



**Tender # GIKI/PD/PP-1003/24**

**PREQUALIFICATION DOCUMENT FOR  
PRINTERS / PUBLISHERS / FIRMS**

**Tender Fee Rs. 1,000/-**

**February 2024**

**Assistant Director Procurement**  
**Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology,**  
Topi, Swabi, Khyber Pakhtunkhwa.  
Tel: 0938-281026, Ext. 2444  
[taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk)  
[www.giki.edu.pk](http://www.giki.edu.pk)

**(Note: Prequalification is done by GIK Institute in line with GIK Procurement Rules 2019)**

# Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology

## INVITATION FOR PREQUALIFICATION FOR PRINTERS / PUBLISHERS / FIRMS

Tender # GIKI/PD/PP-1003/24

1. The GIK Institute of Engineering Sciences & Technology intends to prequalify well reputed printers / publishers and printing press firms for Invitation to Bids and sign the framework agreement(s) with the selected bidder(s) subsequent to the bidding process.
2. The institute invites sealed proposals from reputable publishers / printers that have an experience working with educational institutions and established credentials in terms of technical, financial, and managerial capabilities registered with relevant tax authorities and who are on the Active Taxpayers list of the Federal Board of Revenue for provision of printing services.

S #	Details
1.	Provision of printing services

3. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and an open Framework Agreement(s) will be signed b/w the Institute and the successful bidder(s) for the period of 1 year.
4. The prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the Procurement Department at the address mentioned below during office hours.
5. A complete set of Prequalification Documents may be downloaded from the website [www.giki.edu.pk](http://www.giki.edu.pk), applicants are also instructed to remain in touch with the respective web link for observing amendment(s), if any, in Prequalification Documents.
6. Sealed Applications along with Non-Refundable Fee of Rs. 1,000/- for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by **1400 hours on 15<sup>th</sup> February 2024**. The sealed envelopes will be opened on the same day at 1430 Hours. Late Applications will be rejected.
7. The Institute reserves the right to accept or reject any or all applications as per the rules.

**Assistant Director (Procurement)**

**GIK Institute, Topi-23640, Swabi, Khyber Pakhtunkhwa**

**Ph: 0938-281026 Ext:2444 Fax No. 0938-281032**

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# Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology

## TERMS & CONDITIONS

The GIK Institute of Engineering Sciences & Technology (*hereinafter referred to as "Institute" or "Client"*) invites sealed applications / proposals from reputed eligible and experienced income tax & sales tax registered Printers / Publishers / Printing press Firms (*hereinafter referred to as "Firm"*) for printing related jobs (*hereinafter referred to as "work"*)' such as Prospectus, Books, Annual Reports, Newsletters, brochures etc.

### 1. General:

1.1 Any offer not received as per the terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:

- (a) it is received after the time and date fixed for its receipt
- (b) not signed & stamped by authorized person on each page of pre-qualification document
- (c) the offer is ambiguous
- (d) the offer is received by fax or e-mail
- (e) the offer is from a blacklisted firm
- (f) offer received with shorter validity than required
- (g) any additional term(s) & condition(s)' added by the Firm
- (h) any conditional offer
- (i) **the firm have their own printing facilities**

1.2 Only income & Sales tax registered Printers / Publishers / Firms are eligible to participate in the tender.

1.3 Contract will be valid for a period of one year, based on performance after the approval from Competent Authority.

1.4 The cover envelope must indicate the particulars of the tender and date of opening. The envelope must be properly sealed.

1.5 The Firm must indicate their National Income Tax No. / Sales Tax No. / Circle of Income Tax Department.

1.6 Offered rates will be on the basis of delivery to The GIK Institute, Topi, Swabi at any place as specified in the request for quotation (RFQ) letter for getting rates from pre-qualified Firms time to time for different printing jobs.

1.7 Firm(s) will have to present the positives / films / design for all printing jobs to the GIK Institute as and when required.

1.8 Workorder(s) will be issued by the Institute after the approval of Competent Authority.

### 2. Time Period:

The Firm(s) will have to complete the job within the stipulated time as the Competent Authority will approve it on a case-to-case basis.

### 3. Extension of Delivery Period:

3.1 In special circumstances, a request for an extension of delivery period may be considered by the Competent Authority on the written request of the Firm before deadline.

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The Institute is authorized to either accept or reject the request of Firm(s) without assigning any reason.

