



Tender # GIKI/PD/AE-1118/26

**PREQUALIFICATION DOCUMENTS FOR
PRINTERS / PUBLISHERS / FIRMS FOR DESIGNING,
COMPOSITION AND PRINTING OF UNDERGRADUATE
PROSPECTUS**

Tender Fee Rs. 2,000/-

April 2026

Deputy Director Procurement
Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology,
Topi, Swabi, Khyber Pakhtunkhwa.
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GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

Pre-Qualification Notice for Designing, Composition and Printing of Undergraduate Prospectus

Tender # GIKI/PD/AE-1118/26

1. The GIK Institute of Engineering Sciences & Technology intends to prequalify the printing press for Invitation to Bids and sign the framework agreement(s) with the selected bidder(s) subsequent to the bidding process.
2. The institute invites sealed proposals from reputable printing presses that have experience working with educational institutions and established credentials in terms of technical, financial, and managerial capabilities, registered with relevant tax authorities, and who are on the Active Taxpayers list of the Federal Board of Revenue for the provision of printing services.
3. Only the prequalified applicants shall be invited to submit financial proposals and participate in the procurement process. A Framework Agreement will be signed between the Institute and the successful bidder(s) for a period of one year.
4. A complete set of Prequalification Documents may be downloaded from the **GIK website www.giki.edu.pk**. Applicants are also instructed to remain in touch with the respective web link for observing any amendments, if any, in the Prequalification Documents.
5. Sealed Applications along with Non-Refundable Fee of Rs. 2,000/- for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below, at the latest by **1500 hours on May 11, 2026**. **The sealed envelopes will be opened on the same day at 1530 hours**. Late Applications will be rejected.
6. The Institute reserves the right to accept or reject any or all applications at any time, in accordance with the applicable rules.

Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)
Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk



Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology

TERMS & CONDITIONS

The GIK Institute of Engineering Sciences & Technology (*hereinafter referred to as "Institute" or "Client"*) invites sealed applications / proposals from reputed eligible and experienced income tax & sales tax registered Printers / Publishers / Printing press Firms (*hereinafter referred to as "Firm"*) for printing related jobs (*hereinafter referred to as "work"*).

1. General:

1.1 Any offer not received as per the terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:

- (a) it is received after the time and date fixed for its receipt
- (b) not signed & stamped by authorized person on each page of pre-qualification document
- (c) the offer is ambiguous
- (d) the offer is received by fax or e-mail
- (e) the offer is from a blacklisted firm
- (f) offer received with shorter validity than required
- (g) any additional term(s) & condition(s) added by the Firm
- (h) any conditional offer
- (i) **The firm must have its own in-house printing facilities. Outsourcing of core printing activities shall not be permitted**

1.2 **Only income & Sales tax registered Printers / Publishers / Firms are eligible to participate in the tender.**

1.3 Contract will be valid for a period of one year, based on performance after the approval from Competent Authority.

1.4 The cover envelope must indicate the particulars of the tender and date of opening. The envelope must be properly sealed.

1.5 The Firm must indicate their National Income Tax No. / Sales Tax No. / Circle of Income Tax Department.

1.6 Offered rates will be on the basis of delivery to The GIK Institute, Topi, Swabi at any place as specified in the request for quotation (RFQ) letter for getting rates from pre-qualified Firms time to time for different printing jobs.

1.7 Firm(s) will have to present the positives/films / design for all printing jobs to the GIK Institute as and when required.

1.8 Workorder(s) will be issued by the Institute after the approval of Competent Authority.

2. Time Period:

The Firm(s) will have to complete the job within the stipulated time as the Competent Authority will approve it on a case-to-case basis.

3. Extension of Delivery Period:

3.1 In special circumstances, a request for an extension of delivery period may be considered by the Competent Authority on the written request of the Firm before deadline.

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The Institute is authorized to either accept or reject the request of Firm(s) without assigning any reason.

