



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

Tender document for	<u>Stationery, Printing & Miscellaneous Items</u>
Tender document No.	TM-108/16
Total Pages	14
Detail of Pages	Page-1 General Instructions/Terms & Conditions for Bidders. Page-4 Form "A" , "B" & "C" Financial Proposal. Document Check list Annex D

Trade Marks Registry, IPO-Pakistan
Plot CD-3, Behind KDA Civic Centre, Gulshan-e-Iqbal, Karachi
Ph: 99230533, 99230539, Fax: 99231001

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 or Bank Draft in favor of Director General, IPO-Pakistan.
5.	Bid(s) found without 5% of the complete bid/offer (cost with GST, if applicable) as Earnest Money in the shape of Pay Order or Bank Draft will not be considered and turned down.
6.	Firm(s) must certify that it has not been blacklisted from any government organization.
7.	Bid(s) with 5% Earnest Money in the form of Cheque shall not be accepted.
8.	No bidder will be allowed to submit its second or third offer with the same bid.
9.	Only those Bid(s) will be considered which would be submitted on the Trademark Registry's tender documents Form.
10.	Prices should be quoted in Pak Rupees basis inclusive of Delivery Charges.
11.	The price quoted should be firm, final, and clearly written/typed without any ambiguity.
12.	The Bidder shall furnish sample(s) of all inexpensive items, specially papers / envelopes, with the bid for evaluation purposes. For expensive items, sample can be provided later on.
13.	The bid shall be delivered in person or sent by the registered mail which should reach office of the Admin, Trademarks Registry, Karachi, Plot CD-3, Behind KDA Civic Centre, Gulshan-e-Iqbal, Karachi on or before on 08-11-2024 at 11:00 AM.
14.	Bids should be submitted in sealed envelope having necessary information regarding tender notice and warning message "DO NOT OPEN BEFORE" at 11:00 AM on 08-11-2024.No open, e-mailed or faxed bid will be accepted.
15.	Modification or withdrawal of bids after the deadline for submission of bids will not be allowed.
16.	Bid opening Procedure. Single stage- one envelope procedure will be adopted to evaluate the offer(s).
17.	The Trademarks Registry, Karachi tender committee will open the bids at 11:30 on 08-11-2024 in the presence of bidders /representatives.
18.	Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted.
19.	The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
20.	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
21.	Trademarks Registry, Karachi reserves the right to increase/decrease quantities of any item, besides addition/deletion of any item.
22.	The successful bidder shall furnish sample(s) of all stationery, Printing and Miscellaneous items, for which he is awarded the work, for approval. The approved sample(s) shall be retained for inspection purposes. Any costly sample submitted by

	contractor shall only be returned / adjusted on successful completion of contract period.
23.	Administrative Officer Trademarks Registry, Karachi shall place order on contractor for the stationery items, Printing and Miscellaneous items on monthly basis OR as and when required.
24.	If the contractor fails to deliver the store within specified time, the contractor's only liability to the Trademarks Registry, Karachi for such failure shall be to pay an amount equivalent to 0.5% per week maximum to 10% value of the items for which he fails to deliver.
25.	Payment will be made after complete delivery.
26.	Supply will have to be made within one week of Supply Order at Trademarks Registry, Karachi. However, emergent demand(s) if any, will be fulfilled within a day or next day positively during the financial year 2024-2025 .
27.	Validity of Bid shall be upto 30 June, 2025 .
28.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
29.	Bank Account No _____ Vender No. _____ Name of Bank _____ Address _____
30.	Pay Order/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as 5% earnest money in favor of Director General, IPO-Pakistan.
31.	Successful bidder(s) shall deposit 5% of the total value of contract money as performance warranty in shape of Pay Order or Bank Draft which will be retained by the department till expiry of warranty period for one year from the date of delivery of item(s).
32.	A separate agreement shall be executed with successful bidder.
33.	The quantity of items(s) can vary subject to availability of funds.
34.	All item(s) shall be inspected at Trademarks Registry, Karachi, Plot CD-3, Behind KDA Civic Centre, Gulshan-e-Iqbal, Karachi.
35.	Item(s) which will not be found according to required specifications/standard shall not be accepted.
36.	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.
37.	Trademarks Registry, Karachi shall have the right at any stage to change the required quantity of the items subject to availability of funds or cancel the agreement without assigning the reason thereof.
38.	Initially contract for one year will be signed; however it can be extended for one more year on mutual agreement of both parties subject to satisfactory performance of the contractor. If extension in contract is required then the same will be made as per initial contract rates and the same terms & conditions.
39.	Evaluation of Bids All bids shall be evaluated as per item standard/ specification on lowest rate as well as most advantageous bids

