



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



# GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

## TENDER NOTICE

Tender # GIKI/PD/HM-1148/26

Sealed bids under the **Single Stage – One Envelope Procedure** are invited from only reputed Furniture Manufacturers having proven experience in the manufacturing, supply, and installation of similar furniture items, 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):

| SUPPLY & FIXATION OF FURNITURE | Single Wooden Bed | Qty:30 |
|--------------------------------|-------------------|--------|
|--------------------------------|-------------------|--------|

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 1130 Hours on August 28, 2026**. The proposals will be **opened** in the presence of available bidders **at 1200 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-1148/26**

|                                     |  |
|-------------------------------------|--|
| <b>Name of Firm</b>                 |  |
| <b>Address &amp; Contact Number</b> |  |
| <b>CNIC/NTN No.</b>                 |  |
| <b>GST No.</b>                      |  |
| <b>Tender applied for</b>           |  |
| <b>Call Deposit Amount</b>          |  |
| <b>Call Deposit No.</b>             |  |
| <b>Samples Provided</b>             |  |

**Issued by:** Assistant Director Procurement

**Signature of the Bidder:** \_\_\_\_\_

**Stamp of Bidder:** \_\_\_\_\_



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**TENDER BIDS SUBMISSION & OPENING DATE AND TIME**

**TENDER NOTICE: GIKI/PD/HM-1148/26**

**SUPPLY & FIXATION OF FURNITURE**

| <b>Tender No.</b>         | <b>Description/Specification</b>                                  | <b>Date of Submission of Tender Documents</b> | <b>Date Opening of Tender</b>            |
|---------------------------|-------------------------------------------------------------------|-----------------------------------------------|------------------------------------------|
| <b>GIKI/PD/HM-1148/26</b> | <b>SUPPLY &amp; FIXATION OF FURNITURE<br/>(As per Annexure-I)</b> | <b>1130 Hours on<br/>August 28, 2026</b>      | <b>1200 Hours on<br/>August 28, 2026</b> |

Assistant 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 FOR SUPPLY & FIXATION OF FURNITURE**

#### **1. Qualification of the Vendor**

The interested bidders/firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Valid registration documents with the Tax Authorities. NTN/FTN/STRN, etc.
2. Active Taxpayer List/Certificate
3. The bidder must be a reputed Furniture Manufacturer having its own manufacturing facility.
4. The bidder shall submit documentary evidence demonstrating at least five (5) years of relevant experience in the manufacturing, supply, and installation of furniture items of a similar nature for public or private universities, educational institutions, or comparable organizations.
5. The bidder shall provide copies of previous work orders/completion certificates of similar assignments executed for reputable organizations.
6. An undertaking is required stating that the firm has no litigation history and has never been blacklisted by any Government agency or authority.

#### **2. 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 item's supplier will be responsible.
- vii. Items' rates and amount should be filled in 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 cancel this tender and reject all bids at any stage of the bidding process.
- ix. Bidders are not permitted to submit bids electronically (via email or any other electronic means); only hard copy submissions will be accepted. Unsealed bids will not be entertained.
- x. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.

#### **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.



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**4. SCOPE OF SUPPLY**

The bidder shall supply items of the specifications given in the **attached Annexure-I.**

**5. CURRENCY OF BID**

The prices shall be quoted in Pakistani Rupees.

**6. BID BONDS/EARNEST MONEY**

The bidders shall furnish, as part of their 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.

**7. LATE BIDS**

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

**8. 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.

**9. CONVINCING**

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

**10. 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 a delay in supply within the stipulated time then a penalty will be imposed as per requirement. The delivery of items will be made within 7-10 days after approval of sample and design (without penalty) or as agreed at the time of issuance of order and with the prescribed penalty as per following schedule of requirement: -

| MODE OF PENALTY                                                                                            | NO OF DAYS | TOTAL DELIVERY PERIOD |
|------------------------------------------------------------------------------------------------------------|------------|-----------------------|
| Without Penalty                                                                                            | 7-10 days  | 7-10 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 prospectus subject to deduction of taxes as per Govt law.

**13. AWARD OF CONTRACT:**

The contract will be awarded to the lowest evaluated responsive bid keeping in mind the quality and specifications provided in the bidding document as per the approved sample.

**14. Taxes:** All applicable 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 is required by the GIK.



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**Annexure - I**

**PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:**

**Name of Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tender No: GIKI/PD/HM-1148/26  
SUPPLY & FIXATION OF FURNITURE  
tabulated as under:**

**Specifications**

| <b>S#</b> | <b>Items Descriptions</b>                           | <b>Qty</b> | <b>Unit A/C</b> |
|-----------|-----------------------------------------------------|------------|-----------------|
| 1         | <b>Bed Single Wooden</b><br><b>Size: 6 x 3 Feet</b> | 30         | Nos.            |

**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:** Assistant Director (Procurement Department)

**Signature of the Bidder:** \_\_\_\_\_

**Stamp of Bidder:** \_\_\_\_\_