



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



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

Tender Notice for Supply of Cleaning, Sanitation & Stationery Items

Tender # GIKI/PD/MS-1103/26

Sealed bids (Single Stage One Envelope procedure) are invited from reputed Manufacturers/firms/suppliers/Authorized dealers registered with tax authorities for the **Purchase of Cleaning, Sanitation & Stationery items.**

Cleaning & Sanitation Items: Air Freshener, Duster board, Mop Cleaner, Cell Battery, Harpic Powder, Toilet Paper, Hand wash, Broom Stick etc. **(LOT-I & II)**
Stationery items: File separator, pointer pen, board marker, toner, scotch tape, stapler etc. **(LOT-III)**

Detail terms & 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 2% earnest money on the total bid cost should reach to undersigned office **on or before 1500 Hours on February 10, 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 Department)

Signature of the Bidder: _____

Stamp of Bidder: _____



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

TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/MS-1103/26

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 Department)

Signature of the Bidder: _____

Stamp of Bidder: _____



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

BIDS SUBMISSION & OPENING DATE AND TIME

TENDER # GIKI/PD/MS-1103/26

SUPPLY OF CLEANING, SANITATION & STATIONERY ITEMS

Tender No.	Description/Specification	Date of Submission of Bids	Date of Opening of Bids
GIKI/PD/MS-1103/26	<p align="center">SUPPLY OF CLEANING, SANITATION & STATIONERY ITEMS</p> <p align="center">(As per Annexure-I)</p>	1500 Hours on February 10, 2026	1530 Hours on February 10, 2026

Issued By: **Assistant Director (Procurement Department)**
GIK Institute, Topi, Swabi

Signature of the Bidder: _____

Stamp of Bidder: _____



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

TERMS AND CONDITIONS

1. QUALIFICATION OF THE VENDOR

The following interested bidders are eligible to apply and must submit documentary evidence for each requirement. All supporting documents must be properly flagged or annexed, using separators where necessary, and clearly referenced.

1. **Valid National Tax Number (NTN) and Sales Tax Registration Number (STRN) certificates**, along with registration with relevant provincial tax authorities (if applicable). The bidder's name must appear on the **Active Taxpayers List (ATL)** of the FBR.
(Proof to be attached)
2. **Complete business address**, valid contact numbers, and email address of the firm/company's head office and/or branch office(s).
(Proof to be attached).
3. **Documentary evidence of relevant experience** in Government, Semi-Government, or reputed Private Organizations/Educational Institutions. (Attach copies of Purchase Orders for similar items).
4. **Evidence of financial soundness**, such as bank statements.
(Proof to be attached)
5. An **affidavit on judicial stamp paper**, duly signed and stamped, confirming that the firm/company has never been blacklisted or debarred by any Government, Semi-Government, Autonomous Body, or Public Sector Organization, and that it has no litigation history with any such entity.
(Proof to be attached).

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.



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

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.

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	10-15 Days	10-15 Days
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.		



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

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 on a **lot-wise basis**, keeping in view the quality and specifications provided in the bidding documents.

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.



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

Annexure - I

SPECIFICATIONS

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/MS-1103/26

SUPPLY OF CLEANING, SANITATION & STATIONERY ITEMS
- tabulated as under:

LOT-I

S#	Item Name	Qty	Unit
1	Air Freshener Romy Tablet (pack=12)	24	Packets
2	Cell Battery C Size Toshiba	40	Nos
3	Duster Board (Double Face Soft Cloth Cushion)	120	Nos
4	Robin Bleach Liquid 500ml	12	Bottle
5	Brush Commode Plastic Handle	72	Nos
6	Mop Cleaner (Cotton 18 Inch) as per sample	120	Nos
7	Brush Floor / Carpet with Long Handle	24	Nos
8	Polish Brass 200ml Kiwi	6	Bottle
9	Lifebuoy Soap 128G Bar Care Trio	216	Nos
10	Soap Lux Mini 50gm	216	Nos
11	Cell Battery PP3-09V P-50 Power Plus/ Toshiba	50	Nos
12	Gloves Surgical (100P) Pack	10	Packets
13	Dettol Antiseptic 1000ml (1L)	6	Bottle
14	Ariel Washing Powder 500gm	144	Packets
15	Tissue Rose Petal Multicolor 150x2Ply	500	Box
16	Ariel Washing Powder 30/36gm SACHET	150	Sachet
17	Commode Pressure Pump Spring Rubber	24	Nos
18	Duster Cloth Yellow 24x30	500	Nos
19	Spray Mortein 375ml Flying Insect Killer	96	Bottle
20	Brooms Stick (1 Broom = 500gm banded single each)	140	Kgs
21	Liquid Soap Bottle (Small) 500ml	36	Bottle
22	Handwash Liquid Soap Metro Professional 5-Litre	32	Gallon
23	Wiper Large Heavy Duty 22 Inch Steel Base	36	Nos
24	Sweep Liquid 1-L – Rose Enterprise	500	Bottle
25	Tissue Box POPUP Rose Petal 150x2Ply	200	Box
26	Air Freshener Al-Arabia	100	Bottle
27	Vim-Max Powder 790gm	150	Pkts
28	Cell Battery AAA Power Plus or Toshiba	300	Nos



