, human and social resources for enhancing the quality of educational institutions, and for facilitating the reform process initiated within these institutions.

In allocating public funds and developing policies, the Higher Education Commission aims to:

- Encourage institutions to pursue continuous quality improvement and building on their existing strengths in teaching and research, promoting diversity and beneficial collaboration.
- Help the education sector to address the needs of students, employers and society across local, national and international communities.
- Equal opportunity for access to high quality higher education.
- Achieve value for public money by seeking to make the best use of available resources and securing accountability while recognizing institutional autonomy

2. Declaration

- i We hereby apply for Pre-qualification of our firm for the category: (Please ✓ the category).

a. Stationery & Contingent items

b. Crockery, Electronics & Home Appliances

c. Guest House Linen items and Housekeeping Products

Category	Items detail
Stationery & Contingent items	Office Stationery, Toners Photocopier & Printers, Office Cleanliness items (Air Fresheners, Tissue paper, Soap, Duster etc.) Covid 19 items: (Sanitizers, Masks, Gloves, Uniform, spray machines etc.)
Crockery, Electronics & Home appliances	Crockery items (office crockery, Guest House & Café crockery) Electronic items(LED TVs, Paper Shredder, Electric Cooler, water dispenser) Home appliances (Microwave oven, Electric kettle, Refrigerator, Deep Freezer
Guest House Linen items and Housekeeping products	Guest House Linen items: Bed sheets, pillow cover, Blankets, comforter, Towel sets, quilts, covers, Housekeeping products: Toilet cleaner, Chemicals, washing powder, Toilet rolls etc. Housekeeping Tools: Mop, Floor wipers, Cleaning Brush, floor broom, Bucket, Janitors Gloves, Floor scraper, Trolley, wastage baskets etc.

- ii A vendor may apply for more than one category. However, the vendor must be in relevant business/supplies for at least last two (02) years (attached copies of contracts at least amounting to Rs. 2.5 million)
- iii A Bank Draft from any scheduled bank worth Rs. 60,000/- for each category in the name of Dy. Director (Accounts) HEC, H-9, Islamabad is to be attached with the pre-qualification documents. The amount deposited as security money by the supplier will be refunded on the completion of supplies under framework agreement for specified category for the financial year 2020-21.
- iv We authorize HEC or its authorized representatives to conduct any investigation and to verify the statements; documents and information submitted and to clarify the technical aspects of this application from any person or organization. We declare that statements made and the information provided in the application is complete, true and correct in every detail.

PARTICULARS

Company Name			
National Tax No.		Sales Tax Registration No.	

Please attach copies of Valid NTN and GST Registration Certification

Registered Office Address			
Phone		Fax	
Email Address		Website	

Respectfully,
AUTHORISED REPRESENTATIVE OF APPLICANT

Signature _____

Company Seal _____

Name _____

Date _____

5. Instructions to bidders

- a. General Instructions:
 - a. The vendor shall be responsible to provide required items of each category as per specification defined in the Purchasing Documents within stipulated time.
 - b. The Bidder shall be deemed to have satisfied itself fully before submitting documents for respective category as to the correctness and sufficiency of these documents for the contract to cover all obligations under this pre-qualification Process.
 - c. It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced.
- b. Language:

The pre-qualification documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
- c. Bid Currency:

The pre-qualified vendors would be allowed to quote Price/ Cost of the each item of these categories in Pakistan Rupees only.
- d. Pre-qualification documents submission requirements:

The objective of Pre-qualification documents submission requirement is to provide bidders the information to submit their documents / applications in response of this pre-qualification process according to the order/sequence as set forth in this document. Bidders must pursue following requirements for their proposals/bids.

