



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

TENDER NOTICE FOR SUPPLY OF STATIONARY ITEMS

Tender # GIKI/PD/MS-932/23

Sealed bids (Single Stage One Envelope procedure) are invited from reputed Manufacturers/firms/suppliers/Authorized dealers registered with relevant tax authorities for the **Supply of Stationary Items**.

Detailed terms and conditions can be downloaded from GIKI website (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 16, 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.

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/MS-932/23

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
(PROCUREMENT DEPARTMENT)**

TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/MS-932/23

SUPPLY OF STATIONARY ITEMS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/MS-932/23	SUPPLY OF STATIONARY ITEMS (Details as per Annexure-I)	1200 Hours on March 16, 2023	1230 Hours on March 16, 2023

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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SUPPLY OF STATIONARY ITEMS

1. Qualification of the Vendor

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

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN etc.
2. Active Taxpayer List/Certificate
3. Full Address and Contact Numbers of the Office(s).
4. General Experience (Experience in printing / stationery)
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 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.
- ix. The institute reserve the right to cancel the order in case of late delivery and earnest money will be forfeited.
- x. Supply will be made as per institute requirements or approved sample.
- xi. The supplier can visit the institute to see the sample.

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



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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 below rates or order will be cancelled and EM will be forfeited. The delivery of items will be made 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	30 Days (In stock)	30 Days (In stock)
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 the items subject to deduction of taxes as per rules.

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 as per approved sample.

14. Taxes: All Government applicable 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/MS-932/23

SUPPLY OF STAIONARY ITEMS- tabulated as under:

Specifications

S#.	Item Description	Qty	Unit
1	Ball Pen BLUE	3000	Nos.
2	Ball Pen RED	800	Nos.
3	Ball Pen BLACK	200	Nos.
4	BOX File Legal 3" (Best Quality China)	300	Nos.
5	Duster White Board (As per Specimen)	100	Nos.
6	Pointer Pen Black 70 & Blue 30 (Dollar)	100	Nos.
7	CD-R (Taiwan/ Korea/ Japan ONLY)	100	Nos.
8	DVD (Taiwan/ Korea/ Japan ONLY)	100	Nos.
9	Cell Size "AA" Power plus or 3 Circle or Toshiba	800	Nos.
10	Cell Size "AAA" Power plus or 3 Circle or Toshiba	600	Nos.
11	Cell Size "C" Power plus or 3 Circle or Toshiba	120	Nos.
12	Cell Size "D" Power plus or 3 Circle or Toshiba	48	Nos.
13	Cell Size "PP3" 9V- Power plus or 3 Circle or Toshiba	50	Bottle
14	Correction Pen DUX/ KITA/ PIANO/ Dollar	200	Nos.
15	Envelops Cloth File Size 15"x11" White	300	Nos.
16	File Separator Set (Set=10 Pages)	300	Nos.
17	Pencils HB with Rubber Dollar / Goldfish	1500	Nos.
18	Marker Permanent Dollar (Bk= 132 +Red 24+Blue=24)	180	Nos.
19	Marker Highlighter Yellow=120+ Pink=36+Green=48	204	Nos.
20	Pad Drafting Spiral A5 Size (Lucky)	240	Nos.
21	Pad Drafting Spiral A4 Size (Lucky)	120	Nos.
22	Flags Marking Colorful Pads	60	Nos.
23	Blade Cutter Deli M# 2100-Silver (Carpet Cutter)	5	Nos.
24	Cutter Knife SDI 0426	60	Nos.
25	Paper Ream A4 Double A 80g.	35	Reams
26	Paper Ream Legal 70g.	30	Reams
27	Paper Ream Legal Double A 80g.	20	Reams
28	Pin Stapler Dollar 24/6 Size	300	Nos.
29	Register Simple No.8 (QRS4)	100	Nos.
30	Tape Scotch 1" 50-meter Roll (Johnson or Sensa)	240	Nos.
31	Tape Scotch 2" 50-meter Roll (Johnson or Sensa)	120	Roll
32	Tape Binding 2" SENSEA 20 Yards (Multi Colors)	50	Roll
33	Tape Binding 1.5" SENSEA 20 Yards (Multi Colors)	50	Roll
34	Tape Binding 1" SENSEA 20 Yards (Multi Colors)	50	Roll



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(PROCUREMENT DEPARTMENT)

35	Tape Scotch 1/2" Big Roll	50	Roll
36	Logbook Transport No.8 (QRS4)	36	Nos.
37	Scissors Deli Model #. Classic 6014 or Model Deli 6027	10	Nos.
38	STAMP Pads Blue (Shiny/ Trodat)	30	Nos.
39	Stapler Kangaro LE35 or 45 or Deli E0368 or Fuji HD-45n	60	Nos.
40	Sharpener HD SDI 150 or Deli - E71160	6	Nos.
41	File Board with Long Binding Cotton Strip	200	Nos.
42	Tape Masking/ Paper 1" (50 Meter)	120	Nos.
43	Tape Masking/ Paper 2" (50 Meter)	120	Nos.
44	Toilet Roll Maxxob White Rose petal	100	Nos.
45	Packing / Binding Strip Plastic (Doree) Big Roll	24	Roll
46	Ruler Scale Steel (1 Feet) Thick Guage)	24	Nos.

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: _____