



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



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

**TENDER NOTICE FOR SUPPLY OF
OFFICE STATIONARY & PROMOTIONAL ITEMS**

Tender # GIKI/PD/Incubation-1016/24

GIK Institute invites sealed proposals (**Single Stage One Envelope Procedure**) from reputed Stationary firms / Suppliers registered with relevant tax authorities (Sales Tax & Income Tax Department) and who are in Active Taxpayer List (ATL) with FBR for supply of following stationary items on F.O.R Basis.

SUPPLY OF OFFICE STATIONERY & PROMOTIONAL ITEMS

Bidding documents containing detailed terms and conditions can be downloaded from **GIKI / KPPRA websites (www.giki.edu.pk) / (www.kppra.gov.pk/kppra/index)** or collected personally from GIK Admin Block Room # F-12. Tender 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 1430 Hours on May 23, 2024. The proposals will be opened in the presence of available bidders at 1500 Hours on the same day. The Institute reserves the right to reject or accept any or all of the proposals as per rules.

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: _____



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

TENDER DOCUMENTS

Name of Firm/Company	
Address & Contact Number (Profile to be attached)	
CNIC/NTN No.	
GST / KPRA No.	
Tender applied for	
Call Deposit Amount	
Call Deposit No.	
Tender Fee.	

Issued by: Assistant 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/INCUBATION-1016/24

SUPPLY OF OFFICE STATIONERY & PROMOTIONAL ITEMS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/INCUBATION-1016/24	SUPPLY OF OFFICE STATIONERY & PROMOTIONAL ITEMS (As per Annexure-A)	1430 Hours on May 23, 2024	1500 Hours on May 23, 2024

Assistant 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
FOR SUPPLY OF OFFICE STATIONERY & PROMOTIONAL ITEMS

1. Eligible vendor:

The following firms are eligible to apply for the tender:

1. The bidders should be registered with NTN/GST / KPRA and who are on Active Taxpayer List of FBR / KPRA etc.
2. The Firms that have Never been blacklisted by any Government Agency or Authority.
3. Experience of the firms / well known suppliers of stationaries and office supplies to any Federal or Provincial Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

2. Documents Required

Sealed bids are invited from reputed registered and eligible Firms are required to submit the following documents with their bidding proposal:

1. Valid registration documents with Taxation Authorities. NTN/FTN/STRN / KPRA etc.
2. Active Taxpayer List/Certificate
3. Relevant Experience of the bidder with documentary proof. **Please attach Purchase Orders/Work Orders with financial proposals**
4. Appreciation / completion Certificate, if any.

3. 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 be not 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 items, firm will be responsible.
- vii. Items rates and amount 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.
- viii. GIK Institute reserves the right to accept/reject any/all tenders/bids at any stage prior to award of contract.
- ix. GIK Institute also reserves the right to cancel PO/Contract in case of late deliveries.



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

4. 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.

5. SCOPE OF SUPPLY

The bidder shall provide proposal as per details **attached Annexure-A**.

6. CURRENCIES OF BID

The prices shall be quoted in Pakistani Rupees.

7. BID BONDS / 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 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.

8. LATE BIDS

Any bid received by the Purchaser after the prescribed deadline for submission of bids shall be returned un-opened to the bidder.

1. 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.

10. CONVINCING

Unsolicited advice/clarification and any personal approaches at any stage of Evaluations are strictly prohibited and may lead to disqualification.

11. DELIVERY/FIXATION OF STALLS:

The bidder shall make delivery in all respect at his own cost within the specified period from the date of issuance of Work Order /Purchase orders from the GIK Institute as per terms and conditions in the order. In case of delay in supply or not acceptance of order within the stipulated time, penalty will be imposed, and earnest money will be forfeited. The bidder will also be blacklisted for non-compliance of the order.

MODE OF PENALTY	DELIVERY PERIOD
Without Penalty	Delivery will be made within 30 days without any penalty.
With Penalty @ 0.05 % per day for 10 days, 0.10% per day for 20 days, 0.15% per day for 30 days, 0.20% per day after 30 days.	



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

12. The bid proposal should be inclusive of freight/Loading/unloading/ fixation and all other taxes, and we need delivery of items at GIK Institute Topi, Swabi.

13. MODE OF PAYMENT

Payment will be made after successful completion or delivery of order subject to deduction of taxes as per Govt law.

14. The order will be issued to the lowest evaluated bidder who complies with the eligibility criteria and provided relevant information / documents.

15. Taxes: All Government Taxes will be deducted as per government laws.

16. Bid Validity

All offers shall remain valid for 45 days from the date of opening of bids, until any further extension is required by the GIK Institute.

17. **Sample of each item will be approved by the Institute before delivery of the items. The price will not be changed in any case.**

[]



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

Annexure - A

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/INCUBATION-1016/24

Supply of Office Stationery and Promotional items - tabulated as under:

Specifications

S#	Items Descriptions	Qty	Unit A/C
1.	Metal Pen With GIK +DOST and Catalyst Logo	300	Nos.
2.	Office Diaries With GIK+DOST and Catalyst Logo	300	Nos.
3.	Writing Pads Spiral Small 100-Pages, Logo Front/ Back	320	Nos.
4.	HP Color LaserJet CP5225 Toner Cartridge	6	Set
5.	Paper Ream A4 Size	500	Reams
6.	Ball Pen Black (Piano Point)	500	Nos.
7.	Ball Pen Blue (Piano Point)	500	Nos.
8.	Pen Uni-Ball	200	Nos.
9.	Pointer Pen Black & Blue (Dollar)	500	Nos.
10.	Cut marker(Small)	500	Box
11.	Marker Permanent Dollar	200	Nos.
12.	Correction Pen Piano	500	Nos.
13.	Pencils HB With Rubber Dollar	500	Nos.
14.	Highlighter Best Quality Y-350-Pnk 50+G 50+Ong 50	300	Nos.
15.	Flags Marking Colorful Pads	500	Nos.
16.	Ruler Scale Steel (1 Feet) Thick Gauge)	50	Nos.
17.	Sticky Notes Pads 2x3 Inch	300	Nos.
18.	Pin Stapler Dollar #. 10	300	Nos.
19.	Stapler Effortless Deli-E0466/ M&G-ABS960K7	50	Nos.
20.	Stamp Pads Blue (Shiny)	30	Nos.
21.	Paper Cutter Blade Type	12	Nos.
22.	Blade Cutter Deli M# 2100-Silver	50	Nos.
23.	Box File Legal 3" (China)	250	Nos.
24.	Duster White Board (As Per Specimen)	12	Nos.
25.	File Board with Long Binding Rexene Magic Strip	250	Nos.
26.	File Separator Set (10 Plastic Pages Set Each Set)	250	Sets
27.	Metal Tissue Dispenser	2	Nos.
28.	Pack Of 5 Paper Tissue-Ultra	200	Nos.
29.	Paper Masking Tape 1 Inch	80	Nos.
30.	Paper Masking Tape 2 Inch	80	Nos.
31.	Paper Masking Tape 3 Inch	80	Nos.
32.	Pin Stapler Dollar 24/6 Size	500	Nos.
33.	Scotch Tape 1 Inch 50 Yards	50	Nos.



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

34.	Scotch Tape 2 Inch 50 Yards	50	Nos.
35.	Scotch Tape 3 Inch 50 Yards	50	Nos.
36.	Tape Dispensers Excel 2 Inches	12	Nos.

Issued by: Assistant Director Procurement

Signature of the Bidder: _____

Stamp of Bidder: _____