



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



GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY

TENDER NOTICE FOR
DESIGNING & PRINTING OF GIKI REPORTS

Tender #
GIKI/PD/QEC-1111/26

Sealed bids (**Single Stage One Envelope Procedure**) are invited from reputable printing press firms, duly registered with the relevant tax authorities and listed on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR), for the design and printing of the following GIK Reports:

Design, Composition, and Printing of Annual Reports 2024 & 2025 and
SDGIK Report 2025 (200 Copies Each)

Detailed specifications & other terms and conditions can be downloaded from the **GIKI website (www.giki.edu.pk)** or collected personally from the 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 24, 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. 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

Signature of the Bidder: _____

Stamp of Bidder: _____



GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
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TENDER DOCUMENTS
TENDER NOTICE: GIKI/PD/QEC-1111/26

Name of Firm	
Address & Contact Number	
CNIC/NTN No.	
GST No.	
Tender applied for	
Call Deposit Amount	
Call Deposit No.	
Samples Provided	

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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

TENDER NOTICE: GIKI/PD/QEC-1111/26

DESIGNING, COMPOSITION, AND PRINTING OF GIK REPORTS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/QEC-1111/26	Designing, Composition and Printing of GIK Reports (As per Annexure-I)	1500 Hours on April 24, 2026	1530 Hours on April 24, 2026

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
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TERMS AND CONDITIONS FOR DESIGNING, COMPOSITION, AND PRINTING OF GIKI REPORTS

1. Qualification of the Vendor

The printing press/publishers eligible to apply are required to submit the following documents with their bidding proposal:

1. Valid registration documents with the Tax Authorities. NTN/FTN/STRN, etc.
2. Active Taxpayer List/Certificate
3. The interested bidders' agency must have a regular place of business, telephone numbers, and email address, and must provide proof of their existence in Islamabad/Rawalpindi and have a minimum experience of 5 years in publication/printing.
4. Submit work orders of previous clients and one sample.
5. An undertaking on stamp paper is required stating that the firm has no litigation history and has never been blacklisted by any Government agency or authority.
6. **Previous printing Sample must be provided.**
7. **The firm has its own latest printing facilities.**

2. 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 GIKI 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 item's supplier will be responsible.
- vii. 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.
- viii. GIKI Institute reserves the right to cancel this tender and reject all bids at any stage of the bidding process.
- ix. Bidders are not permitted to submit bids electronically (via email or any other electronic means); only hard copy submissions will be accepted. Unsealed bids will not be entertained.
- x. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.

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 of the specifications given in the **attached Annexure-I.**



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5. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

6. BID BONDS/EARNEST MONEY

The bidders shall furnish, as part of their 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.

7. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened 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 a delay in supply within the stipulated time then a penalty will be imposed as per requirement. The delivery of items will be made within 20 days after approval of sample and design (without penalty) or as agreed at the time of issuance of order and with the prescribed penalty as per following schedule of requirement: -

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	20 days after sample approval	20 days or as agreed
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.		

12. MODE OF PAYMENT

Payment will be made after complete delivery, Inspection and acceptance of prospectus subject to deduction of taxes as per Govt law.

13. AWARD OF CONTRACT:

The contract will be awarded to the lowest evaluated responsive bid keeping in mind the quality and specifications provided in the bidding document as per the approved sample.

14. Taxes: All applicable 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 is required by the GI



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Annexure - I

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/QEC-1111/26

**DESIGNING, COMPOSITION, AND PRINTING OF GIK REPORTS
tabulated as under:**

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	Design, Layout, Composition, and Printing of Annual Report 2024 with the following specifications: Layout designing, color processing, CTP platemaking, and printing of “Annual Report” containing 48 pages, all 4-colour printed on 128 grams art paper. Title Cover 4 pages, both sides 4-colour printed on 300 gram art card, laminated and UV coating on the cover page, and gum bound. Size 8.5” x 11.5” .	200	Booklets
2	Design, Layout, Composition, and Printing of Annual Reports 2025 with the following specifications: Layout designing, color processing, CTP platemaking, and printing of “Annual Report” containing 48 pages, all 4-colour printed on 128 grams art paper. Title Cover 4 pages, both sides 4-colour printed on 300 gram art card, laminated and UV coating on cover page, and gum-bound. Size 8.5” x 11.5” .	200	Booklets
2	Design, Layout, Composition, and Printing of SDGIK Report 2025 with the following specifications: Layout designing, color processing, CTP platemaking, and printing of “SDGIK Report” containing 48 pages, all 4-colour printed on 128 grams art paper. Title Cover 4 pages, both sides 4-colour printed on 300-gram art card laminated, and UV coating on the cover page and gum-bound. Size 8.5” x 11.5” .	200	Booklets

Note:

- **Layout and design will be finalized in coordination with GIK Institute.**
- **The successful bidder shall be responsible for the overall design and printing of all the above-mentioned reports.**
- **GIK Institute will provide the approved soft copy (in MS Word format), duly approved by the Competent Authority, to the selected bidder.**
- **The personnel involved, during the performance of the services specified in this document and prior to the printing of GIK reports, shall not disclose any information to any person or organization.**



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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: _____