



Tender Serial No. GIKI/PD/OBH-1024/24

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

**TENDER NOTICE FOR SUPPLY & FIXATION OF WINDOW CURTAINS**

Tender # GIKI/PD/OBH-1024/24

Sealed bids (**Single Stage One Envelope procedure**) are invited from reputed Firms/ Suppliers registered with relevant tax authorities and who are on the Active Taxpayers list of the Federal Board of Revenue for the supply & fixation of window curtains in rooms and common rooms of the New Girls Hostel at GIK Institute.

**Window Curtains**

**Quantity: 1000 Nos**

Detail Specifications and all 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. Sealed bids along with bid money of 2% on the total bid cost & tender fee (Non-Refundable) of Rs. 2,000/- should reach on or before **1400 Hours on September 09, 2024**. The proposals will be opened in the presence of available bidders at **1430 Hours** on the same day. The GIK Institute reserves the right to reduce or increase the quantity, and accept, or reject any/all bids as per the rules. No advance payment shall be made to any bidder.

Deputy Director Procurement, GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2213, Email: [farid.wahid@giki.edu.pk](mailto:farid.wahid@giki.edu.pk)



Issued by:

Deputy Director Procurement

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

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



Tender Serial No. GIKI/PD/OBH-1024/24

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

**TENDER DOCUMENTS**

TENDER NOTICE: GIKI/PD/OBH-1024/24

<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>	

**Issued by:** Deputy Director Procurement

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

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



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

**BIDS SUBMISSION & OPENING DATE AND TIME**

**TENDER # GIKI/PD/OBH-1024/24**

**SUPPLY & FIXATION OF WINDOW CURTAINS**

<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/OBH-1024/24</b>	SUPPLY & FIXATION OF WINDOW CURTAINS (As per Annexure-I)	1400 hours on Sep 09, 2024,	1430 hours on Sep 09, 2024,

Issued By: **Deputy Director Procurement**

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

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



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

## **TERMS AND CONDITIONS**

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

The following Firms/Suppliers are eligible to apply and are required to submit the following documents with their proposals.

1. Valid Registration Certificate with relevant tax Authority 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 purchase orders/work orders of previous clients.
6. The Firms/Supplier that have Never been blacklisted by any Government Agency or Authority.

### **2. GENERAL**

- i. 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.
- ii. Conditional/incomplete tenders will be not accepted.
- iii. Bidders may also apply separately for each category of items / equipment.
- iv. Telephone/telexed/faxed/telegraphic quotations will not be entertained.
- v. 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.
- vi. Bidders are required to include all applicable taxes in their prices/rates.
- vii. For Loading, unloading and transportation will be the supplier responsibility.
- viii. 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.
- ix. GIK Institute reserves the right to accept/reject any/all tenders/bids as per rules.
- x. GIK Institute also reserves the right to cancel PO/ Order 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.



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

### **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 & fix the window curtains in rooms & common rooms of the new girls hostel at GIK Institute at his own cost within the specified period from the date of issuance of the Purchase Order. 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 the table below 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>	10-15 Days	10-15 Days
<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 with fixation, inspection, and acceptance of items subject to deduction of taxes as per Govt law.

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

The contract will be awarded to the lowest responsive bid keeping in mind the quality and specifications 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.



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TOPI  
(PROCUREMENT DEPARTMENT)**

**Annexure - I**

**SPECIFICATIONS**

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

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

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

**Tender No: GIK/PD/OBH-1024/24**

**SUPPLY & FIXATION OF WINDOW CURTAINS - tabulated as under:**

S #	Description	Size	Quantity
1	Window Curtains	7 ft Height and 10 ft Width	1000 Nos
<p><b>Note: Samples should be submitted with the bid otherwise the bid will be rejected. The lowest responding bid that meets quality requirements will receive the order. The quality of the window curtains' fabric should be the best.</b></p>			

**Note:**

- If GIK Institute feels that items are not up to the specified standards in quality or specifications, the substandard item/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:** Deputy Director Procurement

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

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