



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

**TENDER NOTICE FOR PURCHASE OF PAPER REAM**

***Tender no. GIKI/PD/FD-816/21***

Sealed bids are invited through **Single Stage-One Envelope** bidding procedure from reputed firms/suppliers/importers/general order suppliers/authorized dealers for supply of paper ream registered with Tax Authorities and who are on Active Taxpayers list of the Federal Board of Revenue.

**Paper Ream:** A4 Size, 70 g/m, 210x297mm, 500 sheets per ream (Copymate or equivalent)

The tender documents ***should reach to the undersigned latest by April 01, 2021 at 1500 Hours*** through registered post/ courier services and will be opened on the same day at 1530 Hours in the presence of the bidders. The Bidding documents, containing detailed terms and conditions can be downloaded from the GIK website: [www.giki.edu.pk](http://www.giki.edu.pk). Tender processing fee of Rs.2,000/-(Non Refundable) and 2% earnest money of the total bid cost in the form of demand draft/pay order in favor of GIK Institute, Topi must be submitted along with bidding documents. No advance payment shall be made to any bidder.

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

Phone# 0938-281026 Ext. 2444, Email: [taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)



Issued by:

Assistant Director Procurement

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

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



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**(PROCUREMENT DEPARTMENT)**

## TENDER DOCUMENTS

<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>	

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/FD-816/21**  
**PURCHASE OF PAPER REAM**

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/FD-816/21	Purchase of Paper Ream A4 (As per Annexure-I)	1500 Hours on April 01, 2021	1530 Hours on April 01, 2021

Assistant Director Procurement  
GIK Institute, Topi

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

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



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**TERMS AND CONDITIONS FOR PURCHASE OF PAPER REAM**

**1. Qualification of the Vendor**

The following vendors/Suppliers are eligible to apply for the tender:

1. The bidder should be registered with NTN/GST and who are on Active Tax Payer List for GST and Income Tax of FBR.
2. The Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors that have Never been black listed by any Government Agency or Authority.

**2. Documents Required**

Sealed bids are invited from reputed registered Paper mills/Firms/Suppliers/Importers for procurement of local / imported paper and are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Active Tax payer List/Certificate
3. Full Address and Contact Numbers of the Office(s).
4. General Experience
5. Submit work orders of previous clients and one sample.
6. Volume of previous work executed in last three years.

**3. 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 be not 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 items supplier will be responsible.
- 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.



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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 in 30 days 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	30 days	30 days
With Penalty @ 0.05 % per day for 10 days, 0.10% per day for 20 days, 0.15% per day for 30 days, 0.20% per day after 30 days.		



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**12. MODE OF PAYMENT**

Payment will be made as follows after inspection and acceptance of paper ream.

- Payment after delivery
- Part Delivery Part Payment
- -----% advance payment against Bank Guarantee

**13. BID EVALUATION CRITERIA**

The awards of contract would be based strictly on the specifications provided in the bidding documents and quality of the items and not only on the basis of lowest rates.

**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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**Annexure - 1**

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

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

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

**Tender No: GIKI/PD/FD-816/21**

PURCHASE OF PAPER REAMWITH ENVELOPS- tabulated as under:

**Specifications**

S#	Items Descriptions	Qty	Unit A/C
1	<b>Paper Ream (210x297mm):</b> Size : A4 Paper Bundle: 500 Paper Weight: 70 gsm Paper Type: Blank Material: Soft Product type: Loose Leaf Papers Usage: Multipurpose Brand Type : Copy Mate Paper Ream 70 gsm (or Equivalent)	4500	Reams

**Note:**

- If GIK Institute feels that a particular paper is not up to the specified standards in quality, the sub-standard material will be returned. Decision of deduction from Bill will be determined by the Institute as per requirement.

**Issued by:** Assistant Director Procurement

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

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