



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

TENDER NOTICE FOR PURCHASE OF LAB SUPPLIES

Tender # GIKI/PD/FMCE-1084/25

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

LAB SUPPLIES	Beaker Conical Flask Graduated cylinder Gravity Bottle Aluminum Boats Separating funnel Test Tubes Nickel Foam Distillation kit
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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 September 26, 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 reserves the right to accept or reject any or all bids without assigning any reason or suffering any liability thereof.

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

Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk



Issued by: Dy. Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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(PROCUREMENT DEPARTMENT)

TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/FMCE-1084/25

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: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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BIDS SUBMISSION & OPENING DATE AND TIME

TENDER # GIKI/PD/FMCE-1084/25

SUPPLY OF LAB SUPPLIES

Tender No.	Description/Specification	Date of Submission of Bids	Date of Opening of Bids
GIKI/PD/FMCE-1084/25	Supply of Lab Supplies (As per Annexure-I)	1500 Hours on September 26, 2025	1530 Hours on September 26, 2025

Issued By:

Deputy 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 not be 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 - I

SPECIFICATIONS

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/FMCE-1084/25

SUPPLY OF LAB SUPPLIES- tabulated as under:

S#	Item Description	A/C Unit	Qty
1	Beaker	30ml	18
2	Beaker	50ml	2
3	Beaker	100ml	17
4	Beaker	500ml	14
5	Beaker	1000ml	16
6	Conical flask	10ml	17
7	Conical flask	100ml	17
8	Conical flask	250ml	10
9	Conical flask	500ml	17
10	Conical flask	1000ml	17
11	Three neck round bottom flask	250ml	04
12	Three neck round bottom flask	500ml	03
13	Graduated cylinder	10ml	16
14	Graduated cylinder	50ml	14
15	Graduated cylinder	100ml	17
16	Graduated cylinder	500ml	17
17	Graduated cylinder	1000ml	19
18	Round bottom flask	10ml	12
19	Round bottom flask	20ml	15
20	Round bottom flask	100ml	15
21	Round bottom flask	250ml	15
22	Four neck round bottom flask	250ml	04
23	Four neck round bottom flask	500ml	04
24	Two neck round bottom flask	250ml	04
25	Two neck round bottom flask	500ml	04
26	Cloud and pour point vials	3.4*12mm2	04
27	Gravity bottle	50ml	17
28	Aluminum boats (Rectangle)	10ml	20
29	Aluminum boats	20ml	20
30	Aluminum boats (Rectangle)	30ml	20
31	Aluminum boats (Rectangle)	40ml	20
32	Alumina crucible	50ml	20
33	Alumina crucible	100ml	20



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34	Alumina crucible	200ml	20
35	Spatula	4 in-10cm	20
36	Spatula	6in-15cm	20
37	Spatula	8in-20cm	20
38	Spatula	10in-25cm	20
39	Spatula	12in-30cm	20
40	Separating funnel	250ml	04
41	Separating funnel	500ml	04
42	Separating funnel	1000ml	04
43	Test tubes	5ml	20
44	Test tubes	10ml	20
45	Test tubes	15ml	20
46	Test tubes	20ml	20
47	Test tubes	25ml	20
48	Glass stirring rod	20*0.6cm2	20
49	Glass stirring rod	25*0.6cm2	20
50	Nickel foam	300mm x 250mm x 1mm	01
51	Teflon autoclave	100ml	02
52	Stagmometer	10ml	08
53	Burette	50ml	04
54	Distilled kit	250/500ml	02
55	Magnet stirring bar	5-50mm	4 set

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: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____