

**IPO-Pakistan**  
**TENDER NOTICE**  
**Shifting and Relocation of Office**

Sealed Tenders are invited from Tax Registered Firms for shifting of Trade Mark Registry located at Behind KDA Civic Center, Gulshan-e-Iqbal, Karachi along with records, furniture etc. as mentioned under:

S. No.	From	To	Description	Time required (in days )	Total Amount Including Taxes & all other charges
1	Trademarks Office, Plot No. CD-3, Behind KDA Civic Centre, Gulshan-e-Iqbal Block- 14, Hassan Square, Karachi. (3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> Floors, only by way of Headload)	Pakistan Broad casting corporation building , Behind KDA Civic Centre, Gulshan-e-Iqbal Block- 14, Hassan Square Karachi (1 <sup>st</sup> and 2 <sup>nd</sup> Floors, only by way of Headload)	Shifting of Furniture & Fixture, Steel & wood Almerah/Racks, Tables, Chairs, Sofa. and IT Equipments, Office Records/Files etc.		

**TERMS & CONDITIONS:**

1. Sealed tenders shall be submitted on the official letterhead 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 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, 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 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.

7. Transfer of all items/records should be made in the manner so as to protect any kind of loss and Damage. Contractor will ensure proper handing and taken over all consignments from concerned officers/ sections of Trade Mark and Obtaining certificate for proper shifting with list of materials shifted from concerned officers/ sections.

8. IPO-Pakistan reserves the right to accept or reject the bids or annul the procurement process at any time as per PPRA Rules.

9. 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 Registrar of Trade Mark, Trade Mark Registry, IPO-PAKISTAN, Plot CD-3, Behind Civic Centre, Gulshan-e-Iqbal, Karachi.

Tel: 99230538, before **20-02-2017 at 12:00 pm**. Bids will be opened at **12:30 pm** on the **same date** in the Office of the Registrar of Trade Mark, Trade Mark Registry 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](http://www.ppra.org.pk)) and IPO-Pakistan's website ([www.ipo.gov.pk](http://www.ipo.gov.pk)).

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**Registrar of Trade Mark**  
Trade Mark Registry, IPO-PAKISTAN,  
Plot CD-3, Behind Civic Centre, Gulshan-e-Iqbal,  
Karachi. Tel: 99230538,