

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



**TENDER DOCUMENTS**  
**FOR**  
**SUPPLY OF STATIONARY ITEMS**

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

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**Assistant Director Procurement,**

GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2444

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## Tender Notice

### TENDER NOTICE FOR SUPPLY OF STATIONARY ITEMS

Tender # GIKI/PD/MS-1024/24

Sealed bids (Single Stage One Envelope Procedure) are invited from reputed Manufacturers or their Authorized Dealers / Distributors or firms, registered with relevant tax authorities and who are on Active Taxpayers list of the Federal Board of Revenue for the procurement of the following stationary items:

#### Supply of Stationary

- Ball Pens
- Binders
- File Covers
- Drafting Pads etc

Detailed specifications & other terms and conditions can be downloaded from the GIKI website ([www.giki.edu.pk](http://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 August 19, 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](mailto:taufeeq@giki.edu.pk)



Issued by: Assistant Director Procurement

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

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

<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>	
<b>Delivery Time</b>	

**Issued By:** Assistant Director Procurement

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

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

**BIDS SUBMISSION & OPENING DATE AND TIME**

**SUPPLY OF STATIONARY ITEMS**

<b>Tender No.</b>	<b>Description/Specification</b>	<b>Date of Submission of Tender Documents</b>	<b>Date Opening of Tender</b>
<b>GIKI/PD/MS-1024/24</b>	<b>SUPPLY OF STATIONARY ITEMS</b> <b>(As per Specification mentioned in Annexure-I)</b>	<b>1500 hours on August 19, 2024</b>	<b>1530 hours on August 19, 2024</b>

Issued By: **Assistant Director Procurement**

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

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

## **TERMS AND CONDITIONS**

### **1. Qualification of the Vendor**

The Firms 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 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.
9. Undertaking that delivery will be provided within due date.

### **2. GENERAL**

- a) 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.
- b) Conditional/incomplete tenders will be not accepted.
- c) Bidders may also apply separately for each category of items / equipment.
- d) Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- e) 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.
- f) Bidders are required to include all applicable taxes in their prices/rates.
- g) For Loading, unloading and transportation will be the supplier responsibility.
- h) 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.
- i) GIK Institute reserves the right to accept/reject any/all tenders/bids as per rules.
- j) GIK Institute also reserves the right to cancel PO/ Contract in case of late deliveries.

### **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**

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.

<b>MODE OF PENALTY</b>	<b>NO OF DAYS</b>	<b>TOTAL DELIVERY PERIOD</b>
<b>Without Penalty</b>	20-30 Days (In Stock)	20-30 Days (In Stock)
<ul style="list-style-type: none"><li>• 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.</li><li>• In case of failure, earnest money of the vendor will be forfeited by the Institute.</li></ul>		

#### **12. MODE OF PAYMENT**

Payment will be made after complete delivery, Inspection, and acceptance of items subject to deduction of taxes as per Govt law.

#### **13. AWARD OF CONTRACT:**

The contract will be awarded to lowest responsive bid keeping in mind the quality, specifications and purity certificate provided in the bidding document.

#### **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/MS-1024/24

## SUPPLY OF STATIONARY ITEMS- tabulated as under:

S #.	Name of Item	Qty Req.	Unit
1	Pen - Signature BSS BLUE 1600 & Red 600	2000	Nos.
2	Pen - Piano Crystal Gel 1600 & Red 200	2000	Nos.
3	Ball Pen - Pointer BLUE 70+ Bk 30	100	Nos.
4	Box File Legal Size China #. 1	350	Nos.
5	Clips Binder 41mm	60	Nos.
6	Clips Binder 25mm	120	Nos.
7	Correction Fluid Pen	240	Nos.
8	Duster White Board as per sample	160	Nos.
9	File Cover - Plastic Type	300	Nos.
10	File Cover Pocket / Tags Type as per SAMPLE	1500	Nos.
11	File Ring Folder A4 Plastic Good Quality	200	Nos.
12	File Separator Set (10 Pages Set) Plastic	500	Nos.
13	Fluid with Thinner Original Pelican / Sensa	06	Set
14	Glue Sticks Dollar / AMOS/ Deer	200	Nos.
15	Pencil Dollar with Rubber/ Sharped	2000	Nos.
16	Highlighter Dollar Neon YELLOW 170+ Others	200	Nos.
17	Marker Permanent Dollar	200	Nos.
18	Marker White Board Dollar	1500	Nos.
19	Pad Drafting Small Spiral Size A5 LUCKY	144	Nos.
20	Pad Drafting A4 LUCKY	120	Nos.
21	Pad Yellow Sticky 2x3" Multicolor	194	Nos.
22	Paper Cutter Blade DELI E2001	100	Nos.
23	Paper Color A4 Light Yellow/ Light Pink	10	Ream
24	Thumb Pin / Tack 100 Pcs Pack DELI 0020	120	Pkts
25	Pin Stapler (Medium) #24/6	200	Pkts
26	Register Letter Dispatch 6 QRS	05	Nos.
27	Register Simple 6 QRS	60	Nos.
28	Rubber Band Fine Q 100 Gms Packs	20	Nos.
29	Rubber Eraser ORO-2011	800	Nos.
30	Tape Scotch - 1" Abro 50 YARDS	250	Rolls
31	Tape Scotch - 2" Abro 50 YARDS	100	Rolls
32	Tape Masking - 1" 25 Yards	150	Rolls
33	Tape Masking - 2"	48	Rolls
34	Tape Insulation / Nitto/ OSAKA	48	Rolls
35	Opal Scissor 8.5" SG 0108	06	Nos.
36	Scissors M&G Fence 5.90" / 150mm	36	Nos.
37	Stapler Deli Effortless 0367 / Kangro LE-10 or 35	48	Nos.
38	Tags for File	30	Bundle
39	Tape Dispenser STAND Excel 1"	06	Nos.
40	File Board/ Hard Good Rexene+ Long Strip	200	Nos.
41	Pen Tray for desk Fine Quality	10	Nos.
42	File Tray Plastic as per Sample	24	Nos.
43	Gum Paste Bottle Small 150ml	12	Bottle
44	Deli Magnifier Glass 55mm 9091	6	Nos.

45	Scale Plastic ORO / DELI 1 Feet	24	Nos.
46	Scale STEEL 1 Feet thick Gauge	24	Nos.
47	Transparency Sheets Pkts	6	Pkts
48	WD Blue SN570 250GB NVMe SSD	1	Nos.
49	SSD 128GB WD/ Adata/ Hikvision	2	Nos.
50	SSD 256 GB, HikVision-E-100	1	Nos.
51	Paper Pin Cushion Sensa	12	Nos.
52	Pen Jar Good Shape/ Quality	12	Nos.
53	Calculators Citizen CT-512 or same equivalent	10	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:** Assistant Director Procurement

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

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