



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



**GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY**

TENDER NOTICE

Tender # GIKI/PD/FCD-1140/26

Sealed bids (**Single Stage One Envelope Procedure**) are invited from **Original Manufacturers, or their Authorized Distributors/Dealers** only, who are registered with the relevant tax authorities, are on the **Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR)**, and possess relevant experience in the supply of the following items:

Cooking Sauces, Recipe Mixes, Plain Spices & Salt

Complete range of cooking sauces, recipe mixes, plain spices, salt, and other related food products of Shan, National, or other well-established/reputed brands

Edible Oil

Cooking Oil Dalda, Meezan, Sufi, Eva, Golden Sun, or other well-established / reputed brands

Bidding documents containing detailed specifications and terms & conditions can be downloaded from GIKI website (www.giki.edu.pk) or collected personally from GIK Admin Block Room # F-09. Tender Fee (Non-Refundable) of Rs. 2,000/- and Sealed bids complete in all respects with all required documents along with Rs. 50,000/- earnest money on the total bid cost should reach **on or before 1400 Hours on July 31, 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 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.

Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)
Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk



Issued by: Deputy Director (Procurement Department)

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/FCD-1140/26

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

Issued by: Deputy Director (Procurement Department)

Signature of the Bidder: _____

Stamp of Bidder: _____



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BIDS SUBMISSION & OPENING DATE AND TIME

TENDER # GIKI/PD/FCD-1140/26

SUPPLY OF COOKING SAUCES, RECIPE MIXES, PLAIN SPICES, SALT & EDIBLE OIL

Tender No.	Description/Specification	Date of Submission of Bids	Date of Opening of Bids
GIKI/PD/FCD-1140/26	SUPPLY OF COOKING SAUCES, RECIPE MIXES, PLAIN SPICES, SALT & EDIBLE OIL (As per Annexure-I)	1400 Hours on July 31, 2026	1430 Hours on July 31, 2026

Issued By: **Deputy Director (Procurement Department)**
 GIK Institute, Topi, Swabi

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 interested bidders are eligible to apply and must submit documentary evidence for each requirement.

1. The bidder must be an Original Manufacturer or Authorized Distributor/Dealer of the offered brand(s). A valid Manufacturer/Distributor Authorization Certificate or Letter must be attached with the bid
2. The bidder must have a valid National Tax Number (NTN) and Sales Tax Registration Number (STRN) and must appear on the Active Taxpayers List (ATL) of FBR.
3. The manufacturer, distributor, and/or supplier, as applicable, must possess all relevant and valid licenses, registrations, approvals, and certifications required by the competent regulatory authorities. Documentary evidence thereof must be attached with the bid.
4. Complete business address, valid contact numbers, and email address of the firm/company's head office and/or branch office(s).
5. The bidder must have relevant experience in supplying similar food items/products to Government, Semi-Government, Autonomous Bodies, Educational Institutions, or reputed Private Organizations. Copies of relevant Purchase Orders/Contracts must be attached as evidence.
6. The bidder must submit an affidavit on judicial stamp paper, duly signed and stamped, confirming that the firm/company has not been blacklisted or debarred by any Government, Semi-Government, Autonomous Body, or Public Sector Organization.

2. GENERAL

- i. Sealed Bids must be accompanied by bid security of Rs. 50,000/- in the 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.
- ix. All offered products must comply with applicable food safety, quality, packaging, labeling, and hygiene standards prescribed by the relevant Food Authority and other applicable regulatory bodies in Pakistan.
- x. All offered products must be original, fresh, fit for human consumption, and within their valid shelf life, with proper manufacturing and expiry/best-before dates clearly indicated on the packaging.
- xi. Any expired, damaged, leaking, substandard, counterfeit, adulterated, improperly packed, or otherwise non-compliant product supplied by the successful bidder shall be replaced at the bidder's own cost within the period specified by the Institute.



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- xii. The bidder must have sufficient capacity, stock availability, and supply arrangements to ensure uninterrupted and timely supply of the required items throughout the Framework Agreement period.
- xiii. GIK Institute reserves the right to accept/reject any/all tenders/bids as per rules
- viii. 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 bidder shall furnish, as part of its bid, Earnest Money amounting to Rs. 50,000/- in the form of a Demand Draft or Pay Order drawn 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 rules.

10. CONVINCING

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



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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 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	Within seven (07) days after issuance of the order	07 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 shall be awarded to the lowest responsive bidder, subject to compliance with the required quality standards and specifications specified in the bidding documents. **A Framework Agreement shall be signed with the successful lowest responsive bidder.**

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.



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Annexure - I

SPECIFICATIONS

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/FCD-1140/26

**SUPPLY OF COOKING SAUCES, RECIPE MIXES, PLAIN SPICES, SALT & EDIBLE OIL
- tabulated as under:**

S#	Item	UOM	Price
1	Complete range of cooking sauces, recipe mixes, plain spices, salt, and other related food products of Shan, National, or other well-established/reputed brands	Per Kg/half Kg or above capacity	
2	Edible Oil (Vegetable/Cooking Oil) Dalda, Meezan, Sufi, Eva, Golden Sun, or other well-established/reputed brands	16 / 20 Liter Pack or above capacity	

The Institute's approximate monthly consumption of cooking oil is 2,500 liters, excluding the summer vacation period. The stated quantity is indicative only and may vary depending on the Institute's actual requirements.

Instructions to Bidders

- Bidders are advised to quote their prices in accordance with the Units of Measurement (UOM) specified above.
- All above-mentioned items shall be supplied in bulk/commercial packaging (plastic) suitable for institutional and commercial kitchen use.**
- All products must be fresh, genuine, of good quality, and within their valid shelf life at the time of delivery.

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: Deputy Director (Procurement Department)

Signature of the Bidder: _____

Stamp of Bidder: _____