

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



**TENDER DOCUMENTS**  
**FOR**  
**SUPPLY OF MISCELLANEOUS ITEMS**

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

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**Deputy Director Procurement,**  
GIK Institute, Topi, Swabi (KP)  
Phone# 0938-281026 Ext. 2314  
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**GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI**  
**(PROCUREMENT DEPARTMENT)**

Procurement



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

**Tender Notice for Supply of Miscellaneous Items**

Tender # GIKI/PD/FME/PC-997/24

Sealed bids (**Single Stage One Envelope procedure**) are invited from reputed Manufacturers / Firms / Authorized Dealers / General Order Suppliers 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:

Miscellaneous Items	
	● Sun Blinds (Supply & Installation) ● Ceiling Lights (2'x 2')
	● Moveable Computer Chairs ● Audio System
	● Multimedia Projector ● Moveable White Board

Detailed specifications and all others terms and conditions can be downloaded from the **GIKI website (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 1200 Hours on January 15, 2024**. The proposals will be **opened** in the presence of available bidders **at 1230 Hours on the same day**. The Institute reserves the right to accept or reject any or all bids as per the rules. No advance payment shall be made to any bidder.

**Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)**  
**Phone# 0938-281026 Ext. 2213, Email: farid.wahid@giki.edu.pk**



Issued by: Deputy Director Procurement

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

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

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

<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:** Deputy Director Procurement

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

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

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

**BIDS SUBMISSION & OPENING DATE AND TIME**

SUPPLY OF MISCELLANEOUS ITEMS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/FME/PC - 997/24	SUPPLY OF MISCELLANEOUS ITEMS <b>(As per Annexure-I)</b>	1200 hours on January 15, 2024,	1230 hours on January 15, 2024,

Issued By: **Deputy Director Procurement**

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 are eligible to apply and are 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 amounts 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 or penalty will be imposed as per prevailing rates.
- xi. For due performance of the purchase order, a performance guarantee equal to 10% of the Purchase Order excluding GST will be provided for the warranty period.

**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**

**GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI**  
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The prices shall be quoted in Pakistani Rupees.

**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, 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.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	7-10 Days	7-10 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, installation, 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.**

**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/FMEPC-997/24****SUPPLY OF MISCELLANEOUS ITEMS- tabulated as under:****LOT # 1 (Office Supplies "Supply & Installation")**

S#	Description	Qty	Unit
01	Sun Blind Size <b>Length 6'.4" Width 3'.9"</b>	01	Nos
02	Sun Blind Size <b>Length 6'.8" Width 3'.9"</b>	01	Nos
03	Sun Blind Size <b>Length 5'.7" Width 3'.9"</b>	02	Nos
04	Sun Blind Size <b>Length 6'.10" Width 3'.9"</b>	01	Nos
05	Sun Blind Size <b>Length 5'.5" Width 3'.9"</b>	02	Nos
06	Sun Blind Size <b>Length 5'.8" Width 3'.9"</b>	02	Nos
07	Sun Blind Size <b>Length 7'.2" Width 3'.9"</b>	01	Nos
08	Sun Blind Size <b>Length 5'.6" Width 3'.9"</b>	01	Nos
09	Sun Blind Size <b>Length 5'.4" Width 4'</b>	02	Nos
10	Sun Blind Size <b>Length 8'.8" Width 1.6"</b>	01	Nos
11	Sun Blind Size <b>Length 8'.8" Width 2'</b>	01	Nos
12	Sun Blind Size <b>Length 4'.7" Width 1'.8"</b>	02	Nos
13	Sun Blind Size <b>Length 3'.5" Width 1'.8"</b>	02	Nos
14	Sun Blind Size <b>Length 5'.8" Width 4'</b>	01	Nos
15	Sun Blind Size <b>Length 3'.6" Width 4'</b>	01	Nos
16	Sun Blind Size <b>Length 5'.5" Width 4'</b>	01	Nos

**LOT # 2 (IT Equipment)**

S#	Description	Qty	Unit
01	Multimedia Projector ( <b>In-Focus IN112BB</b> ) or Equivalent	01	Nos
02	<b>Audio System:</b> <b>Bosch PLE-1MA120-EU 120W Plena Mixer Amplifier, (01 Nos)</b> 4 microphones and 3 background music (BGM) Inputs. Speaker output: 100 V and 4 Ohm, Announcement-only output, 3-wire volume override, 100 V and telephone Input with priority & VOX, Voice-activated emergency override, Master output for expansion. Frequency response 50 Hz to 20 khz (+1/-3 dB @ -10 dB ref. rated output). Distortion <1% @ rated output power, 1 kHz.  <b>Bosch LBC 3095/15 Pendant Sphere Loudspeaker, (10 Nos)</b>	01	Set

<p><b>10 W</b>, white ABS, Rated power 10/5/ 2.5 W, Sound pressure level at 10W/1W: 99 dB / 89 dB (SPL). Opening angle at 1kHz /4kHz (-6 dB): 180o /90o Effective frequency range (-10 dB) : 130 Hz to 20 kHz, Rated voltage: 100 V.</p> <p><b><u>Bosch MW1-HTX-F5 Microphone with Transmitter, (01 Nos)</u></b> 722-746 Hz, UHF wireless handheld microphone 3 MW1-HTX~S transmitter, LCD with battery status and frequency indication, supplied with microphone holder, batteries and storage case. Frequency range: 722-746 MHz, 193 selectable UHF channels.</p> <p><b><u>Bosch MW1-RX-FS Microphone Receiver, (01 Nos)</u></b> 722-746 MHz, UHF wireless microphone receiver, true diversity for stable reception. PLL synthesized technology, supplied with AC/DC adapter with power cord and 1.5m 3 pin XLR male/ female audio cable. Frequency range: 722-746 MHz 193 selectable UHF channels.</p> <p><b><u>Bosch LBB 9600/20 Condenser Handheld Microphone, (01 Nos)</u></b> unidirectional, matt-black finish, on/of switch, supplied with 7m (23 ft) cable, 3-pin lockable male and female XLR connectors, Frequency range 100 Hz to 16 kHz, Sensitivity: 2 mV/Pa+/-3 dB (-54 dB rel. \0 1 V/Pa).</p> <p><b><u>Bosch LBC1227/01 Table Microphone Stand, (01 Nos)</u></b> matt black, heavy round cast iron base, 130 mm (5.12 in) diameter with shock absorbing rubber insert under surface, with 3/8" Whitworth stud.</p> <p><b><u>Bosch MW1-LTX-F5 Belt-pack Transmitter, (01 Nos)</u></b> 777-746 MHz, UHF belt-pack transmitter, LCD with battery status and frequency indication, supplied with clip on lavalier microphone, batteries and storage case, Frequency range: 722-746 MHz, 193 selectable UHF channels.</p> <p><b><u>Bosch LBC 1227/01 Table Microphone Stand. (01 Nos)</u></b> matt black. heavy round cast iron base, 130 mm (5.12 in), diameter with shock absorbing rubber insert under surface, with 3/8" Whitworth stud.</p> <p><i><b><u>If available, equivalent brands and models will be quoted.</u></b></i></p>		
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### **LOT # 3 (Furniture & Fixture)**

S#	Description	Qty	Unit
01	Moveable Computer Chairs ( <b>BOSS B-514 OR Equivalent</b> )	50	Nos
02	Moveable White Board 5ft Length x 3 ft Width	01	Nos

### **LOT # 4 (Electrical Store)**

S#	Description	Qty	Unit
01	Ceiling Lights 2'x2'	24	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:** Deputy Director Procurement

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

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