



GOVERNMENT OF PAKISTAN
Intellectual Property Organization of Pakistan
Commerce Division



Ref: 29/AD (Admn)/IPO-Pak/2016

Islamabad the 4th August, 2020

PROCUREMENT ADVERTISEMENT

In compliance to Rule 12 of Public Procurement Rules, 2004, following information pertaining to tender notice is submitted for display on PPRA's website:-

Procuring Agency	Intellectual Property Organisation, Head Office Islamabad
Tender Title.	Stationery
Tender Description	Stationery /General/ Miscellaneous items
Quantity	As per Annex-A
Person to be contacted	Mr. Tahir Arif, Assistant Director (Admin) Telephone No. 051-9245958
Tender Closing Date	After 15 days of advertisement
Cost of Bidder Documents	Free of Cost
Tender Closing Time	11:00 A.M
Tender Opening Time	11:30 A.M
Place of receiving Bids.	IPO-Pakistan Head Office, 3 rd Floor, NTC New Building Sector G-5/2, Islamabad
Tender Documents	<ul style="list-style-type: none">Interested Bidders/supplier/manufacturers may obtain Tender documents on request along with copies of valid GST, NTN and Professional Tax Clearance Certificate from IPO-HQs, 3rd Floor, NTC New Building Sector G-5/2, Islamabad.Bidders/Supplier/manufacturers are requested to submit the tender documents in sealed envelop (It should have warning message "<u>Do Not Open Before 11:30 Hours of the day of tender opening.</u>")Tender documents can be obtained before 4:00 PM in all working days from above mentioned address.

(Tahir Arif)
Assistant Director (Admin)
051-9245958

System Analyst,
Public Procurement Regulatory Authority (PPRA),
1st Floor FBC Building, Sector G-5/2,
Islamabad.



3rd Floor NTC-HQs Building, Ataturk Avenue (East), Sector G-5/2, Islamabad.Pakistan.

Tel: + 92-51- 9245932. Fax: + 92-51- 9245958

Email: admin@ipo.gov.pk Website: www.ipo.gov.pk

ipo 58-198
pelt

Annex-A

645

SUPPLY OF OFFICE STATIONERY AND MISCELLANEOUS ITEMS
ON RATE RUNNING CONTRACT BASIS FOR A PERIOD OF ONE
YEAR FOR IPO-HOs, NTC BUILDING 3rd FLOOR, G-5/2 ISLAMABAD

Serial	Description of Items	UOM	Qty
Section-I Office Stationery			
1	Attendance Register (2 Nos)	Nos	5
2	Ball Point Blue (300)+Black(250) + Red(50)	Nos	600
3	Uniball Pen Micro or equivalent (Blue (350) + Black (220) +Green(15) + Red(15))	Nos	600
4	Binder Clips (Small-10) (Large-10)	Pkts	20
5	Binding Tape 3 "	Nos	20
6	Box File Large Local Fine Quality	Nos	70
7	Calculator 12 Digits (Casio/Citizen or equivalent) Heavy Duty	Nos	4
8	Cash Book 8-No	Nos	3
9	U Clip	Pkts	6
10	Envelop small (brown)	Nos	5000
11	Envelop Legal (brown)	Nos	5000
12	Envelop small (Legal)	Nos	5000
13	File Separator Plastic (A4)	Pkt	40
14	Foot Ruler 12" (Steel)	Nos	10
15	Gum Stick 25 grm	Nos	150
16	Highlighter (Pink, Green, Yellow, Blue)	Nos	200
17	Log Book No.6	Nos	20
18	Permanant Markar Dollar or equivalent (Black/Red/Green/Blue)	Nos	20
19	Packing Tape 2"	Nos	20
20	Paper Cutter	Nos	20
21	Paper (80 Gm) A-4	Ream	500
22	Paper (80 Gm) Legal Size	Ream	100
23	Paper colored (blue (2) + yellow (8) + Pink(2))	Ream	15
24	Petty Cash Register 8 Nos	Nos	2
25	Pencil Lead (per dozen)	Pkt	50
26	Plastic File Cover Blue (one sided transparent)	Nos	300
27	File Cover Plastic L shaped (two sided transparent)	Nos	300
28	Post It Pad Large + Medium +small (Yellow)	boxes	70