



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

TENDER NOTICE FOR PURCHASE OF LAPTOP

Tender # GIKI/PD/Incubation-880/22

Sealed bids (Single Stage One Envelope procedure) are invited from reputed manufacturers/firms/Authorized Dealers/Suppliers registered with relevant tax authorities for the procurement of following laptop:

Laptop	Core i7 Gen, 16GB RAM, 1TB SSD, 15.6" HD Display with keyboard, Mouse, bag and other required accessories
---------------	---

Detailed terms and conditions can be downloaded from KPPRA and GIKI websites (www.kppra.gov.pk) / (www.giki.edu.pk) or collected personally from GIK Admin Block Room # F12. Tender fee (Non-Refundable) of Rs. 1,000/- and sealed bids along with bid money of 2% on the total bid cost should reach on or before **1500 Hours on April 07, 2022**. The proposals will be opened in the presence of available bidders at **1530 Hours** on the same day.

**Assistant Director Procurement, GIK Institute, Topi, Swabi, Khyber
Pakhtunkhwa**

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/INCUBATION-880/22

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: _____



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

TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/INCUBATION-880/22

PURCHASE OF LAPTOP

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/INCUBATION-880/22	PURCHASE OF LAPTOP (As per Annexure-I)	1500 Hours on April 07, 2022	1530 Hours on April 07, 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 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.



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 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: -

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	20 Days (In stock)	20 Days (In stock)
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.		



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

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 60 days from the date of opening of bids, until any further extension required by the GIK Institute.

[]



**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/INCUBATION-880/22

PURCHASE OF LAPTOP- tabulated as under:

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	Laptop (HP/Dell/Lenovo or equivalent): Core i7 Gen, 16GB RAM, 1TB SSD, 15.6" HD Display with keyboard, Mouse, bag and other required accessories.	01	Nos

Note:

- If GIK Institute feels that items are not up to the specified standards in quality, the sub-standard material / equipment 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 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.

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____