

**Ghulam Ishaq Khan Institute of Engineering  
Sciences and Technology, Topi, Swabi, KP.**

**Works Directorates**

**TENDER NOTICE**

**Tender Notice # GIK/WD/287/23**

The Ghulam Ishaq Khan (GIK) Institute of Engineering Science and Technology invites sealed bids under single stage one envelopes procedure from eligible and authorized firm having registered with tax authorities and active taxpayer of FBR for the supply of stores as mentioned below.

S#	Item Description	Qty	Units
1.	Lamination Lasani Sheet 8'x4'x3/4" (Platinum).	155	Nos.
2.	PVC Gola 3/4"x8' (Platinum)	300	Nos.
3.	Silicone Liquid large size	35	Bottle
4.	Wooden Nail 2" x 15No T	15	Pkts
5.	Wooden Nail 1.5" x 17No. H	06	Pkts
6.	Steel Nail 2.5" Taiwan	10	Nos
7.	Steel Nail 2" Taiwan	10	Pkts
8.	Cutting Blade Diamond 10"	02	Nos.

The firm should indicate, Name of organization, registered address, Tel & fax, NTN Number, and GST registration number.

Detail specification and bid documents can be downloaded from GIK Institute website ([www.giki.edu.pk](http://www.giki.edu.pk)) or collected personally from the office of Director Projects. Processing fee of Rs 2000/= (Non-Refundable) cash, shall be submitted with the proposal. The bid must be accompanied by bid security @ 2% of the bid in the form of CDR/Pay Order/demand draft in the favor of GIK Institute.

The sealed bids must be submitted on or before 19 Oct 2023 at 1100 hrs. on below address. The bids will be opened at 1130hrs on the same date in the presence of the bidder and or their authorized representative.

The GIK Institute reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Institute.

**Director (Engineering Projects)**  
**GIK Institute, Topi, Swabi (KP) Phone# 0938-281026 Ext. 2747,**  
**Email: [director.engineeringprojects@giki.edu.pk](mailto:director.engineeringprojects@giki.edu.pk)**

## **Tender Documents:**

**Invitation to Tender (ITT):** Procurement of Lamination Sheets and auxiliary items.

Invitation Date: 12 Oct 2023

Submission Deadline: 19 Oct 2023

Contact: Phone# 0938-281026 Ext. 2747

### **Introduction:**

GIK Institute, hereinafter referred to as "the Buyer," invites qualified and experienced suppliers to submit tenders for the procurement of Lamination **sheets and auxiliary**. This invitation marks the beginning of the tendering process, which aims to select a reliable supplier to fulfill our requirements.

### **Scope of Work:**

Specifications:

Medium-Density Fiberboard (MDF) lamination sheets 8'x4'x3/4", Code (509) Color/ as per approved sample	155	Nos.
PVC Gola 3/4"x8' (Platinum)	300	Nos.
Silicone Liquid large size	35	Bottle
Wooden Nail 2" x 15 No T	15	Pkts
Wooden Nail 1.5" x 17 No. H	06	Pkts
Steel Nail 2.5" Taiwan	10	Nos
Steel Nail 2" Taiwan	10	Pkts
Cutting Blade Diamond 10"	02	Nos.

Delivery Address: GIK Institute, Topi

Delivery Timeline: within 15 days after issuance of Work Order

### **General Terms and Conditions:**

**Bid Submission:** Bidders must submit their bids following the instructions provided in the tender documents. Late submissions will not be accepted.

**Bid Validity:** Bidders should ensure that their bids remain valid for a specified period (e.g., 90 days) from the submission deadline.

**Acceptance of Bids:** The Buyer reserves the right to accept or reject any bid, in whole or in part, without providing any reasons.

**Bid Confidentiality:** All bids and associated documents are considered confidential and shall not be disclosed to third parties without the consent of the bidding company.

**Withdrawal of Bids:** Bidders may withdraw their bids in writing before the submission deadline. Withdrawn bids cannot be resubmitted.

## **Technical and Quality Requirements:**

**Product Specifications:** The Store supplied must meet the specifications provided in the tender documents.

**Quality Assurance:** Bidders should adhere to recognized industry quality standards and may be required to provide evidence of quality assurance processes.

**Product Samples:** The Buyer reserves the right to request product samples for evaluation before awarding the contract.

## **Pricing and Payment Terms:**

**Pricing:** Bidders should provide detailed pricing, including unit prices and total prices. Any applicable taxes or fees should be clearly stated.

