

**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)

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## Tender Notice

### TENDER NOTICE FOR SUPPLY OF STATIONARY ITEMS

Tender # GIKI/PD/MS-1058/25

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 stationary items:

#### Supply of Stationary

- Ball Pens, Markers.
- Binders, File Covers & Separators
- Registers, Dusters, Masking Tape
- Drafting Pads, Toners, Stapler & Stapler Machine

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 **1400 Hours on February 07, 2025**. The proposals will be opened in the presence of available bidders at **1430 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:** \_\_\_\_\_

## BID SUBMISSION & OPENING DATE AND TIME

### SUPPLY OF STATIONARY ITEMS

Tender No.	Description/Specification	Date of Submission of Tender Documents	Date Opening of Tender
GIKI/PD/MS-1058/25	SUPPLY OF STATIONARY ITEMS <u>(As per Specification mentioned in Annexure-I)</u>	1400 hours on February 07, 2025	1430 hours on February 07, 2025

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.

MODE OF PENALTY	NO OF DAYS	TOTAL DELIVERY PERIOD
Without Penalty	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-1058/25****SUPPLY OF STATIONARY ITEMS- tabulated as under:**

S#.	Name of Item	Qty Req.	Unit
1	Ball Pen Piano Crystal (Blue 1000, RED 800	2000	Nos.
2	Ball Pen Piano Gel Flo GEL (Blue 150+ Black 50)	200	Nos.
3	Box File Large Size China as per sample	350	Nos.
4	Clopal 10A Round 2 Pin Multi Plug & Socket As per sample	12	Nos.
5	Correction Pen PIANO/ Dollar/	200	Nos.
6	Duster White Board doble sided as per sample	200	Nos.
7	DVD R (Japan/ Taiwan) Single Original Pack	100	Nos.
8	Envelops Cloth File Size	150	Nos.
9	Ring Binder Black No 902 or No DC-20	120	Nos.
10	File Cover Tag/ Pocket A4 Papers Printed as per sample	1500	Nos.
11	File Separators Plastic A4 Size pack of 10 P each	300	Sets
12	Flags Colorful for Marking (As per sample)	100	Nos.
13	Fluid with Thinner twin Pack original Pelican	06	Nos.
14	Ink for Pen 60ml Dollar Blue 8+ Blk 1 Red 1	10	Nos.
15	Keyboard wireless A4 tech/ or Logitech	02	Nos.
16	Logbook 3 QRS	24	Nos.
17	Marker Highlighter Pian/ or Dollar Neon YELLOW	200	Nos.
18	Marker Transparencies Permanent	48	Nos.
19	Mouse Wireless A4 Tech/ or Logitech	02	Nos.
20	Packing Doree Plastic A Grade Plastic	05	Kg.
21	Punch Double Hole Three Flowers TF0137	40	Nos.
22	Register Letter Dispatch 6 QRS	06	Nos.
23	Shopping Bag Size 15×18 (05KG) Irani	05	Kg.
24	Shopping Bag Size 18×21 (10-KG) Irani	05	Kg.
25	Staple Pin #.10	200	Pkts
26	Staple Pin 24/6	200	Pkts
27	Staple Pin No. 23/10=6,23/13=08, 23/15=08, 23/17=05, 23/20=03	30	Pkts
28	Stapler Machine Opal HD-#10 or FUJI HD J10	100	Nos.
29	Tape Binding 2 Inch 25 Meter	12	Rolls
30	A 4 Tech HS-30 Comfort Fit Stereo USB Headset	01	Nos.
31	TAPE Insulation OSAKA 10 meter	60	Nos.
32	Tape Masking 2" (50 Yards) Best Quality	100	Rolls
33	Tape Scotch 1/2 Inch	60	Rolls
34	Toner Cartridge HP 26A- China #.1 with Chip	01	Nos.
35	Toner Cartridge HP-2055D/ 05A- China #.1 with Chip	01	Nos.
36	Toner Cartridge Hp-400 80A- China #.1 with Chip	01	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:** \_\_\_\_\_