

**IPO-Pakistan
The Patent KARACHI**

TENDER NOTICE

SUPPLY AND INSTALLATION OF AIR CONDITIONER UNITS

1. Sealed Tenders are invited from Tax Registered Firms for supply of Air Conditioner Units as under at IPO-Pakistan Office, Karachi located at PBC Building, Behind KDA Civic Center, Gulshan-e-Iqbal, Karachi;

2. Requirements:-

DESCRIPTION	QTY	Unit Price (Rs.) Excluding Taxes	Unit Price (Rs.) Including Taxes	Total Amount Including Taxes
<p>2.1 Renowned Brands Air Conditioners (cool only)</p> <p>2.2 Split type Air conditioners,</p> <p>2.3 BTU – 18000 (1.5 ton) & 12000 (1 ton)</p> <p>2.4 Auto Swing, Auto restart</p> <p>2.5 Turnkey Installation including copper piping, insulation, PVC drain piping, interconnected electrical wiring (copper), circuit breaker, gas charging, testing & commissioning.</p> <p>2.6 Electrical Copper wiring from main burs bar at basement to second(selected area), third and fourth floor with proper circuit breakers and electrical panel.</p> <p>2.7 Electrical wiring Pakistan cables /Allied cables / or equivalent (7:44) from second (selected area), third and fourth floor panel to AC fitting points with proper ducting.</p>	<p>3 ACs of 1.5 Ton Capacity.</p> <p>7 ACs of 1 Ton Capacity.</p>			

3. TERMS & CONDITIONS:

3.1. Sealed tenders shall be submitted on the official letterhead of the firm with office seal and signature.

3.2. The bidder must be a registered tax payer with FBR and taxes will be as per rules. Certificate to the effect that the bidder has never been blacklisted in the past must be attached.

- 3.3.** A Bank Draft or Pay Order of 2 % of the bid amount as Earnest Money should accompany the PROPOSAL in favor of “Director General, IPO-Pakistan”. (Refundable to the unsuccessful bidders within a reasonable time). Earnest money (of successful bidders) will be retained till expiry of warranty period.
- 3.4.** The rates offered should be valid for a period of three (03) months from the date of opening of tender. All rates will be firm & final and no variation whatsoever shall be acceptable within the above validity period.
- 3.5.** Quoted prices shall be considered inclusive of all taxes, loading, unloading, installation and other costs as mentioned if not clearly mentioned in the bid.
- 3.6.** All items must be **original**. Substandard items will be rejected.
- 3.7.** Late proposals will not be entertained. No telegraphic or faxed bid will be accepted.
- 3.8.** Period of comprehensive warranties and maintenance with labor and material cost shall be as offered by the Manufacturer/Supplier. The supplier shall be responsible to provide “warranty cards” of the AC’s to be supplied / installed. During the warranty period due to any reason, if the Supplier failed to rectify the problem, IPO-Pakistan shall get repair the equipment or replace the defective parts thereof and forfeit the Bank Guarantee/retained values. The supplier will also be responsible for any electrical work require for proper installation and thereafter proper functioning of the ACs, therefore prior to the submission of bids thorough survey of the site must be carried out in coordination with Controller of Patent Office, Karachi. The charges for Main electrical work must be quoted separately complete in all respects.
- 3.9.** IPO-Pakistan takes no responsibility for delay, loss or non-receipt of bids sent by post / courier.
- 3.10.** IPO-Pakistan reserves the right to accept or reject the bids or annul the procurement process at any time as per PPRA Rules and further reserves the right to increase or decrease the quantity of Air Conditioners.
- 3.11.** The Payment will be made upon submission of proper Invoice within 10-15 working days after delivery of ordered items / completion of services subject to the verification from IPO-Pakistan Team.
- 3.12.** The quotations should reach the Controller of Patent, IPO–PAKISTAN, Plot # ST 1 & 2, New Broad Casting House, Behind KDA Civic Center, Block -14, Gulshan-e-Iqbal, Karachi- 75300, Pakistan. Tel: 99230591, by **25-10-2017** at 11:30 am . Bids will be opened at 12:00 Noon on the same date in the Office of the Controller of Patent Office Karachi in the presence of bidders or their authorized representatives who may choose to attend.
- 3.13.** Sample bid form is ANNEXED.
- 3.14.** Task preferably be completed within 15 days after award of tender.
- 3.15.** Interested parties are required to receive the Tender documents from PA to Controller of Patent Office, IPO–PAKISTAN, Plot # ST 1 & 2, New Broad Casting House, Behind KDA Civic Center, Block - 14, Gulshan-e-Iqbal, Karachi till **24-10-2017**, on payment Rs.300/- in shape of Pay order in the name of Director General IPO-Pakistan. Quotation will be not entertained without payment of Tender documents.
- 4.** Tender Notice is also available at IPO-Pakistan’s website (www.ipo.gov.pk) and PPRA website (www.ppra.org.pk).

Controller of Patent & Registrar of Designs

Plot # ST 1 & 2, New Broad Casting House
Behind KDA Civic Center, Block -14, Gulshan-e-Iqbal,
Karachi- 75300, Pakistan. Tel: 99230591

The Patent Office Karachi

BID FORM FOR PROCUREMENT OF 10 ACs

(3 ACs of 1.5 Ton Capacity and 7 ACs of 1 Ton Capacity)

Rates required for following brands or equivalent, in PKR (including taxes)
along with installation

CAPACITY	General Air Conditioners	Gree Air Conditioners	Mitsubishi Air Conditioners
1 TON			
1.5 TON			

1. Validity of Offer:-
2. Delivery Period:-
3. Installation time:-
4. Warranty / Guarantee:-
5. Income Tax No _____
6. GST No _____
7. Total Bid per AC(Brand)_____