



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



GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

Hiring of Event Management, Professional Photography, Videography & Live Streaming Services for Convocation 2026

TENDER # GIKI/PD/MKT-1124/26

Sealed bids under the **Single Stage One Envelope Procedure** are invited from well-reputed firms/companies registered with relevant tax authorities (NTN/GST/KPRA, etc.) having relevant experience for the provision of Convocation Event Management, Media Coverage & Décor Services for Convocation 2026, scheduled to be held during the third week of June 2026 at GIK Institute.

MEDIA COVERAGE, VENUE DECORATION & ALLIED EVENT SERVICES ON RENTAL BASIS FOR CONVOCATION 2026

Detailed specifications and terms & 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 2% earnest money on the total bid cost should reach the undersigned office **on or before 1400 Hours on June 02, 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 prior to award of 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)
Ph# 0938-281026 Ext. 2444, Email: osama.zahid@giki.edu.pk



Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER DOCUMENTS

Tender # GIKI/PD/MKT-1124/26

Name of Firm/Company	
Address & Contact Number (Profile to be attached)	
CNIC/NTN No.	
GST / KPRA No.	
Tender applied for	
Call Deposit Amount	
Call Deposit No.	
Tender Fee.	

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



Tender Serial No. GIKI/PD/MKT-1124/26

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TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/MKT-1124/26

**HIRING OF EVENT MANAGEMENT, PROFESSIONAL PHOTOGRAPHY, VIDEOGRAPHY & LIVE
STREAMING SERVICES FOR CONVOCATION 2026**

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/MKT-1124/26	HIRING OF EVENT MANAGEMENT, PROFESSIONAL PHOTOGRAPHY, VIDEOGRAPHY & LIVE STREAMING SERVICES FOR CONVOCATION 2026 (As per Annexure-A)	1400 Hours on June 02, 2026	1430 Hours on June 02, 2026

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS

HIRING OF EVENT MANAGEMENT, PROFESSIONAL PHOTOGRAPHY, VIDEOGRAPHY & LIVE STREAMING SERVICES FOR CONVOCATION 2026

1. Eligible vendor:

The following firms are eligible to apply for the tender:

1. The bidders should be registered with NTN/GST / KPRA and who are on Active Taxpayer List of FBR / KPRA etc.
2. The Firms that have Never been blacklisted by any Government Agency or Authority.
3. Experience of the firm/renowned catering & event management firms/hotels/restaurants for organizing such events/convocations/functions to any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. **Please attach Purchase Orders/Work Orders with financial proposals.**

2. Documents Required

Sealed bids are invited from reputed registered and eligible Firms are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN / KPRA etc.
2. Active Taxpayer List/Certificate
3. Contact details of the firms to whom services were provided.
4. Relevant Experience of the bidder with documentary proof.
5. Appreciation / completion Certificate, if any.
6. List of Completed and Non completed Projects

3. 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 GIK 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 items, firm will be responsible.
- vii. 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 at any stage prior to award of contract.
- ix. GIK Institute also reserves the right to cancel PO/Contract in case of late deliveries.



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4. 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.

5. SCOPE OF SUPPLY

The bidder shall provide services as given in the **attached Annexure-A**.

6. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

7. BID BONDS/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 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.

8. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened 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/FIXATION OF STALLS:

The successful bidder shall complete and deliver all assigned services/work at its own cost within the timeline specified in the Work Order issued by GIK Institute and in accordance with the terms and conditions of the contract/work order. In case of delay, incomplete work, or failure to meet the required specifications/standards within the stipulated time, the Institute may impose a penalty, forfeit the earnest money/performance security, and take further action including blacklisting of the firm in accordance with applicable rules and regulations.

MODE OF PENALTY	Event Date	DELIVERY PERIOD
Without Penalty	Third Week of June 2026	<i>The complete work/setup shall be completed and handed over at least one day prior to the scheduled date of Convocation 2026 for inspection and final arrangements. Exact dates will be communicated to the successful bidder accordingly</i>
Penalty Rate @ 0.05 % per day for 10 days, 0.10% per day for 20 days, 0.15% per day for 30 days, 0.20% per day after 30 days.		



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12. The bid proposal should be inclusive of freight/Loading/unloading/ fixation and all other taxes and charges, and we need delivery of items at GIK Institute Topi, Swabi.

13. SITE VISIT (OPTIONAL)

The bidder may visit the Institute, if required, before submission of the bid to familiarize itself with the site conditions, scope of work, and specifications of the required services/items. Failure to visit the site shall not relieve the bidder of its responsibility to execute the work in accordance with the tender documents and requirements of the Institute. All expenses and risks related to the site visit shall be borne by the bidder

14. MODE OF PAYMENT

Payment will be made as follows completion of work.

