



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

**TENDER NOTICE**



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

**TENDER NOTICE FOR SUPPLY OF  
SANITATION & STATIONERY ITEMS ON LOT BASIS**  
Tender # GIKI/PD/MS-965/23

Sealed bids (**Single Stage single Envelope procedure**) are invited from reputed Firms/ General Order Suppliers duly registered with relevant tax authorities, and who are on active taxpayer list (ATL) of FBR for the supply of following items:

● **LOT # 1: Sanitation & Cleaning Items**      ● **LOT # 2: Stationery Items**

Detail specifications and all other 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 # F12. 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 1500 hours on August 11, 2023**. The proposals will be **opened** in the presence of available bidders **at 1530 hours** on the same day. The Institute reserves the right to accept or reject any bid or all bids without assigning any reason.

**Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)**   
Phone# 0938-281026 Ext. 2314, Email: [farid.wahid@giki.edu.pk](mailto:farid.wahid@giki.edu.pk)

Issued by: Deputy Director Procurement

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

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



**GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI**  
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**TENDER DOCUMENTS**

**TENDER NOTICE: GIKI/PD/MS-965/23**

<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>Call Deposit Amount</b>	
<b>Call Deposit No.</b>	

**Issued by:** Deputy 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/MS-965/23**  
**SUPPLY OF SANITATION & STATIONERY ITEMS ON LOT BASIS**

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/MS-965/23	SUPPLY OF SANITATION & STATIONERY ITEMS (As per Annexure-I)	1500 Hours on August 11, 2023,	1530 Hours on August 11, 2023,

Deputy 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 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 also 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.



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

### **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	10-15 Days
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.



# **GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI**

## **(PROCUREMENT DEPARTMENT)**

### **Annexure - I**

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

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

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

**Tender No: GIKI/PD/MS-965/23**

**SUPPLY OF SANITATION & STATIONERY ITEMS - tabulated as under:**

### **Specifications**

<b>LOT # 1 SANITATION &amp; CLEANING ITEMS</b>			
<b>S#.</b>	<b>Name of Item</b>	<b>Qty Req.</b>	<b>Unit</b>
1	Basket Waste Paper (Pure Grade Plastic)	50	Nos.
2	Brooms Sticks (Long/ Best Quality)	100	Kgs.
3	Air Freshener 300ml Branded	100	Bottles
4	Mortein 375ml Flying Insect Killer	100	Bottles
5	Phenyle 3-L	100	Bottles
6	Soap lifebuoy Lemam Fresh/ herbal 145g	300	Nos.
7	Sweep Original Rose Enterprises 1-Litre	200	Bottles
8	Ariel/ Excel Washing Powder 34g/65g	300	Sachet
9	Toilet Roll VIP Maxob	100	Nos.
10	Washing Powder Excel/ Ariel 500gm	200	Bags
11	Dettol 1-Litre Antiseptic Liquid	06	Bottles
12	Tissue Box Rose Petal Multicolor 300 Sheet	400	Nos.
13	Lota Plastic (Ewer) Fine Grade Plastic	20	Nos.
14	Toilet Roll White TULIP	500	Rolls

<b>LOT # 2 STATIONERY ITEMS</b>			
<b>S#.</b>	<b>Name of Item</b>	<b>Qty Req.</b>	<b>Unit</b>
1	Uniball Signo GEL Ink Roller 0.7mm BLUE	50	Nos.
2	BOX File Legal 3" (Best Quality China)	200	Nos.
3	DVD Single Pack (Taiwan/ Korea/ Japan ONLY)	50	Nos.
4	Envelops Brown A4 Size	500	Nos.
5	Envelops Brown Legal File Size	500	Nos.
6	File Covers Plastic A4/ PP	200	Nos.
7	File Ring Folder A4 Size Material: 1.1mm PP cover. Ring Type: 2 hole D Ring. Capacity: 180 sheets (Approx.)	100	Nos.
8	File Separator Set BEST Quality (Set=10 Pages)	300	Nos.
9	Glue Sticks Dollar/ DEER, 12/15gm	100	Nos.
10	Mouse USB Type Branded Quality#. 01 Dell/ HP/ Lenovo	20	Nos.
11	Marker Whiteboard Erasable Dollar	2000	Nos.
12	Yellow Sticky Pages 3x4" (Sensa/ Deli/ M&G)	150	Nos.
13	Staple Pins 23/10=10, , 23/13=05, 23/15=10, 23/17=05	30	Pkts
14	Rubber Band 2" Yellow (500 Grams)	2	Pkts
15	Toner for HP Printer 2055D 05A CHINA	2	Nos.
16	Toner for HP Printer Pro-M420d 26-A CHINA	3	Nos.
17	Toner for HP Printer HP-400 80A CHINA	2	Nos.
18	Tape PVC Insulation OSAKA/ NITTO	30	Nos.
19	Scissors M&G 6"	36	Nos.

**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:** Deputy Director Procurement

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

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

