



**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
AND STATIONERY ITEMS ON A LOT BASIS**

Tender # GIKI/PD/MS-992/23

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

LOT # 1:

LOT # 2:

- Sanitation & Cleaning Items
- Stationery Items

Detail specifications and all other terms and conditions can be downloaded from the 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 **1500 hours on December 28, 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



Issued by:

Deputy 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-992/23

| | |
|-------------------------------------|--|
| 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: _____



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

TENDER BIDS SUBMISSION & OPENING DATE AND TIME
TENDER NOTICE: GIKI/PD/MS-992/23
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-992/23 | SUPPLY OF SANITATION & STATIONERY ITEMS (As per Annexure-I) | 1500 hours on December 28, 2023, | 1530 hours on December 28, 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 must 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 any Government Agency or Authority has Never blacklisted.
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 amounts 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 **GIK 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 and 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 the Purchase Order from the GIK Institute. In case of a delay in supply within the stipulated time, the penalty will be imposed as per the following schedule. The delivery of items will be made as per the table below after issuance of the Purchase Order (without penalty) or as agreed.

| MODE OF PENALTY | NO OF DAYS | TOTAL DELIVERY PERIOD |
|--|------------|-----------------------|
| Without Penalty | 07-10 Days | 07-10 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 the contract would be based strictly on the specifications provided in the bidding documents and the quality of the items based on the lowest rates. **Orders will be issued lot-wise instead of item-wise.** **Samples can be demanded from the bidders if required. Please carefully provide the rates of items and use the following email address if you have any questions. Mohammad Shuaib <shuaib@giki.edu.pk>**

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
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Annexure - I

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/MS-992/23

SUPPLY OF SANITATION & STATIONERY ITEMS - tabulated as under:

Specifications
LOT # 1: SANITATION &
CLEANING ITEMS

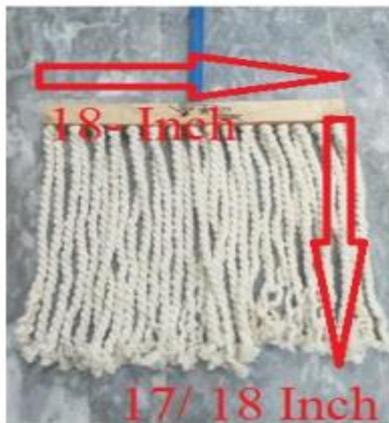
| S#. | Name of Item | Qty Req. | Unit |
|-----|---|----------|--------|
| 1 | Sweep Liquid 1-Litre Bottle Rose Enterprises | 300 | Nos. |
| 2 | Vim-Max Powder 790gm | 300 | Pkt. |
| 3 | Washing Powder BRITE/ Ariel SACHET 45g | 220 | Pkt |
| 4 | Moretein 375ml Spray Flying Insects | 72 | Nos. |
| 5 | Waste Paper Basket A Grade Plastic Material | 60 | Nos. |
| 6 | Commode Brush High Quality As per Specimen | 72 | Nos. |
| 7 | Brooms بانس جھاڑو (each Broom in =333gm bind) | 150 | Kgs. |
| 8 | Duster Cloth 24x24 Inch | 700 | Nos. |
| 9 | Air Freshener 300ml (Al-Arabiya / Perfect/ Fresco) | 150 | Nos. |
| 10 | Mop Cleaner 18 Inch (Cotton) with Handle (As per sample) | 100 | Nos. |
| 11 | FINIS Phenyl Liquid CANE 3-Litre | 100 | Cans |
| 12 | Bath Soap Lifebuoy 140g White Single Standard Pack | 300 | Nos. |
| 13 | Soap LUX 128gm (White Single Pack) Pakistani | 216 | Nos. |
| 14 | MINI Soap 69gm LUX (White Single Pack) Pakistani | 108 | Nos. |
| 15 | Glass Water | 60 | Nos. |
| 16 | Toilet Paper Roll WHITE MAXOB | 100 | Nos. |
| 17 | Tissue Paper Box Rose Petal Multicolor - 300s | 400 | Nos. |
| 18 | Washing Powder Ariel 500gm | 200 | Pkt |
| 19 | Wiper Small Multipurpose (Handle 24", Wipe 12" (All plastic made) | 24 | Nos. |
| 20 | Metro Professional Hand Wash Liquid 4.75L (Metro Store) | 50 | Gallon |
| 21 | Wiper 22" Large SS Base with Strong Handle 4' | 50 | Nos. |
| 22 | Toilet Paper Roll TULIP WHITE only | 600 | Roll |
| 23 | Naphthalene Ball کافور گولی | 2 | Kgs. |
| 24 | Lota Plastic (Ewer) لوٹا High-quality Plastic | 20 | Nos. |
| 25 | Thinner Brighto / Master 1-Litre | 6 | Pack |
| 26 | Rubber Gloves (Long Size) | 20 | Pairs |
| 27 | Rotatable Triangle Mop With Long Handle , Microfiber Flat Floor Mop for Cleaning Brush Glass Wiper | 10 | Nos. |
| 28 | PVC Garden Pipe ¾:Tarbela (Crystal White) | 50 | Yard |
| 29 | Hose Clamp for ½ to ¾ Inch Pipe (Taiwan) | 100 | Nos. |
| 30 | PVC Nylon Braided GAS Hose Pipe ½" Thickness 3.0mm | 60 | Yard |

