



INTELLECTUAL PROPERTY ORGANISATION PAKISTAN

**HEADQUARTERS, NEW NTC BUILDING, 3RD
FLOOR G-5/2 ISLAMABAD**

TENDER DOCUMENTS

**SUPPLY OF OFFICE STATIONERY AND MISCELLANEOUS ITEMS ON
RATE RUNNING CONTRACT BASIS FOR A PERIOD OF **ONE YEAR**
FOR IPO HQ'S, 3RD FLOOR, NEW NTC BUILDING G-5/2 ISLAMABAD**

Tender Notice No. 29/AD(Admn)/IPO-Pak/2016
Tender No.

SECTION-I (INSTRUCTIONS TO THE BIDDERS)

1. DESCRIPTION OF WORK

1.1 SCOPE OF WORK

IPO intends to procure office stationery & miscellaneous items for its Head Office on rate running basis for a period of one year. List of all the items to be procured along with the required quantities is attached at **Annex-A**.

1.2 Initially contract for one year will be signed, however it can be further extended for one more year if performance of selected bidder is found satisfactory.

2. ELIGIBILITY CONDITIONS

Invitation to submission of bids is open to all firms who meet following conditions at the time of tender opening:

2.1 Have their own well-established business in Rawalpindi / Islamabad. Company profile with detail of contracts undertaken should be submitted.

2.2 Have experience of supplying such items to other public / private sector organizations. List of customer should be submitted.

2.3 Registered with income tax and sales tax departments of Pakistan.

2.4 Never been black listed from any government organization nor been involved in litigation with any government organization, a certificate on judicial paper to this effect shall be submitted.

3. COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its bid and the IPO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. CLARIFICATIONS OF TENDER DOCUMENTS

A prospective bidder requiring any clarification(s) in respect of tender documents may notify Assistant Director (Admin) IPO Pakistan (Tel: 051-9245958) in writing well before (approximate 05 working days or more) the deadline for the submission of bids. Copies of IPO-Pakistan response will be forwarded to all prospective bidders (if not already clarified in the tender or deemed necessary for the bidder).

5. PRICE

5.1 Prices should be quoted in Pak Rupees basis inclusive of Delivery Charges, all the applicable government taxes and duties, etc. Any change in taxes, duties by Government of Pakistan will be compensated accordingly.

5.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity on printed letter pad.

5.3 The rates / prices shall be entered against each item in the list at Annex "A". Any

item against which no rate or price is entered and left blank by the bidder shall be deemed covered by the rates / prices for other items in Annex "A".

- 5.4 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.
- 5.5 Price should be valid for one year. The repeat orders can be placed, if required.

6. TENDER SECURITY

- 6.1 The bidder shall furnish a bid security in the form of Payment Order/ Demand Draft/Bank guarantee in favor of Director General, IPO-Pakistan equal to 5% of the bid price.
- 6.2 Any bid not accompanied by valid tender security shall be rejected by the IPO-Pakistan as non-responsive.
- 6.3 The tender securities of the unsuccessful bidders will be returned upon award of contract / purchase order to the successful bidder or on expiry of bid validity of tender security whichever is earlier. The tender securities of bidders, who are not in competition, can be returned earlier at IPO-Pakistan discretion upon receiving a request.
- 6.4 The tender security of the successful bidder will be returned upon submission of performance security and signing of contract.

7. VALIDITY OF BIDS

Bid shall remain valid for **120 days** from the date of opening.

8. SAMPLE(S)

The Bidder shall furnish sample(s) of all inexpensive items, specially papers / envelopes, with the bid for evaluation purposes. For expensive items, sample can be provided later on.

9. DEADLINE FOR SUBMISSION OF BID

- 9.1 The bid shall be delivered in person or sent by the registered mail which should reach office of the Director (Admin), IPO-Pakistan Head Office 3rd Floor, New NTC Building, G-5/2 Islamabad on or before **1100 hours on after 15 days of advertisement.**
- 9.2 Bid should be submitted in sealed envelope having necessary information regarding tender notice and warning message "**DO NOT OPEN BEFORE 1130 Hours on after 15 days of advertisement.**"
- 9.3 No open, e-mailed or faxed bid will be accepted.
- 9.4 Any bid received by the IPO-Pakistan concerned officer after the date and time of tender opening will be returned unopened to such bidder.
- 9.5 Modification or withdrawal of bids after the deadline for submission of bids will

not be allowed.

