

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



TENDER DOCUMENTS
FOR
SUPPLY OF LAB CONSUMABLES

Tender Fee: Rs. 2,000/- (Non-Refundable)

Assistant Director Procurement,
GIK Institute, Topi, Swabi, Khyber Pakhtunkhwa
Phone# 0938-281026 Ext. 2444
Email: taufeeq@giki.edu.pk

Tender Notice

TENDER NOTICE FOR THE SUPPLY OF LAB CONSUMABLES

Tender # GIKI/PD/FBS-1074/25

Sealed bids (Single Stage One Envelope Procedure) are invited from reputed Manufacturers or their Authorized Dealers / Distributors or firms, registered with relevant tax authorities and who are on Active Taxpayers list of the Federal Board of Revenue for the procurement of the following lab items:

LAB CONSUMABLES

- Aluminum foil, Petri Dish Plastic
- Magnetic Stirrers, Glass vials with cap
- Titanium (IV) isopropoxide, FTO Substrates
- Laboratory Pipette, DI water, Glod Chloride

Detailed specifications & other terms and conditions can be downloaded from the GIKI website (www.giki.edu.pk) or collected personally from GIK Admin Block Room # F12. Tender fee (Non-Refundable) of Rs. 2,000/- and sealed bids along with bid money of 2% on the total bid cost should reach on or before **1500 Hours on July 22, 2025**. The proposals will be opened in the presence of available bidders at **1530 Hours** on the same day. The Institute reserves the right to accept or reject any or all the bids as per the rules. No advance payment shall be made to any bidder.

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: _____

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

Issued By: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____

BIDS SUBMISSION & OPENING DATE AND TIME
SUPPLY OF LAB CONSUMABLES

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/FBS-1074/25	SUPPLY OF LAB CONSUMABLES (As per Specification mentioned in Annexure-I)	1500 hours on July 22, 2025	1530 hours on July 22, 2025

Issued By: **Assistant Director (Procurement)**

Signature of the Bidder: _____

Stamp of Bidder: _____

TERMS AND CONDITIONS

1. Qualification of the Vendor

The Firms are required to submit the following documents with their proposals.

1. Valid Registration Certificate of NTN/STRN 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 purchaser orders of previous clients.
6. The Firms/Authorized Dealers/ General Order Suppliers that have Never been blacklisted by any Government Agency or Authority.
7. Warranty / Guarantee Certificate
8. Authorization Certificate, if any.
9. Certificate of Analysis or Purity certificate if required.
10. Undertaking that delivery will be provided within due date.

2. GENERAL

- a) 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.
- b) Conditional/incomplete tenders will be not accepted.
- c) Bidders may also apply separately for each category of items / equipment.
- d) Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- e) 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. The cheque is not acceptable.
- f) Bidders are required to include all applicable taxes in their prices/rates.
- g) For Loading, unloading and transportation will be the supplier responsibility.
- h) Items' rates and amount should be filled in 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.
- i) GIK Institute reserves the right to accept/reject any/all tenders/bids as per rules.
- j) GIK Institute also reserves the right to cancel PO/ Contract in case of late deliveries and will forfeit the 2% bid security.

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.

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

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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.

8. 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.

9. CONVINCING

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

10. 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	15-20 Days (In Stock)	15-20 Days (In Stock)
	45-60 Days (Imports)	45-60 Days (Imports)
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 to lowest responsive bid keeping in mind the quality, specifications and purity certificate 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.

SPECIFICATIONS**PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES**

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/FBS-1074/25**SUPPLY OF LAB CONSUMABLES- tabulated as under:**

S.No	Item Description	Quantity
1.	Aluminum foil	10
2.	Petri dish plastic 60mm (pack of 10)	3
3.	10pcs Pack of magnetic stirrers (only 3mm, 5mm, 6mm sizes)	3
4.	100 pcs Set of Glass vials with cap (20ml)	1 liter
5.	300 pcs Set of Glass vials with cap (3ml, 5ml, 10ml each 100 pcs)	1
6.	Titanium(IV) isopropoxide (from Sigma Aldrich)	100mL
7.	1000Pcs 200ul Laboratory Pipette Micropipette Disposable Plastic Tip	2
8.	500Pcs/Pack 1ml Laboratory Pipette Tips Disposable MicroPipette Tips	1
9.	Pump oil 500mL (for Value Vacuum Pump VE 115N)	1
10.	Tissue Roll (pack of 10)	3
11.	Solvent Dispenser Bottle	5
12.	DI Water 5L	10
13.	Wash Bottles (500mL)	5
14.	Air Duster 400ML VMD 400 ml Compressed Air Duster Cleaner	5
15.	Booklet 50 Pcs 10cm x 7.5cm White Soft Cleaning Paper Tissue for Camera Lens	2
16.	Diethyl sulfide 99% (100mL)	1
17.	Triple cation perovskite precursor ink	5 mL
18.	Gold Chloride AuCl ₃ (99%) (from Sigma Aldrich)	1 g
19.	Highly conductive Graphite/carbon-black paste (10g)	1
20.	FTO substrates (pack of 100)	1
21.	TiCl ₄ (100mL) sigma aldrich	1
22.	Syringe filters PTFE Hydrophilic with Polypropylene(PP) housing Diameter 25mm pore size 0.22/0.45um (pack of 100)	1
23.	Disposable Needle Filters, Nylon, 0.22 µm Pore Size (pack of 100)	1
24.	304 Stainless Steel Spoon, Medicine Shovel, Medicine Scraper 10Cm/3.94In Medicine Spoon	10
25.	2ml HPLC Vials transparent with Labeling Area & Graduations 9mm screw caps (pack of 100)	1
26.	transparent plastic laboratory measuring cylinder set (having one 25mL and 50mL each)	2
27.	3M Scotch 810 Single Sided Transparent Magic Tape 3/4" x 36 yards	10
28.	Tweezers with Rubber Tips Tweezers PVC Coated Tweezers Set, Rubber Straight Tip Tweezers Rubber Flat Tip Tweezer Red&Silver Stainless Steel 4Pieces	2

Note:

- If GIK Institute feels that items are not up to the specified standards in quality or specifications, the substandard 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: _____