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR STATIONERY ITEMS

Name of Firm								
Complete address with telephone & Fax No.								
Sr#	Item Description	Specification of item being Offered by bidder	UOM	Qty	Unit Price with out GST	GST	Total Unit Price with GST	Total Bid Cost
1	Clipper Pen (Blue) <i><u>(Signature BLU or Equivalent)</u></i>		Pack of 10	480				
2	Clipper Pen (Black) <i><u>(Piano or Equivalent)</u></i>		Pack of 10	60				
3	Clipper Pen (Red) <i><u>(Piano or Equivalent)</u></i>		Pack of 10	60				
4	Ruler (Steel)(1 Ft) <i><u>(Dux or Equivalent)</u></i>		Piece	24				
5	Highlighter (Yellow) <i><u>(Dollar or Equivalent)</u></i>		Pack of 10	36				
6	Permanent Marker (Blue/Black) <i><u>(Dollar or Equivalent)</u></i>		Pack of 12	24				
7	Cut Marker (Blue/Black) <i><u>(Dollar or Equivalent)</u></i>		Pack of 10	12				
8	Stapler Machine (Heavy Duty) <i><u>(A-240 Axent or Equivalent)</u></i>		Piece	03				
9	Stapler Machine (Medium) <i><u>(24/6 HD30 Opal or Equivalent)</u></i>		Piece	48				

Sr#	Item Description	Specification being Offered by bidder	UOM	Qty	Unit Price with out GST	GST	Total Unit Price with GST	Total Bid Cost
10	Stapler Machine Pin (Large) <u>(23/17 Dollar or Equivalent or Equivalent)</u>		Pack of (20x1000)	01				
11	Stapler Machine Pin (Medium) <u>(24/6Dollar or Equivalent or Equivalent)</u>		Pack of (20x1000)	72				
12	Gum Stick (20g) <u>(Dollar or Equivalent)</u>		Pack of 12	24				
13	Whito Pen (7 ml) <u>(Dux or Equivalent)</u>		Pack of 24	03				
14	Tags (Lahori)(Best Quality) <u>(As Per Sample)</u>		Bundle of (10x50)	60				
15	Scotch Tape (3" 50 Yards) <u>(Johnson or Equivalent)</u>		Piece	36				
16	Scotch Tape (2" 50 Yards) <u>(Johnson or Equivalent)</u>		Piece	36				
17	Scotch Tape (1" 50 Yards) <u>(Johnson or Equivalent)</u>		Piece	36				
18	Gem Clip (Large) (36mm) <u>(Diamond or Equivalent)</u>		Pack of (10x80)	72				
19	Gem Clip (Medium) (30mm) <u>(Diamond or Equivalent)</u>		Pack of (10x80)	72				
20	Binder Clip (Large) (51mm) <u>(Diamond or Equivalent)</u>		Pack of 12	60				
21	Binder Clip (Medium) (41mm) <u>(Diamond or Equivalent)</u>		Pack of 12	60				

Sr#	Item Description	Specification being Offered by bidder	UOM	Qty	Unit Price with out GST	GST	Total Unit Price with GST	Total Bid Cost
22	Binder Clip (Small) (32mm) <u>(Diamond or Equivalent)</u>		Pack of 12	60				
23	Register 300 Pages (Large) <u>(Paragon or Equivalent)</u>		Piece	24				
24	Register 800 Pages (Large) <u>(Paragon or Equivalent)</u>		Piece	24				
25	Duster (24 X 30) <u>(Cloth)</u>		Pack of 12	36				
26	Stamp Pad (Blue/Black/Red) (11.5 x 16.5cm) <u>(Lancer or Equivalent)</u>		Piece	48				
27	Shine Pad Ink (15ml) (Blue/Black/Red) <u>(Dollar or Equivalent)</u>		Piece	36				
28	Single Hole Metal Pliers (Capacity 20 Sheets) <u>(KW-Trio or Equivalent)</u>		Piece	36				
29	Double Hole Punch (Capacity 30 Sheets) <u>(KW-Trio or Equivalent)</u>		Piece	12				
30	Scissor (8 Inch) <u>(Singer of Equivalent)</u>		Piece	24				
31	File Board (40 Ounce) <u>(Rexine Rapper)</u>		Pack of 12	400				
32	Computer Paper(A-4 Size) (70 Grams Sheet) <u>(Double A or Equivalent)</u>		Pack of (5 x 500)	1,440				