10. OPENING OF BID

- 10.1 The IPO-Pakistan tender committee will open the bids at **1130 hours after 15 days of advertisement** in the presence of bidders / representatives.
- 10.2 The bidder's name, bid prices, any discount, the presence or absence of valid tender security, and such other details as the committee at its discretion may consider appropriate, will be announced at the tender opening.
- 10.3 The tender committee will resolve any issue raised by the bidders, on the spot.
- 10.4 The tender committee reserves the right to reject any one or all bids without assigning any reasons under PPRA Rules.

11. EVALUATION OF BIDS

- 11.1 Eligibility conditions will be evaluated in the first instance. The bidders fulfilling the eligibility conditions will be further evaluated for award of contract.
- 11.2 The samples provided by the bidder will be inspected by IPO-Pakistan & any sample found sub-standard will be rejected & the bidder will not be considered for award of work.
- 11.3 The quoted prices will also be compared with previous rates / prevailing market rates.
- 11.4 Arithmetical errors will be rectified as per rules & financial comparison will be made on the basis of evaluated quoted bid prices. During the correction of Arithmetical errors, the unit price shall prevail.
- 11.5 The evaluation committee may seek any clarifications from any or all bidders.
- 11.6 **Bids shall be evaluated "section-wise" or "as-a-whole" as deemed suitable for IPO-Pakistan & final decision will lie with IPO-Pakistan.**
- 11.7 IPO-Pakistan reserves the right to increase/decrease quantities of any item, besides addition/deletion of any item.
- 11.8 The cost of making good and deficiency resulting from any quantifiable variations and deviations from the tender schedules and conditions of the order, as determined by the IPO-Pakistan will be added to the corrected total bid price for comparison purpose only. Adjustment for commercial compliance will be added to the corrected total bid prices. Adjustment factor will be calculated by committee as deemed appropriate.
- 11.9 No bidder shall contact IPO-Pakistan on any matter relating to its tender from the time of Opening to the time of contract/order is awarded.
- 11.10 Any effort by a bidder to influence IPO-Pakistan in the tender evaluation, bid comparison or award decision may result in the rejection of his bid.
- 11.11 Contract will be awarded to lowest evaluated bidder.

12. RESPONSIVENESS OF BIDS

- 12.1 The valid bid security is submitted.
- 12.2 The bid is valid till required period.
- 12.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- 12.4 Delivery period offered is within specified limits.
- 12.5 The bidder is eligible to tender and possesses the requisite experience.
- 12.6 Samples provided or to be provided pertains to good quality and to the satisfaction of IPO-Pakistan.
- 12.7 The bid is generally in order etc.

13. COMPLIANCE SHEET

The bidder will furnish a compliance sheet with the bid as per enclosed format (Annex-B).

14. AWARD CRITERIA & IPO-Pakistan's RIGHT

- 14.1 The contract/purchase order will be awarded to substantially responsive lowest evaluated bidder, provided that such bidder has been determined to be qualified to satisfactorily perform the order.
- 14.2 The IPO-Pakistan reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the IPO-Pakistan's action.

SECTION-II (TERMS & CONDITIONS OF CONTRACT/PURCHASE ORDER)

15. PERFORMANCE SECURITY

- 15.1 The successful bidder shall as Performance Security provide 10% of the total contract amount in the form of Payment Order/ Demand Draft in favor of Director General, IPO-Pakistan.
- 15.2 Failure of the successful bidder to contractual obligations shall constitute sufficient grounds for the forfeiture of the performance security.
- 15.3 Failure of successful bidder to sign the contract or submission of performance security shall constitute sufficient grounds for forfeiture of tender security.
- 15.4 Performance Security will be retained by IPO-Pakistan till the period of contract.

16. SAMPLES

- 16.1 The successful bidder shall furnish sample(s) of all stationery items, for which he is awarded the work, for approval. The approved sample(s) shall be retained for inspection purposes. Any costly sample submitted by contractor shall only be returned / adjusted on successful completion of contract period.
- 16.2 IPO-Pakistan at its own discretion, may relax submission of samples for costly and standard items like toners and cartridges.

