



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

**TENDER NOTICE FOR DESIGNING & PRINTING OF UNDERGRADUATE
PROSPECTUS 2024**

Tender # GIKI/PD/A&E-1007/24

Sealed bids (Single Stage One Envelope Procedure) are invited from reputed printing press firms or their Authorized dealers, registered with relevant tax authorities and who are on the Active Taxpayers list of the Federal Board of Revenue for printing of the following Undergraduate Prospectus 2024:

- Design, Composition and Printing of Undergraduate Prospectus 2024 with Envelopes – Qty. 1500 Nos

Detailed specifications & other 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 **1500 Hours on April 18, 2024**. 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 or all the bids as per the 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



Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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**TENDER DOCUMENTS
TENDER NOTICE: GIKI/PD/A&E-1007/24**

Name of Firm	
Address & Contact Number	
CNIC/NTN No.	
GST No.	
Tender applied for	
Call Deposit Amount	
Call Deposit No.	
Samples Provided	

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____



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TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/A&E-1007/24

DESIGNING, COMPOSITION AND PRINTING OF UNDERGRADUATE PROSPECTUS
WITH ENVELOPS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/A&E-1007/24	Designing, Composition and Printing of Undergraduate Prospectus with envelopes (As per Annexure-I)	1500 Hours on April 18, 2024	1530 Hours on April 18, 2024

Assistant Director Procurement
GIKI Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS FOR DESIGNING, COMPOSITION AND PRINTING OF PROSPECTUS WITH ENVELOPS

1. Qualification of the Vendor

The printing press / publishers eligible to apply are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Tax Authorities. NTN/FTN/STRN etc.
2. Active Taxpayer List/Certificate
3. Full Address and Contact Numbers of the Office(s).
4. Relevant Experience in Publication/printing
5. Submit work orders of previous clients and one sample.
6. The Firms/Supplier that have Never been blacklisted by any Government Agency or Authority.
7. **Sample must be provided.**
8. **The firm has its own printing facilities.**

2. GENERAL

- i. Sealed Bids must be accompanied by bid security at 2% of Total Bidder's Price in form of Call Deposit Receipt (CDR) in Original in the name of GIK Institute of Engineering Sciences & Technology, Topi.
- ii. Conditional/incomplete tenders will not be accepted.
- iii. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- iv. 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 in shape of CDR shall be submitted separately along with Tender and cheque is not acceptable.
- v. Bidders are required to include all the taxes in their prices/rates.
- vi. For Loading, unloading and transportation charge of the item's supplier will be responsible.
- vii. 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.
- viii. GIK Institute reserves the right to accept/reject any/all tenders/bids.

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 of the specifications given in the **attached Annexure-I**.

5. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

6. BID BONDS/EARNEST MONEY

The bidders shall furnish, as part of their 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 Call Deposit 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.



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7. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened 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 a delay in supply within the stipulated time then a penalty will be imposed as per requirement. The delivery of items will be made within 20 days after approval of sample and design (without penalty) or as agreed at the time of issuance of order and with the prescribed penalty as per following schedule of requirement: -

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	20 days after sample approval	20 days or as agreed
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 prospectus subject to deduction of taxes as per Govt law.

13. AWARD OF CONTRACT:

The contract will be awarded to the lowest evaluated responsive bid keeping in mind the quality and specifications provided in the bidding document as per approved sample.

14. Taxes: All applicable 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 is required by the GIK Institute.



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Annexure - I

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/A&E-1007/24

DESIGNING, COMPOSITION AND PRINTING OF PROSPECTUS WITH ENVELOPS- tabulated as under:

Specifications

S#	Items Descriptions	Qty	Unit A/C
1	Design, Composition and publishing of Undergraduate Prospectus for Admission 2024 with the following specifications: <ul style="list-style-type: none"> • Size: 8.25 (height) x 8 (width) inches • Page: 230 pages + 1 transparent page + 2 cover / title pages. • Paper: 130 GMS art paper with Mat Finish • Printing: 4 Color Printing on both sides • Tile: 300 grams laminated Art Card paper with printing on both sides • Binding: Stapled and hot glue paper back binding 	1500	Booklets
2	<ul style="list-style-type: none"> • Printing of Prospectus Envelop according to the size of prospectus with GIK logo 	1500	Nos

Note:

- At least One Monochrome copy (Complete creased, cut and bind) and one-color Copy (Complete Title Page and 4 Inner Pages) of the publication must be submitted to end user for review before printing. The final dummy must be signed by the end user before starting the printing. The signed copy (Proof) of the Publication must be submitted to the Procurement Office before starting the printing.
- Samples can be seen in the office of the undersigned.
- The bidder will be responsible for the Design, Composition and Printing of Prospectus 2024.
- If GIK Institute feels that a publication is not up to the specified standards in printing, cutting, binding, color registration, finishing etc. the sub-standard material will be returned. Decision of Re-printing OR Deduction from Bill will be determined by the Institute authority as per requirement.
- In case of Re-printing, the printing and 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: _____