

TENDER NOTICE

Sealed bids are invited from Sales Tax and Income Tax registered firms/ Suppliers for providing of Stationery and other miscellaneous items on requirement basis to the office of IPO-Pakistan, Trade Marks Registry Karachi, for the financial year 2020-21. Details of Stationery and other miscellaneous items/specimen can be obtained from the office of the Trade Marks Registry during office hours on any working day.

Terms and conditions for bidders

1. The rates offered must be inclusive of all duties/taxes, transportation charges and shall remain valid up to 30-06-2021.
2. The bids should accompany a pay order/bank draft of 2% of the total quoted value as earnest money in favour of the Director General IPO-Pakistan, without which the offer will be rejected.
3. All the supplies must be new and strictly in accordance with the specifications mentioned in the tender.
4. Each bidder must possess GST Number, National Tax Number and Telephone/Mobile Number etc.
5. An affidavit must be attached with the bids to the effect that the firm has never been blacklisted by any government department.
6. Payment of GST and other taxes is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.
7. The bid securities will be returned/released to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into security deposit which will be retained till 30-06-2021.
8. The IPO-Pakistan Trade Marks Registry reserves the right to accept or reject any or all of the bids/quotations or annul the procurement process at any time, under PPRA Rules.

Bids/Quotations must reach the undersigned by 08-10-2020, up to 11:00 a.m. The bids/quotations will be opened on the same date at 11:30 a.m. in the presence of bidders.

Registrar Trade Marks Registry, IPO-Pakistan
Plot No. CD-3, Behind KDA Civic Centre,
Gulshan-e-Iqbal Block-14, Karachi.
Ph. No. 99230538

4: PO 189-820. R

TRADE MARKS REGISTRY, KARACHI.
STATIONERY TENDER, 2020-21

TENDER ITEMS

S.No.	Items Description	Quantity Monthly		Quantity Yearly	
1	CLIPER PEN (BLUE/BLACK/RED) (DOLLAR OR EQUIVALENT)	80	Pkt	960	Pkt
2	RULER (STEEL) (DUX OR EQUIVALENT) (1 Ft)	6	Pcs	72	Pcs
3	HIGHLIGHTER (YELLOW) (DOLLAR OR EQUIVALENT)	12	Pcs	144	Pcs
4	PERMANENT MARKER (BLUE/BLACK) (DOLLAR OR EQUIVALENT)	12	Pcs	144	Pcs
5	CUT MARKER (BLUE/BLACK) (DOLLAR OR EQUIVALENT)	4	Pkt	48	Pkt
6	STAPLER MACHINE	6	Pcs	72	Pcs
7	STAPLER MACHINE PIN (DOLLAR OR EQUIVALENT)	8	Boxes	96	Boxes
8	GUM STICK (DOLLAR OR EQUIVALENT)	2	Doz	24	Doz
9	WHITO PEN	6	Pcs	72	Pcs
10	TAGS	20	Bundles	240	Bundles
11	SCOTCH TAPE (4 INCH/ 2 INCH)	6	Pcs	72	Pcs
12	GEM CLIP (MEDIUM/LARGE)	40	Pkt	480	Pkt
13	BINDER CLIP (SMALL/MEDIUM/LARGE)	5	Pkt	60	Pkt
14	REGISTER 800 PAGES	3	Pcs	36	Pcs
15	DUSTER	3	Doz	36	Doz
16	STAMP PAD (Blue/Black/Red)	10	Pcs	120	Pcs
17	SHINE PAD INK (Blue/Black/Red)	6	Pcs	72	Pcs
18	NAYLON DORI	15	Bundles	180	Bundles
19	SINGLE HOLE PUNCH (SPECIAL) SILVER	5	Pcs	60	Pcs
20	DOUBLE HOLE PUNCH (SPECIAL)	2	Pcs	24	Pcs