



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



GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

HIRING OF SERVICE OF EVENT MANAGEMENT COMPANY FOR CAREER FAIR - 2026

Tender #
GIKI/PD/ORIC-1100/25

Sealed bids (Single Stage One Envelope Procedure) are invited from well-reputed event management companies / firms registered with relevant tax authorities (NTN / GST / KPRA etc.) and who have relevant experience for the provision of event management services for **Career Fair 2026 (Event Date: February 04, 2026)**

Complete Supply and Fixation of Stalls on Rental Basis (Indoor & Outdoor): Stalls 2x2m, Counter tables, chairs, Electrical Work (spotlights, power supply, panel boards, circuit breaker), company Fascia printing & fixing (plotter cutting), new carpet laying and removing, Canopy setup for outdoor stalls. **(A site visit is necessary to carefully assess the scope of work)**

Detail specifications and terms & conditions can be downloaded from **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 2% earnest money on the total bid cost should reach the undersigned office **on or before 1500 Hours on January 13, 2026**. The proposals will be opened in the presence of available bidders **at 1530 Hours** on the same day. The University reserves the right to increase or decrease quantity / accept or reject any or all the bids without assigning any reason or suffering any liability thereof.

Assistant Director Procurement, GIK Institute, Topi, Swabi (KP)
Phone# 0938-281026 Ext. 2444, Email: osama.zahid@giki.edu.pk



Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER DOCUMENTS

Tender # GIKI/PD/ORIC-1100/25

Name of Firm/Company	
Address & Contact Number (Profile to be attached)	
CNIC/NTN No.	
GST / KPRA No.	
Tender applied for	
Call Deposit Amount	
Call Deposit No.	
Tender Fee.	

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Stamp of Bidder: _____



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TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/ORIC-1100/25

HIRING OF SERVICES OF EVENT MANAGEMENT COMPANY FOR CAREER FAIR 2026

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/ORIC-1100/25	HIRING OF SERVICES OF EVENT MANAGEMENT COMPANY FOR CAREER FAIR 2026 (As per Annexure-A)	1500 Hours on January 13, 2026	1530 Hours on January 13, 2026

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS

HIRING OF SERVICES OF EVENT MANAGEMENT COMPANY FOR CAREER FAIR 2026

1. Eligible vendor:

The following firms are eligible to apply for the tender:

1. The bidders should be registered with NTN/GST / KPRA and who are on Active Taxpayer List of FBR / KPRA etc.
2. The Firms that have Never been blacklisted by any Government Agency or Authority.
3. Experience of the firm/renowned catering & event management firms/hotels/restaurants for organizing such events/convocations/functions to any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. **Please attach Purchase Orders/Work Orders with financial proposals.**

2. Documents Required

Sealed bids are invited from reputed registered and eligible Firms are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN / KPRA etc.
2. Active Taxpayer List/Certificate
3. Contact details of the firms to whom services were provided.
4. Relevant Experience of the bidder with documentary proof in last five years.
5. Appreciation / completion Certificate, if any.
6. List of Completed and Non completed Projects

3. GENERAL

- i. Sealed Bids must be accompanied by bid security at 2% of Total Bidder's Price in form of Call Deposit Receipt (CDR) in Original in the name of GIK Institute of Engineering Sciences & Technology, Topi.
- ii. Conditional/incomplete tenders will not be accepted.
- iii. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- iv. 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 in shape of CDR shall be submitted separately along with Tender and cheque is not acceptable.
- v. Bidders are required to include all the taxes in their prices/rates.
- vi. For Loading, unloading and transportation charge of the items, firm will be responsible.
- vii. 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 at any stage prior to award of contract.
- ix. GIK Institute also reserves the right to cancel PO/Contract in case of late deliveries.



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4. 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.

5. SCOPE OF SUPPLY

The bidder shall provide services as given in the **attached Annexure-A**.

6. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

7. BID BONDS/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 Call Deposit 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.

8. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened 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/FIXATION OF STALLS:

The bidder shall make delivery and complete fixation of stalls in all respect at his own cost within the specified period from the date of issuance of Work Order from the GIK Institute as per terms and conditions in the work order. In case of delay in supply or not acceptance of order within the stipulated time, penalty will be imposed, and earnest money will be forfeited. The bidder will also be blacklisted for non-compliance with the order.

