

**GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**



**Tender # GIKI/PD/MS-1026/24**

**PREQUALIFICATION DOCUMENT FOR  
INVITATION FOR PRE-QUALIFICATION  
OF SUPPLIERS FOR PAPER REAMS**

**Tender Fee Rs. 2 ,000/-**

**August 2024**

**Assistant Director Procurement**  
**Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology,**  
Topi, Swabi, Khyber Pakhtunkhwa.  
Tel: 0938-281026, Ext. 2444  
[taufeeq@giki.edu.pk](mailto:taufeeq@giki.edu.pk) ; [www.giki.edu.pk](http://www.giki.edu.pk)

**(Note: Prequalification is done by GIK Institute in line with GIK Procurement Rules 2019)**

## GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY

### INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR PAPER REAMS

#### Tender # GIKI/PD/MS-1026/24

1. The GIK Institute of Engineering Sciences & Technology intends to prequalify well reputed paper manufacturers or their authorized distributors / dealers or importers for Invitation to Bids and sign the framework agreement(s) with the selected bidder(s) subsequent to the bidding process.
2. The institute invites sealed proposals from reputable manufacturers / importers or distributors that have an experience working with Government institutions/ Semi- Government / autonomous bodies and established credentials in terms of financial and managerial capabilities registered with relevant tax authorities (Income Tax & GST) and who are on Active Taxpayers list of the Federal Board of Revenue for the supply of paper ream.

| S# | Details   |
|----|---|
| 1. | Prequalification of paper manufacturers or their authorized distributors / dealers or importers |

3. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and an open Framework Agreement(s) will be signed b/w the Institute and the successful bidder(s) for the period of 1 year.
4. The prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from the Procurement Department at the address mentioned below during office hours.
5. A complete set of Prequalification Documents may be downloaded from the website [www.giki.edu.pk](http://www.giki.edu.pk), applicants are also instructed to remain in touch with the respective web link for observing amendment(s), if any, in Prequalification Documents.
6. Sealed Applications along with Non-Refundable Fee of Rs. 2,000/- for Prequalification should be submitted in clearly marked envelopes and delivered to the address mentioned below latest by **1500 hours on 27<sup>th</sup> August 2024**. The sealed envelopes will be opened on the same day at 1530 Hours. Late Applications will be rejected.
7. The Institute reserves the right to accept or reject any or all applications as per the rules.

**Assistant Director (Procurement)**  
**GIK Institute, Topi-23640, Swabi, Khyber Pakhtunkhwa**  
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**GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**  
**SECTION – I**

**Schedule to Tender**

| <b>Sr.#</b> | <b>Activity Description</b>              | <b>Schedule</b>   |
|-------------|--|---|
| 1           | Tender No.                               | No. GIKI/PD/MS-1026/24  |
| 2           | Sale of Pre-Qualification Document (PQD) | <b>10<sup>th</sup> August 2024 to 27<sup>th</sup> August, 2024</b><br>Pre-Qualification document can be collected from the office of Assistant Director (Procurement), GIK Institute, Topi Swabi. |
| 3           | Time & Last Date of Depositing EOI       | 27 <sup>th</sup> August, 2024 upto 1500 hrs   |
| 4           | Time & Date of Opening of Tender Bid     | 27 <sup>th</sup> August, 2024 at 1530 hrs   |
| 5           | Services to be offered                   | Invitation to pre-qualify suppliers in for supply of paper reams at GIK Institute, Topi, Swabi.   |
| 6           | Period of Contract                       | date of signing of the agreement for period of one year.  |
| 7           | Amount of Bid Security to be Deposited   | 2% earnest money of the total in the form of Pay Order/Call Deposit in favor of GIK Institute.  |
| 8           | Amount of Performance Security           | Rs. 200,000/-   |

(Note: Prequalification is done by GIK Institute in line with GIK Procurement Rules 2019)

# **GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

## **1. INTRODUCTION:**

This Pre-Qualification Document (PQD) enlists the criteria for Manufacturers / Distributors / Dealers / Importers for placement on GIK Institute panel to supply Paper Reams as per Open Framework Agreements for period of one year. Bidder is required to provide information as mentioned vide **Annex-A** of these documents.

## **2. OBJECTIVE:**

Enlistment of firms / Companies for Provision of Paper Reams during Open Framework Agreements.

