



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI (PROCUREMENT DEPARTMENT)

TENDER NOTICE FOR PURCHASE OF CROCKERY

Tender # GIKI/PD/GIKafe-1065/25

Sealed bids (Single Stage One Envelope procedure) are invited from reputed firms/suppliers/Authorized dealers registered with tax authorities for the Purchase of following Crockery Items.

Crockery Items	- Teacup	- Large Plate
	- Rice Full Plate	- Steel Trays
	- Quarter Plate	- Platters
	- Donga Spoon	- Stainless Steel Teaspoon
	- Bowl	- Stainless steel Rice Spoon
	- Soup Bowl	- Hot Pot

Detailed terms and conditions can be downloaded from GIKI website (www.giki.edu.pk) or collected personally from GIK Admin Block Room # F-12. Tender Fee (Non-Refundable) of Rs. 2,000/- and sealed bids along with a 2% earnest money on the total bid cost should reach on or before **1500 Hours on May 02, 2025**. The proposals will be opened in the presence of bidders at **1530 Hours** on the same day. No advance payment shall be made to any bidder. The Institute reserve the right to accept or reject any or all bids without assigning any reason or suffering any liability thereof.

Assistant Director Procurement, GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2444, Email: taufeeq@giki.edu.pk



Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/GIKafe-1065/25

Name of Firm	
Address & Contact Number	
CNIC/NTN No.	
GST No.	
Tender applied for	
Pay Order / Demand Draft Amount	
Pay Order / Demand Draft No.	

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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BIDS SUBMISSION & OPENING DATE AND TIME

TENDER # GIKI/PD/GIKafe-1065/25

SUPPLY OF CROCKERY

Tender No.	Description/Specification	Date of Submission of Bids	Date of Opening of Bids
GIKI/PD/IGIKafe-1065/25	Supply of Crockery (As per Annexure-I)	1500 Hours on May 02, 2025	1530 Hours on May 02, 2025

Issued By:

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS

1. Qualification of the Vendor

The following Firms/Suppliers are eligible to apply and required to submit the following documents with their proposals.

1. Valid Registration Certificate with relevant tax Authority NTN/STRN/KPRA etc.
2. Certificate of Active Taxpayer List
3. Full Address and Contact Numbers of the Office(s).
4. Relevant Experience of the bidder
5. Submit work orders of previous clients.
6. The Firms/Supplier that have Never been blacklisted by any Government Agency or Authority.
7. Warranty / Guarantee Certificate

2. GENERAL

- i. Sealed Bids must be accompanied by bid security at 2% of Total Bidder's Price in form of Demand Draft / Pay Order in Original in the name of GIK Institute of Engineering Sciences & Technology, Topi.
- ii. Conditional/incomplete tenders will be not accepted.
- iii. Bidders may also apply separately for each category of items / equipment.
- iv. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- v. Bids submitted without prescribed Tender fee and Earnest Money shall be liable for rejection at the time of Tender opening. Tender fee in shape of DD/Pay Order and Earnest money shall be submitted separately along with Tender. Cheque is not acceptable.
- vi. Bidders are required to include all applicable taxes in their prices/rates.
- vii. For Loading, unloading and transportation will be the supplier responsibility.
- viii. Items rates and amount should be filled in figures as well as in words and should be in accordance with the general directions given in tender documents. Overwriting and cutting will not be acceptable.
- viii. GIK Institute reserves the right to accept/reject any/all tenders/bids as per rules.
- ix. GIK Institute also reserves the right to cancel PO/Contract in case of late deliveries.

3. METHOD OF PROCUREMENT

Bidding will be conducted through “**Open Competitive Bidding**” process and bidding is open to all eligible bidders that meet the minimum qualification criteria and required documents. It will be a “**Single Stage – One Envelope Bidding**” procedure.

4. SCOPE OF SUPPLY

The bidder shall supply items as per specifications given in the **attached Annexure-I**.

5. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.



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6. EARNEST MONEY:

The bidders shall furnish, as part of his bid, earnest money equal to 2% of total quoted prices with their offer in the form of demand draft/pay order in favor of **GIK Institute, Topi**. The earnest money shall be denominated in Pak rupees and shall be in the form Demand Draft / Pay Order issued by a Pakistani scheduled Bank. The Earnest Money may be forfeited if a bidder withdraws his bid during the period of his bid validity or failed to fulfill the contract agreement / PO.

7. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned unopened to the bidder.

9. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

The GIK Institute reserves the right to reduce or increase the quantity, accept or reject any/all tenders/ bids as per rules.

10. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

11. DELIVERY OF ITEMS

The bidder shall make delivery of goods at his own cost within the specified period from the date of issuance of Purchase Order from the GIK Institute. In case of delay in supply within stipulated time, penalty will be imposed as per following schedule. The delivery of items will be made as per below table after issuance of Purchase Order (without penalty) or as agreed.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	30 Days (In stock)	30 Days (In stock)
	90 Days (For Import)	90 Days (For Import)
Penalty rate @ 0.10 % per day for 10 days, 0.20% per day for 20 days, 0.30% per day for 30 days and above.		

12. MODE OF PAYMENT

Payment will be made after complete delivery, Inspection and acceptance of items subject to deduction of taxes as per Govt law.

13. AWARD OF CONTRACT:

The contract will be awarded lowest responsive bid keeping in mind the quality and specifications provided in the bidding document.

14. Taxes: All Government Taxes i.e. Income Tax, GST etc. will be deducted.

15. Bid Validity

All offers shall remain valid for 60 days from the date of opening of bids, until any further extension required by the GIK Institute.



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Annexure - 1

SPECIFICATIONS

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/GIKafe-1065/25

SUPPLY OF CROCKERY- tabulated as under:

ANNEXURE-A			
S.#	Particular	Qty	A/C Unit
1	Teacup with saucer (Imported) Made by Swan China	80	Nos
2	Rice Full Plate Double Glaze weight 500gm	50	Nos
3	Quarter Plate Double Glaze 300 gm	50	Nos
4	Donga Spoon Stainless steel 14 gauge	12	Nos
5	Tray double Glaze 600gm	12	Nos
6	Rice spoon Stainless Steel 14 gauge	60	Nos
7	Teaspoon Stainless Steel 14 gauge	60	Nos
8	Bowel (Donga) Double Glaze 700 gm (Microwave oven save)	12	Nos
9	Service Spoon Rice 14 gauge (Panja)	12	Nos
10	Soup Bowl Double Glaze 280 gm	60	Nos
11	Water Glass (Toyo Nasic)	60	Nos
12	Rice Tray Double Glaze 550 gm (Microwave oven save)	12	Nos

ANNEXURE-B			
S.#	Particular	Qty	A/C Unit
1	Rice Full Plate Made by Swan China Ceramic (Microwave oven save)	100	Nos
2	Quarter Plate Made by Swan China Ceramic (Microwave oven save)	100	Nos
3	Platters Tray Made by Swan China Ceramic (Microwave oven save)	12	Nos
4	Sweet Bowl Made by Swan China Ceramic (Microwave oven save)	60	Nos
5	Bowel (Donga) Made by Swan China Ceramic (Microwave oven save)	24	Nos
6	Teacup with Saucer Made by Swan China Ceramic (Microwave oven save)	120	Nos
7	Jug (Water) Glass Made	18	Nos
8	Water Glass (Toyo Nasic)	120	Nos
9	Donga Spoon Stainless steel 14 gauge	24	Nos
10	Rice spoon Stainless Steel 14 gauge	100	Nos
11	Teaspoon Stainless Steel 14 gauge	100	Nos
12	Fork Stainless Steel 14 gauge	100	Nos
13	Knives Stainless Steel 14 gauge for table	100	Nos



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14	Steel Tray Stainless Steel large size for serving	12	Nos
15	Hot Pot Large size only	6	Nos

ANNEXURE-C			
S.#	Particular	Qty	A/C Unit
1	Large Plate (Double Glaze) weigh 500 gm	100	Nos
2	Quarter Plate (Double Glaze) weigh 300 gm	100	Nos
3	Platers (Double Glaze) 550 gm	12	Nos
4	Sweet Bowl (Double Glaze) 280 gm	60	Nos
5	Donga (Double Glaze) 700 gm (Microwave oven save)	12	Nos
6	Cups and saucers Imported Made by Swan China	120	Nos
7	Water Jug Glass Made	18	Nos
8	Water Glass (Toyo Nasic)	100	Nos
9	Donga Spoon Stainless steel 14 gauge	24	Nos
10	Rice Spoon Stainless Steel 14 gauge (Panja)	100	Nos
11	Teaspoon stainless steel 14 gauge	100	Nos
12	Fork stainless steel 14 gauge for table	60	Nos
13	Knife stainless steel 14 gauge for table	60	Nos
14	Thermos (4 Ltr) China made	06	Nos
15	Steel Trays Stainless steel for serving large size	12	Nos
16	Cooking Pots (Capacity: 20kg Rice)	10	Nos
17	Hot Pot Large size only	04	Nos

Note:

- If GIK Institute feels that items are not up to the specified standards in quality or specifications, the sub-standard material / equipment will be returned. Decision of replacement or deduction from bill will be determined by the Institute as per requirement.
- In case of Replacement, the delivery must be made within a MAXIMUM of one week -time with no extra cost. If the delivery is not made in one week, the delivery will be rejected, and no excuse will be accepted, and deduction will be made from the bill or EM will be forfeited.

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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