LOT # 02: STATIONERY ITEMS

| S #. | Name of Item | Qty Req. | Unit |
|------|---|----------|------|
| 1 | Ball Pen BLUE (Brand=Signature Mate/ Deer Racer) | 2500 | Nos. |
| 2 | Ball Pen BLACK (Brand=Signature Mate/ Deer Racer) | 1000 | Nos. |
| 3 | Ball Pen RED (Brand=Signature Mate/ Deer Racer) | 500 | Nos. |
| 4 | Pointer Black 140+Blue 60 (Dollar) | 200 | Nos. |
| 5 | Uniball Eye Original JAPAN (Blue 40 + Bk 20) | 60 | Nos. |
| 6 | Box File Legal 3" PVC Cover (REX/ QB/ Sensa/ CHINA (Black 100, Green 50, Red 50, Blue 150 | 450 | Nos. |
| 7 | DVD-R (Single BRANDED Casing) Verbatim/ HP/ Imation | 200 | Nos. |
| 8 | Cell AA Size (3-Circles/ Power Plus/ Toshiba) | 800 | Nos. |
| 9 | Cell AAA Size (3-Circles/ Power Plus/ Toshiba) | 500 | Nos. |
| 10 | Cell-C-Size (3-Circles/ Power Plus/ Toshiba) | 50 | Nos. |
| 11 | Cell-D Size (3-Circles/ Power Plus/ Toshiba) | 48 | Nos. |
| 12 | Cell-PP3-09V (3-Circles/ Power Plus/ Toshiba) | 50 | Nos. |
| 13 | Clips Binder 32mm (Diamond/ Deli/ Sensa) | 120 | Nos. |
| 14 | Clips Binder 25mm (Diamond/ Deli/ Sensa) | 120 | Nos. |
| 15 | Clips Paper Medium 36mm (80 clips) | 150 | Pkts |
| 16 | Correction Fluid Pen (Piano/ Dollar/ DUX/ ORO) | 200 | Nos. |
| 17 | Duster White Board (6x2.5" Inch (as per image) | 160 | Nos. |
| 18 | File Cover Plastic Type A Grade Quality | 200 | Nos. |
| 19 | Ring File Folder Plastic (Dif. Colors) | 100 | Nos. |
| 20 | File Separator Set (10 Hard Pages Set each Set) | 500 | Sets |
| 21 | Glue Sticks 21g. Dollar/ Piano/ ORO/ Sensa | 150 | Nos. |
| 22 | Pencil SHARPREPRED with Rubber (Dollar/ Goldfish) | 2000 | Nos. |
| 23 | Marker Tempo/ Dollar (Blue 60/ Black 70 /Red 20) | 150 | Nos. |
| 24 | Highlighter (Picasso/ Pelikan/ Schneider/ Snowman) Yellow 128/ Pink 24/ Green 24/ Orange 24 | 200 | Nos. |
| 25 | Marker Permanent Dollar (Round Tip) Black 100 +Blue 30+ Red 20 | 200 | Nos. |
| 26 | Marker Transparency SNOWMAN Permanent (Set of 4) | 60 | Nos. |
| 27 | Board Marker (Dollar) Black 1800/ Blue 800/ /Red 300, Green 100) | 3000 | Nos. |
| 28 | Pad Drafting Size A5 (Lucky/ Ideal/ Rehman) | 300 | Nos. |
| 29 | Pad Drafting A4 (Lucky/ Ideal/ Rehman) | 100 | Nos. |
| 30 | Sticky Pad Yellow (Sensa/ Pot-It/ Deli) 3x3 | 144 | Nos. |
| 31 | Sticky Pad Yellow (Sensa/ Pot-It/ Deli) 3x4 | 60 | Nos. |
| 32 | Paper Cutter (deli2061/ SDI.0423/ M&G ASS91430 | 10 | Nos. |
| 33 | Common Paper Pin Size 2, (50gm pack) | 48 | Nos. |
| 34 | Drawing/ Thumb Pin (100 Pieces pack only) | 150 | Nos. |
| 35 | Pin Stapler Size 24/6 Dollar/ Sensa (1000 pins Pack) | 300 | Nos. |
| 36 | Register Letter Dispatch Size 6 QR | 20 | Nos. |
| 37 | Tape Scotch 1" (40 Yards) 4Square/Stick Master | 300 | Roll |
| 38 | Tape Masking 1" (40 Yards) ABRO/ 4Square/Stick Master | 200 | Roll |
| 39 | Tape Packing 2" (45 Yards) 4 Square/Stick Master | 60 | Roll |
| 40 | Tape OSAKA/ Nitto 10 Yards Roll (Insulation) | 50 | Roll |
| 41 | Stapler Machine Size 24/6. Deli 0367/Kangro DS-35 | 84 | Nos. |

