



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



**GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY**

Tender Notice For Hiring of Event Management Company

Tender No. GIKI/PD/ORIC-928/23

Sealed bids (Single Stage One Envelope procedure) are invited from reputed Event Management Companies registered with relevant tax authorities for hiring of services for Career Fair event 2023 at GIK Institute, Topi.

Complete Supply / Fixation of Stalls on Rental Basis:

Stalls 2M x 2M, 1 Counter, 3 Chairs, 3 Spotlights with Complete Electrical work and services (power, panel boards, printing of Company Fascia etc.) and Carpet Laying & Removing with approx. 10,000 to 15,000 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. 2,000/- and sealed bids along with a 2% earnest money on the total bid cost should reach to undersigned office **on or before 1500 hours on 15 February 2023**. The proposals will be opened in the presence of available bidders **at 1530 hours** on the same day. Visit of location will help to understand the requirement and preparation of floor plan.

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: _____



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

TENDER DOCUMENTS

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

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/ORIC-928/23

**HIRING OF EVENT MANAGEMENT COMPANY FOR
CAREER FAIR EVENT 2023**

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/ORIC-928/23	Hiring of Event Management Company for Career Fair Event 2023 (As per Annexure-A)	1500 Hours on February 15, 2023	1530 Hours on February 15, 2023

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 HIRING OF EVENT MANAGEMENT
COMPANY FOR CAREER FAIR EVENT 2023

1. Eligible vendor:

The following firms/companies are eligible to apply for the tender:

1. The bidders should be registered with NTN/KPRA/GST and who are on Active Taxpayer List for GST and Income Tax of FBR.
2. The Firms/Companies that have Never been blacklisted by any Government Agency or Authority.
3. Experience of the firm/renowned event management firms/companies for organizing such events/convocations to any Public or Private Sector Organization anywhere in Pakistan. Please attach Purchase Orders/Work Orders with financial proposals.

2. Documents Required

Sealed bids are invited from reputed registered /Firms/Companies required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN/KPRA etc.
2. Active Taxpayer 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 firms 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.
- ix. GIK Institute also reserves the right to cancel PO/Contract in case of late deliveries.



GIKI 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-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/FIXATION OF STALLS:

The bidder shall make delivery and fixation 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 Career Fair Event date **22nd February, 2023**, otherwise bids will be rejected.

MODE OF PENALTY	Event Date	DELIVERY PERIOD
Without Penalty	22 nd February, 2023	Complete fixation of stalls before Event date Venue will be handed over on 21 st February 2023
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.		



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

12. The bid proposal should be inclusive of freight/loading/unloading and all other taxes, and we need delivery of items at GIK Institute Topi, Swabi.

13. SITE VISITS

Before quoting, the bidder in his own interest can visit the Institute to know the specifications of each item. This will help him in proper assessment of the work. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the tender documents. The cost of visiting the site shall be borne by the vendor and shall be at his own responsibility and risk.

14. MODE OF PAYMENT

Payment will be made as follows after completion of work.

- Payment after event and completion of work.
- Payment will be made as per actual fixation of stall sand work done.

15. AWARD OF CONTRACT:

The contract will be awarded to the lowest responsive bid keeping in mind the quality work and specifications provided in the bidding document.

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

17. 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 - A

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/ORIC-928/23

HIRING OF EVENT MANAGEMENT COMPANY FOR
CAREER FAIR EVENT 2023 - tabulated as under:

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	<p>Shell Scheme Stall (2Mx 2M) (As per pictures attached in Annexure-B):</p> <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 Spotlights (Led /Bulb) - 1 Counter - 3 Chairs in each min (270 total) - Printing of Company Fascia (90) - Carpet Laying and removing (10,000 to 15,000 Sqft) <p>Vendor will also provide floor plan for the event and requested for site visit before submission of proposals. Quantity of Stalls are other required items may be increased or decreased and sufficient backup stalls may be kept to avoid any inconvenience.</p>	90	Stalls

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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

Annexure - B





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

