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

GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

TENDER NOTICE

Tender # GIKI/PD/FCSE-1164/26

Sealed bids **(Single Stage One Envelope procedure)** are invited from reputed Manufacturers / Authorized Distributors / Dealers / Suppliers / Firms registered with relevant tax authorities and who are on the active taxpayer list on FBR for the supply of the following items:

LAB SUPPLIES	**Soldering Iron Station Kit, Linear Power Supply, Digital Multimeter, ESD workbenches and protection kits, Microcontroller Development Board & Programmer Pickit.**

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 1500 Hours on December 01, 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 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)
Phone: 0938-281026 Ext. 2444, Email: osama.zahid@giki.edu.pk

Issued by: Assistant Director (Procurement Department)

Signature of the Bidder: _____

Stamp of Bidder: _____

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

TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/FCSE-1164/26

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 Department)

Signature of the Bidder: _____

Stamp of Bidder: _____

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

BIDS SUBMISSION & OPENING DATE AND TIME

TENDER # GIKI/PD/FCSE-1164/26

PROCUREMENT OF LAB SUPPLIES

Tender No.	Description/Specification	Date of Submission of Bids	Date of Opening of Bids
GIKI/PD/IFCSE-1164/26	**PROCUREMENT OF LAB SUPPLIES** **(As per Annexure-I)**	**1500 Hours on December 01, 2026**	**1530 Hours on December 01, 2026**

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

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 listed below.

1. Valid **National Tax Number (NTN)** and **Sales Tax Registration Number (STRN)** certificates, with the bidder's name appearing on the **Active Taxpayers List (ATL)** of FBR.
   (Documentary proof must be attached.)
2. **Complete business address**, valid contact numbers, and email address of the firm/company's head office and/or branch office(s).
   (Documentary proof must be attached.)
3. Documentary evidence of **relevant experience** in the supply of Lab supplies to Government, Semi-Government, or reputed Private Organizations/Educational Institutions. (Attach Purchase Orders)
   (Documentary proof must be attached.)
4. An **Affidavit on Judicial Stamp Paper** confirming that the firm/company has **never been blacklisted** by any Government Department, Semi-Government, or Autonomous Body.
   (Documentary proof must be attached.)
5. **Warranty/Guarantee Certificate**, wherever applicable, specifying terms for the replacement of defective or substandard items.
   (Documentary proof must 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. 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.
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.

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.

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

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 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, penalty will be imposed as per following schedule. The delivery of items will be made as per the table after issuance of Purchase Order (without penalty) or as agreed.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	15 Days (In stock) 30-45 Days (For Import)	15 Days (In stock) 30-45 Days (For Import)
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 will be awarded lowest responsive bid keeping in mind the quality and specifications provided in the bidding document.

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

15. Bid Validity

All offers shall remain valid for 45 days from the date of opening of bids, until any further extension required by the GIK Institute.

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

Annexure - I

SPECIFICATIONS

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder:_____

Address:

_____

Tender No: GIKI/PD/FCSE-1164/26

PROCUREMENT OF LAB SUPPLIES- tabulated as under:

S#	Items	Quantity
1.	YIHUA 948DB+ II Soldering Iron Station Kit compatible for T12 solder iron tip with 2 tips with °F-°C Conversion, Sleep Mode, Auto Shutdown, Preset Channels, Calibration Functions	2
2.	UTP3305 UNI-T 3-channel linear DC power supply	15
3.	UT33D+ / UT33D Compact Digital Multimeter: Portable UT 33D+ Multimeter Tester for Current and Voltage Measurements	20
4.	ESD Anti-Static Mats Specification: 1m × 1m × 2mm Antistatic ESD Floor Mat / ESD Rubber Table Mat for Production / S5 PVC Antistatic Workbench Rubber Mat	45
5.	Pic Lab-iii Microchip Pic Microcontroller Development Board	15
6.	Programmer Pickit 3.5 Pic KIT3.5 Pickit3.5	15

Instructions to Bidders

1. The brand name must be mentioned for each quoted item (where applicable).
2. Where a specific brand name is mentioned, equivalent products may also be quoted, provided that they meet the required specifications.
3. Bidders are strictly not allowed to alter the given specifications. Any deviation from the required specifications will result in disqualification.
4. If a specified item is not available in the market, the bidder may quote an equivalent or compatible alternative that fully meets the required specifications. The bidder shall clearly mention the proposed alternative, provide its complete technical specifications, and quote its price accordingly.
5. **The GIK Institute reserves the right to award the contract/order either on a LOT basis or on an item-wise basis. Therefore, bidders are advised to quote their prices accordingly**.
6. 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:

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

- 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: _____