



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



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

**TENDER NOTICE FOR SUPPLY, INSTALLATION &  
FIXATION OF APPLIANCES, FURNITURES & FIXTURES**

Tender # GIKI/PD/Works -856/21

Sealed bids (Single Stage One Envelope procedure) are invited from reputed manufacturers/firms/suppliers/Authorized dealers/distributors registered with relevant tax authorities (GST / NTN) and who are on active taxpayer list for the procurement of following appliances, furniture & fixture.

**Supply, Installation & Fixation of:**

- Air Conditions – Refrigerators – TV LEDs – Microwave oven – Gas Heaters
- Sofa Set (5 Seaters) - Chairs (Easy, Dining) – Tables (Dining, Central, Side).
- Carpet and Steel Almira

Detailed specifications and other terms & conditions can be downloaded from GIKI website ([www.giki.edu.pk](http://www.giki.edu.pk)) or collected personally from GIK Admin Block Room # F-12. Tender Fee (Non-Refundable) of Rs. 3,000/- and sealed bids along with earnest money of 2% of the total bid cost should reach on or before **1500 Hours on November 22, 2021**. The proposals will be opened in the presence of bidders at **1530 Hours on the same day**. 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**  
GIKI Institute, Topi, Swabi.

Signature & Stamp of the Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

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

**TENDER NOTICE: GIKI/PD/WORKS-856/21**

<b>Tender No.</b>	<b>Date of Submission of Bid Documents</b>	<b>Date of bid opening</b>
GIKI/PD/WORKS-856/21	November 22, 2021, 1500 Hours	November 22, 2021, 1530 Hours

**Assistant Director Procurement**  
GIK Institute, Topi

Signature & Stamp of the Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Evaluation Criteria**

<b>S. No.</b>	<b>Item Name and Description</b>	<b>Maximum Marks</b>
1	Registration with relevant tax authorities <b>(NTN/GST)</b>	05
2	Relevant Experience of the Bidder with documentary evidence. <ul style="list-style-type: none"><li>• 1-3 projects (3 Marks)</li><li>• 4-6 projects (6 Marks)</li><li>• 7-9 or above projects (10 Marks)</li></ul>	08
3	Dealership / Authorization certificate from OEM	08
4	Affidavit that the firm has never been blacklisted by any GOP /Semi Govt. or Autonomous Bodies.	05
5	Specification as per attached <b>Annex-B</b> along with literature/broucher/catalog / Pictures. Make/Brand must be mentioned	26
6	Installation, Fixation, Provision of after Sale Services & maintenance	08
7	Financial bid	40
<b>TOTAL</b>		<b>100</b>

**Note: Please submit documents as per above mentioned criteria**

- ***Qualification status shall be decided on the basis of Pass/Fail. The bidder must secure at least 50% accumulative score.***
- ***Order/contract will be awarded on basis of highest score considering 60% technical and 40% Financial.***

**Assistant Director Procurement**  
GIK Institute, Topi

Signature & Stamp of the Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

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



**TENDER NO.**

**GIKI/PD/WORKS-856/21**

**TENDER DOCUMENT FOR  
SUPPLY, INSTALLATION & FIXATION OF APPLIANCES, FURNITURE &  
FIXTURES**

**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**

**PROJECT OVERVIEW:**

GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI, having (hereinafter referred to as the Client) invites sealed bids from eligible bidder(s) under Single Stage one envelope bidding system containing Technical and Financial Bids in one envelope for the work and services described in the Schedule of Requirement.

The proposals will be opened on the date mentioned in Tender Notice in the presence of bidders available at the time of opening.

**INSTRUCTIONS TO BIDDER(S):**

- 1.1. In case of any doubt as to the meaning of any portion of the Specifications or other Terms and Conditions, bidder(s) may seek clarification of the same in writing, but not later than 4 days prior to deadline for submission of bid(s) prescribed by the Client.
- 1.2. At any time prior to the deadline for submission of bids, a modification in bidding document in the form of an addendum can be issued in response to a clarification requested by a respective bidder(s) or even whenever the Client considers it beneficial to issue such a clarification and/or amendment to all bidder(s). The clarification/amendment issued (in general) shall be placed on the GIK INSTITUTE web site for the intimation to all the prospective bidder(s).  
  
Bidder(s) are required to submit their bid(s), which will bear words "CONFIDENTIAL" and for **TENDER NO. GIKI/PD/WORKS-856/21** as per Tender Notice.
- 1.3. The Client reserves the right to increase or decrease the quantities or may cancel the tender without assigning any reason thereof.
- 1.4. The Client reserves the right to have the work done inspected by its own representative, or by 3<sup>rd</sup> party at its own cost (if required).
- 1.5. It must be indicated in the offer that the Bid fully conforms to Technical Specifications and Terms and Conditions of the Tender.
- 1.6. The Client reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation there under. However, GIK Institute shall upon request communicate to any bidder(s) who submitted a bid, the grounds for its rejection, but it is not required to justify those grounds.
- 1.7. Unsolicited advice/clarifications and personal approaches by the bidder(s) at any stage of evaluation are strictly prohibited and shall lead to disqualification.
- 1.8. All prospective bidder(s) are advised to read carefully all terms & conditions mentioned in the Tender Documents prior to filling / submission of their Bid.
2. **BID PRICES:**
  - 2.1. Bid prices shall be quoted in **Annexure-B** duly filled-in, stamped and signed by authorized representative of Bidder(s).
  - 2.2. Prices must be quoted in Pakistani currency inclusive of all taxes and duties, indicating unit price and total bid prices. GST must be quoted separately along with copy of GST Certificate. Bids offering prices in foreign currency will be rejected. Conditional bid / bid having any price adjustment formula will be rejected.
  - 2.3. Prices must be quoted including all charges like handling, loading, transportation and un-

loading, Octroi and Zila Tax etc. for delivery of material at Client's stores located at **required delivery location.**

- 2.4. Quoted prices will be valid for 90 days from the opening date of the **Bid.**
- 2.5. Discount (if any) shall only be entertained in the Bidding Document (Financial Proposal). If the discount is mentioned elsewhere in the bid, the same shall not be entertained.
- 2.6. Tender submitted without Tender Fee Rs 3,000/- (in shape of Pay Order/Demand Draft) & earnest money CDR should be rejected at the time of opening of Tender.