**Payment Terms:** Payment terms, including the payment schedule and methods, should be specified in the bid and may be subject to negotiation.

## **Delivery and Timeline:**

**Delivery Schedule:** The bid should include a clear delivery timeline, specifying the date by which the MDF lamination sheets will be delivered.

**Delivery Location:** The store should be delivered to the address specified in the tender documents.

**Delivery Inspection:** The Buyer reserves the right to inspect the delivered goods to ensure they conform to the specifications before accepting the delivery.

## **Warranty and Liability:**

**Warranty:** Bidders should specify the warranty terms for the supplied products, including the duration and coverage of the warranty.

**Liability:** Bidders should clarify their liability in case of defects, damages, or non-compliance with the contract terms.

## **Contract Award:**

**Contract Award:** The contract will be awarded to the bidder whose bid is deemed most advantageous based on the evaluation criteria outlined in the tender documents.

**Contract Terms:** The successful bidder will be required to enter into a formal contract with the Buyer, incorporating the terms and conditions outlined in the tender documents.

## **Dispute Resolution:**

**Dispute Resolution:** In the event of disputes or disagreements between the Buyer and the successful bidder, both parties agree to attempt to resolve them through negotiation or mediation before pursuing legal remedies.

Termination:

**Termination Clause:** The contract may be terminated by either party for just cause as outlined in the contract terms.

Governing Law:

**Governing Law:** The contract will be governed by the laws of [Specify the jurisdiction], and any disputes will be subject to the exclusive jurisdiction of the courts in that jurisdiction.

## **Tender Submission Instructions:**

**Tender Deadline:** All sealed tenders must be received at the following address by no later than 1100 hrs. on 19 Oct 2023, in the office of Director (Engineering Projects), GIK Institute Topi.

**Submission in Sealed Envelopes:** Tenders should be submitted in sealed envelopes clearly marked with the following information:

**"Tender for Procurement of MDF Lamination Sheets/auxiliary items"  
Bidder's Name and Contact Information**

**Mandatory Documents:** Ensure that your submission includes the following documents:

Completed Bid Form

Detailed Quotation including unit price and total price.

Any applicable taxes or fees

Payment terms

Validity period of the quotation

Warranty terms, if applicable

Supplier Information Form

Confirmation of Deadline: Bidders must acknowledge and confirm their intent to submit a tender by 19 Oct 2023.

**Bid Form:**

Procurement of MDF Lamination Sheets/ auxiliary items

Bidder Information:

Company Name: \_\_\_\_\_

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

City/State/ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Bid Submission Date: \_\_\_\_\_

Bid Validity Period (in days): \_\_\_\_ 90 Days \_\_\_\_\_

Product Specifications:

Quantity: \_\_\_\_\_ sheets

Material: Medium-Density Fiberboard (MDF)

Size: \_\_\_\_\_ [4' x 8']

Thickness: \_\_\_\_\_ [3/4 inch]

Finish: \_\_\_\_\_ [as approved]

Color: \_\_\_\_\_ [as approved]

Pricing:

Unit Price: PKR \_\_\_\_\_ per sheet

Total Price: PKR \_\_\_\_\_ (Unit Price x Quantity)

Additional Costs:

Taxes (if applicable): PKR \_\_\_\_\_

Other Fees (if applicable): PKR \_\_\_\_\_

Total Bid Price (Including Taxes and Fees): PKR \_\_\_\_\_

Payment Terms:

Payment Method: \_\_\_\_\_ [Specify payment method, e.g., bank transfer, check]

Payment Schedule: \_\_\_\_\_ [Specify payment schedule if applicable]

Delivery Timeline:

Estimated Delivery Date: \_\_\_\_\_ [Specify the estimated delivery date]

Warranty:

Warranty Period: \_\_\_\_\_ [Specify warranty period, e.g., 1 year]

Warranty Coverage: \_\_\_\_\_ [Specify warranty coverage]

Additional Terms and Conditions (if any):

[Include any additional terms or conditions that the bidder wishes to propose or specify]  
Declaration:

I, [Bidder's Name], representing [Company Name], certify that the information provided in this bid is accurate and complete. I understand that the submission of this bid

constitutes a binding offer and agree to abide by the terms and conditions outlined in the tender documents.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Supplier Information Form

#### Company Information:

Company Name: \_\_\_\_\_

\*\*Legal Structure (e.g., Corporation, LLC): \_\_\_\_\_

\*\*Business Registration Number (if applicable): \_\_\_\_\_

Date of Establishment: \_\_\_\_\_

\*\*Business Type (Manufacturer, Distributor, etc.): \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal/ZIP Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