Sr	Item Description	Specification being Offered by bidder	UOM	Qty	Unit Price with out GST	GST	Total Unit Price with GST	Total Bid Cost
33	Computer Paper(Legal Size) (70 Grams Sheet) <u>(Double A or Equivalent)</u>		Pack of (5 x 500)	06				
34	(Gel Pen) <u>M & G Pen or Equivalent</u>		Pack of 12	24				
35	Stapler Remover <u>(Deli or Equivalent)</u>		Piece	144				
36	Box File <u>(Corona or Equivalent)</u>		Pack of 10	12				
37	Water Sponge Damper Plastic <u>(Deli or Equivalent)</u>		Piece	36				
38	Sticker Sheets (A4 Size) <u>(As Per Sample)</u>		Pack of 100	72				
39	Seal Sticker (Round) (Red) <u>(As Per Sample)</u>		Pack of 100	24				
40	Index Card <u>(As Per Sample)</u>		Piece	12000				
41	Sticky Note Cube (76 x 76mm, 3" x 3" sheet) <u>(Deli or Equivalent)</u>		Pack of 100	48				
42	Sticky Note, Tag sheet (45 x 20mm sheet) <u>(Deli or Equivalent)</u>		Pack of 60	36				
43	Pencil <u>(Goldfish or Equivalent)</u>		Pack of 12	12				

Sr#	Item Description	Specification being Offered by bidder	UOM	Qty	Unit Price with out GST	GST	Total Unit Price with GST	Total Bid Cost
44	Rubber <u>(Dux or Equivalent)</u>		Pack of 40	4				
45	Sharpener <u>(Dux or Equivalent)</u>		Pack of 50	4				
46	Numbering Machine (B-78) <u>(Lion Japan or Equivalent)</u>		Piece	06				
47	Numbering Machine (Ink)(128ml) <u>(Lion Japan or Equivalent)</u>		Piece	12				
48	Green Sheets (Legal Size) (80 Grams)		Piece	600				
49	Iron Button Paper Cutter <u>(Haixin or Equivalent)</u>		Piece	24				
50	Thumb Pin <u>(Xao Shiang or Equivalent)</u>		Pack of 40	12				
51	Dispatch Register <u>(As per Sample)</u>		Piece	12				
52	Paper Weight Marble Cube Shape <u>(As per Sample)</u>		Piece	24				
53	Short Hand Note Book <u>(As per Sample)</u>		Piece	12				

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR PRINTING MATERIALS/ITEMS

Name of Firm								
Complete address with telephone & Fax No.								
Sr#	Item Description	Specification being Offered by bidder	UOM	Qty	Unit Price with out GST	GST	Total Unit Price with GST	Total Bid Cost
1	Registration Certificates (Printed)(Mate Finish Paper, 150 Grams) (Legal Size) <i><u>(As Per Sample)</u></i>		Piece	36000				
2	Renewal Certificates ((Printed)(Mate Finish Paper, 150 Grams) (Legal Size) <i><u>(As Per Sample)</u></i>		Piece	18000				
3	Certified Copy TM-46 (Printed) (Mate Finish Paper, 150 Grams) (Legal Size) <i><u>(As Per Sample)</u></i>		Piece	12000				
4	Envelopes (Window)(Legal Size, White)(Printed)(12 x 14) (80 Grams) (Imported) <i><u>(As Per Sample)</u></i>		Piece	60000				
5	Envelopes (A4)(Printed) (10 x 12) (115 Grams) (Liner) <i><u>(As Per Sample)</u></i>		Piece	24000				
6	Envelopes (Medium)(Printed) (8 X 10) (115 Grams)(Liner) <i><u>(As Per Sample)</u></i>		Piece	24000				
7	Envelopes (Small) (Printed)(White) (9.25 x 4.25) (80 Grams)(Imported) <i><u>(As Per Sample)</u></i>		Piece	1000				
8	Envelopes (Small) (Window) (White) (Printed) (9.25 x 4.25) (80 Grams) (Imported) <i><u>(As Per Sample)</u></i>		Piece	60000				
9	Envelopes Brown(Large) (File Size)(Printed)(115 Grams) <i><u>(As Per Sample)</u></i>		Piece	12000				