**3. BID SECURITY MONEY:**

- 3.1. The sealed bids complete in all respect must reach in the office of Assistant Director Procurement GIK Institute along with Bid Security of 2% of the total bid cost may be issued in the name of GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI in shape of CDR to be attached with financial offer.
- 3.2. The Bid Security Money of un-successful bidder(s) will be returned after award of Contract to successful bidder(s). The Bid Security Money of successful bidder(s) will be discharged / returned upon bidder(s) furnishing the executing the order/contract (Subject to the satisfactory report without any objection from the end user).

**4. SEALING AND MARKING OF BIDS:**

- 4.1. The bidder(s) shall furnish Technical & Financial Bid(s) in a single one envelope.
- 4.2. Both Bids (Technical & Financial) will be opened publicly on the same day as mentioned in bidding documents.
- 4.3. Earnest money as mentioned in Press Tender Notice must be enclosed with Financial Bid.
- 4.4. Contract will be awarded to lowest evaluated bidder based on technical and financial.
- 4.5. The bid shall be submitted in a sealed envelope marked as under:

**5. LATE BIDS:**

- 5.1 Any bid received by the Client after the prescribed deadline for submission of bids mentioned in Press Tender Notice will not be accepted and returned un-opened to the bidder(s).

**6. ISSUANCE/ACCEPTANCE OF CONTRACT/ PO:**

- 6.1 The Client will issue Contract to the successful bidder(s) whose bid is determined to be the best lowest evaluated bid.

**7. PAYMENT:**

- 7.1 Payment shall be made after delivery and inspection of equipment subject to deduction of taxes as per Govt. law.

<b>DESIGNATION</b>	<b>ADDRESS</b>	<b>TEL #</b>	<b>FAX #</b>	<b>E. MAIL</b>
<b>Assistant Director Procurement</b>	Ghulam Ishaq Khan Institute, Topi.	0938-281026 (Ex: 2444)	0938-281045	<a href="mailto:taufeeq@giki.edu.pk">taufeeq@giki.edu.pk</a>

**ANNEXURE-B****SCHEDULE OF REQUIREMENTS**

The delivery of services and supply will be made in 40 days after issuance of Purchase Order (without penalty) and with the prescribed penalty as per following schedule of requirement: -

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	40 days	40 days
With Penalty @ 0.10 % per day for 10 days, 0.15% per day for 20 days, 0.20% per day for 30 days, 0.25% per day after 30 days.		

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

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

**Tender No: GIKI/PD/WORKS-856/21**

PURCHASE and Installation of Air Conditions- tabulated as under:

Tender #	S#	Description/Specification	Qty	Unit Price (RS)	Unit Price with 17% GST (RS)	Total Cost including GST (RS)	Bid Security
<b>ELECTRIC APPLIANCES</b>							
<b>GIKI/PD/WORKS-856/21</b>	1	2.0 Ton AC Invertor Type Heat & Cool	04 Nos				
	2	2.0 Ton Invertor type AC Heat & Cool	01 Nos				
	3	1.0 Ton Invertor type AC Heat & Cool	03 Nos				
	4	2.0 Ton Split ACs	03 Nos				
	5	Floor Standing Heat & Cooling Split AC 4.0 Ton	04 Nos				
	6	Split AC Unit 2.0 Ton	01 Nos				
	7	Split Unit AC 1.5 Ton	01 Nos				
	8	Split AC (DC Invertor type 2.0 ton)	02 Nos				
	9	2.0 Ton Split AC	03 Nos				
	10	Refrigerator Medium size	01 Nos				
	11	TV LEDs (42") Good quality	06 Nos				
	12	Microwave Oven Large (Good quality)	03 Nos				
	13	Gas Heaters (Medium size) Good quality	17 Nos				
	14	Wall Bracket Fan (24") GFC / Pak Fan or equivalent	25 Nos				
Complete Installation with refrigerant Pipe, proper cabling, insulation, PVC drain Pipe and Circuit, Breaker (Branded) and Iron frame for Out Door Unit if required							
Warranty. Three (3) year for Compressor minimum, One (1) year for the Unit minimum							
Brand & Models must be mentioned							
<b>Furniture &amp; Fixtures</b>							
	15	Office Sofa Set (5 Seater, Standard Size)	01 Nos				
	16	Office Sofa Set (7 Seater, Standard Size)	05 Nos				

17	Bed Side Table (Standard Size)	04 Nos				
18	Easy Chair (Standard Size)	08 Nos				
19	Small Table standard size	04 Nos				
20	Central Table 4' x 6' (For Drawing Room)	06 Nos				
21	Dining Table (Standard Size)	01 Nos				
22	Dining Chairs (Standard Size)	06 Nos				
23	Steel Almira 4x6 feet (Sliver color)	10 Nos				
24	Carpet 26' x 16' (Good quality)	03 Nos				
25	Carpet 22' x 117'					
<ul style="list-style-type: none"> <li>- Pictures of furniture and sample of carpet must be provided with bid doc.</li> <li>- Price must be included installation and fixation, labor or transportation charges.</li> </ul>						

**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.**