



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

**SECOND TENDER NOTICE FOR PURCHASE OF LAB SUPPLIES**

**Tender # GIKI/PD/FMCE-929/23**

Sealed bids (Single Stage One Envelope procedure) are invited from reputed Manufacturers/firms/suppliers/Authorized dealers registered with tax authorities for the Purchase of following Lab supplies.

<b>LAB SUPPLIES</b>	<b>DP Polishing Cloth</b> <b>Diamond cut-off wheel</b> <b>Diamond paste</b> <b>Polishing Oil</b> <b>Sample Holding Plastic Clips.</b>
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Detailed terms and conditions can be downloaded from GIKI website ([www.giki.edu.pk](http://www.giki.edu.pk)) or collected personally from GIK Admin Block Room # F-12. Tender Fee (Non-Refundable) of Rs. 2,000/- and sealed bids along with a 2% earnest money on the total bid cost should reach on or before **1200 Hours on March 20, 2023**. The proposals will be opened in the presence of bidders at **1230 Hours** on the same day. No advance payment shall be made to any bidder. The Institute reserve the right to accept or reject any or all bids without assigning any reason or suffering any liability thereof. **Note: Those bidders who already submitted proposals in previous notice are not required to apply fresh.**

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



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/FMCE-929/23**

<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>Pay Order / Demand Draft Amount</b>	
<b>Pay Order / Demand Draft No.</b>	

Issued by: Assistant Director Procurement

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

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



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**BIDS SUBMISSION & OPENING DATE AND TIME**

TENDER # GIKI/PD/FMCE-929/23

SUPPLY OF LAB SUPPLIES

Tender No.	Description/Specification	Date of Submission of Bids	Date of Opening of Bids
GIKI/PD/FMCE-929/23	Supply of Lab Supplies (As per Annexure-I)	1200 Hours on March 20, 2023	1230 Hours on March 20, 2023

Issued By:

**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 and required to submit the following documents with their proposals.

1. Valid Registration Certificate with relevant tax Authority NTN/STRN/KPRA etc.
2. Certificate of Active Taxpayer List
3. Full Address and Contact Numbers of the Office(s).
4. Relevant Experience of the bidder
5. Submit work orders of previous clients.
6. The Firms/Supplier that have Never been blacklisted by any Government Agency or Authority.
7. Warranty / Guarantee Certificate

#### **2. GENERAL**

- i. Sealed Bids must be accompanied by bid security at 2% of Total Bidder's Price in form of Demand Draft / Pay Order in Original in the name of GIK Institute of Engineering Sciences & Technology, Topi.
- ii. Conditional/incomplete tenders will be not accepted.
- iii. Bidders may also apply separately for each category of items / equipment.
- iv. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- v. 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 shall be submitted separately along with Tender. Cheque is not acceptable.
- vi. Bidders are required to include all applicable taxes in their prices/rates.
- vii. For Loading, unloading and transportation will be the supplier responsibility.
- viii. 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.
- ix. GIK Institute also reserves the right to cancel PO/Contract in case of late deliveries.

#### **3. 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.

#### **4. SCOPE OF SUPPLY**

The bidder shall supply items as per specifications given in the **attached Annexure-I**.

#### **5. CURRENCIES OF BID**

The prices shall be quoted in Pakistani Rupees.



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### **6. 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 Demand Draft / Pay Order 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 or failed to fulfill the contract agreement / PO.

### **7. LATE BIDS**

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned unopened 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, penalty will be imposed as per following schedule. The delivery of items will be made as per below table after issuance of Purchase Order (without penalty) or as agreed.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	30 Days (In stock)	30 Days (In stock)
	90 Days ( For Import)	90 Days ( For Import)
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.		

### **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 lowest 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**

**SPECIFICATIONS**

**PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

**Tender No: GIKI/PD/FMCE-929/23**

SUPPLY OF LAB SUPPLIES- tabulated as under:

S#	Item Description	A/C Unit	Qty
1	DP polishing Cloth (300mm dia)	Pkt.	4
2	DP polishing Cloth (250mm dia)	Pkt.	5
3	Diamond cutt-off wheel size (127*0.4*12.7) mm	No.	2
4	Diamond paste 1/4 Micron	No.	5
5	Diamond paste 1 Micron	No.	5
6	Polishing Oil	Liter.	5
7	Rubber cup for cold mounting size (0.75",1",1.25",1.5" dia) Inches	No.	40
8	Sample Holding Plastic clip, 10*9*13mm	Pkt.	1

**Note:**

- If GIK Institute feels that items are not up to the specified standards in quality or specifications, 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: \_\_\_\_\_