

Vendor Prequalification & Registration

Introduction

Beaconhouse National University invites qualified vendors, suppliers, and service providers to register for prequalification. This process enables us to establish a reliable pool of vendors for procurement related to academic, administrative, and campus operations.

1. Service Categories

We are seeking vendors in the following categories:

- IT equipment & services (computers and accessories, cameras & accessories, software, networking etc)
- Facility management (Generator, IP cameras, Water Motors etc)
- Construction & renovation services
- Furniture & fixtures (classroom, office, hostel)
- Printing, Stationery items & publishing services
- Vendors (Whole sellers or Retailers) of Entertainment items (Tea, Milk powder, Coffee etc.) & Conservancy items (Cleaning materials etc.)

2. Eligibility Criteria

Vendors must meet the following minimum requirements:

- Valid business registration and relevant licenses
- Proven experience working with schools, colleges, or universities (preferred)
- Sound financial standing
- Compliance with tax regulations and applicable laws
- Ability to meet quality, safety, and delivery standards

3. Required Documents

Applicants must submit:

- Company profile.
- Business registration/incorporation certificate.
- Tax registration certificate (NTN / GST, if applicable).
- List of similar projects or institutional clients with approximate highest order value.
- Bank Statements/Financial statements of last year.
- Relevant certifications and licenses.

4. Application Process

Attach all required supporting documents and send them to the following email mentioning the offered service category in the subject.

- **Email:** procurement@bnu.edu.pk
- **Hard Copy Submission (if applicable):** 13-KM, Off Thokar Niaz Baig, Raiwind Road, Tarogil, Lahore

5. Contact Information

For further details, please contact:

- **Procurement Office**
- **Name:** Syed Muhammad Taqi Jaffri
- **Designation:** Deputy Manager Procurement
- **Phone:** 0347-4425033
- **Address:** 13-KM, Off Thokar Niaz Baig, Raiwind Road, Tarogil, Lahore