

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



**TENDER DOCUMENTS**  
**FOR**  
**SUPPLY OF STATIONARY & PAPER**  
**REAMS**

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

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**Assistant Director Procurement,**

GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2444

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## Tender Notice



### **GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY**

#### **Tender Notice for Supply of Stationary & Paper Ream**

**Tender # GIKI/PD/MS-1078/25**

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 stationery and paper reams:

#### **SUPPLY OF STATIONERY AND PAPER REAMS**

Detailed specifications & other terms and conditions can be downloaded from the **GIKI website ([www.giki.edu.pk](http://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 1400 Hours on August 07, 2025**. The proposals will be **opened** in the presence of available bidders **at 1430 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](mailto:taufeeq@giki.edu.pk)**



**Issued by:** Assistant Director Procurement

**Signature of the Bidder:** \_\_\_\_\_

**Stamp of Bidder:** \_\_\_\_\_

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

**Issued By:** Assistant Director Procurement

**Signature of the Bidder:** \_\_\_\_\_

**Stamp of Bidder:** \_\_\_\_\_

**BID SUBMISSION & OPENING DATE AND TIME**  
**SUPPLY OF STATIONARY & PAPER REAMS**

<b>Tender No.</b>	<b>Description/Specification</b>	<b>Date of Submission of Tender Documents</b>	<b>Date Opening of Tender</b>
<b>GIKI/PD/MS-1078/25</b>	<b>SUPPLY OF STATIONARY &amp; PAPER REAMS</b> <b>(As per Specification mentioned in Annexure-I)</b>	<b>1400 hours on August 07, 2025</b>	<b>1430 hours on August 07, 2025</b>

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. 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.

### **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 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	20-30 Days (In Stock)	20-30 Days (In Stock)
<ul style="list-style-type: none"><li>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.</li><li>In case of failure, earnest money of the vendor will be forfeited by the Institute.</li></ul>		

## 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/MS-1078/25****SUPPLY OF STATIONARY & PAPER REAMS- tabulated as under:**

S #.	Name of Item	Qty Req.	Unit
1	Brilliant Laser Copy, (BLC) Paper 70gms (Ream=500 Sheet)	2000	Nos.
2	Ball Pen Mercury Silver 0.7mm (Blue 2000 Red=600, Black 200)	2800	Nos.
3	Ball Pens Signature Mate 0.7mm (Blue 100 Red=100)	200	Nos.
4	Box File Large Size China as per sample (Black 3+Red1+Green1)	300	Nos.
5	Duster White Board double side as per sample	100	Nos.
6	Envelops Brown Size A3	200	Nos.
7	File Board/ Hard Good Rexene + Long Strip	200	Nos.
8	File Cover - Plastic Type	250	Nos.
9	File Cover Tag/ Pocket A4 Papers Printed as per sample	1500	Nos.
10	File Ring Folder A4 Good Quality	200	Nos.
11	File Separator Set (10 Pages Set) Plastic	350	Nos.
12	File Tags 6 Inches Best Quality	30	Bundle
13	Glue Sticks 21g / 24g Dollar / Deer/ Piano	24	Nos.
14	Glue Sticks 8g Dollar / Deer/ Piano	120	Nos.
15	Gum Paste Bottle Small 150ml	12	Bottle
16	Marker Highlighter Piano/ or Dollar Neon YELLOW	144	Nos.
17	Marker Mercury Fibre BLUE=3, Black=09	12	Pkts
18	Marker Mercury Fibre Color Set of 12 (Box)	3	Pkts
19	Marker Permanent Dollar	100	Nos.
20	Marker Board Dollar (Black 1100, Blue 440, Red 100, Green 60)	1700	Nos.
21	Naphthalene Ball (Kapoor) Best Quality	1	Kg.
22	Pad Drafting Small Size A5 Good Quality	240	Nos.
23	Pad Yellow Sticky 2x3" Multicolor	240	Nos.
24	Paper Clips 30mm	60	Nos.
25	Pen Jar Good Shape/ Quality	20	Nos.
26	Pen Uniball Signo BLUE	20	Nos.
27	Pencil Dollar with Rubber/ Sharped	600	Nos.
28	Piano Comfort Fineliner (Erasable) 0.3mm	100	Nos.
29	Piano HIT Gel Pen (Blue 75, Black 15, Red 10)	100	Nos.
30	Pin Staple Pin #.10	200	Pkts
31	Pin Staple Pin 24/6	200	Pkts
32	Punch Double Hole Three Flowers TF0137	24	Nos.
33	Scissors M&G Fence 5.90" / 150mm	36	Nos.
34	Stapler Machine 24/6 Opal HD30	48	Nos.
35	Stock Register 10-Quire (800 P/ 400 Sheet)	1	Nos.
36	Stock Register 3-Quire (200 P/ 100 Sheet)	3	Nos.
37	Tape Binding 2 Inch 25 Meter (Red/ Orange/ Green)	24	Rolls
38	Tape Masking - 1" (50 Yards) Best Quality	120	Rolls
39	Tape PVC Packing 2" (50 Yards) Best Quality	60	Rolls
40	Tape Scotch - 1" Abro 50 YARDS	200	Rolls
41	Tape Scotch - 2" Abro 50 YARDS	72	Rolls
42	Thumb Pin / Tack 100 Pcs Pack DELI 0020	48	Pkts
43	Envelops GIK logo Printed Standard Size 4x9" 70g	9000	Nos.
44	Envelops GIK logo Printed Standard Size A4 Size 70g	3000	Nos.

**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:** \_\_\_\_\_