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

29	Waste Paper Basket	12	Nos
30	Toilet Roll Maxxob	100	Rolls
31	Toilet Paper Roll Tulip White	500	Nos
32	Lota Plastic (Ewer) لوٹا	24	Nos
33	Cell Battery AA Power Plus / Toshiba	500	Nos
34	Finis Phenyl 3L CANE	250	Nos
35	LUX Soap Velvet White 128G Single Pack	216	Nos
36	Glint Glass Cleaner Original	36	Bottle
37	WD-40 Spray	2	Nos
38	Harpic Power Plus Original, 450ml	12	Bottle

LOT-II

S#	Item Name	Qty	Unit
1	Brooms Sticks Brown	180	Kg
2	Brush Commode Pure Plastic	100	Nos.
3	Duster Cloth 24x24" Yellow	350	Nos.
4	Vim Powder 790 gm Pkt.	1100	Nos.
5	Mop with Handle	130	Nos.
6	Phenyl Finis 2.75 Liter	350	Nos.
7	Spray Anti-Mosquito 300ml	120	Bottle
8	Sweep Rose Enterprises 1-L	1400	Nos.
9	Washing Powder Ariel 500gm	350	Bottle
10	Wiper Large Size with Handle	120	Nos.
11	Brush with Handle	60	Nos.
12	Pressure Pump Commode	50	Nos.

LOT-III

S#	Name of Item	Qty Req	Unit
1	Pointer Pen (Blue 20, BLACK 30)	50	Nos.
2	Uniball EYE UB-157 (Original) BLUE	36	Nos.
3	Tape Scotch 1" 50 Yards Best Quality	200	Nos.
4	File Ring Folder Plastic Best Quality	100	Nos.
5	File Separator Set Plastic (10 Sheet Set)	150	Rolls
6	Fluid with Thinner Set (Pelikan Original)	12	Set
7	Marker Transparency (Permanent Snowman 4pcs Sets)	10	Packets
8	Stapler Pin 23/8-23/13	30	Pkts
9	Register Attendance 100P Lucky Khokhar/Almar	20	Nos.
10	Register Letter Dispatch 8 Quire	12	Nos.
11	Marker Board Dollar Whiteboard #400	220	Nos.
12	Rubber Band Swan Brand 1000g 2"	24	Packets
13	Register Simple Narrow Line 6-Quire Hard Cover	72	Nos.
14	Tape Masking 2" 50-Yards	60	Rolls
15	Tape Packing 2" (PVC) 100-Yards	60	Rolls



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

16	Tape Binding 2" 25-Yards (Red/Yellow/Orange)	24	Rolls
17	Tape Binding 1" 25-Yards (Red/Yellow/Orange)	12	Rolls
18	Ballpoint PIANO Crystal Gel (Blue) 1500 Red 500	2000	Nos.
19	Stamp Pad Shiny / Trodat BLUE	20	Nos.
20	Tape Dispenser STAND 1" (Excel KW-Trio)	6	Nos.
21	Toner 05A HP-2055D Original	1	Nos.
22	Toner 26A HP-4020 Original	2	Nos.
23	Toner 80A Printer-401	1	Nos.
24	Stapler Machine Medium 24/6 DELI 0367	36	Nos.
25	Thumb Pin (Chanyii) (1 Pack of 100 Nos.)	120	Packs
26	Pin Stapler (Medium) 24/6 Good Quality	200	Packs
27	Glue Sticks 30g Good Quality	24	Nos.
28	Correction Fluid Pen DELF Piano	150	Nos.
29	Highlighter (Orange 12 Pink 12 Green 12 Yellow 24)	60	Nos.
30	Marker Permanent Dollar (Blk 8+ Blue 24 + Red 12)	120	Nos.
31	Calulator Citizen CT-512	12	Nos.
32	Sticky Pad Yellow 3x3 Inch Best Quality	150	Nos.
33	Chalk Sticks	20	Pkts
34	Mouse for PC Wired (Branded)	10	Nos.
35	Mouse Wireless A4 Tech / Logitech	2	Nos.
36	File Board Hard Original Rexene Strip Legal	150	Nos.
37	Punch Machine KW-Trio 09120	36	Nos.
38	Pencil Dollar with Rubber	300	Nos.
39	Tape Masking 1" 50 Yards	100	Nos.
40	Transparency Sheets Pkts for Copier	2	Pkts
41	Double Tape 1"	6	Rolls
42	Double Tape 2"	6	Rolls
43	Marker Silver Snowman	10	Rolls
44	Paper Stapler Deli E0358 Effortless	1	Nos.

Instructions to Bidders

1. The brand name must be mentioned for each quoted item (where applicable).
2. Bidders are strictly not allowed to alter the given specifications. Any deviation from the required specifications will result in disqualification.
3. However, if a specific required item is not available in the market, bidders may propose an equivalent or compatible alternative by mentioning the word "OR" alongside the unavailable item. The bidder must then provide detailed specifications of the proposed alternative and quote the price accordingly.
4. In case of any ambiguity, confusion, or need for clarification regarding any item or specification, bidders are advised to contact the undersigned through email at osama.zahid@giki.edu.pk for further information or justification before submitting their bids.



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

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 Department)

Signature of the Bidder: _____

Stamp of Bidder: _____