



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

**SUPPLY AND FIXING OF NEW SEAT COVERS INCLUDING MINOR SEAT REPAIRS FOR
HINO BUSES**

Tender # GIKI/PD/TPT-1149/26

Sealed Bids (Single Stage – One Envelope Procedure) are invited from specialized and experienced firms/vendors, duly registered with the relevant tax authorities, for the supply and fixing of new seat covers, including minor seat repairs, for the bus.

1	Supply and Fixing of New Seat Covers, Including Minor Seat Repairs, for Hino Bus MRC-3477 and MRC-2548	44 seats per bus × 2 buses (Total 88 seats)
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Detail 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 along with a 2% earnest money on the total bid cost should reach to undersigned office on or before **1500 Hours on September 03, 2026**. The proposals will be opened in the presence of available bidders at **1530 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.
Note: Raxine/leather samples in all available colors must be provided along with the tender documents.

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

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

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



Tender No # GIKI/PD/TPT-1149/26

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TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/TPT-1149/26

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

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/TPT-1149/26

SUPPLY AND FIXING OF NEW SEAT COVERS INCULDING MINOR SEAT REPAIRS FOR HINO BUSES

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/TPT-1149/26	SUPPLY AND FIXING OF NEW SEAT COVERS INCULDING MINOR SEAT REPAIRS FOR HINO BUSES (Detail attached at Annexure-I)	1500 Hours on September 03, 2026	1530 Hours on September 03, 2026

Issued By: **Assistant Director Procurement**

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS

1. Qualification of the Vendor

The following Firms/Suppliers are eligible to apply and are required to submit the following documents with their proposals.

1. Valid Registration Certificate with relevant tax Authority NTN/STRN 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 purchase orders/work orders of previous clients.
6. The Firms/Supplier that have 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 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. The cheque is not acceptable.
- vi. Bidders are required to include all applicable taxes in their prices/rates.
- 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 accept/reject any/all tenders/bids as per rules.
- ix. GIK Institute also reserves the right to cancel PO/ Order 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 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.



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7. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned unopened 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 delay in supply within stipulated time, penalty will be imposed as per following schedule. The delivery of items will be made as per the table below after issuance of Purchase Order (without penalty) or as agreed.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	15-20 Days (In Stock)	15-20 Days (In Stock)
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 installation, replacement, testing, 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 evaluated bidder subject to qualification of specification and recommendation of the technical committee. **The bidders are requested to provide complete details and specifications in the bidding proposals.**

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.



Tender No. GIKI/PD/TPT-1149/26

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Annexure - I

SPECIFICATIONS

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

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SUPPLY AND FIXING OF NEW SEAT COVERS INCLUDING MINOR SEAT REPAIRS FOR HINO BUSES

- tabulated as under:

S #	Description	Qty Estimated	Unit
1	Raxine/ Leather for 2 Hino Buses (44 seats in each bus, Total: 88 Seats) Sample of Raxine / Leather must be provided with tender documents.	260	Meters
2	0.5 inch size foam	20	Meters
3	Tapa Seat Mate	02	No.
4	Labor Wages		Job

Note:

- If GIK Institute feels that items are not up to the specified standards in quality or specifications, the substandard material or work will be rejected. Decision of replacement or deduction from bill will be determined by the Institute as per requirement. Final Selection of work will be as per recommendation of the Transport Section and technical committee.
- In the case of Replacement, the delivery must be made within a MAXIMUM of one week -time at 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: _____