MODE OF PENALTY	Event Date	DELIVERY PERIOD
Without Penalty	4 th February, 2026	<i>The work must be completed before the day of the event, and the venue shall be handed over one day prior to the event, i.e., on 3rd February 2026, by 12:00 PM. Failure to comply with this requirement shall result in rejection of the bid.</i>
Penalty Rate @ 0.05 % per day for 10 days, 0.10% per day for 20 days, 0.15% per day for 30 days, 0.20% per day after 30 days.		



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12. The bid proposal should be inclusive of freight/Loading/unloading/ fixation and all other taxes and charges, and we need delivery of items at GIK Institute Topi, Swabi.

13. SITE VISITS (MANDATORY)

Before quoting, the bidder in his own interest can visit the Institute to know the specifications of each item. This will help him in proper assessment of the work. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the tender documents. The cost of visiting the site shall be borne by the vendor and shall be at his own responsibility and risk.

14. MODE OF PAYMENT

Payment will be made as follows completion of work.

- Payment shall be made after the successful completion of the event, subject to deduction of applicable taxes as per Government laws. The payment will be processed on the basis of actual installation/fixation of stalls and other related items.

15. The order will be issued to the lowest evaluated bidder who complies with the eligibility criteria and provides relevant information / documents.

16. Taxes: All Government Taxes will be deducted as per government laws.

17. Bid Validity

All offers shall remain valid for 45 days from the date of opening of bids, until any further extension is required by the GIK Institute.

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Annexure - A

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/ORIC-1100/25

HIRING OF SERVICES OF EVENT MANAGEMENT COMPANY FOR CAREER FAIR 2026 - tabulated as under:

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	INDOOR (GIKI INSTITUTE BRABERS BUILDING)	100	Stalls
	Shell Scheme Stall (2Mx 2M) on Rental Basis:		
	- Complete electrical work and services i.e. Circuit breaker, Power Supply in each stall with min 3 points, wiring in each stall and other related work		
	- Loading & unloading of stalls (labor charges)		
	- 3 Spotlights /LED Bulb in each stall		
	- Counter tables		
	- Chairs 3 in each stall		
	- Printing and fixing of Company Fascia plotter cutting		
- New Red Carpet Laying and removing (Approx. 40,000 Sqft)			
2	OUTDOOR (AREA BETWEEN BRABERS BUILDING & INCUBATION CENTRE)	30	Stalls
	Shell Scheme Stall (2Mx 2M) on Rental Basis:		
	- Complete electrical work and services i.e. Circuit breaker, Power Supply in each stall with min 3 points, wiring in each stall and other related work		
	- Loading & unloading of stalls (labor charges)		
	- 3 Spotlights /LED Bulb in each stall		
	- Counter tables		
	- Chairs 3 in each stall		
	- Printing and fixing of Company Fascia plotter cutting		
- New Red Carpet Laying and removing (Approx. 10,000 Sqft)			
- Marquee/Canopy/Dera/Shed Setup Approx. 55 Ftx150 Ft			
3	OUTDOOR (GROUND INFRONT OF BRABERS BUILDING)	70	Stalls
	Shell Scheme Stall (2Mx 2M) on Rental Basis:		
	- Complete electrical work and services i.e. Circuit breaker, Power Supply in each stall with min 3 points, wiring in each stall and other related work		
	- Loading & unloading of stalls (labor charges)		
	- 3 Spotlights /LED Bulb in each stall		
	- Counter tables		
- Chairs 3 in each stall			
- Printing and fixing of Company Fascia plotter cutting			



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	- New Red Carpet Laying and removing (Approx. 25,000 Sqft)		
	- Marquee/Canopy/Dera/Shed Setup Approx. 105 Ft x184 Ft		

Note:

- Vendor will also provide floor plan for the event and requested for site visit before submission of proposals. Quantity of Stalls and other required items may be increased or decreased, and sufficient backup stalls may be kept avoiding any inconvenience.
- Payment will be made upon actual installation of stalls as per the approved rate.
- Stalls must be clean and in good quality without damaged and defects.
- New Carpet will be laying and if found used carpet, the vendor will replace immediately and deduction from the invoice will be made accordingly as a penalty.

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____