



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

TENDER NOTICE

TENDER NOTICE FOR SUPPLY OF STEEL BENCH

Tender # GIKI/PD/MC-1127/26

Sealed bids under **Single Stage One Envelope** Procedure are invited from Manufacturers/Authorized Dealers/Distributors/ and Suppliers having relevant experience, duly registered with the relevant tax authorities and appearing on the Active Taxpayer List (ATL) of FBR, for the supply and installation of the following items:

3-SEATER WAITING STEEL BENCHES	Qty: 12
---------------------------------------	----------------

Detailed terms & conditions can be downloaded from the GIKI website (www.giki.edu.pk) or collected personally from the GIK Admin Block Room # F-12. Tender fee (non-refundable) of Rs. 2,000/- and sealed bids along with a 2% earnest money on the total bid cost should reach the undersigned office on or before **1400 Hours on June 05, 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 increase or decrease quantity / accept or reject any or all the bids without assigning any reason or suffering any liability thereof.

Assistant Director Procurement, GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2444, Email: osama.zahid@giki.edu.pk

Issued by:

Asst. Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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

TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/MC-1127/26

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

Issued by: Asst. Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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

TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/MC-1127/26

PROCUREMENT OF WAITING STEEL BENCH

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/MC-1127/26	PROCUREMENT OF 3-SEATER WAITING STEEL BENCHES (As per Annexure-I)	1400 Hours on June 05, 2026,	1430 Hours on June 05, 2026,

Asst. Director Procurement
GIK Institute, Topi

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

The following Manufacturers/Authorized Dealers/Distributors/ and Suppliers are eligible to apply and required to submit the following documents with their proposals.

1. Valid Registration Certificate with relevant tax Authority NTN/STRN/KPRA etc.
2. Certificate of Active Taxpayer List
3. Full Address and Contact Numbers of the Office(s).
4. Relevant Experience of the Bidder
5. Submit work orders of previous clients.
6. The Manufacturers/Authorized Dealers/Distributors/ and Suppliers that have Never been blacklisted by any Government Agency or Authority.
7. Warranty Certificate (if any)

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.
- 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.



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

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.

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 the 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 the Purchase Order from the GIK Institute. In case of delay in supply within the stipulated time, a penalty will be imposed as per following schedule. The delivery of items will be made as per the table after issuance of Purchase Order (without penalty) or as agreed.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	Within 7-10 Days (In stock)	10 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.		

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 the 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 Inst



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

Annexure - I

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/MC-1127/26

PROCUREMENT OF WAITING STEEL BENCH - tabulated as under:

Specifications

Tender No.	S#	Description/ specification of the items	Quantity Required	A/C Unit
GIKI/PD/MC-1127/26	1	3-Seater Waiting Steel Benches (Good Quality) (picture attached)		
			12	Nos.

Note:

- If GIK Institute feels that items are not up to the specified standards in quality, the substandard 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: Asst. Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____