



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



GHULAM ISHAQ KHAN INSTITUTE
OF ENGINEERING SCIENCES AND TECHNOLOGY

TENDER NOTICE FOR
SUPPLY OF SANITATION AND CLEANING ITEMS

Tender # GIKI/PD/Hostel-1018/24

GIK Institute invites sealed proposals (**Single Stage Single Envelope Procedure**) from reputed suppliers or firms registered with relevant tax authorities (Sales Tax & Income Tax Department) and who are on Active Taxpayer List (ATL) with FBR having experience in supply of cleaning and sanitation items on F.O.R Basis.

Supply of Sanitation and Cleaning items for Hostels

Bidding documents containing detailed terms and conditions can be downloaded from **GIKI website (www.giki.edu.pk)** 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 1500 Hours on July 26, 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 reject or accept any or all of the proposals as per the 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: _____



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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.	

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TENDER BIDS SUBMISSION & OPENING DATE AND TIME

TENDER NOTICE: GIKI/PD/HOSTEL-1018/24

SUPPLY OF CLEANING AND SANITATION

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/HOSTEL-1018/24	SUPPLY OF CLEANING AND SANITATION (As per Annexure-A)	1500 Hours on July 26, 2024	1530 Hours on July 26, 2024

Assistant Director Procurement
GIK Institute, Topi

Signature of the Bidder: _____

Stamp of Bidder: _____



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TERMS AND CONDITIONS
FOR SUPPLY OF CLEANING AND SANITATION

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.
2. The Firms that have Never been blacklisted by any Government Agency or Authority.
3. Experience of the firms / suppliers of sanitation and cleaning items 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/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.
5. Sample to be provided when required.

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. The 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.

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.



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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.

9. 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 with 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.	



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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.**

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**GIKI INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI
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Annexure - A

PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:

Name of Bidder: _____

Address: _____

Tender No: GIKI/PD/HOSTEL-1018/24

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

Specifications

S#	Items Descriptions	Qty	Unit A/C
1.	Brooms Sticks Brown (Good Quality)	200	KG.
2.	Brooms Sticks White Long (Good Quality)	50	KG
3.	Dust Bin Large for Garbage Pure Plastic Good Quality	123	Nos.
4.	Dust Bin Small Pure Plastic Good Quality for student room	675	Nos.
5.	Brush Commode Pure Plastic	97	Nos.
6.	Duster Cloth 24x24" Yellow	235	Nos.
7.	Max / Vim Powder 790gm Pkt.	1950	Nos.
8.	Mop with Handle As per sample	172	Nos.
9.	Phenyl Finis 2.75 Liter	154	Bottle
10.	Scraper (Steel) for Removing Sticky Gums 8"X4"	57	Nos.
11.	Spray Anti - Mosquito 300ml	31	Nos.
12.	Sweep Rose Enterprises 1-L	2365	Bottle
13.	Washing Powder Excel/Arial 400/500gm	670	Nos.
14.	Wiper with Handle Large Size Good Quality	60	Nos.
15.	Mini Dust Tray with brush – Pure Plastic Good Quality	53	Nos
16.	Wiper Small + Foam for Glass Cleaning	51	Nos.
17.	Glint Spray Glass Cleaning	71	Nos.
18.	Plastic Glows Good Quality Taiwan/China made	44	Pair.
19.	Brush with Handle Pure Plastic Good Quality	50	Nos.

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