17. PURCHASE ORDER & DELIVERY PLACE

Director (Admin) / Assistant Director (Admin) IPO-Pakistan shall place order on contractor for the stationery items and Miscellaneous items on monthly basis OR as and when required..

18. TIME FOR DELIVERY

- 18.1 The contractor shall deliver the store in maximum period of **10 days** upon each written notice on monthly basis OR as and when required.
- 18.2 **Late completion:**
If the contractor fails to deliver the store within specified time, the contractor's only liability to the IPO-Pakistan for such failure shall be to pay an amount equivalent to 0.5% per week maximum to 10% value of the items for which he fails to deliver.

19. WARRANTY / SERVICES

The contractor will warrant that the store supplied under the contract incorporates all recent improvements in design, materials and of good quality and as per approved sample. IPO-Pakistan shall promptly notify the contractor in writing of any claims arising under this warranty and the contractor will replace the defective items at reasonable speed without any cost effect.

20. INSPECTION / ACCEPTANCE OF STORE

Director (Admin) / Assistant Director (Admin) IPO-Pakistan or his representative(s) shall inspect / accept the store after delivery of store as per requirement. Alternatively the IPO-Pakistan concerned officer will notify the discrepancies for rectifications.

21. TERMS OF PAYMENT

- 21.1 100% Payment against each consignment shall be payable after receipt of store, inspection and acceptance.
- 21.2 Contractor shall furnish delivery challan(s) and proper bill (inclusive Sales tax invoice) etc.
- 21.3 All the payments shall be made in shape of cross cheque and taxes will be deducted as per government rules at the time of payment.

22. DEFAULT BY CONTRACTOR

- 22.1 If the contractor abandons the supply of store, refuses or fails to comply with a valid instruction of the IPO-Pakistan or fails to proceed expeditiously and without delay, or is, despite a written complaint, in breach of the Contract, the IPO-Pakistan may give notice by stating the default.
- 22.2 If the contractor has not taken all practicable steps to remedy the default within 14 days after receipt of IPO-Pakistan notice, the IPO-Pakistan may by a second notice given within a further 21 days have a right to terminate the contract and confiscate the performance security.

23. DURATION OF CONTRACT

Initially contract for one year will be signed; however it can be extended for one more year on mutual agreement of both parties subject to satisfactory performance of the contractor. If extension in contract is required then the same will be made as per initial contract rates and the same terms & conditions.

COMMERCIAL COMPLIANCE SHEET

Clause #	Description	Complied	Not Complied	Partially complied (give details)
1	Description of work			
2	Eligibility Conditions			
3	Cost of tendering			
4	Clarifications of Tender Documents			
5	Price			
6	Tender Security			
7	Validity of Bids			
8	Sample(s)			
9	Deadline for submission of bids			
10	Opening of Bid			
11	Evaluation of Bids			
12	Responsiveness of bid			
13	Compliance Sheet			
14	Award Criteria & IPO-Pakistan's Right			
15	Performance Security / Bank Guarantee			
16	Samples			
17	Purchase Orders & Delivery Place			
18	Time of Delivery			
19	Warranty / Services			
20	Inspection / Acceptance / of store			
21	Terms of Payment			
22	Default by contractor			
23	Duration of Contract			

**FORMAT OF BANK GUARANTEE
FOR BID SECURITY**

Bank Guarantee No. -----
Dated at Islamabad, the -----
Amount _____
Validity _____

To,

THE DIRECTOR GENERAL,
INTELLECTUAL PROPERTY ORGANISATION PAKISTAN
NEW NTC BUILDING, 3RD FLOOR G-5/2
ISLAMABAD.

Dear Sir,

WHEREAS M/S _____ (hereinafter called the Tenderer) have requested us through _____ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favour in the sum of _____ (IN FIGURE) _____ (IN WORDS) against your Tender Notice No. _____ dated _____ for supply / installation of _____.

