



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

TENDER NOTICE



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

Tender Notice Supply of Repair & Maintenance Items

Tender # GIKI/PD/Works-963/23

Sealed bids are invited through **Single Stage-One Envelope** bidding procedure from reputed Manufacturers/Distributors/Suppliers/Dealers registered with tax authorities and who are on Active Taxpayer list of FBR for the supply of following items.

Supply of Repair, & Maintenance Items

Plumbing Items (Muslim Shower, Seat covers, Flush push Button, Waste pipes mirror etc.)

Electrical Items (light and power plugs , electric cables etc.)

Carpentry items (Drawer & door Lock, Nail, Screw, laminated sheets etc.)

Bidding documents should reach the undersigned office **by July 31, 2023, at 1200 Hours** through registered post/ courier services and will be opened on the same day **at 1230 Hours** in the presence of available bidders. The bidding documents containing detailed terms and conditions can be downloaded from **GIK website (www.giki.edu.pk)** or collected personally from GIK Admin Block, Room # F-12. Tender processing fee of Rs. 2,000/- (Non-Refundable) along with earnest money of 2% of the total bid cost in shape of demand draft/pay order in favor of GIK Institute, Topi must be submitted along with bidding documents. The Institute reserves 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: _____



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(PROCUREMENT DEPARTMENT)

TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/WORKS-963/23

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: _____



GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
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TENDER BIDS SUBMISSION & OPENING DATE AND TIME
TENDER NOTICE: GIKI/PD/WORKS-963/23
SUPPLY OF REPAIR & MAINTENANCE ITEMS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/WORKS-963/23	SUPPLY OF REPAIR & MAINTENANCE ITEMS (As per Annexure-I)	1200 Hours on July 31, 2023,	1230 Hours on July 31, 2023,

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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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 Purchase Orders/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.
- ix. GIK Institute reserves the right to accept/reject any/all tenders/bids as per rules.
- x. GIK Institute reserves the right to cancel PO/ Order 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 **GIKI 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.

8. 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.

9. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

10. 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 the table below after issuance of Purchase Order (without penalty) or as agreed.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	10-15 Days (In stock)	10-15 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 items subject to deduction of taxes as per Govt law.

13. AWARD OF CONTRACT:

The award of contract would be based strictly on the specifications provided in the bidding documents and quality of the items based on lowest rates. **Orders will be issued lot wise instead of item wise.**

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 - I

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/WORKS-963/23

SUPPLY OF REPAIR & MAINTENANCE ITEMS - tabulated as under:

Specifications

Lot # 1: Plumbing stores			
S. #.	Description Store Items.	Quantity	Unit
1	Bath Shower Head (Faisal)	60	Nos
2	Towel Rail Rod (Tier-1)	23	Nos
3	Paper Holder (Tier-1)	25	Nos
4	Looking mirror Master	20	Nos
5	Soap dish Master	12	Nos
6	Shaving cup Master	45	Nos
7	Wash basin mixer (Tier-1)	10	Nos
8	Seat Cover IFO (Tier-1)	30	Nos.
9	Seat Cover Forte (Tier-1)	30	Nos
10	Seat Cover Forte Push type (Tier-1)	40	Nos
11	Waste Pipe (Tier-1)	50	Nos
12	Wall shower mixer (Faisal)	10	Nos
13	Seat cover hooks Forte	70	Nos
14	English WC Magma with seat cover	8	Nos
15	Shower rod T	30	Nos
16	Shower rod simple	30	Nos
17	Flush push button (single push)	30	Nos
18	Flush push button (Double push)	30	Nos
19	Float valve forte (Tier 1)	150	Nos
20	Washer Golden/forte	100	Nos
21	Washer ICL	70	Nos
Lot # 2 : Electrical stores			
1	Power Plug PPI	50	Nos
2	Tube Rod 2' LED Philips	100	Nos
3	Cable 3/29 (Pakistan Cable)	4	Roll
4	Cable 7/29" Pakistan Cable	4	Roll
5	Flexible Cable 7/29" 2 core	2	Rolls
Lot # 3: Carpentry items			
1	Drawer Handle	32	Nos.
2	Main Door Lock W Japan	15	Nos.
3	Curtain Rod SS 16' (Tier-1)	24	Nos.
4	Curtain Brackets (Tier-1)	60	Nos
5	Drawer Channel 18" (Tier-1)	24	Set
6	Lamination Sheet 8'x4'x3/4"	16	Nos.
7	Lasani Sheet 8'x4'x1/4"	18	Nos.
8	Alu. Window Stay	36	Nos
9	Alu. Window Handle	48	Nos
10	Alu. Sliding Wheel	24	Nos

11	Glue Mowilith	12	Kg
12	Silicone Clear	12	Bottle
13	Black star Screw 2" x 6No.	6	Pkts
14	Blackstar Screw 1-1/2"x6No.	6	Pkts
15	Blackstar Screw 1-1/4"x6No.	6	Pkts

Note:

- High quality items will be preferable. If GIK Institute feels that items are not up to the specified standards in quality, the substandard 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: _____

