



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



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

Tender Notice for Supply of Mattresses, Pillows, and Covers

Tender # GIKI/PD/HM-1142/26

Sealed bids under the Single Stage – One Envelope Procedure are invited from reputed Manufacturers/Authorized Distributors/Dealers duly registered with the relevant tax authorities and appearing on the Active Taxpayer List (ATL) of FBR, for the procurement of the following item(s):

- | | |
|------------------------------------|-------------------|
| - Mattress for Single Beds | - Mattress Covers |
| - Pillows (Ball fiber) white color | - Pillow Covers |

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-12. Tender Fee (Non-Refundable) of Rs. 2,000/- and Sealed bids complete in all respects with all required documents, along with 2% earnest money on the total bid cost, should reach **on or before 1200 Hours on July 31, 2026. The proposals will be opened** in the presence of available bidders **at 1230 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.

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 NOTICE: GIKI/PD/HM-1142/26

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: Assistant Director (Procurement)

Signature of the Bidder: _____

Stamp of Bidder: _____



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BIDS SUBMISSION & OPENING DATE AND TIME

TENDER # GIKI/PD/HM-1142/26

Tender No.	Description/Specification	Date of Submission of Bids	Date of Opening of Bids
GIKI/PD/HM-1142/26	SUPPLY OF MATTRESSES, PILLOWS, AND COVERS (As per Annexure-I)	1200 Hours on July 31, 2026	1230 Hours on July 31, 2026

Issued By: **Assistant Director (Procurement)**
 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. All supporting documents must be properly flagged or annexed, using separators where necessary, and clearly referenced.

1. **Valid National Tax Number (NTN) and Sales Tax Registration Number (STRN) certificates.** The bidder's name must appear on the **Active Taxpayers List (ATL)** of the FBR.
(Proof to be attached).
2. The bidder must be a **Manufacturer, Authorized Distributor, or Dealer.** Relevant documentary evidence must be submitted along with the bid
3. **Complete business address**, valid contact numbers, and email address of the firm/company's head office and/or branch office(s).
(Proof to be attached).
4. **Documentary evidence of relevant experience** in Government, Semi-Government, or reputed Private Organizations/Educational Institutions. (Attach copies of Purchase Orders and/or Completion Certificates.)
5. An **affidavit on judicial stamp paper**, duly signed and stamped, confirming that the firm/company has never been blacklisted or debarred by any Government, Semi-Government, Autonomous Body, or Public Sector Organization, and that it has no litigation history with any such entity.
(Proof to be attached).
6. A **Warranty/Guarantee & After-Sale Services** of the required items must be provided on the firm/company's official letterhead.
(Proof to be attached)

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. 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 shall be submitted separately along with Tender. Cheque is not acceptable.
- v. Bidders are required to include all applicable taxes in their prices/rates.
- vi. For Loading, unloading and transportation will be the supplier responsibility.
- 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 as per rules.
- ix. GIK Institute also reserves the right to cancel PO/Contract in case of late deliveries.



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

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	15-20 Days	20 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.		



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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, with 20 days' delivery time.

14. Taxes: All Government Taxes i.e. Income Tax, GST etc. will be deducted.

15. Bid Validity

All offers shall remain valid for 30 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/HM-1142/26

SUPPLY OF MATTRESSES, PILLOWS, AND COVERS

- tabulated as under:

S#	Item Name	Qty	Unit
1	Mattress Single Beds (Size: 77x39x4 Inches) (Famous Brand)	390	Nos.
2	Mattress Single Beds (Size: 78x34x4 Inches) (Famous Brand)	05	Nos.
3	Pillow (Ball Fiber, White Color) (Famous Brand)	940	Nos.
4	Pillow Covers (Good Quality Material)	1725	Nos.
5	Mattress Covers Single Bed (Size: 78x34x4 Inches) Other than white Color (Good Quality Material)	290	Nos.
6	Mattress Covers Single Bed (Size: 77x39x4 Inches) Other than white Color (Good Quality Material)	1140	Nos.

Instructions to Bidders

1. The brand name must be mentioned for each quoted item (where applicable).
2. Bidders are strictly not allowed to alter the given specifications. Any deviation from the required specifications will result in disqualification.
3. In case of any ambiguity, confusion, or need for clarification regarding any item or specification, bidders are advised to contact the undersigned through email at osama.zahid@giki.edu.pk for further information or justification before submitting their bids.

Note:

- If GIKI 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)

Signature of the Bidder: _____

Stamp of Bidder: _____