 - i. For this purchasing process PPRA's Rule number 16(a) 'Procurement of common use items, services and commodities through framework agreements shall be adopted.
 - ii. The document shall comprise of single envelope containing Pre-qualification Proposals along with Rs. 60,000/- security money for each category defined in clause 2 of this document, and clearly may be labeled with the name, address and contact number of the bidding company, and also the Title of the Pre-qualification process for which the proposal is being submitted.
 - iii. If a vendor failed to tick a category at section 2 of this document and attached security money Rs. 60,000/- or 120,000/- with documents, Purchase Section may seek and accept clarification regarding categories. A request for clarification regarding documents / categories shall invariably be in writing. The response to such request shall also be in writing.
- e. Mode of Submission of Bids:
 - i. The sealed proposals should be dropped in HEC Purchase Section, 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.
 - ii. Any proposal received by HEC after the deadline for submission of proposal prescribed in these documents will be returned unopened to bidder 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.

f. Arbitration:

In case of any dispute, the matter will be referred to Executive Director – HEC, whose decision will be binding on both parties.

g. Sudden holiday:

If Government of Pakistan / HEC announced a public holiday on Tender opening date, Pre-qualification documents will be opened on next working day at same time given in the advertisement.

6. Selection Procedure:

- a.** Evaluation of the firms shall be based on information provided in Documents.
- b.** All the procurement of recurrent or common use items as defined at section 2 through framework agreements for a maximum period of three years.
- c.** HEC shall make closed frame work agreements with pre-qualified vendors for a period of one year.
- d.** On the basis of pre-qualification, the financial bids will be called from successful bidders and will be opened in the presence of their representatives who choose to attend.
- e.** For qualifying, the bidders shall fulfill all the requirements as laid out at Section 13 “Mandatory Requirements” and Pre-qualification Criteria at section 14 of this document. If any of the mandatory requirements is not met by the bidder, the proposal will be cancelled straightaway and no further consideration will be given. Moreover, bidders will have to secure 65% score (pre-qualification Criteria-section 14) totaling to qualify.
- f.** Financial bid will be called from Pre-qualified bidders and lowest rate against each item will be considered and awarded to vendor concerned (on confirmation of specification as laid down in the BOQ).
- g.** As a part of evaluation, the official concerned may inquire the further clarification / information to validate the Bidders information.
- h.** After the approval of contract award, a closed framework agreement for one year on the stamp paper worth Rs. 50/- shall be executed by the firm with selected bidder within 7 days from the date of issuance of Letter of Intent on standard terms and conditions (as mentioned in section 9 of this document).

7. Bill of Quantities:

- a.** Rates against required items will be required to quote in the Bill of Quantities (BOQs) in the RFP Document. Comparative Statement of the rates shall be prepared on the basis of offered unit rate against each of the vendor concerned.
- b.** All the Government taxes except GST will be included in the quoted rates. Separate claim in this regard will not be entertained from the Supplier.

8. Delivery:

- a.** Delivery of material against order issued under framework agreement will be completed within stipulated time from the date of receipt of purchase order in the HEC premises.
- b.** In case of failure to comply with the purchase order, penalty will be imposed on defaulting Supplier as under:-
 - i.** 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.
 - ii.** 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 second lowest vendors at the risk & cost of the defaulting Supplier.

- iii. 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.

9. Mode of Payment:

- a) Payment will be made on completion of 100% supply of each order. Rate quoted in financial bid will be accepted. No extra payment in any aspect (on rejection / replacement) etc. will be made to the vendor.
- b) The rates will be inclusive of all taxes except GST.
- c) Income tax will be deducted & GST will be paid as per Government Rules.
- d) All payments shall be made through cross cheque in the Pak Rupees.
- e) The payment will be made in 30 days after receiving of bill against the completed supply of stationery or contingent items.
- f) 10% of retention money will be retained from the payments against electronics, home appliances items (where warranty period defined). Retained money will be released on satisfactory completion of warranty period. If a vendor failed to address warranty claim of HEC in 4 weeks, HEC reserves the right to forfeit the retention money of the vendor concerned.

