

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



**TENDER DOCUMENTS**

**FOR**

**IT SUPPLIES**

**Tender Fee: Rs. 2,000/- (Non-Refundable)**

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**Assistant Director Procurement,**  
GIK Institute, Topi, Swabi (KP)  
Phone# 0938-281026 Ext. 2444  
Email: [taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)

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

**TENDER NOTICE FOR PROCUREMENT OF IT SUPPLIES**

Tender # GIKI/PD/FEE-995/23

Sealed bids (Single Stage One Envelope procedure) are invited from reputed Manufacturers or their Authorized Dealers/ Distributors / firms, registered with relevant tax authorities and who are on the Active Taxpayers list of the Federal Board of Revenue for the procurement of the following items:

**IT Supplies**

- SSD 512 GB SATA 2.5"
- SSD 512 GB M2-NVMe
- DDR4 RAM 8GB 2666 Desktop
- DDR3 RAM 8GB 1333 Desktop

Detailed specifications & other terms and conditions can be downloaded from the GIKI website ([www.giki.edu.pk](http://www.giki.edu.pk)) or collected personally from GIK Admin Block Room # F12. Tender fee (Non-Refundable) of Rs. 2,000/- and sealed bids along with bid money of 2% on the total bid cost should reach on or before **1400 Hours on January 19, 2024**. 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 or all the bids as per rules. No advance payment shall be made to any bidder.

**Assistant Director Procurement, GIK Institute, Topi, Swabi (KP)**  
Phone# 0938-281026 Ext. 2444, Email: [taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)



Issued by: Assistant Director Procurement

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

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

**GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI**  
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<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>Pay Order / Demand Draft Amount</b>	
<b>Pay Order / Demand Draft No.</b>	

Issued by: Assistant Director Procurement

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

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

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**BIDS SUBMISSION & OPENING DATE AND TIME**

**PROCUREMENT OF IT SUPPLIES**

<b>Tender No.</b>	<b>Description/Specification</b>	<b>Date of Submission of Tender Documents</b>	<b>Date Opening of Tender</b>
<b>GIKI/PD/FEE-995/23</b>	<b>PROCUREMENT OF IT SUPPLIES (As per Annexure-I)</b>	<b>1400 hours on January 19, 2024</b>	<b>1430 hours on January 19, 2024</b>

Issued By: **Assistant Director Procurement**

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

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

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**TERMS AND CONDITIONS**

**1. Qualification of the Vendor**

The following Firms are eligible to apply and required to submit the following documents with their proposals.

1. Valid Registration Certificate of 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 purchaser orders of previous clients.
6. The Manufacturers/Firms/Authorized Dealers/ General Order Suppliers that have Never been blacklisted by any Government Agency or Authority.
7. Warranty / Guarantee Certificate
8. Authorization Certificate, if any.

**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. 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 responsibility.
- viii. Items' rates and amount should be filled in 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/ Contract 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.

**6. EARNEST MONEY:**

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

<b>MODE OF PENALTY</b>	<b>NO OF DAYS</b>	<b>TOTAL DELIVERY PERIOD</b>
<b>Without Penalty</b>	20-30 Days (In Stock)	20-30 Days (In Stock)
<b>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.</b>		

**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 contract will be awarded to lowest responsive bid keeping in mind the quality and specifications provided in the bidding document.

**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.

# **SPECIFICATIONS**

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

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

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

**Tender No: GIKI/PD/FEE-995/23**

Procurement of IT Supplies- tabulated as under:

<b>S #</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>
1	SSD 512 GB SATA 2.5"	20	Nos
2	SSD 512 GB M2-NVMe	55	Nos
3	DDR4 RAM 8GB 2666 Desktop	55	Nos
4	DDR3 RAM 8GB 1333 Desktop	20	Nos

**Note:**

- If GIK Institute feels that items are not up to the specified standards in quality or specifications, 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:** \_\_\_\_\_