Sr#	Item Description	Specification being Offered by bidder	UOM	Qty	Unit Price with out GST	GST	Total Unit Price with GST	Total Bid Cost
10	File Covers (Printed)(450 Grams) <i><u>(As Per Sample)</u></i>		Piece	60000				

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR MISCELLANEOUS ITEMS

Name of Firm								
Complete address with telephone & Fax No.								
S#	Item Description	Specification of item being Offered by bidder	UOM	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1	Naylon Dori (1/2 Kg) <i><u>(Good Quality)</u></i>		Piece	240				
2	Dustbin (Large) <i><u>(Fine Quality)</u></i>		Piece	24				
3	Water Glass (Nova or Equivalent)		Pack of 6	12				
4	Tissue Box (Luxury) (2 Ply) (300 Sheets) <i><u>(Rose Petal or Equivalent)</u></i>		Pack of (1 x 300)	72				
5	Tissue Roll(Small) (2 Ply 100 Grams) <i><u>(Rose Petal or Equivalent)</u></i>		Piece	60				
6	Tissue Roll Kitchen (180 Grams) <i><u>(Rose Petal or Equivalent)</u></i>		Piece	36				
7	Phenyl Large Size (2.5 Litre) <i><u>(Finis or Equivalent)</u></i>		Piece	36				
8	Flower Broom (400 Grams) <i><u>(Fine Quality)</u></i>		Piece	36				
9	Stick Broom (750 Grams) <i><u>(Fine Quality)</u></i>		Piece	24				

S#	Item Description	Specification of item being Offered by bidder	UOM	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
10	Toilet Cleaner (225ml) <u>(Harpic or Equivalent)</u>		Piece	36				
11	Toilet Brush (Single Sided) <u>(Good Quality)</u>		Piece	12				
12	Air Freshener (30ml) <u>(Cobra or Equivalent)</u>		Piece	36				
13	Liquid Soap (200ml) <u>(Lifebuoy or Equivalent)</u>		Piece	36				
14	Hand Wash (500ml) <u>(Dettol or Equivalent)</u>		Piece	96				
15	Red Ribbon (7 Metre Roll) <u>(As Per Sample)</u>		Piece	120				
16	Nylon Bori (Capacity 100 Kg) <u>(As Per Sample)</u>		Piece	1200				
17	Dish Wash Liquid (275 ml) <u>(Lemon Max or Equivalent)</u>		Piece	36				
18	Dish Wash Sponge (3m Double Sponge(Large) <u>(Scotch Brite or Equivalent)</u>		Piece	36				
19	Soap(Large Size) (140 Grams) <u>(Lux or Equivalent)</u>		Piece	24				
20	Surf (500 Grams) <u>(Surf Excel or Equivalent)</u>		Piece	36				
21	Cotton Mop (700 Grams) <u>(Best Quality)</u>		Piece	48				

S#	Item Description	Specification of item being Offered by bidder	UOM	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
22	Pencil cell AA <i>(Toshibal or Equivalent)</i>		Pack of 4	48				
23	Pencil cell AAA <i>(Toshibal or Equivalent)</i>		Pack of 4	48				
24	Face Mask Surgical 3 Ply <i>(Master pl+s or Equivalent)</i>		Pack of 50	36				
25	Hand Sanitizer <i>(Delite or Equivalent)</i>		Piece	24				
26	Extension Board 10 Metre (5 Socket) (Pure Copper) <i>(Clipsal or Equivalent)</i>		Piece	24				
27	Tile Wash Liquid (Laal Pani) (5L) <i>(As per Sample)</i>		Piece	24				
28	All Insect Killer Spray (375ml) <i>(Mortein or Equivalent)</i>		Piece	24				
29	Dust Pan <i>(Zidello or Equivalent)</i>		Piece	12				

(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 the supply of the similar item/product (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)