

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



**TENDER DOCUMENTS**  
**FOR**  
**SUPPLY OF LAB SUPPLIES**

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

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**Assistant Director Procurement,**  
GIK Institute, Topi, Swabi (KP)  
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## Tender Notice

### TENDER NOTICE FOR SUPPLY OF LAB SUPPLIES

Tender # GIKI/PD/FES-1032/24

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 lab items:

#### LAB SUPPLIES

- PTFE Syringes
- Conductive silver paste
- FTO Substrates
- Methanol & Acetone 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 **1100 Hours on October 07, 2024**. The proposals will be opened in the presence of available bidders at **1130 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 LAB SUPPLIES**

<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/FES-1032/24</b>	<b>SUPPLY OF LAB SUPPLIES</b> <b>(As per Specification mentioned in Annexure-I)</b>	<b>1100 hours on October 07, 2024</b>	<b>1130 hours on October 07, 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. Certificate of Analysis or Purity certificate if required.
10. 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 and will forfeit the 2% bid security.

### **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

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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>	15-20 Days (In Stock)	15-20 Days (In Stock)
	45-60 Days (Imports)	45-60 Days (Imports)
<b>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.</b>		

#### **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/FES-1032/24

## SUPPLY OF LAB SUPPLIES- tabulated as under:

S.No	Item Description	Quantity	A/C unit
1.	PTFE syringes with 0.45 µm pore sizes pack of 100 pcs	1	Nos
2.	PTFE syringes with 0.22 pore sizes pack of 100 pcs	1	Nos
3.	Glass Vials 4ml with screw caps (30 pcs)	1	Nos
4.	conductive silver paste (high quality) 50g	1	Nos
5.	Glass Vials 15 ml with screw caps (50 pcs)	1	Nos
6.	FTO substrates (Transparent conducting electrodes) (50 pieces) 10ohm 25x25x2.2mm	1	Nos
7.	Acetone (2.5 litre) High Grade 99.9% sigma aldrich	1	Nos
8.	Methanol (2.5 litre) High Grade 99.9% sigma aldrich	1	Nos
9.	Methanol (2.5 litre) >99%	1	Nos
10.	Acetone (2.5 litre) >99%	1	Nos
11.	Triple Cation Perovskite Precursor Ink (5mL)	1	Nos
12.	Petri Dish Glass 60mm 30	20	Nos
13.	Petri Dish Glass 90mm 30	20	Nos
14.	Petri Dish Glass 150mm 30	20	Nos
15.	Micropipette(1mL) DragonLab	3	Nos
16.	Micropipette tips (1mL) Pack of 1000	1	Nos
17.	Micropipettetips(200 µl) tips pack of 1000 pcs	1	Nos
18.	Micropipettetips(200 µl)	3	Nos
19.	Centrifuge Tubes 15mL (pack of 100)	1	Nos
20.	Aluminium Foil	3	Nos
21.	Face Mask box	2	Nos
22.	Surgical Gloves box	5	Nos
23.	Mini Autoclave 100ml teflon	2	Nos
24.	Glass Beaker 50ml, 100mL (each required for quantity of 12, total 24)	24	Nos
25.	Bottle with screwcap 50ml	20	Nos
26.	Clear Bottle with screwcap 100ml	15	Nos
27.	Clear Bottle with screwcap 250ml	15	Nos
28.	Clear Bottle with screwcap 500ml	15	Nos
29.	Magnetic Stirring Bar 15mm	15	Nos
30.	SS Spoon Half rounded and flat ended	20	Nos
31.	Spiro-OMeTAD (1g) 99% (HPLC)	1	Nos
32.	Long Rubber Gloves Pair 1	1	Nos
33.	Deionized water 6 ltr	2	Nos
34.	N,N-Dimethylformamide anhydrous, ≥99.9% (1L)	1	Nos
35.	Gold (5g) 99% pure (in beads form or plate) and Silver beads (10g) 99.9% high grade for contacts	1	Nos
36.	Ethanol high grade sigma aldrich (sythesis grade espacially)	1	Nos
37.	(bare glass subs) Sodalime Glass, 1.8 mm thick	1	Nos
38.	Round botton flask	2	Nos
39.	PCTE Membrane Filter, 0.2 Micron, 47mm Diameter, 100/Pk	1	Nos
40.	SnO2 Nanoparticles 50nm, >99.9% Purity, 100g	1	Nos

41.	UV Lamp (to be used in labs)	1	Nos
42.	Argon gas cylinder	1	Nos
43.	Argon gas cylinder refill	1	Nos
44.	Nitrogen cylinder refill	1	Nos
45.	Alumina coated tungsten boat for thermal evaporation	3	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:** \_\_\_\_\_