## **4. Cancellation / Penalty of Delay:**

4.1 In case, Firm fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty @ 2% of total cost per week will be imposed.

4.2 The work will be inspected by the Institute through some authorized personnel and will be rejected, if not found according to the given specifications and The Institute will not be responsible for any costs or expenses incurred by the bidders in connection with the completion of work.

## **5. Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory job done. No payment will be made in advance.

5.2 Payment against partial work done will not be made.

## **6. Bid Security:**

6.1 Bid security @2% (for each individual work order) of total amount will have to be attached along with quotation(s). It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of "GIK Institute of Engineering Sciences & Technology".

6.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the bids whereas the bid security of successful bidder shall be refunded on the successful completion of work.

6.3 The bid security shall be forfeited if:

- a) The offer is withdrawn, amended, or revised.
- b) The bidder fails to execute the contract strictly in accordance with the terms and conditions of tender document / work order.

## **7. Deduction of Taxes:**

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

## **8. Dispute:**

In case of any dispute before or after the execution of the contract, matter will be resolved as per Rules.

## **9. Bid / Tender Opening Procedure:**

For prequalification of Firms, proposals will be opened as per tender notice.

## **10. Evaluation Criteria:**

10.1 Copies of work orders showing at least 03 years' experience in printing jobs.

10.2 Bank Maintenance Certificate and Bank Statement for the last year showing Cash Flow

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- 10.3 List of Printing Machinery / Equipment (Provide 2 copies)
- 10.4 Able to arrange.
- i. 02 Black & White and 04 color printing jobs.
  - ii. Composing & Designing
  - iii. Packing/binding with folder & cutting machine.
- 10.5 Firms will have to submit 2 copies of each following jobs / Samples along with prequalification document:
- i. Books, Prospectus, Annual Reports, Newsletters
  - ii. Leaflets
  - iii. Brochures;
  - iv. Design of Flex Printing (Backdrops & Standees etc.)

The weightage / Marks for different categories will be followed as per table given below:

Sr. No.	Category	Weight age /Marks
1.	Copies of work orders showing at least 03 years' experience in printing jobs;	20
2.	Bank Maintenance Certificate and Bank Statement for the last year Showing Cash Flow	15
3.	List of Printing Machinery / Equipment;	10
4.	Black & White and color printing jobs;	10
5.	Composing & Designing;	10
6.	Packing/binding with folder & cutting machine;	10
7.	Books;	10
8.	Leaflets;	05
9.	Brochures;	05
10	Design of Flex Printing (Backdrops & Standees etc.)	05
<b>Total:</b>		<b>100</b>

**Note:**

1. Prequalification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category and 60% score in aggregate to qualify.

# **Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology**

## **INSTRUCTIONS TO APPLICANTS**

### **1. Submission of Applications**

Applications for pre-qualification must be received in sealed envelopes to be delivered by hand or through registered mail to: - A s s i s t a n t Director Procurement, GIK Institute, Topi, Swabi.

- 1.2 The Institute reserves the right to reject late applications.
- 1.3 The name and mailing address of the Applicant shall be clearly marked on left hand side of the envelope.
- 1.4 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Employer reserves the rights to reject the application for Pre-qualification in case of non- compliance of the requirements as stated in this Prequalification Document.
- 1.5 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
- 1.6 The clarification can be obtained from the office of the Procurement Department, GIK Institute in working hours in writing.

**TENDER CHECKLIST/ ELIGIBILITY CRITERIA**

<b>S #</b>	<b>Description</b>	<b>Tick Yes / No</b>	<b>Documents Attached at Annexure</b>
<b>1</b>	Letter of Application to the name of GIK Institute Topi Swabi		
<b>2</b>	Copies of work orders showing three years' experience in the printing jobs		
<b>3</b>	Bank Maintenance Certificate and Bank Statement for the last year Showing Cash Flow		
<b>4</b>	Affidavit regarding non-involvement in any arbitration/ litigation with any Government Agency / Department and not blacklisted as well		
<b>5</b>	Copies of the proprietor's CNIC		
<b>6</b>	List of satisfied customers along with their contact numbers		
<b>7</b>	Copy of income tax registration certificate		
<b>8</b>	Copy of sales tax registration certificate		

**Note:** Bidders must fill-up above mentioned checklist / table and attach copies required documents with proper annexures along with tender document

\_\_\_\_\_  
Sign & Stamp of Bidder

<b>BIDDER INFORMATION</b>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

\_\_\_\_\_  
Sign & Stamp of Bidder