



**GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY,  
TOPI**

**(PROCUREMENT DEPARTMENT)**

**SCHEDULE OF REQUIREMENTS FOR SUPPLY OF SUPPLY AND (WITH OR WITHOUT) FITTING OF VEHICLE ENGINES**

The delivery of services and supply will be made in 90 days (for imports) and 20-30 days for local after issuance of Purchase Order/Contract (without penalty) and with the prescribed penalty as per following schedule of requirement:

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	90 days (Imports) 20-30 days (Local)	90 days (Imports) 20-30 days (Local)
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.		

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

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

**Tender No: GIKI/PD/TPT-851/21**

SUPPLY AND (WITH OR WITHOUT) FITTING OF VEHICLE ENGINES- tabulated as under:

Tender No.	Sr. No.	Description/Specification	Qty	Unit Price (RS)	Unit Price with 17% GST (RS)	Total Cost including GST (RS)	Bid Security (2% of the Total Cost)
GIKI/PD/TPT-851/21	1	<b>SUPPLY AND (WITH OR WITHOUT) FITTING OF VEHICLE ENGINES.</b> Replacement of existing engines with gear and break parts of 3x buses with refurbished Engines					
	<b>Specifications are attached in Annexure – I</b>						

Issued by: Assistant Director Procurement

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

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

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

**SPECIFICATIONS**

**TENDER NO. (GIKI/PD/TPT-851/21)**

**SUPPLY AND (With or Without) FITTING OF VEHICLE ENGINES**

Vehicle Type with Model	Existing Installed Engine Type	Required Engine Type	Qty
Hino Road Liner Bus 1994	AK-176-700	7D, J-1 & J- 2 & 8C (70 Series) Or <b>equivalent</b>	01
Hino Road Liner Bus 1994			01
Hino Road Liner Bus 1997			01

**Note.**

Replacement of existing engines with refurbished engines along with Gear & Break parts for above mentioned buses.

**Note:**

- Proposal must clearly identify manufacturer and country of make.
- Exact delivery and fitting time for all the engines.
- Vendor may quote all the options available near to all above specifications or equivalent.
- Preference will be given to the technical aspects, suitable quality and fast delivery along with minimum price bidder.

**Assistant Director Procurement**  
GIK Institute, Topi

**TENDER BIDS SUBMISSION & OPENING DATE AND TIME**

**TENDER NOTICE: GIKI/PD/TPT-851/21  
SUPPLY AND (with or without) FITTING OF VEHICLE ENGINES**

Tender No.	Description/Specification	Date of Submission bids	Bid Opening date
<b>GIKI/PD/TPT-851/21</b>	SUPPLY AND (with or without) FITTING OF VEHICLE ENGINES (As per Annexure-A)	<b>1500 Hours on November 15, 2021</b>	<b>1530 Hours on November 15, 2021</b>

Assistant Director Procurement  
GIK Institute, Topi

**GIK INSTITUTE OF ENGINEERING  
SCIENCES AND TECHNOLOGY, TOPI**

**TENDER NO.**

**GIKI/PD/TPT-851/21**

**TENDER DOCUMENT**

**F.O.R. BASIS**

**TENDER FEE NON-REFUNDABLE  
Rs. 2,000/-**

**PROCUREMENT DEPARTMENT**

Ph: 0938-281026 EXT (2444) Fax: 0938-281045

Email: [taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)

Web: [www.giki.edu.pk](http://www.giki.edu.pk)

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

**TERMS AND CONDITIONS**

**1. GENERAL:**

Sealed bids/single stage two envelopes method are invited through GIK websites as well as print media from GST/NTN (Valid & Active) registered firms having sufficient experience in the relevant field for replacement of existing engines with refurbished engines along with Gear & Break parts for above mentioned buses as per **Annex-I**.

**2. PROCEDURE FOR SUBMISSION OF BIDS:**

(a) Bidding Documents which include Bid Application Form (Technical) (Annex-A), Bid Application Form (Financial) (Annex-B) can be downloaded from GIK website & also can be obtained from the office of Assistant Director (Procurement) GIK Institute, Topi, on payment of Rs. 2,000/- (Non-refundable) as tender document fee through Call Deposit or Demand Draft in favor of GIK Institute.

