



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

**TENDER NOTICE FOR PURCHASE OF HEAVY-DUTY TONER**

Tender # GIKI/PD/Incubation-891/22

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 the following item:

<b>Heavy-duty toners for HP color LaserJet CP5225</b>	<b>Qty. 08</b>
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Detailed terms and conditions can be downloaded from KPPRA and GIKI websites ([www.kppra.gov.pk](http://www.kppra.gov.pk)) / ([www.giki.edu.pk](http://www.giki.edu.pk)) or collected personally from GIK Admin Block Room # F12. Tender fee (Non-Refundable) of Rs. 3,000/- and sealed bids along with bid money of 2% on the total bid cost should reach on or before **1500 Hours on June 15, 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](mailto:taufeeq@giki.edu.pk)

Issued by: Assistant Director Procurement

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

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



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**TENDER DOCUMENTS**

TENDER NOTICE: GIKI/PD/INCUBATION-891/22

<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: 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/INCUBATION-891/22**

**PURCHASE OF HEAVY-DUTY TONERS**

<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/INCUBATION-891/22</b>	PURCHASE OF HEAVY DUTY TONERS (As per Annexure-I)	<b>1500 Hours on June 15, 2022</b>	<b>1530 Hours on June 15, 2022</b>

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 the 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 the 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: -

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
<b>Without Penalty</b>	30 Days (In stock)	30 Days (In stock)
<b>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.</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 60 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/INCUBATION-891/22  
PURCHASE OF HEAVY DUTY TONERS- tabulated as under:**

**Specifications**

S#	Items Descriptions	Qty	Unit A/C
1	Heavy Duty Toner HP (CE 740 A)	02	Nos
2	Heavy Duty Toner HP (CE 741 A)	02	Nos
3	Heavy Duty Toner HP (CE 742 A)	02	Nos
4	Heavy Duty Toner HP (CE 743 A)	02	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: \_\_\_\_\_