| | | | |
|----|---|----|------|
| 42 | Tags for File | 30 | Pkt |
| 43 | Tape Dispenser 1" Big Roll STAND KWTrío/ Excell/ Deli | 12 | Nos. |
| 44 | File Tray Pure Plastic (Size Inner 18x13x H=4 Inch) | 24 | Nos. |
| 45 | Gum Paste 140ml Dollar/ Nafees | 12 | Nos. |
| 46 | Plastic Dori for Packing Quality#1(100 Meter Roll each) | 36 | Roll |
| 47 | Punch Machine Medium Size KW trio/ Deli / M&G / 3 Flowers/ Fuji | 60 | Nos. |
| 48 | Punch Single Hole (As per Image) | 24 | Nos. |
| 49 | Staples REMOVER | 20 | Nos. |
| 50 | Pen Jar Fancy (As per Image) | 36 | Nos. |
| 51 | Paper Cutter Blades 18mm (Pack=10 Blades) | 10 | Pack |

| | | | |
|---|---|--|--|
|  |  |  |  |
| Punch Single Hole (As per Image) | Ring File Folder Plastic Different Colors | Plastic File Covers | Duster Whiteboard |
|  |  |  |  |
| Plastic Dust Bin | Plastic Dust Bin | Rotatable Triangle Mop With Long Handle , Microfiber Flat Floor Mop for Cleaning Brush Glass Wiper | Commode Brush Double Sided |
|  |  |  | |
| بانس جھاڑو | Duster Cloth | Metro Professional Hand Wash Liquid 4.75L | |
|  |  | | |
| Lota Plastic | Rubber Gloves Long | | |



Tender Serial No. GIKI/PD/MS-992/23

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. The decision of replacement or deduction from the 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 a deduction will be made from the bill or EM will be forfeited.

Issued by: Deputy Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____