(b) The interested bidders are required to submit their bids duly completed in all respect, signed & stamped on or before 15<sup>th</sup> November, 2021 at 1500 Hrs. The bids will be opened on the same date at 1530 Hrs, at Admin Block, GIK Institute in the presence of bidders or their representatives who may choose to attend.

(c) The bids shall comprise a single package containing two envelopes duly sealed and signed. Each envelope should be clearly marked of its purpose in bold and legible letters to avoid inconvenience.

(d) Rates quoted in the bid must be written in figures as well as in words to avoid chance of misappropriation.

**3. Bid Evaluation Criteria.**

Single Stage Two Envelope procedure shall be adopted for procurement. The Bid shall comprise of two parts (i) Technical Part (ii) Financial Part.

**(i) Technical Part**

- The Bidder shall provide all the requisite documents requested in section below. The Financial proposals will be kept unopened in safe custody during the Technical Bid Evaluation. The Committee shall check documents comprising the Technical Bid and will evaluate the Bids.
- Technical qualified firms will be considered eligible for opening of their Financial Proposals, whereas the Financial Proposals of the rest of firm will be

returned unopened.

**(ii) Financial Part.**

- Financial Part/proposal of only technically qualified bidders will be opened.
- The Financial proposal should be submitted using the format specified and enclosed with the Bidding Documents. This is mandatory requirement for evaluation of proposals and needs to be filled up clearly. Costs shall be expressed in Pakistani Rupees (Rs.) only.

**(iii) Documents to be attached with**

**a. Technical Bid**

The firms are required to submit following documents with their bids applications: -

- i. Bid Application Form (Technical) duly filled up completely signed and stamped.
- ii. Pay Order 2% as "Bid Security" in favor of GIK Institute.
- iii. Copies of GST certificate. (Valid)
- iv. Copies of NTN certificate (Valid/Active Tax Payer)
- v. Copy of CNIC of the bidder.
- vi. Bank Statement of the bidder for last three months.
- vii. Detail of similar works carried out by the firm (along with copies of work orders/completion certificates) with any government / semi Government / Private organization.
- viii. Undertaking to the following effects –
  - That Firm has neither been black listed nor any contract rescinded due to non-fulfillment of contractual obligations in the past. That the firm shall pay all the taxes to the government as per prevailing federal/provincial laws/rules. That the firm will provide the supply or services to GIK Institute through skilled persons of relevant field.

**b. Financial Bid:**

- (i) Application Form of financial bid/ proposal duly filled, signed and stamped.
- (ii) Attested CNIC copy of Owner/Manager/Authorized Representative
- (iii) Authority letter in case of bid is submitted by authorized representatives.

**05. Acceptance /Rejection of Bids:**

On the base of evaluation, the successful/lowest bidder will be informed accordingly through a confirmation/acceptance letter. The Authority reserves the rights to reject any or accept any/all bids as per rules.

**6. Validity of Prices:**

The quoted rates shall be inclusive of all govt. taxes, etc. and will remain valid till final approval of competent authority or at least 120 days from the date of opening of bids, whichever is later, the successful bidder shall bound to start supply within due date after issuance of confirmation/acceptance letter, failing which his bid shall be rejected and bid security will be forfeited.

**7. Award of Contract:**

On the basis of evaluation, the successful bidder shall be offered a letter of acceptance indicating terms & conditions. If accepted, both the parties shall enter into a contract by signing contract agreement.

**08. Period of Contract:**

The contract shall be made for a specific period quoted by the bidder in bid documents (Financial Part).

**09. Performance Security:**

The contractor shall provide performance security @ 6% of the bid value in respect of all buses. The said security will be refunded after successful completion of the contract/work of vehicles. 10. Dispute:

(a) In case of dispute, a committee of officers of Authority shall be appointed with the approval of Competent Authority, GIK Institute for deciding the dispute.

