



Government of Pakistan
COMMERCE DIVISION
INTELLECTUAL PROPERTY ORGANISATION
(IPO-PAKISTAN)



Tender

OFFICE SPACE REQUIRED ON RENT BASIS FOR IPO-PAKISTAN REGIONAL OFFICE LAHORE

Intellectual Property Organisation of Pakistan (IPO-Pakistan) a public sector organisation invites sealed bids of commercial / non commercial building from interested individuals / firms / organisations for office accommodation as per following details, on rent basis to operate its Regional office in Lahore.

Covered area: Approximately 6000 to 7000 sq. ft

Location: Lahore; preferably within three kilometre radius of Lahore High Court. The Location must be easily accessible by the public transport.

Car Parking: At least 15 cars and 25 motorcycles within the premises.

Litigation: The building should be free of any kind of disputes.

Technical Specifications:

- Security wise viable to operate Government Office.
- NTC fiber optic and telephone cable should be available in the vicinity.
- It should have fully operational round the clock security.
- It should have emergency exits.
- It should have a generator back up power supply.

Terms and Conditions:

1. Two envelope Bids (one for technical proposal and the other for financial proposal) indicating "office accommodation" on the envelope should reach the In-charge IPO-Regional office Lahore during working hours in sealed cover(s) by **16th April, 2018 at 12.00 P.M.** and must contain following documents:-
 - a. Copies of Ownership Documents, Building/Space approved and attested/verified Map from concerned authorities, Owner/s CNIC/s where required and undertaking on legal paper that owner/firm is not temporarily/permanently debarred by any Govt. agency/authority/department.
 - b. Financial proposal accompanied by CDR/SDR equal to 5% of annual rent demanded (monthly rent x 12) offered, in the name of Director General IPO-PAKISTAN as bid security be sealed in separate envelop which must be marked on the top of envelope.
2. The Technical proposals will be opened on the same day by the Bids Opening Committee of IPO-Pakistan at **12.30 P.M.** in the presence of the Individual / firms representative, who may like to be present. The building would be inspected for final selection depending on the suitability by the Bids Evaluation Committee.
3. Financial Proposal will be opened after completion of Technical Proposal Evaluation and opening date/time will be informed to all successful bidders of Technical Proposal Evaluation.
4. Building/Space offered must be for minimum Ten years agreement.
5. All taxes will be the responsibility of building owner.
6. The department reserves the right to accept or reject any or all bids or annul the hiring process at any time as per Public Procurement Rules 2004.
7. Suitable selected bidder will enter into formal written contract with IPO Pakistan containing all the detailed terms and conditions.

DIRECTOR/IN-CHARGE IPO-REGIONAL OFFICE, LAHORE.

**Address for sending Bids: IPO-Regional Office, House No.15, Block-E, Gulburg-III
Shahrah-e-imam Hussain Lahore.**

Tel: 042-99231982, -83 Fax: 042-99231984