## **3. SCOPE OF WORK:**

The Paper Reams (4500 sheets) are common use items and are required by the Institute on recurrent basis; hence, suppliers are required who can provide the following paper reams as and when required through Open Framework Agreement:

- **A4 size Paper Reams 70 g or Brilliant Laser Copy (BLC)**

## **4. ELIGIBLE BIDDERS:**

Only those companies and firms who have valid registration(s) with tax authorities and have a manufacturing facility / distribution / dealership or importer can participate. The Income Tax and Sales Tax registration certificates must be attached with the sealed company profiles along with evidence of relevant work.

## **5. ELIGIBILITY CRITERIA:**

### **MANDATORY REQUIREMENTS FOR BIDDERS**

| <b>Sr. No.</b> | <b>Parameter</b>   | <b>Yes</b> | <b>No</b> |
|----------------|--|------------|-----------|
| i.             | Tax Registration   |            |           |
| ii.            | Active Filer Status  |            |           |
| iii.           | Copy of NTN & STN  |            |           |
| iv.            | Bidder(s) having at least experience of 3 years  |            |           |
| v.             | Affidavit for Non-Black listing of firm on Rs. (10-100) Stamp paper as per specimen provided at <b>Annex-A</b> |            |           |
| vi.            | Conflict of Interest undertaking as per specimen provided at <b>Annex-D</b>                                    |            |           |

Note:

- a. Proof of the aforesaid parameters must be provided.
- b. Bidders who fail to provide supporting documents will not be entertained.

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

## **GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

### **6. Undertaking:**

That the information submitted in the Pre-Qualification documents is true; whereby, found false or deceptive, GIK Institute reserves the right to disqualify the bidder from existing and all of the future biddings.

### **Seal and Signature of the bidder with date:**

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### **General Terms and Conditions**

1. Bid Security 2% of the total bid cost (refundable) in the form of Pay Order in favor of GIK Institute of Engineering Sciences & Tech must be attached with the submitted bid(s). No bid will be accepted without the bid security.
2. Successful bidder(s) will submit an amount of Rs. **200,000/-**, as Performance Security Deposit (refundable) along with the contract agreement, which will be released only upon successful completion of the contract period.
3. Delivery of Paper Reams shall be made by the successful bidder(s) at GIK Institute, Topi, Swabi without any extra/additional charges within 7 days of issuance of call off order/purchase order/work order. In case of noncompliance Rs. 500/- will be deducted per day from the payable amount.
4. The bidder(s) must attach with the bid substantial evidence regarding their registration with FBR for income tax and GST, active tax payer and minimum three years' experience and an affidavit that the firm has not been blacklisted by any Government/Semi Government organization.
5. The Institute shall evaluate the Prequalification Proposals in a manner prescribed in advance, without reference to the price, and reject any Proposal which doesn't conform to the specified requirements.
6. For each call off order, the Institute shall call up quotations in sealed envelope as annexed (**Annex- C**) to this document from the prequalified suppliers on its panel and award the work to the supplier who has quoted the lowest rates; however, if two or more prequalified suppliers quote same rates for the supply of paper reams, **the bidder/firm who may provide the supplies of paper reams in the shortest possible time will be given preference.**
7. After the prequalification, the shortlisted suppliers will have to sign the agreements within 7 days after intimation by the Institute; otherwise, will be debarred from the right of placement in Institute's panel.
8. Payment will be made by the Institute within two weeks on production of the following subject to deduction of all taxes as per government law.

**(Note: Prequalification is done by GIK Institute in line with GIK Procurement Rules 2019)**

## **GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

- (a) Bill(s) in original
- (b) Delivery Challan(s)
- (c) INSTITUTE Purchase Order(s)

9. The bidder himself will be responsible for ensuring that the EOI submitted is in accordance with the instructions stated herein. Any EOIs not submitted by the prescribed deadline will not be considered / entertained.
10. The bidder cannot modify or withdraw his bid after submission.
11. The INSTITUTE reserves the right to forfeit the performance security deposit in case of breach of any clause of the contract by the contractor.
12. Sealed PQD along with required documents must be delivered to this office by 27<sup>th</sup> August, 2024 before 1500 hrs and will be opened the same day at 1530 hrs in the presence of available participants.
13. The INSTITUTE may on need basis pre-qualify new suppliers or service providers during continuity of framework agreements with previously pre-qualified suppliers or service providers
14. The INSTITUTE reserves the right to accept or reject any or all bids as per GIKI rules.
15. Bidders are also required to submit the details on the prescribed proforma attached herewith the tender documents for correspondence. Moreover, the bidders are also required to provide complete profile, product line details and names of the clients on bidder's approved panel.
16. **Provisional Annual Estimate**

