



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



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

**TENDER NOTICE**

**Tender # GIKI/PD/SMGS-1114/26**

Sealed bids (**Single Stage One Envelope procedure**) are invited from well-reputed and authorized distributors, dealers, or resellers of the original software manufacturer who have proven experience in supplying academic/professional software licenses, registered with relevant tax authorities, and who are on the active taxpayer list on FBR for the supply of Professional Academic Software Licenses.

**GENUINE PROFESSIONAL ACADEMIC SOFTWARE LICENSES**  
**- Intuit QuickBooks Plus (Academic License) - NVivo Academic License**  
**- Microsoft Project Professional - Tableau Creator**

Bidding documents containing detailed specifications and 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. 3,000/- and Sealed bids complete in all respects with all required documents along with 2% earnest money on the total bid cost should reach **on or before 1400 Hours on April 28, 2026. The proposals will be opened** in the presence of available bidders at **1430 Hours on the same day.** The Institute reserves the right to modify/withdraw/cancel the bids/tender at any time before award of the Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Institute's action, and without thereby incurring any liability to the Tenderer, and the decision of the Institute shall be final.

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



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**TENDER DOCUMENTS**

**TENDER NOTICE: GIKI/PD/SMGS-1114/26**

<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>	

**Issued by: Assistant Director (Procurement Department)**

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

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



**GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI  
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**BIDS SUBMISSION & OPENING DATE AND TIME**

TENDER # GIKI/PD/SMGS-1114/26

**SUPPLY OF GENUINE PROFESSIONAL ACADEMIC SOFTWARE LICENSES**

<b>Tender No.</b>	<b>Description/Specification</b>	<b>Date of Submission of Bids</b>	<b>Date of Opening of Bids</b>
<b>GIKI/PD/SMGS-1114/26</b>	<b>SUPPLY OF GENUINE PROFESSIONAL ACADEMIC SOFTWARE LICENSES (As per Annexure-I)</b>	<b>1400 Hours on April 28, 2026</b>	<b>1430 Hours on April 28, 2026</b>

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

Interested bidders must meet the following requirements and provide supporting documentary evidence (properly flagged and referenced):

##### 1. **Valid Registration & Tax Compliance**

NTN, STRN, and relevant provincial tax registrations. Must be listed on FBR Active Taxpayers List (ATL).

(Proof required)

##### 2. **Company Profile**

Complete address, contact details, and email of head/branch office(s).

(Proof required)

##### 3. **Relevant Experience**

Experience in supplying genuine professional academic software licenses to reputable organizations. (Attach copies of Purchase Orders, License Agreements, or Completion Certificates)

##### 4. **Authorization**

Authorized reseller/distributor/partner of the software manufacturer (**mandatory**).

(Authorization certificate or official partner documentation to be attached)

##### 5. **Financial Soundness**

Bank statements for the last year.

(Proof required)

##### 6. **Affidavit of non-blacklisting**

Declaration on judicial stamp paper confirming no blacklisting or litigation history.

##### 7. **License Authenticity**

Undertaking that all licenses are genuine, unused, and compliant with academic licensing policies.

(Undertaking/Certificate to be attached)

##### 8. **Support & Warranty**

Details of license validity, updates, and after-sales support on official letterhead. (if any)

(Proof required)

#### 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.



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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 & Install 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	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.		



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**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/SMGS-1114/26**

**SUPPLY OF GENUINE PROFESSIONAL ACADEMIC SOFTWARE LICENSES  
- tabulated as under:**

S#	Item	Qty	A/c Unit	Link
1	Intuit QuickBooks -Plus Version <b>(Required for One Year)</b>	8	License	<a href="https://quickbooks.intuit.com/global/pakistan/#pricing-section">https://quickbooks.intuit.com/global/pakistan/#pricing-section</a>
2	NVivo-Academic (No Add-Ons Required)	5	License	<a href="https://lumivero.com/product/nvivo/?attribute_pa_license-term=annual-subscription&amp;attribute_pa_license-type=student-license">https://lumivero.com/product/nvivo/?attribute_pa_license-term=annual-subscription&amp;attribute_pa_license-type=student-license</a>
3	MS Project Professional 2024	4	License	<a href="https://www.microsoft.com/en-pk/microsoft-365/p/project-professional-2024/cfq7ttc0ph40">https://www.microsoft.com/en-pk/microsoft-365/p/project-professional-2024/cfq7ttc0ph40</a>
4	Tableau Standard - Creator	5	License	<a href="#">Tableau Standard - Creator Link</a>

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