

IPO-Pakistan
TENDER NOTICE
Shifting and Relocation of Office

Sealed Tenders are invited from Tax Registered Firms for shifting of The Patent Office, 2nd Floor Kandawala Building, M.A. Jinnah Road, Karachi along with records, furniture etc. as mentioned under:

S. No.	From	To	<i>Description</i>	Time required (in days)	Total Amount Including Taxes & all other charges
1	Kandawala Building , 2 nd Floor, M.A. Jinnah Road, Karachi, only by way of Transportation by way of Headload)	Pakistan Broad casting corporation building , (3 rd , and 5 th Floors, Behind KDA Civic Centre, Gulshan-e-Iqbal Block- 14, Hassan Square Karachi AND Trademarks Office, Plot No. CD-3, Behind KDA Civic Centre, Gulshan-e-Iqbal Block-14, Hassan Square, Karachi. (5 th Floors, only by way of Headload)	Shifting & Transportation i.e Loading/Unloading of all office Furniture & Fixture, all Steel & wood Almerah/ Racks, all Tables, Chairs, Sofa. Electrical Fans etc. Fridge Photo Copiers and IT Equipments AC, Office Records/ All Files etc. Note: Office files must be packed during shifting in Corrugated Cottons/ PP/gunny Bags with seal and tagging and proper replacement of all items in new building.	As directed by Headquarter	

TERMS & CONDITIONS:

1. Sealed tenders shall be submitted on the official letter head of the firm with office seal and signature.
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. A Bank Draft or Pay Order of 5 % of the bid amount as Earnest Money should accompany the PROPOSAL in favour of “Director General, IPO-Pakistan”. (Refundable to the unsuccessful bidders within a reasonable time). Earnest money (of successful bidders) will be retained till completion of work.
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.

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.
6. The bidders should examine carefully the terms & conditions of the tender. **They should also visit and inspect the sites at their own expenses and responsibility and obtain all necessary information prior to submitting the tender.** Clarification if any, about the tender may be obtained from the undersigned before submitting tenders. Once the tender is submitted, it will be assumed that no further clarification is required.
7. Late proposals will not be entertained. No telegraphic or faxed bid will be accepted.
8. Transfer of all items/records should be made in the manner so as to protect any kind of loss and Damage. Safety and security all records and items will be the responsibility of the contractor and will ensure proper handing and taken over all consignments from concerned officers/sections of **The Patent Office** and Obtaining certificate for proper shifting with list of materials shifted from concerned officers/ sections. **The contractor will carry all the packed files, articles/material carefully to the floors as mentioned above, loading into lorry and transportation and Un-loading all the packed articles/material from the lorry and carrying to new building. Unpacking of the goods and placing files/records, on the re-erected racks/almirahs in respective places (as mentioned above) as per the directions of our officials.**
9. The damaged caused, if any to the items/records of the office through negligence or otherwise during packing, loading while on transit, unloading, unpacking shall be at risk and responsibility of the Firm/agency. The financial or any other loss suffered on this account shall be made good by the firm/agency.
10. IPO-Pakistan reserves the right to accept or reject the bids or annul the procurement process at any time as per PPRA Rules.
11. The Payment will be made upon submission of proper Invoice within 10-15 working days after completion of services subject to the verification from IPO-Pakistan Team.
The quotes should reach the Controller of Patents and Registrar of Designs, The Patent Office, 2nd Floor Kandawala Building, M.A. Jinnah Road, Karachi. Tel: 99215488, not later than 17-02-2017. Bids will be opened at **12:00 noon** on the same date in the Office of Controller of Patents and Registrar of Designs, The Patent Office, in the presence of bidders or their authorized representatives who may choose to attend.
Tender Notice is available at PPRA Website (www.ppra.org.pk) and IPO-Pakistan's website (www.ipo.gov.pk).

The Controller of Patents and Registrar of Designs,
The Patent Office, 2nd Floor Kandawala Building,
M.A. Jinnah Road, Karachi.
Tel: 99215488