



TRADEMARKS REGISTRY KARACHI
Please read tender document carefully
while filling up rates, product
specification etc.

Tender document for	<u>GLASS PARTITIONS / CHAMBERS</u>
Tender document No.	TM-264/2022/Vol-II
Total Pages	4
Detail of Pages	Page-2 General Instructions/Terms & Conditions for Bidders. Page-3-4 Form "A" & "B" Financial Proposal. Document Check list Annex C

The Registrar of Trade Mark
Trade Mark Registry, IPO-PAKISTAN,
IP-House, Plot CD-3, Behind Civic Centre,
Gulshan-e-Iqbal,
Karachi.
Tel: 99230538

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GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS	
1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and are active on Active Tax Payer List of FBR.
2.	Company profile with detail of contracts undertaken should be submitted.
3.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
4.	Bidder(s) must attach 5% of the complete bid/offer (cost with GST, if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit Receipt or Bank Draft in favor of Director General, IPO-Pakistan.
5.	An affidavit on Legal stamp paper worth Rs.100 to the effect that the firm has not been blacklisted by any Government / semi Government organization.
6.	Only those Bid(s) will be considered which would be submitted on the IPO-Pakistan's tender documents Form.
7.	Prices should be quoted in Pak Rupees basis inclusive of Delivery Charges.
8.	The price quoted should be firm, final, and clearly written/typed without any ambiguity.
9.	The bid shall be delivered in person or sent by the registered mail which should reach office of the Registrar, Trademarks Registry, Karachi on the address given above, on or before 1100 hours on after 15 days of advertisement.
10.	Bid should be submitted in sealed envelope having necessary information regarding tender notice and warning message "DO NOT OPEN BEFORE 1130 Hours on after 15 days of advertisement. No open, e-mailed or faxed bid will be accepted.
11.	Modification or withdrawal of bids after the deadline for submission of bids will not be allowed.
12.	Single stage- one envelope procedure will be adopted to evaluate the offer(s) as per PPRA Rules.
13.	The IPO-Pakistan Trademarks Registry tender committee will open the bids at 1130 hours after 15 days of advertisement in the presence of bidders /representatives.
14.	Payment will be made after completion of satisfactory work.
15.	Only that/those Bid(s) will be considered which would be submitted on the IPO's tender document with stamp and signed by bidders.
16.	The rates offered should be valid for a period of three (05) months from the date of opening of tender
17.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
18.	Item(s) used in partitioning which will not be found according to required specifications/standard shall not be accepted.
19.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
20.	All bids shall be evaluated as per item standard/ specification on lowest rate as well as most advantageous bids.
21.	All Payments shall be made through cross cheque in the Pak Rupees.
22.	Taxes will be deducted at source as per government rules at the time of payment.
23.	The earnest money of 5% as specified earlier or equivalent bank guarantee of successful bidders shall remain held with the IPO-Pakistan until the work has been completed satisfactorily.
24.	At least five (05) years of relevant experience in partitioning work (Document Proof Required).
25.	The successful bidder will provide specified goods/services within 3 months, after the issuance of work order.
26.	In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Grievance Committee, IPO-Pakistan whose decision shall be final and binding on both parties.
27.	IPO-Pakistan reserves the right to accept or reject the bids or procurement process at any time as per PPRA Rules.

FINANCIAL PROPOSAL

Name of Firm			
Complete address with telephone & Fax No.			
Items Description	Estimated Quantity (Sq.ft)	Rate Per Sq. ft (inclusive all taxes)	Total Amount (Inclusive all Taxes)
Providing and fixing of glass partition made of 12 mm thick clear glass with grinded and polished edges, fixed / hold with aluminum heavy duty with filling of silicon sealant in gap between glass to glass and glass to wall or wherever required alongwith glass door, door closure, door locks, handles, door machines etc. Complete with all accessories to complete the installations.	3676		

Note: interested bidder (s) should visit and inspect the sites where the requisite glass and aluminum work is to be carried out and obtain all necessary information prior to submitting tender. Once the tender is submitted, it will be assumed that no further clarification is required.

(SIGNATURE & SEAL OF BIDDER)

DOCUMENTS CHECKLIST FOR VENDOR

S #	Documents	Attached (Please tick)
1.	Request Letter for Tender Documents	
2.	CNIC copy	
3.	Company Profile	
4.	List of Support Team	
5.	Bid Security	
6.	Minimum 03 work orders for similar work (in government organizations)	
7.	Financial Proposal (bid offer on above format)	
8.	Legal Status Undertaking (Company is not blacklisted)	
9.	Vendor Details (NTN, GST certificates etc)	

(SIGNATURE & SEAL OF BIDDER)