

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



TENDER DOCUMENTS

FOR

SUPPLY OF CONVOCATION GOWNS AND

CAPS

Tender Fee: Rs. 2,000/- (Non-Refundable)

Assistant Director Procurement,

GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2444

Email: osama.zahid@giki.edu.pk

Tender Notice



GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

TENDER NOTICE FOR SUPPLY OF CONVOCAATION GOWNS & CAPS

Tender # GIKI/PD/MS-1113/26

Sealed bids (**Single Stage One Envelope Procedure**) are invited from reputed Manufacturers or tailors / firms, registered with relevant tax authorities and who are on Active Taxpayers list of the Federal Board of Revenue for supply and preparation of Convocation Gowns and Caps for Students.

**Supply of
Convocation
Gowns & Caps**

- **Black Gowns Green + White Strips with Caps**
- **Black Gowns Golden + White Strips with Caps**
- **Navy Blue Gown Strips Burnt Orange with Caps**
- **Gowns Maroon Color with Golden Strips & Caps**

Detailed specifications & other terms and conditions can be downloaded from the **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 bid money of 2% on the total bid cost should reach on **or before 1500 Hours on April 28, 2026**. The proposals will be **opened** in the presence of available bidders **at 1530 Hours on the same day**. The Institute reserves the right to accept or reject any or all the bids as per the rules. **All bidders are requested to check the samples of the Gowns & Caps in the office of the Store Officer, GIK Institute, before submission of proposals.**

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: _____

TENDER NOTICE FOR SUPPLY OF CONVOCATION GOWNS & CAPS

Tender # GIKI/PD/MS-1113/26

Name of Firm	
Address & Contact Number	
CNIC/NTN No.	
GST No.	
Tender Applied for	
Pay Order / Demand Draft Amount	
Pay Order / Demand Draft No.	
Delivery Time	

Issued By: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____

SUPPLY OF CONVOCATION GOWNS & CAPS

Tender # GIKI/PD/MS-1113/26

BID SUBMISSION & OPENING DATE AND TIME

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/MS-1113/26	SUPPLY OF CONVOCATION GOWNS AND CAPS (As per Sample and details mentioned in Annexure-I)	1500 hours on April 28, 2026	1530 hours on April 28, 2026

Note: The sample may be checked in the office of the Store Officer at GIK Institute before submission of bids.

Issued By: **Assistant Director Procurement**

Signature of the Bidder: _____

Stamp of Bidder: _____

SUPPLY OF CONVOCATION GOWNS & CAPS

Tender # GIKI/PD/MS-1113/26

TERMS AND CONDITIONS

1. Qualification of the Vendor

The Firms are required to submit the following documents with their proposals.

1. Valid Registration Certificate of NTN/STRN etc.
2. Certificate of Active Taxpayer List
3. Full Address and Contact Numbers of the Office(s).
4. Relevant purchase orders of previous clients (at least 2 orders).
5. The Firms/Authorized Dealers/ General Order Suppliers that have Never been blacklisted by any Government Agency or Authority.
6. Undertaking that delivery will be provided within due date.

2. GENERAL

- a) 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.
- b) Conditional/incomplete tenders will be not accepted.
- c) Bidders may also apply separately for each category of items / equipment.
- d) Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- e) 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. The cheque is not acceptable.
- f) Bidders are required to include all applicable taxes in their prices/rates.
- g) For Loading, unloading and transportation will be the supplier responsibility.
- h) Items' rates and amount should be filled in 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.
- i) GIK Institute reserves the right to accept/reject any/all tenders/bids as per rules.
- j) 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.

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.

8. 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.

9. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

10. 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	20-30 Days (In Stock)	20-30 Days (In Stock)
<ul style="list-style-type: none">• 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.• In case of failure, earnest money of the vendor will be forfeited by the Institute.		

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 to lowest responsive bid keeping in mind the quality and specifications 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.

SPECIFICATIONS

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/MS-1113/26

SUPPLY OF CONVOCATION GOWNS AND CAPS- tabulated as under:

S#.	Name of Item	Qty Req.	Unit
1	Black Gowns FCSE Green + White Strip (BS) with Caps	60	Nos
2	Black Gowns, Golden + White Strip (Teacher) with Caps	15	Nos
3	Navy Blue Gown Strips Burnt Orange (MS) with Caps	25	Nos
4	VVIP Gowns Maroon Color with Golden Strips & Caps	05	Nos

Note: Samples of these gowns, along with caps, are already available at the Main Store Section of GIK Institute. All bidders are requested to inspect the samples for quality verification prior to submission of their bids.

Note:

- If GIK Institute feels that items are not up to the specified standards in quality or specifications or samples, the substandard material will be returned to the vendor. Decision of replacement or deduction from bill will be determined by the Institute accordingly.
- 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

Signature of the Bidder: _____

Stamp of Bidder: _____