



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

TENDER NOTICE FOR HIRING OF EVENT MANAGEMENT COMPANY

GIKI/PD/ORIC-887/22

Sealed bids (Single Stage One Envelope procedure) are invited from reputed Event Management Companies registered with relevant tax authorities for hiring of services for Industrial Open house and Career Fair 2022 at GIK Institute, Topi.

Complete Supply / Installation of Stalls on Rental Basis:

Stalls 2M x 2M, Counters, Chairs, Electrical work (Spot lights, power, panel boards, Company Fascia etc.) and Carpet Laying & Removing with approx. 12,000 to 18,000 sqft for 2x2 stalls.

Detail specifications and other terms and conditions can be downloaded from GIK website (www.giki.edu.pk) or collected personally from GIK Admin Block Room # F13. Tender Fee (Non-Refundable) of Rs. 3,000/- and sealed bids along with a 2% earnest money on the total bid cost should reach to undersigned office on or before **1200 hours on 11 May, 2022**. The proposals will be opened in the presence of available bidders at **1230 hours** on the same day. Visit of location will help to understand the requirement and preparation of floor plan.

Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk

Issued by: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER DOCUMENTS

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

Issued by: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER BIDS SUBMISSION & OPENING DATE AND TIME
TENDER NOTICE: GIKI/PD/ORIC-887/22
HIRING OF EVENT MANAGEMENT COMPANY FOR
INDUSTRIAL OPEN HOUSE & CAREER FAIR 2022

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/ORIC-887/22	Hiring of Event Management Company for Industrial Open House & Career Fair 2022 A4 (As per Annexure-A)	1200 Hours on May 11, 2022	1230 Hours on May 11, 2022

Deputy Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS FOR HIRING OF EVENT MANAGEMENT COMPANY FOR
INDUSTRIAL OPEN HOUSE & CAREER FAIR 2022

1. Qualification of the Vendor

The following vendors/Suppliers are eligible to apply for the tender:

1. The bidders should be registered with NTN/GST and who are on Active Tax Payer List for GST and Income Tax of FBR.
2. The Firms/Supplier/Original Manufacturer/Authorized Dealers/ Distributors that have Never been black listed by any Government Agency or Authority.
3. Bidders must be experienced in event management and submit previous clients work orders with proposals.

2. Documents Required

Sealed bids are invited from reputed registered Paper mills/Firms/Suppliers/Importers for procurement of local / imported paper and 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. Relevant Experience of the bidder
5. Submit work orders of previous clients.
6. Volume of previous work executed in last three years.

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 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 at any stage prior to award of contract.



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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-A**.

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/INSTALLATION OF STALLS:

The bidder shall make delivery and installation of stalls complete in all respect at his own cost within the specified period from the date of issuance of Work Order from the GIK Institute. In case of delay in supply within stipulated time then penalty will be imposed as per requirement. The work will be completed before the Industrial Open House & Career Fair Event date **18th May, 2022**, otherwise bids will be rejected.

MODE OF PENALTY	Event Date	DELIVERY PERIOD
Without Penalty	18th May, 2022	Complete installation of stalls till 17 May
With Penalty @ 0.05 % per day for 10 days, 0.10% per day for 20 days, 0.15% per day for 30 days, 0.20% per day after 30 days.		



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12. MODE OF PAYMENT

Payment will be made as follows after completion of work.

- Payment after event and completion of work.

13. BID EVALUATION CRITERIA:

S. No.	Item Name and Description	Maximum Marks
1	Registration with relevant tax authorities (NTN/GST)	05
2	Experience of the Bidder with documentary evidence. <ul style="list-style-type: none"> • 1-3 projects (3 Marks) • 4-6 projects (6 Marks) • 7-9 or above projects (10 Marks) 	10
3	Delivery / Installation of stalls before event day	05
4	Specification as per attached Annex-A	40
5	Financial bid	40
TOTAL		100

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 60% accumulative score.**
- **Order/contract will be awarded on basis of highest score considering 60% technical and 40% Financial.**

14. Taxes: All Government Taxes will be deducted as per government laws.

15. Bid Validity

All offers shall remain valid for 30 days from the date of opening of bids, until any further extension required by the GIK Institute.



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Annexure - A

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/ORIC-887/22

**HIRING OF EVENT MANAGEMENT COMPANY FOR
INDUSTRIAL OPEN HOUSE & CAREER FAIR 2022 - tabulated as under:**

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	Shell Scheme Stall (2Mx 2M): <ul style="list-style-type: none"> - With all electrical work and services i.e., Circuit breaker, Power Supply in each stall with min 3 points, wiring in each stall. - 3 Spot lights - Counter 1 - Chairs 3 in each min (615 total) - Company Fascia (100) - Carpet Laying and removing (12,000 to 18,000 Sqft) Vendor will also provide floor plan for the event and requested for site visit before submission of proposals.	205	Stalls

Issued by: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____