



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

TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS

Tender # GIKI/PD/MS-1144/26

Sealed Bids under the Single Stage- One Envelope procedure are invited from reputed Manufacturers/Authorized Distributors/Dealers/Suppliers duly registered with the relevant tax authorities and appearing on the Active Tax Payer List (ATL) of FBR, for the procurement of Stationery Items:

Stationery Items: Ballpoint, Battery cell, box file, Scissors, Tape binding, Stapler Pins, Glue stick etc.

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 August 21, 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.

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: _____



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

TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/MS-1144/26

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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TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/MS-1144/26

SUPPLY OF STATIONERY ITEMS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date of Opening of Tender
GIKI/PD/MS-1144/26	SUPPLY OF STATIONERY ITEMS (As per Annexure-I)	1500 Hours on August 21, 2026	1530 Hours on August 21, 2026

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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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**, along with registration with relevant provincial tax authorities (if applicable). The bidder's name must appear on the **Active Taxpayers List (ATL)** of the FBR.
(Proof to be attached)
2. **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).
3. **Documentary evidence of relevant experience** in Government, Semi-Government, or reputed Private Organizations/Educational Institutions. (Attach copies of Purchase Orders and/or Completion Certificates.)
4. 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).
5. A **Warranty/Guarantee & After-Sale Services** of the required items must be provided on the firm/company's official letterhead where applicable.
(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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4. 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.

5. SCOPE OF SUPPLY

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

6. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

7. BID BONDS/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 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.

8. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened 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 stipulated time then penalty will be imposed as per requirement. The delivery of items will be made on or before 20th March, 2022 after issuance of Purchase Order (without penalty) or as agreed 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 (In stock)	10 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.		



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12. MODE OF PAYMENT

Payment will be made after complete delivery, Inspection and acceptance of the prospectus.

13. AWARD OF CONTRACT:

The contract will be awarded on a lot-wise basis to the lowest evaluated responsive bidder, subject to compliance with the required quality, technical specifications, and approved sample as specified in the bidding document.

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

15. Bid Validity

All offers shall remain valid for 90 days from the date of opening of bids, until any further extension required by the GIK Institute.

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**GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
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Annexure - 1

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/MS-1144/26

SUPPLY OF STATIONERY ITEMS- tabulated as under:

Specifications

S #.	Name of Item	Qty. Req.	Unit
1	Ballpoint Signature BLU (BLUE1700, Red700, Bk100)	2500	Nos.
2	Battery Cell PP3/ 9V Power Plus	60	Nos.
3	Box File Large Size BL=100, BK=100, RD=50, GN=50	300	Nos.
4	Carbon Paper BLUE Color (KCR, Camel, or Dolphin)	2	Packet
5	Chalk Stick (White) for Board	20	Nos.
6	Correction Fluid Pen DEER/ Piano / Dollar 7ml	200	Nos.
7	Double Tape 1" (Good Quality)	12	Rolls
8	Double Tape 2" (Good Quality)	12	Rolls
9	Drafting Pads A5 Narrow Line	200	Nos.
10	Drafting Pads A6 Narrow Line	60	Nos.
11	Duster Board 2 Sided with Soft Cloth Cushion	120	Nos.
12	Envelops BROWN A3 Size	300	Nos.
13	Envelops Cloth A3-Size	100	Nos.
14	File Ring Folder Plastic Best Quality Blue/ White	100	Nos.
15	File Separator Set Plastic (10 Sheet Set)	150	Sets
16	File board Special Hard 4" Rexene & Cotton Rope 30"	200	Nos.
17	Glue Stick Small 8/10gm	144	Nos.
18	Gum Liquid Paste 145gm	12	Bottle
19	Ink for Stamp Pad (BLUE 10+ Bk2)	12	Bottle
20	Logbook Vehicle QUIRE?	24	Copies
21	Marker Board Dollar BK1300+RD150+BL750	2200	Nos.
22	Marker Highlighter Piano (Pink 12/ Green 24/ Yellow108)	144	Nos.
23	Marker Silver Snowman	12	Rolls
24	Pencil HB with Rubber Top Dollar/Goldfish/ Picasso	600	Nos.
25	Pen stand/ Jar 3 Flower Model: TF-9147	12	Nos.
26	Pin Stapler (Medium) 24/6 (Pack of 20)	10	Packs
27	Pointer Pen (Blue 70, BLACK 30)	100	Nos.
28	Register Attendance Q3 Tayyaba/ Kohinoor	10	Nos.
29	Register Letter Dispatch 4 Quire	15	Nos.
30	Rubber Eraser PIANO WR-900	300	Nos.
31	Ruler/ Scale 12" Plastic Good Quality	36	Nos.
32	Samad Bond Tube 80gm	6	Nos.
33	Scissors 5" inch	24	Nos.
34	Scissors Deli E38369 9" VIP Guest Ribbon Cutting	3	Nos.
35	Stapler #.10, FUJI HD-J10 or Deli E0238	48	Nos.
36	Stapler #.24/6 ORO NEXUX/	36	Nos.
37	Sticky Markers Flags Colorful	50	Sets
38	SSD 256-GB HIKSEMI = 02 + 128GB = 01	03	Nos.



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39	Tags for File	50	Pack
40	Tape Binding 2" (Red 8, Bk 6, Wh 06, Org4, Gn 6)	30	Rolls
41	Tape Dispenser Stand National for 1 Inch Roll	10	Nos.
42	Tape Masking 1" Best Quality	120	Nos.
43	Tape Masking 2" Best Quality	72	Rolls
44	Tape PVC OSAKA (Red 10, Wh 10-Bk 20)	40	Rolls
45	Tape Scotch 1" Best Quality	150	Nos.
46	Tape Scotch 2" Best Quality	72	Nos.
47	Toner 05A HP-2055D China #. 01	1	Nos.
48	Toner 26A HP-402 China #.01	2	Nos.
49	Toner 80A HP-401 China #.01	1	Nos.

Instructions to Bidders

1. The brand name must be mentioned for 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. However, if a specific required item is not available in the market, bidders may propose an equivalent or compatible alternative by mentioning the word "OR" alongside the unavailable item. The bidder must then provide detailed specifications of the proposed alternative and quote the price accordingly.
4. 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 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

Signature of the Bidder: _____

Stamp of Bidder: _____