



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

**SUPPLY & FIXATION OF CARPET AT FACULTY OFFICES AT GIKI INSTITUTE**

Tender no. GIKI/PD/work-866/21

Sealed bids (Single Stage One Envelop Procedure) are invited from the reputed firms/Suppliers registered with relevant tax authorities for the following procurement:

|   |                                       |
|---|---------------------------------------|
| <b>Supply &amp; Fixation of Carpet in different faculty offices at GIKI Institute</b> | <b>Approximate Area – 19,220/Sqft</b> |
|---|---------------------------------------|

Bidders having experience related to supply and fixation of carpets are eligible to apply. Detailed bidding documents can be downloaded from GIK website ([www.giki.edu.pk](http://www.giki.edu.pk)). Tender Fee (non-refundable) is Rs. 3,000/-. Sealed bids along with 2% earnest money of the total bid cost should reach on or before 1500 Hours on **January 21, 2022**. The proposals will be opened in the presence of available bidders at 1530 Hours on the same day. Interested bidders may also site visit before submission of proposals during office hours.

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



Ph: 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: \_\_\_\_\_



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

## TENDER DOCUMENTS

|                                     |  |
|-------------------------------------|--|
| <b>Name of Firm</b>                 |  |
| <b>Address &amp; Contact Number</b> |  |
| <b>CNIC/NTN</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: \_\_\_\_\_



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

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

**TENDER NOTICE: GIKI/PD/WORKS-866/21**

**SUPPLY & FIXATION OF CARPET AT FACULTY OFFICES AT GIK INSTITUTE**

| Tender No.           | Description/Specification   | Date of Submission of Tender Documents | Date Opening of Tender         |
|----------------------|---|--|--------------------------------|
| GIKI/PD/WORKS-866/21 | SUPPLY & FIXATION OF CARPET AT FACULTY OFFICES AT GIK INSTITUTE (As per Annexure-I) | 1500 Hours on January 21, 2022         | 1530 Hours on January 21, 2022 |

Assistant Director Procurement  
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 vendors/Suppliers are eligible to apply for the tender:

1. Only Registered and active tax payer firm/Supplier/Original Manufacturer/Authorized Dealers/Distributors can participate in the tender.
2. The Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors that have Never been black listed by any Government Agency or Authority.

#### 2. Documents Required

The Firm/Supplier/Original Manufacturer/Authorized Dealer/Distributor eligible to apply 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/Relevant Experience
5. Detailed specifications/brand/model of items.
6. Warranty/Guarantee of items

#### 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 as per rules.



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

**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**” 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 rejected and 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 45 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   | 45 days    | 45 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. |            |                       |



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

**12. MODE OF PAYMENT**

Payment will be made as follows after inspection and acceptance of goods, materials etc.

- 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.

| S# | Grading   | Marks | Marks obtained |
|----|---|-------|----------------|
| 1  | Sample as per requirement                       | 30    |                |
| 2  | Experience related to the similar assignments   | 30    |                |
| 3  | Last three months Bank Statement                | 20    |                |
| 4  | Registration with Income Tax & Sale Tax Deptts. | 20    |                |

**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.

**Issued by:** Assistant Director Procurement

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

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

[ ]



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

**Annexure - 1**

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

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

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

**Tender No: GIKI/PD/WORKS-866/21**

**Specifications**

Fitting / supply and installation of desired natural plain carpet at different offices of the Faculty of Electrical Engineering, Faculty of Mechanical Engineering, and Faculty of Engineering Sciences. Total estimated carpeted area is 19,220 sq. feet.

- **Sample must be provided and order will be awarded as per approved sample.**

Issued by: Assistant Director Procurement

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

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