



**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 OIL RADIATOR ELECTRIC HEATER	Tender # GIKI/PD/Works-972/23
Sealed bids (Single Stage single Envelope procedure) are invited from reputed Authorized importer / distributor / firms / dealers duly registered with relevant tax authorities, and who are on active taxpayer list (ATL) of FBR for the supply of following item:	
● Oil Radiator Electric Heater 1000-Watt Qty: 125	
Detail specifications and all other terms and conditions can be downloaded from GIKI website (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 1400 hours on August 22, 2023 . The proposals will be opened in the presence of available bidders at 1430 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	
	

Issued by: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER DOCUMENTS

TENDER NOTICE: GIKI/PD/WORKS-972/23

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

Issued by: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER BIDS SUBMISSION & OPENING DATE AND TIME
TENDER NOTICE: GIKI/PD/WORKS-972/23
SUPPLY OF OIL RADIATOR ELECTRIC HEATER

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/Works-972/23	SUPPLY OF OIL RADIATOR ELECTRIC HEATER (As per Annexure-I)	1400 Hours on August 22, 2023,	1430 Hours on August 22, 2023,

Deputy 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 Authorized importer / distributor / firms / dealers are eligible to apply and required to submit the following documents with their proposals.

1. Valid Registration Certificate with relevant tax Authority NTN/STRN 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 Authorized importer / distributor / firms / dealers 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 not be 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. The 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's 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.



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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 GIKI 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 GIKI 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	45 days (before October 10, 2023)	45 days (Before October 10, 2023)
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 within two weeks after complete delivery, Inspection, and acceptance of items subject to deduction of taxes as per Govt law or Advance Payment against Bank Guarantee.

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.

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 GIKI Institute.



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Annexure - I

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/WORKS-972/23

SUPPLY OF OIL RADIATOR ELECTRIC HEATER - tabulated as under:

Specifications

S#.	Name of Item	Qty Req.	Unit
1	Oil Radiator Electric Heater 1000-Watt Built-in thermostat for temperature control Warranty: One Year	125	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: _____