

GIK INSTITUTE OF ENGINEERING SCIENCES
& TECHNOLOGY

(PROCUREMENT DEPARTMENT)

**CALL FOR FINANCIAL PROPOSALS FOR DESIGNING,
COMPOSITION, AND PRINTING OF GIK UNDERGRADUATE
PROSPECTUS 2026**

Through

Framework agreement

GIKI/PD/A&E-1130/26



June 2026

Issued By:

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GIK INSTITUTE OF ENGINEERING SCIENCES **& TECHNOLOGY**

Instructions to Bidders:

1. Scope of Application:

In connection with the “Invitation for Prequalification”, the GIK Institute, as defined in issues this set of Documents (PD) to qualified applicants (also hereinafter referred as Applicants) to submit financial proposals (also hereinafter referred as Applications) for Designing, Composition, and Printing of the GIK Undergraduate Prospectus 2026.

2. Eligible Applicants:

Only pre-qualified bidders are eligible to submit financial proposals.

3. Signing of the Application and Number of Copies:

Application shall be signed by the person duly authorized by the bidder on original proposals.

6. Sealing and marking applications.

Bidder shall enclose original documents in sealed envelope which shall,

- a. bear name and address of the bidder and write “Call for Financial Proposal for “Designing, Composition, and Printing of the GIK Undergraduate Prospectus 2026”.
- b. If the envelope is not sealed and marked as required, the GIK Institute will assume no responsibility for misplacement of application.

7. Deadline for submission of application:

Applicants may either submit their applications, by courier or by hand. Applications shall be received by the Institute at the address above and no later than **June 11, 2026, 1500 Hours. The proposals will be opened on the same day at 1530 hours.**

8. Late Application:

The Institute reserves the right to accept Applications received after the time for submission of Applications, however subject to the condition that the same is received within the date specified as last date for submission of applications but before the time for opening of the Applications.

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9. Opening of application:

The Institute shall open all Applications at the date, time and place specified above. The Institute shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

10. Confidentiality:

Information relating to the Applications, their evaluation and results of the opening shall not be disclosed to Applicants, or any other person not officially concerned with the process until the notification of the results is made to all Applicants.

11. Evaluation of Applications:

The Institute will evaluate the Financial Proposals submitted by the technically qualified bidders. The contract shall be awarded to the lowest evaluated responsive bidder, subject to compliance with the required specifications, quality standards, and other terms and conditions of the bidding documents. **The detailed requirements and specifications are provided in Annexure-A.**

A Framework Agreement for a period of one (01) year shall be signed with the successful bidder for the design, composition, printing, and supply of the GIK Undergraduate Prospectus 2026.

12. Institute's Right to Accept or Reject Applications:

The Institute reserves the right to accept or reject all the Applications, and to annul the process at any time, without thereby incurring any liability to the Applicants.

13. Bid Security (Earnest Money):

The bid security amount of **Rs. 50,000/-** will be submitted in the name of the "GIK Institute of Engineering Sciences & Technology" in the shape of a pay order/demand draft (refundable).

14. Performance Security:

The successful Tenderer/The Contractor shall furnish Performance Security within ten (10) days of the receipt of the Acceptance Letter from the institute in the form of CDR, Bank Draft, Pay Order or a Bank Guarantee, issued by a scheduled bank operating in Pakistan, for a sum of equivalent to 10% of the contract value; denominated in Pak Rupees fulfilment of all obligations under the contract.

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Annexure - A

S#	Items Description	Qty.
1	<p>Design, Composition, and publishing of Undergraduate Prospectus for Admissions 2026 with the following specifications:</p> <ul style="list-style-type: none">• Size: 8.25 (height) x 8 (width) inches• Pages: Approx. 200 pages + 1 transparent page + 2 cover / title pages. ±10 pages extra which will be charged separately per page.• Paper: 130 GMS art paper with Matt Finish• Printing: 4 Color Printing on both sides• Tile: 300 grams laminated Art Card paper with printing on both sides• Binding: Stapled and hot-glue paper-back binding• Printing of Prospectus Envelop according to the size of prospectus with GIK logo	1500 Nos