10. General Terms & Conditions for agreement:

1. The supplier shall supply the items as per approved tender specifications / sample for one year from the date of the commencement of the agreement.
2. Delivery of material against order issued under this tender is to be completed within stipulated time from the date of receipt of purchase order in the HEC premises.
3. In case of failure to comply with the purchase order, penalty will be imposed on defaulting Supplier as under:-
 - a. 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.
 - b. 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 second lowest vendors at the risk & cost of the defaulting Supplier.
 - c. 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.
4. The bidder is bound to deliver items at HEC premises Islamabad at his own expenses.
5. All goods supplied under purchase order must be brand new and are without defects. In case of any fault / defect the rejected items shall be replaced with new one without any claim / cost.
6. The Commission reserves the right to increase or decrease the quantity or may cancel any or all items shown in the schedule of requirement under PPRA Rules.
7. Security money will be released on satisfaction completion of supply.
8. All the Government taxes except GST must be included in the quoted rates. Separate claim in this regard will not be entertained from the Supplier.
9. Income tax will be deducted & GST will be paid as per Government Rules.
10. Approved samples of required items from successful bidders will be remained in the custody of Quality Control Committee and supply will be expected according to the samples throughout the contract period.
11. In case of any dispute between the two parties in any matter arising out of this agreement. The case shall be referred to the Executive Director, HEC whose decision shall be final and binding on both the parties.

12. M/s _____ 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.

11. Validity of Rates:

Rates will be valid for one year from the date of the commencement of the Contract.

12. Opening of Pre-qualification Documents:

Pre-qualification Documents / Proposals are required to submit on or before 1:30 pm on September 8, 2020. The documents will be opened on same day at 2:00 p.m.

13. Clarifications

Queries regarding this RFP shall be submitted in writing to:

Qayyum Azam
Dy. Director (Purchase)
Higher Education Commission,
H – 9, Islamabad
Phone: +92-51-90401509
Email: gazam@hec.gov.pk

Malik Ghiyas Asghar
Assistant Director (Purchase)
Higher Education Commission,
H-9, Islamabad
Phone: +92-51-90401516
Email: mghiyas@hec.gov.pk

14. Mandatory Requirement:

Sr. No.	Required Documents	Please ✓ the attached Document
1.	Valid Income Tax Registration	
2.	Valid General Sales Tax Registration (Status = Active with FBR)	
3.	Locations of Business at Rawalpindi / Islamabad	
4.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan	

15. General Evaluation

S. #	Attributes	Max. Score	Weightage	Criteria	Reference Page# Documentary Proof												
1.	Complete name of firm/company with, Shop address, Correspondence office address, telephone number, email.	5	0-5	1 No. for each information													
2.	Company in Operations (No. of years) May be verified from NTN Registration date with active status	10	0-10	Two marks will be awarded for each year of experience beyond 5 years.													
3.	No. of Public sector contracts for relevant category during last five years (copies of the contracts are required)	15	0-15	<table border="1"> <thead> <tr> <th>No of Contracts</th> <th>3-5</th> <th>6-8</th> <th>9-11</th> <th>12-14</th> <th>15 & above</th> </tr> </thead> <tbody> <tr> <td>Marks Allocated</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> </tbody> </table>	No of Contracts	3-5	6-8	9-11	12-14	15 & above	Marks Allocated	3	6	9	12	15	
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5.	Feedback / opinion of Public Sector organizations about firm in previous contracts Documentary proof and references required	10	0-10	Appreciation from each public sector organization reward 1 No. Maximum 10 Marks (for 10 organizations)													
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7.	Authorized dealership (Documentary proof required)	5	0/5	Copy of Authorized dealership of the any item of the required category as defined at section 2 (i) of this document.	
8.	Financial soundness certificate. Bank statement certificate for the last year showing annual turn over	15	0-15	Average annual turnover (For last one year) i) Rs. 20 million and above (15 marks) ii) Rs. 10 to 19.99 million (10 marks) iii)Rs. 05 to 9.99 million (05 marks)	
9.	Income Tax paid during last one year Required - audited Income Tax Statement/balance sheet/Receipted Income Tax Challans.	10	0-10	Income Tax paid i) under Rs. One million. (3 marks) ii) Rs.1.0 million and above (5 marks) iii) Rs.2.0 millions and above (7 marks) iv) Rs.4.0 million and above. (10 marks)	
10.	Available Bank Credit Line Attested copy of Bank Statement certificate, showing Credit bank account of the firm	10	0-10	Bank Account of the firm i) under Rs. One million. (5 marks) ii) Rs.1.0 million and above (7 marks) iii) Rs.2.0 millions and above (10 marks)	
Total Marks		100			

The vendor who get 65% marks in Pre-qualification Criteria will be qualified and will be called for financial bids.