- Payment shall be made after the successful completion of the event, subject to deduction of applicable taxes as per Government laws. The payment will be processed on the basis of actual installation/fixation of stalls and other related items.

15. The order will be issued to the lowest evaluated bidder who complies with the eligibility criteria and provides relevant information / documents.

16. Taxes: All Government Taxes will be deducted as per government laws.

17. Bid Validity

All offers shall remain valid for 45 days from the date of opening of bids, until any further extension is required by the GIK Institute.

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**GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
(PROCUREMENT DEPARTMENT)****Annexure - A****PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:**

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/MKT-1124/26**HIRING OF EVENT MANAGEMENT, PROFESSIONAL PHOTOGRAPHY, VIDEOGRAPHY & LIVE STREAMING SERVICES FOR CONVOCATION 2026 - tabulated as under:****PHOTOGRAPHY, VIDEOGRAPHY & LIVE STREAMING SERVICES:**

Category	Recommended Equipment	Qty	Justification
Live Video	Sony A7III / Canon R6 (4K Mirrorless) / Equivalent	6	3 for the stage + 3 for crowd/VIPs.
	Camera JIB (Crane)	1	Adds high-production "sweep" shots of the hall.
	Drone (Mavic 3 / Phantom 4 Pro+ / Equivalent)	1	Essential for the outdoor procession/aerial venue shots.
Control Room	Blackmagic ATEM Television Studio 4K / Equivalent	1	The "brain" to switch between all 8 potential feeds.
	Blackmagic Web Presenter / Equivalent	1	Encodes the video for stable Facebook/YouTube streaming.
	Blackmagic HyperDeck Mini / Equivalent	1	Records a high-quality backup of the full ceremony.
Audio	12-16 Channel Analog Mixer	1	Condenser Microphones connectivity
	Microphones - XLR	5	Announcement with long cable 200 Ft each
	Audio Interface (USB/XLR)	1	Direct line from the stage mixer to the stream for clear speech.
	Wireless Talkback System	1 Set	Allows to communicate with all 8 crew members.
Photography	High-Resolution Still Cameras	4	2 for stage handshakes, 2 for candid/family portraits.
Engagement	360-degree Camera Setup	1	Modern replacement for GIFs; high social media value.
	Green Screen / Virtual Booth	1	Provides branded "keepsake" photos for students.
Display (SMD)	10ft x 10ft SMD Screens	8	Will be installed at various locations.
	Pavey Sound System (Speakers) / Equivalent	16	2 speakers per SMD screen to ensure audio parity.
Networking	Mobile Broadband Connections (Jazz / Zong)	2	Primary and backup internet sources.
Cabling	Mogami/Canary Cable Loom (10m - 200m)	1 Lot	High-grade shielding to prevent signal interference.

Deliverables & Timeline

- **Pre-Event Testing:** The vendor is required to be on-site at least one day prior to the convocation for a full rehearsal and rigorous testing of the live stream and connectivity.
- **Photography: * Student Coverage:** Guaranteed two different views/angles of every single student receiving their degree on stage.
 - **Post-Event:** All high-resolution, edited, color-corrected pictures to be delivered within 2-3 days.
- **Video Highlights: * Event Highlights:** Two versions of the highlight reel—Horizontal (16:9) for YouTube/Web and Vertical (9:16) for Social Media (YouTube Shorts/Facebook).
 - **Testimonials:** 15–20 fully edited student/parent testimonials delivered within 2-3 days.
- **Live Stream:** Full OB Event video delivered on the next day.
- **Instant Media:** 360-degree clips, GIFs, and Green Screen photos provided on-site during the event.
- **Finalized vendor must meet with GIK Marketing team to discuss the details of the event and requirements.**



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EVENT MANAGEMENT & VENUE DÉCOR SERVICES:

S #	Description	Qty
1	Trussing with Cloth Cross at Welcome	1
2	Runners till Auditorium (6x20)	15
3	Fabrication Photobooth	1
4	"ILOVEGIKI" Fabrication Cutout	1
5	Auditorium Décor with Artificial Flower & Fresh Flowers Flower Arches x 3 Flower Stands x 15	1
6	Head Table Décor with Fresh Flowers on Stage & VIP Centre Table Flower Bouquets	1
7	Standee Digital Standard Size	6

Issued by: Assistant Director Procurement

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