



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

### **TENDER NOTICE FOR SUPPLY OF FURNITURE**

Tender # GIKI/PD/FD-879/22

Sealed bids (Single Stage One Envelope procedure) are invited from reputed firms suppliers registered with relevant tax authorities for the procurement of following Furniture.

<b>Furniture</b>	Bed single, Bed Sheet with pillow Cover, Bed Side table, Writing table, Writing Chair, Easy Chair, Center table large, Curtains, Sofa Set, Baskets
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Detailed terms and conditions can be downloaded from GIKI website ([www.giki.edu.pk](http://www.giki.edu.pk)) or collected personally from GIK Admin Block Room # F12. Tender fee (Non-Refundable) of Rs. 2,000/- and sealed bids along with bid money of 2% of the total bid cost should reach on or before **1500 Hours on March 22, 2022**. The proposals will be opened in the presence of available bidders at **1530 Hours** on the same day. No advance payment shall be made to any bidder.

**Dy. Director Procurement, GIK Institute, Topi, Swabi, Khyber  
Pakhtunkhwa**



Phone # 0938-281026 Ext. 2444, Email: [Farid.wahid@giki.edu.pk](mailto:Farid.wahid@giki.edu.pk)

**Issued by:** Dy. Director Procurement

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

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



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**TENDER DOCUMENTS**

TENDER NOTICE: GIKI/PD/FD-879/22

<b>Name of Firm</b>	
<b>Address &amp; Contact Number</b>	
<b>CNIC/NTN No.</b>	
<b>GST No.</b>	
<b>Tender applied for</b>	
<b>Call Deposit Amount</b>	
<b>Call Deposit No.</b>	

**Issued by:**

Dy. Director Procurement

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

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

**TENDER NOTICE: GIKI/PD/FD-879/22**

**SUPPLY OF FURNITURE**

<b>Tender No.</b>	<b>Description/Specification</b>	<b>Date of Submission of Tender Documents</b>	<b>Date Opening of Tender</b>
<b>GIKI/PD/FL-EM/ 879/22</b>	SUPPLY OF FURNITURE ( As per Annexure-I)	<b>1500 Hours on March 22, 2022</b>	<b>1530 Hours on March 22, 2022</b>

Dy. Director Procurement  
GIK Institute, Topi

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

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



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### **TERMS AND CONDITIONS**

#### **1. Qualification of the Vendor**

The following Firms/Suppliers are eligible to apply are required to submit the following documents with their bidding documents:

1. Valid registration documents with relevant tax Authority NTN/FTN/STRN etc.
2. Certificate of Active Taxpayer List
3. Full Address and Contact Numbers of the Office(s).
4. General Experience
5. Submit work orders of previous clients.
6. The Firms/Supplier that have never been blacklisted by any Government Agency or Authority.

#### **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 as per rules.



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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 as per below table after issuance of Purchase Order (without penalty) or as agreed and with the prescribed penalty as per following schedule of requirement: -

<b>MODE OF PENALTY</b>	<b>NO OF DAYS</b>	<b>TOTAL DELIVERY PERIOD</b>
<b>Without Penalty</b>	15 Days (In stock)	15 Days (In stock)
<b>Penalty rate @ 0.10 % per day for 10 days and above 15 days 0.20% per day</b>		



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**12. MODE OF PAYMENT**

Payment will be made after complete delivery, Inspection and acceptance of items subject to deduction of taxes as per Govt law.

**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.

**14. Taxes:** All Government Taxes i.e. Income Tax, GST etc. will be deducted.

**15. Bid Validity**

All offers shall remain valid for 15 days from the date of opening of bids, until any further extension required by the GIK Institute.



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**Annexure - I**

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

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

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

**Tender No: GIKI/PD/FD-879/22**

## **Specifications**

<b>S#</b>	<b>Items Descriptions</b>	<b>Specifications</b>	<b>Qty</b>	<b>Unit A/C</b>
1	Bed Single	Standard Size to be fit mattress size 78x39x4 inch Kikar wood with Ply Board	16	Nos.
2	Bed sheet with pillow Cover (Printed)	Printed in Sober Colors Best quality cotton	16	Nos.
3	Bed Side Table	Width 18" Length 24" Height 18"	16	Nos.
4	Writing Table	Good Ply wood with iron stand lamination sheet	08	Nos.
5	Writing Chair	Quality material wood and rexcine poshes	08	Nos.
6	Easy Chair	Quality material wood and in cotton poshes	16	Nos.
7	Center Table Large	Width 28"x Length 48" Height 18" Good quality wood made	10	Nos.
8	Curtains	7x4 Foot Good quality imported Stuff	44	Nos.
9	Sofa set (3+1+1)	Master Molty Foam	02	Nos.
10	Baskets	Good quality Plastic	16	Nos.

**Note:**

- If GIK Institute feels that items are not up to the specified standards in quality, the sub-standard material will be returned. Decision of replacement OR Deduction from Bill will be determined by the Institute as per requirement.
- In case of Replacement; the delivery must be made within a MAXIMUM of two week -time with no extra cost. If the delivery is not made in two weeks, the delivery will be rejected, and no excuse will be accepted, and deduction will be made from the bill or EM will be forfeited.

**Issued by:** Dy. Director Procurement

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

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