#### Ownership and Management:

\*\*Ownership Structure (e.g., Public, Private, Family-Owned): \_\_\_\_\_

Names of Key Owners/Shareholders: \_\_\_\_\_

\*\*Names of Top Management (CEO, President, etc.): \_\_\_\_\_

#### Financial Information:

Annual Revenue (Last Fiscal Year): PKR \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

#### Product/Service Information:

Description of Products/Services Offered: \_\_\_\_\_

\*\*Industry Certifications (ISO, etc.): \_\_\_\_\_

Years of Experience in Business: \_\_\_\_\_

#### Quality Assurance and Compliance:

Quality Control Processes/Standards Followed: \_\_\_\_\_

Any Recent Regulatory Violations or Recalls? \_\_\_\_\_

(If yes, please provide details)

#### References:

#### Customer References (if available):

Name of Customer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Environmental and Sustainability Practices:

\*\*Environmental Certifications (if applicable): \_\_\_\_\_

Sustainability Initiatives: \_\_\_\_\_

Insurance Information:

Insurance Provider: \_\_\_\_\_

\*\*Type of Coverage (e.g., Liability, Workers' Comp): \_\_\_\_\_

Policy Number: \_\_\_\_\_

Additional Information:

Any Additional Information or Comments:

Declaration:

I, [Supplier's Name], hereby declare that the information provided in this Supplier Information Form is accurate and complete to the best of my knowledge. I understand that this information will be used for the purpose of evaluating our suitability as a supplier to [Your Company Name].

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Sample Contract:

### Purchase Agreement Contract

This Purchase Agreement Contract ("Contract") is entered into on this \_\_\_\_ day of \_\_\_\_\_, [Year], between:

Buyer:

GIK Institute  
Address: Topi, Swabi  
City/State/ZIP Code: Topi, Swabi  
Phone: 0938-281026 Ext. 2747  
Email: [director.engineeringprojects@giki.edu.pk](mailto:director.engineeringprojects@giki.edu.pk)

Supplier:

[Supplier's Company Name]  
Address: [Supplier's Address]  
City/State/ZIP Code: [Supplier's City, State, ZIP Code]  
Phone: [Supplier's Phone Number]  
Email: [Supplier's Email Address]

#### 1. Purpose of the Contract:

This Contract outlines the terms and conditions governing the procurement of MDF (Medium-Density Fiberboard) lamination sheets ("Products") by the Buyer from the Supplier.

#### 2. Product Specifications:

The Buyer agrees to purchase the following MDF lamination sheets:

Quantity: [Specify Quantity]  
Specifications: [Specify Size, Thickness, Finish, Color, etc.]

#### 3. Price and Payment:

3.1 Price: The total price for the Products is PKR\_\_\_\_\_.

3.2 Payment Terms: Payment will be made by the Buyer to the Supplier within [Specify Payment Terms, e.g., 30 days] after the Products are received and accepted by the Buyer.

#### 4. Delivery:

4.1 Delivery Date: The Supplier shall deliver the Products to the Buyer at the Buyer's specified location no later than [Specify Delivery Date].

4.2 Delivery Method: [Specify Delivery Method, e.g., Incoterms, Shipping Terms]



#### 5. Quality Assurance and Warranty:

The Supplier guarantees that the delivered Products will conform to the specifications outlined in this Contract and will be free from defects. Any warranty terms, including the duration and coverage, are as specified in the Supplier's bid or proposal.

#### 6. Inspection and Acceptance:

The Buyer reserves the right to inspect and test the delivered Products. Acceptance of the Products will occur upon successful inspection and conformity with the specifications.

#### 7. Termination:

This Contract may be terminated by either party with written notice in the event of a material breach of the terms and conditions by the other party.

#### 8. Governing Law and Jurisdiction:

This Contract is governed by the laws of [Specify Jurisdiction]. Any disputes arising under this Contract will be subject to the exclusive jurisdiction of the courts in [Specify Jurisdiction].

#### 9. Confidentiality:

Both parties agree to maintain the confidentiality of any proprietary or confidential information exchanged during the course of this Contract.

#### 10. Entire Agreement:

This Contract constitutes the entire agreement between the Buyer and the Supplier and supersedes all prior agreements, whether oral or written.

#### 11. Execution:

This Contract shall be effective upon execution by authorized representatives of both parties.

Buyer:

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Supplier:

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_