The provisional annual estimates including description, specification, statement of requirements and quantities, based on rational demand estimates would be as per below:

- **A4 size Paper Reams 70 g                      x                      4500 reams per year**

Note: The papers must have high opacity, high brightness, high thickness and smooth surface.

**GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**  
**Prequalification Criteria**

Evaluation Criteria of the contesting bidding firms will be carried out on the basis of following procedure:

| Description  | Maximum Marks   |
|--|-----------------|
| Year of Establishment/Experience 3 (three) years<br>Date of establishment will be taken from NTN certificate.  | 10 Marks        |
| <b>Company Profile: Experience for supply of Paper Ream:</b>   | <b>25 Marks</b> |
| (a) 02 Projects  | 05 Marks        |
| (b) 04 Projects  | 10 Marks        |
| (c) 06 Projects  | 15 Marks        |
| (d) 08 Projects  | 20 Marks        |
| (e) 10 & above   | 25 Marks        |
| *Subject to provision of copies of the work orders/supply orders issued.<br>** Contract with 1 Firm/Company will be deemed to be considered as 1 project.                              |                 |
| <b>Financial Strength/Compliance</b> (Proof must be provided)  | <b>15 Marks</b> |
| (i) Audited Financial Statements along with Auditor's Report for the last three years  | 05 Marks        |
| (ii) Financial/Bank Statement (last two years)   | 10 Marks        |
| <b>* Papers manufacturing plant / distribution or dealership certificate / importer of paper</b><br>The vendors who have to provide these documents with supporting proof of documents | <b>10 Marks</b> |
| <b>Total Marks</b>   | <b>60</b>       |
| <b>Passing Marks</b>   | <b>40</b>       |

The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are 40.

17. The Institute shall pre-qualify top two (02) to four (04) bidders for the supply of paper at GIK Institute under open framework agreement upto 30.12.2025; whereby, call off quotation will be placed as per the specimen attached to this document.
18. **GENERAL INSTRUCTIONS TO THE BIDDERS**
  - i. The interested manufacturers / distributors or dealers / importers for Provision of Paper Ream having the requisite registration(s) and a proper registered office(s) in Pakistan can submit their documents for prequalification.
  - ii. The interested firm itself will be responsible for ensuring that the PQDs submitted are in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline will not be considered / entertained.
  - iii. The intended firm cannot modify or withdraw its proposal after submission.
  - iv. This Pre-Qualification Process is only for shortlisting the manufacturers / distributors or dealers / importers for Provision of Paper Ream on recurring supply basis. A meeting of all the applicants **may** be held before the finalization of the list of Pre-Qualified List of suppliers.

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## **GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

- v. The proposals submitted by the firms shall be evaluated as per the criteria mentioned above and the pre-qualified manufacturers / distributors or dealers / importers for placement on Institute's Panel as Suppliers for Paper Ream.
- vi. The Institute reserves the right to de-list all of Pre-Qualified Suppliers from its panel at any stage as per PPRA Rules.
- vii. In case, any pre-qualified supplier is placed on INSTITUTE's Panel, it would not confer any right whatsoever for any payment unless they have delivered the supplies as per the work order.
- viii. Upon pre-qualification, the pre-qualified supplier shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the designated INSTITUTE Official.
- ix. INSTITUTE reserves the right to cancel/nullify the received quotes on the basis of rates reasonability.