4. Cancellation / Penalty of Delay:

- 4.1 In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender documents, bid security will be encashed and penalty @ 2% of total cost per week will be imposed.
- 4.2 The work will be inspected by the Institute through some authorized personnel and will be rejected, if not found according to the given specifications and the Institute will not be responsible for any costs or expenses incurred by the bidders in connection with the completion of work.

5. Payment to the Contractors:

- 5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory job done. No payment will be made in advance.
- 5.2 Payment against partial work done will not be made.

6. Bid Security:

- 6.1 Bid security @2% (for each individual work order) of total amount will have to be attached along with quotation(s). It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of "GIK Institute of Engineering Sciences & Technology".
- 6.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the bids whereas the bid security of successful bidder shall be refunded on the successful completion of work.
- 6.3 The bid security shall be forfeited if:
 - a) The offer is withdrawn, amended, or revised.
 - b) The bidder fails to execute the contract strictly in accordance with the terms and conditions of the tender document/work order.

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

8. Dispute:

In the event of any dispute arising before or after the execution of the contract, the matter shall be resolved amicably through mutual consent. In case the dispute remains unresolved, it shall be referred to the Rector, GIK Institute, whose decision shall be final and binding on both parties.

9. Bid / Tender Opening Procedure:

For prequalification of Firms, proposals will be opened as per tender/pre-qualification notice.

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10. Evaluation Criteria:

The weightage / Marks for different categories will be followed as per the table given below:

Sr. No.	Category	Weightage/ Marks
1	Copies of work orders demonstrating at least three (03) years of relevant experience in printing jobs, along with satisfactory performance/completion reports from the respective clients	20
2	The bidder shall submit valid copies of National Tax Number (NTN) and Sales Tax Registration Number (STRN) certificates, along with any other relevant registration certificates required under applicable laws.	05
3	Bank Maintenance Certificate along with bank statements for the last one (01) year, demonstrating the firm's financial standing and cash flow	15
4	List of printing machinery/equipment	10
5	The bidder shall submit a company profile detailing its printing, composing, and designing capabilities, including the ability to undertake color printing jobs, as well as packing/binding using folders and cutting machines	10
6	Details of qualified/design staff (graphic designers, machine operators, etc.).	10
7	Books (Prospectus/Annual Reports/Newsletters, etc.): Submission of at least one prospectus sample is mandatory	25
8	Affidavit on stamp paper regarding non-involvement in any arbitration/litigation with any Government Agency/Department and not blacklisted	5
	Total Marks	100

Note:

- Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category and 60% score in aggregate to qualify.*

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INSTRUCTIONS TO APPLICANTS

1. Submission of Applications

Applications for pre-qualification must be received in sealed envelopes to be delivered by hand or through registered mail to: - Deputy Director Procurement, GIK Institute, Topi, Swabi.

1.2 The Institute reserves the right to reject late applications.

1.3 The name and mailing address of the Applicant shall be clearly marked on left hand side of the envelope.

1.4 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights to reject the application for Pre-qualification in case of non-compliance of the requirements as stated in this Prequalification Document.

1.5 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.

1.6 The clarification can be obtained from the office of the Procurement Department, GIK Institute in working hours in writing.

1.7 The Institute reserves the right to accept or reject any or all applications at any stage of the process, without assigning any reason.

TENDER CHECKLIST/ ELIGIBILITY CRITERIA

S #	Description	Tick Yes / No	Documents Attached at Annexure
1	Letter of Application to the name of GIK Institute Topi Swabi		
2	Copies of work orders showing three years' experience in the printing jobs		
3	Bank Maintenance Certificate and Bank Statement for the last year Showing Cash Flow		
4	Affidavit regarding non-involvement in any arbitration/ litigation with any Government Agency / Department and not blacklisted as well		
5	Copies of the proprietor's CNIC		
6	List of satisfied customers along with their contact numbers		
7	Copy of income tax registration certificate		
8	Copy of sales tax registration certificate		

Note: Bidders must fill-up above mentioned checklist / table and attach copies required documents with proper annexures along with tender document

Sign & Stamp of Bidder

BIDDER INFORMATION	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

Sign & Stamp of Bidder