



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

**TENDER NOTICE FOR SUPPLY OF SANITATION & CLEANING ITEMS**

**Tender # GIKI/PD/MS-1025/24**

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 items:

<b>Supply of Sanitation &amp; Cleaning</b>	<ul style="list-style-type: none"> <li>• Air Fresheners</li> <li>• Insect killer</li> <li>• Duster Cloth</li> <li>• Sweeps, Tissue Box, Mop Cleaner etc</li> </ul>
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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 22, 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:** \_\_\_\_\_



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## TENDER DOCUMENTS

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

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/MS-1025/24

**SUPPLY OF CLEANING AND SANITATION**

<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-1025/24</b>	<b>SUPPLY OF CLEANING AND SANITATION (As per Annexure-A)</b>	<b>1500 Hours on August 22, 2024</b>	<b>1530 Hours on August 22, 2024</b>

Assistant Director Procurement  
GIKI 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 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 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:**

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
<b>Without Penalty</b>	Delivery will be made within 30 days without any penalty.
<b>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.</b>	



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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, if required. The price will not be changed in any case.**



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**Annexure - A**

**PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES:**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

**Tender No: GIKI/PD/MS-1025/24**

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

**Specifications**

S#	Items Descriptions	Qty	Unit A/C
1.	Air Freshener Romy Tablet	100	Nos.
2.	Mortein Flying Insect Killer 375ml	100	Nos.
3.	Finis All Purpose Insect Killer Liquid 2-75 L	06	Nos.
4.	Finis Liquid Insect Killer Spray Pump	12	Nos.
5.	Brush Commode	36	Nos.
6.	Brush Carpet with Long Handle Good Quality	20	Nos.
7.	Brooms بانس کی لمبی سائیز کی جھاڑو	150	Kgs
8.	Duster Cloth YELLOW Size 24x24 inch	1000	Nos.
9.	Glint Glass Cleaner 500ml Original	12	Nos.
10.	Air Freshener Spray Al-Arabiya 300ml	180	Nos.
11.	Mop Cleaner 2 Feet AS Per SAMPLE	130	Nos.
12.	Naphthalene Balls	02	Kgs
13.	Finis Phenyl Liquid CANE 3 Liters	150	Bottle
14.	KIWI Metal Polish Brasso 200ml	12	Bottle
15.	Bath Soap Lifebuoy 140g	300	Nos.
16.	Soap LUX 128gm (White Single Pack)	216	Nos.
17.	MINI Soap 70gm LUX (White Single Pack)	108	Nos.
18.	Sweep Liquid 1-Litre Rose Enterprise	400	Bottle
19.	Glass Polish/ Shine 375ml Rose Enterprise	30	Bottle
20.	Ariel or Excel SACHET Pack of Rs. 20	300	Sachet
21.	Gloves Rubber Surgical (100 Nos. each Pack)	10	Packets
22.	Toilet Paper VIP WHITE MAXXOB	100	Rolls
23.	Washing Powder Ariel/ Excel 500g	150	Packets
24.	Dettol Antiseptic Liquid Bottle 1-Litre	5	Bottle
25.	Vim-Max Powder 790gm	300	Pkts
26.	Wiper Small Good Quality	18	Nos.
27.	Liquid Soap, Metro Professional Liquid Liters/ GALLON	36	Gallon
28.	Wiper Large	50	Nos.
29.	Tissue Paper Box Rose Petal Multicolor	500	Box
30.	Toilet Paper Roll Tulip White	600	Rolls
31.	Dustpan with Brush	20	Nos.
32.	Lota Plastic (Ewer) لوٹا Best Plastic	20	Nos.
33.	Plastic Dori for Packaging Grade Plastic	20	Rolls

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