

**GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY**

Tender documents

For

**INSTALLATION OF CONVOCAATION
MARQUEE / DERA**

No. GIKI/PO/Cov- 615/16
13 May 2016

The Ghulam Ishaq Khan Institute (GIK) of Engineering Sciences and Technology, located at Topi, District Swabi is a seat of excellence in higher engineering education and research. The Institute is organizing the one day Convocation. The Convocation would be set up at GIK Institute Topi. The Institute requires the services of vendors (qualified in all respects) for installation of marquee /dera fully air conditioned with proper lighting for the event. Sealed bids are invited for said event.

1. **Specification of items:**

Detail of the service required are given in the Annexure –A. Please quote the rates for each item / service, inclusive of taxes at GIK Institute Topi basis.

2. **Date for submission of the quotation:**

Bids in sealed envelopes, on prescribed tender documents should reach to the Procurement Department, GIK Institute Topi before 3:00 pm on 24 May 2016. Write our inquiry No. GIKI/PO/Cov-615/16 on the top of the envelope. Open bids will not be accepted.

3. **Tender opening date and venue:**

Tenders will be opened by the Procurement Committee in the presence of bidders at 3:30 pm on the same date (24 May 2016) in the Conference Room of H. U. Beg Administration Block, GIK Institute, Topi-23640, District Swabi, Khyber Pakhtunkhwa.

4. The bid prepared by the Bidder shall comprise the following components:

- (a) A Financial Bid
- (b) A Bid Form and a Price Schedule completed in accordance annexure-A
- (c) Bid security furnished

5. **Price / rate:**

Please quote unit price for each item on **should be** inclusive of all taxes

6. **Validity of the price:**

Bids should remain valid for one month from the submission date of bids.

7. **Bid Security:**

You are required to enclose the call deposit of Rs.50,000 (refundable) through demand draft/pay order payable on account of GIK Institute, Topi with bids document.

8. **Mode of Payment:**

Payment terms should be specified in the bid.

9. **Date of Convocation**

The tentative date of the Convocation is 1 or 2nd of June 2016.

10. Please sign and stamp each page of the tender/bid document; otherwise, it will not be considered / accepted.
11. The Institute reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s).
12. Incomplete forms will not be acceptable and will not be considered in any case, and will be rejected.
13. Bids, will be accepted only, for the specifications given in the Tender (Annexure-A).
14. In case of any dispute the decision of the GIK Institute will be final and binding on you.

Annexure-A

| S #. | Description |
|-------------|---|
| 1 | Marquee (35 x 80 m) with Installation and Transportation charges (One Day), inclusive of all arrangements, for 1500 seats |
| Or | Dera (35 x 80 m) with Installation and Transportation charges (One Day), inclusive of all arrangements, for 1500 seats |
| 2 | Air Conditioning Day 1 - Inside the Marquee / Dera, with generator fully arrangement with the cost of vendor |
| 3 | Air Conditioning Day 2 - Inside the Marquee / Dera with generator fully arrangement with the cost of vendor |
| 4 | Seating Arrangements for 1500 Guests (Two Days), inclusive of transportation charges, loading, unloading etc. |
| 5 | Stage (one day) |
| 6 | Presidential Chairs 7 Nos. - One Day |
| 7 | Stage Back Drop (40x10ft) .L.S |
| 8 | Carpeting - Inside Marquee / Dera & 100 feet walkway (One day) |
| 9 | Lighting inside marquee / Dera (inclusive in Marquee price) |
| 10 | Sound System / public address system |

Note: Transportation charge, loading / unloading, electric working, inside lighting walkways should be at the cost of the vendor.