



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

TENDER NOTICE FOR CONVOCATION GOWNS & CAPS

Tender no. GIKI/PD/A&E-889/22

Sealed bids are invited through Single Stage-One Envelope bidding procedure from reputed firms/suppliers registered with relevant tax authorities and who are on Active Taxpayer list of the Federal Board of Revenue for the following procurement.

Convocation Gowns & Caps for Students / Teachers / VVIPs	Qty. 165
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The tender documents should reach to undersigned office latest by **May 31, 2022 at 1200 Hours** through registered post/ courier services and will be opened on the same day at 1230 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. Gowns & Caps will be prepared as per sample available and can be seen in office working hours.

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-889/22

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
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TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/A&E-889/22

PREPARATION OF GOWNS & CAPS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/A&E-889/22	PREPARATION OF CONVOCATION GOWNS & CAPS STUDENTS / TEACHES / VVIPs (As per Annexure-I)	1200 Hours on May 31, 2022	1230 Hours on May 31, 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 FOR CONVOCATION GOWNS & CAPS

1. Qualification of the Vendor

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

1. Valid registration documents with relevant tax authority. NTN/FTN/STRN etc.
2. Active Taxpayer Certificate
3. Full Address and Contact Numbers of the Office(s).
4. General Experience (Relevant experience bidders will be preferred)
5. The Firms/Supplier that have Never been blacklisted by any Government Agency or Authority.
6. 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.

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



GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
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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 25th June, 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 25 th June, 2022 or within 20-30 days after issuance of PO	On or Before 25 th June, 2022 or within 20-30 days after issuance of PO
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 supplies.

13. AWARD OF CONTRACT:

The contract will be awarded to lowest evaluated responsive bid keeping in mind the quality and 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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**GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
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Annexure - 1

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/A&E-889/22

PREPARATION OF CONOVCAATION GOWNS & CAPS- tabulated as under:

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	Black Gown with (Caps/ Headgear) Civil – Turquoise Green Strip (BS)	45	Nos
2	Black Gown with (Caps/ Headgear) FCS - Green Strip (BS)	08	Nos
3	Black Gown with (Caps/ Headgear) FMCE-, Chemical + Material Engineering. Orange Strip (BS)	20	Nos
4	Black Gown with (Caps/ Headgear) (IF+MGS), (Russet Color) Strip (BS)	20	Nos
5	Black Gown with (Caps/ Headgear), Golden Strip (Teacher)	30	Nos
6	RED Gown with (Caps/ Headgear), Golden Strip (VVIP)	06	Nos
7	RED Headgear (Caps only) for (VVIP)	06	Nos
8	NAVY BLUE Gown with (Caps/ Headgear), Burnt Orange & Golden Strip (MS & PhD)	30	Nos

Note:

- At least One approved sample must be submitted to the Institute for review before complete supply.
- Sample can be seen in office of the undersigned or Main Store.
- The bidder will be responsible for timely delivery and quality. Sample will be provided free of charge.
- If GIK Institute feels that is not up to the specified standards in quality of printing, cutting, binding, color registration, finishing etc. the sub-standard material will be returned. Decision of return or deduction from Bill will be determined by the Institute as per requirement.
- In case of Re-turn; the supply preparation 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 as per clause – 11.**

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____