(b) In case the parties are unable to agree upon and appoint a Sole Arbitrator, the Sole Arbitrator shall be appointed.

(c) The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both the Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.

(d) Decision of Arbitrator(s)/ Umpire shall be final and binding upon the parties.

**11. Payment:**

After supply and completion of work, the firm shall issue Bill/Invoice to the Institute and after inspection of vehicle by the representative of Institute, payment will be made to the firm within period of 30 working days after receipt

of invoice. Payment to firm shall be made after deduction of all applicable taxes, etc. Deduction shall also be made for losses (if any) to the vehicle (s) of authority, if proved to be occurred due to negligence of contractor's staff.

**12. Retention Money:**

An amount equal to 5% of Bill value shall be hold by GIK Institute and same will be released after 3 months of date of delivery or completion of work to GIK Institute.

**13. Termination of contract.**

The contract can be terminated by serving advance notice by either party (The client or the contractor). However, the authority reserves the right to terminate contract immediately, if any serious default is noted on the part of the contractor. In this way, no advance notice shall be required and security deposit of contractor shall be forfeited.

**14. Disqualification.**

Incomplete/fake documents and wrong information shall make the firm liable to be disqualified from contract even after award of the contract.

Assistant Director Procurement  
GIK Institute, Topi



(Annex-A)

**TECHNICAL BID APPLICATION FORM**  
**Replacement of Existing Engines**

1. Name of Firm/Bidder \_\_\_\_\_
2. Name of Owner \_\_\_\_\_
3. Address of Bidder \_\_\_\_\_
4. Telephone No. (Business) \_\_\_\_\_
5. CNIC No. of the Bidder/Owner \_\_\_\_\_
6. GST Registration No. \_\_\_\_\_
7. NTN Registration No. \_\_\_\_\_
8. PO/DD No./Date \_\_\_\_\_
9. Bid Money \_\_\_\_\_
10. Name of Bank & Branch \_\_\_\_\_

**Check List**

Following documents are attached with the Application Form/Bid:

- (1) Copy of CNIC
- (2) Cpy of GST Certificate
- (3) Copy of NTN Certificate
- (4) Undertaking of letterhead or stamp paper
- (5) Bid Security 2% in shape of PO/DD
- (6) Bank Statement for last three months duly verified by the bidder's Bank.
- (7) Specific experience similar services provided to Government/Semi Government or private Organization with documentary proof.

**Undertaking**

Terms & Conditions prescribed in the Tender Documents are fully understood and accepted, I/We hereby agree to abide by all and shall fulfill the terms & conditions of bid/contract.

Bidder Name, Sign, Stamp

(Annex-B)

**FINANCIAL BID/PROPOSAL FORM**  
**Replacement of Existing Engines**

1. Name of Firm/Bidder \_\_\_\_\_
2. Name of Owner / Authorized Person \_\_\_\_\_
3. Address of the Bidder \_\_\_\_\_
4. Telephone No. (Business) \_\_\_\_\_
5. CNIC No. of the Bidder/Owner \_\_\_\_\_
6. GST Registration No. \_\_\_\_\_
7. NTN Registration No. \_\_\_\_\_

<b>Vehicle Type with Model</b>	<b>Proposed Engine Type</b>	<b>Rate excluding Taxes</b>	<b>Taxes</b>	<b>Total Amount Including Taxes</b>
Hino Road Liner Bus 1994				
Hino Road Liner Bus 1994				
Hino Road Liner Bus 1997				

Total Amount in words \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder  
Name, Sign, Stamp

**AFFIDAVIT**

I, \_\_\_\_\_ S/o \_\_\_\_\_ aged \_\_\_\_\_ years \_\_\_\_\_ working as Proprietor/Managing Partner/Director of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s \_\_\_\_\_
1. That M/s \_\_\_\_\_ is a proprietorship/partnership firm/company is participating in tender process conducted by Institute.
2. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
3. That I hereby confirm and declare that my/our firm/company M/s \_\_\_\_\_ and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
4. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
5. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the GIK INSTITUTE.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notar

