



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

 GHULAM ISHAQ KHAN INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY
Tender Notice For Designing, Composition And Printing of Under Graduate Prospectus with Envelops Tender no. GIKI/PD/A&E-872/22
Sealed bids are invited through Single Stage-One Envelope bidding procedure from reputed printing firms/suppliers registered with relevant tax authorities and who are on Active Taxpayers list of the Federal Board of Revenue for following procurement.
Designing, Composition and Printing of Undergraduate Prospectus with Envelops Qty. 4000 Nos
The tender documents should reach to the undersigned office latest by February 24, 2022 at 1500 Hours through registered post/ courier services and will be opened on the same day at 1530 Hours in the presence of the available bidders. The Bidding documents, containing detailed terms and conditions can be downloaded from the GIK website: www.giki.edu.pk . Tender processing fee of Rs. 3,000/- (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.
Assistant Director Procurement, GIK Institute, Topi, Swabi (KP) Phone# 0938-281026 Ext. 2444, Email: 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
TENDER NOTICE: GIKI/PD/A&E-872/22

Name of Firm	
Address & Contact Number	
CNIC/NTN No.	
GST No.	
Tender applied for	
Call Deposit Amount	
Call Deposit No.	

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/A&E-872/22

**DESIGNING, COMPOSITION AND PRINTING OF UNDERGRADUATE PROSPECTUS
WITH ENVELOPS**

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/A&E-872/22	Designing, Composition and Printing of Undergraduate Prospectus with envelopes (As per Annexure-I)	1500 Hours on February 24, 2022	1530 Hours on February 24, 2022

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS FOR DESIGNING, COMPOSITION AND PRINTING OF PROSPECTUS WITH ENVELOPS

1. Qualification of the Vendor

The Firms/Suppliers/Printing Press 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 Taxpayer List/Certificate
3. Full Address and Contact Numbers of the Office(s).
4. General Experience (Experience in Publication/printing)
5. Submit work orders of previous clients and one sample.
6. The Firms/Supplier that have Never been blacklisted by any Government Agency or Authority.
7. Sample must be provided.

2. 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 item's 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 on or before 20th March, 2022 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	On or Before 20 th March, 2022	On or Before 20 th March, 2022
Penalty rate @ 0.10 % per day for 10 days, 0.20% per day for 20 days, 0.30% per day for 30 days and above.		



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12. MODE OF PAYMENT

Payment will be made after complete delivery, Inspection and acceptance of prospectus.

13. AWARD OF CONTRACT:

The contract will be awarded to lowest evaluated responsive bid keeping in mind the quality and specifications provided in the bidding document as per approved sample.

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/A&E-872/22

DESIGNING, COMPOSITION AND PRINTING OF PROSPECTUS WITH ENVELOPS- tabulated as under:

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	Design, Composition and publishing of undergraduate Prospectus for Admission 2022 with the following specifications: <ul style="list-style-type: none"> • Size: 9 (height) x 6.25 (width) inches • Page: 150-260 pages + 1 transparent sheet + 1 cover / title page • Paper: 130 GMS art paper with Mat Finish • Printing: 4 Color Printing on both sides • Tile: 300 grams laminated Art Card paper with printing on both sides • Binding: Stapled and hot glue paper back binding 	4000	Booklets
2	<ul style="list-style-type: none"> • Printing of Prospectus Envelop according to the size of prospectus 	4000	Nos

Note:

- At least One Monochrome copy (Complete creased, cut and bind) and one-color Copy (Complete Title Page and 4 Inner Pages) of the publication must be submitted to end user for review before printing. The final dummy must be signed from the end user before starting the printing. The signed copy (Proof) of the Publication must be submitted to the Procurement Office before starting the printing.
- Sample can be seen in office of the undersigned.
- The bidder will be responsible for Design, Composition and Printing of the Prospectus 2022.
- If GIK Institute feels that a publication is not up to the specified standards in printing, cutting, binding, color registration, finishing etc. the sub-standard material will be returned. Decision of Re-printing OR Deduction from Bill will be determined by the Institute as per requirement.
- In case of Re-printing; the printing and delivery must be made within a MAXIMUM of one week -time with no extra cost. If the delivery is not made in one week, the delivery will be rejected, and no excuse will be accepted, and deduction will be made from the bill or EM will be forfeited.
- **Delivery will be made on or before March 20th, 2022.**

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____