



Higher Education Commission, Pakistan

Invitation to Bid

Procurement of IT Equipment (Printers, Document Scanners, Photocopiers (MFPs))

The Higher Education Commission (HEC), Pakistan invites sealed bids from authorised distributor/reseller or partner of OEM for procurement of IT equipment (Printers, Document Scanners, Photocopiers) for official use.

The bidders should be in relevant business operations in Pakistan for the last three calendar years. The bidders **should** be authorised partner/distributor/reseller of OEM. The bidders should be registered with Income Tax and Sales Tax Departments and be on Active Taxpayers List of the Federal Board of Revenue (FBR).

Bidding documents, containing detailed terms and conditions, etc. are available at HEC website and can also be obtained in hard form from Mr. Saria Saleem Malik, Deputy Director (IT), HEC, Islamabad from Monday to Friday in working hours 8:00 am to 4:00 pm.

Price of the bidding documents is Rs.1,000/- which can be deposited online in **Habib Bank Limited**, H-9 Shalimar Branch **A/C No. PK38HABB0017427900133401** as per Rule 23(5) of Public Procurement Rules, 2004. The bidding documents can also be downloaded from www.hec.gov.pk and ppra.org.pk free of cost, however, to participate in the bidding process, interested bidders will be required to purchase a registered copy from HEC.

The bidders (service provider) should submit a bank draft (from scheduled bank) or pay order of fixed amount of Rs. 350,000/-, which must accompany the bid in a sealed envelope marked as “Earnest Money” drawn in favour of Director General (Finance), Higher Education Commission, Islamabad along with technical proposal. This tender is being executed under PPRA rule 36(a) “**Single Stage – One Envelope**”.

The bids must be submitted via **PPRA – EPADS (e-Pak Acquisition and Disposal System)** and must also physically reach the Higher Education Commission (IT Division), H-9, Islamabad by 1330 hours on **Tuesday, May 28, 2024**. Failure to fulfill either of these requirements (regarding bid submission) will result in rejection of bid/bids. The bids will be opened on the same day at **1400 hours** at the HEC Auditorium Block, Sector H-9, Islamabad.

HEC reserves the right to accept or reject any or all bid/bids at any stage, however, reasons shall be communicated in line with the PPRA Rules 2004. This tender is also available at HEC (www.hec.gov.pk) and PPRA (ppra.org.pk) websites.

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