**BASIC INFORMATION OF APPLICANT**

**Prospective Applicant**

- (a) Name: \_\_\_\_\_
- (b) Address of the corporate headquarters and its branch office (s), Pakistan: \_\_\_\_\_
- (c) Date of incorporation and / or commencement of business: \_\_\_\_\_
- (d) Type (corporation, partnership, etc): \_\_\_\_\_
- (e) Telephone No: \_\_\_\_\_
- (f) Cell No: \_\_\_\_\_
- (g) Fax: \_\_\_\_\_
- (h) Email: \_\_\_\_\_
- (i) NTN Registration No. \_\_\_\_\_ and STN \_\_\_\_\_
- (j) Registration with professional body: \_\_\_\_\_

**Details of individual (s) who will serve as the point of contact/Communication for the Bidder's company:**

- (a) Name: \_\_\_\_\_
- (b) Designation: \_\_\_\_\_
- (c) Address: \_\_\_\_\_
- (d) Telephone No. \_\_\_\_\_
- (e) Cell No. \_\_\_\_\_
- (f) E-mail address: \_\_\_\_\_
- (g) Fax No. \_\_\_\_\_

Signature & Seal of Authorize Representative

**GHULAM ISHAQ KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

**Annex-B**

Date: \_\_\_\_\_

Affidavit for Non-Blacklisting of Firm  
**[PRINT ON STAMP PAPER]**

Non-judicial stamp paper (with a value of Rs. 20-100)

**AFFIDAVIT**

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in *bankruptcy* or liquidation proceedings.
- has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any *misrepresentations* or concealing any material fact and detail.
- has not been convicted of fraud, *corruption*, collusion or money laundering.
- is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for *ineligibility* or disqualifications

\_\_\_\_\_  
(Stamp of Company) (Signatures of Authorized Rep)

Company Name

Attestation by Oath Commissioner and/or Notary Public

**CALL OFF QUOTATION**

To,  
ABC,  
Resident Off, Tel

Subject: **CALL OFF QUOTATION FOR PAPER REAMS (500 SHEETS)**

In pursuance of Pre-Qualification Document No.\_\_\_\_and the Open Framework Contract Agreement No. \_\_\_\_\_between GIKI Institute and your Company/Firm, the call off order is placed for the supply of following items in terms of relevant provisions of the pre-qualification documents and contract agreement:

| <b>Sr. No.</b>                 | <b>Parameter</b> | <b>Qty</b> | <b>Unit Price without GST</b> | <b>GST</b> | <b>Total Price inclusive of Tax</b> |
|--------------------------------|------------------|------------|-------------------------------|------------|-------------------------------------|
| 1.                             |                  |            |                               |            |                                     |
| 2.                             |                  |            |                               |            |                                     |
| 3.                             |                  |            |                               |            |                                     |
| 4.                             |                  |            |                               |            |                                     |
| Total Price without Tax        |                  |            |                               |            |                                     |
| Total GST                      |                  |            |                               |            |                                     |
| Total Price Inclusive of Taxes |                  |            |                               |            |                                     |

2. You are required to fill in the table above and submit rates within Five (05) days of issuance of this call off order at the office of Assistant Director (Procurement), GIK Institute of Engineering Sciences & Technology, Topi Swabi in a sealed envelope.

(Taufeeq Ahmad)  
Asst. Director (Proc.)

**Submission:**

I hereby take on delivering the above quoted products within \_\_\_\_\_number of days after receipt of the work order from GIK Institute.

Seal of Bidder  
(Name of Bidder) Date

**CONFLICT OF INTEREST UNDERTAKING**

**Undertaking**

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i. No, The INSTITUTE official or employee has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- ii. No INSTITUTE official's or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- iii. No retired or separated INSTITUTE official or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor's company.
- iv. No INSTITUTE official or employee is contemporaneously employed or prospectively employed with the vendor.
- v. Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any INSTITUTE official or employee to obtain or maintain a contract.
- vi. Please note any exceptions below:
  - a. Vendor Name: \_\_\_\_\_
  - b. Vendor Phone No: \_\_\_\_\_
  - c. Conflict of Interest Disclosure:
    - i. Name and designation of INSTITUTE Official, employee or immediate family members with whom there may be a potential conflict of interest: \_\_\_\_
    - ii. Relationship to official: \_\_\_\_\_
    - iii. Interest in vendor's company: \_\_\_\_\_
    - iv. Any other information: \_\_\_\_\_

4. I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

CNIC /NTN No: \_\_\_\_\_

**Witness Information:**

1. Name: \_\_\_\_\_ CNIC No.: \_\_\_\_\_

2. Name: \_\_\_\_\_ CNIC No.: \_\_\_\_\_