WE HEREBY AGREE AND UNDERTAKE:

- i. To make unconditional payment _____ to you on demand without further question or reference to the Tenderer in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Tenderer from the date of opening of bids until the expiry of the validity of their offer,
- iii. To keep this guarantee in full force from (date) _____ upto _____ (date) _____ the date until which the Tenderer's offer is valid.
- iii. To extend the period of guarantee if such extension be necessary beyond the date stated in para (ii) and as so desired by the tenderer.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: _____
Authorized officer's Signature & Seal: _____

BANK GUARANTEE FOR PERFORMANCE BOND

Bank Guarantee No. -----
Date of Issue -----
Valid upto -----
Value (Rs.) -----

FROM: _____

TO,
THE DIRECTOR GENERAL,
INTELLECTUAL PROPERTY ORGANISATION PAKISTAN
NEW NTC BUILDING, 3RD FLOOR G-5/2
ISLAMABAD.

SUBJECT: B/G AND DATE FOR _____ ON BEHALF OF _____ FOR DUE
AND FAITHFUL PERFORMANCE ORDER NO. _____
DATED _____.

Whereas M/s _____ (hereinafter called the Supplier) have
requested us to furnish a Bank Guarantee in your favour in the sum _____ (IN WORDS)
_____ as performance security against order
No. _____ dated _____ to be concluded between the Supplier and Intellectual
Property Organisation Pakistan, 3rd Floor New NTC Building, G-5/2, Islamabad .

WE HEREBY AGREE:

- 1). To make an un-conditional payment of _____ to you on demand without any further question or reference to the Supplier upon failure of the Supplier to perform the Order for which you will be the sole judge.
- 2). To keep this guarantee valid in full force from this date upto the time of the due and faithful completion of the Order under reference (the schedule of implementation shall be as described in the Purchase order and its subsequent amendments) or till _____ whichever date is later. The faithful completion of the order by the Supplier will be intimated by the IPO-Pakistan.
- 3). To extend the period of the enforceability of this guarantee if such extension be necessary or desired by you of us. All claims thereunder must be submitted to the Bank of _____ on or before the expiry date mentioned in this guarantee are the date mentioned in its extensions issued from time to time, after which this guarantee will become null and void and should be returned to us. Irrespective of its return, we shall consider ourselves fully discharged from any obligation there under after the said expiry date.

Dated This Day of

Witness: _____

Authorized Signature: _____
& Seal of bank

Sworn & Sign before me
this day of... ..
by. _____

SUPPLY OF OFFICE STATIONERY AND MISCELLANEOUS ITEMS
ON RATE RUNNING CONTRACT BASIS FOR A PERIOD OF ONE
YEAR FOR IPO-HQs, NTC BUILDING 3rd FLOOR, G-5/2 ISLAMABAD

Serial	Description of Items	UOM	Qty
Section-I Office Stationery			
1	Attendance Register (2 Nos)	Nos	5
2	Ball Point Blue (300)+Black(250) + Red(50)	Nos	600
3	Uniball Pen Micro or equivalent (Blue (350) + Black (220) +Green(15) + Red(15))	Nos	600
4	Binder Clips (Small-10) (Large-10)	Pkts	20
5	Binding Tape 3 "	Nos	20
6	Box File Large Local Fine Quality	Nos	70
7	Calculator 12 Digits (Casio/Citizen or equivalent) Heavy Duty	Nos	4
8	Cash Book 8-No	Nos	3
9	U Clip	Pkts	6
10	Envelop small (brown)	Nos	5000
11	Envelop Legal (brown)	Nos	5000
12	Envelop small (Legal)	Nos	5000
13	File Separator Plastic (A4)	Pkt	40
14	Foot Ruler 12" (Steel)	Nos	10
15	Gum Stick 25 grm	Nos	150
16	Highlighter (Pink, Green, Yellow, Blue)	Nos	200
17	Log Book No.6	Nos	20
18	Permanant Markar Dollar or equivalent (Black/Red/Green/Blue)	Nos	20
19	Packing Tape 2"	Nos	20
20	Paper Cutter	Nos	20
21	Paper (80 Gm) A-4	Ream	500
22	Paper (80 Gm) Legal Size	Ream	100
23	Paper colored (blue (2) + yellow (8) + Pink(2))	Ream	15
24	Petty Cash Register 8 Nos	Nos	2
25	Pencil Lead (per dozen)	Pkt	50
26	Plastic File Cover Blue (one sided transparent)	Nos	300
27	File Cover Plastic L shaped (two sided transparent)	Nos	300
28	Post It Pad Large + Medium +small (Yellow)	boxes	70

29	Punch (Double Hole) special	Nos	10
30	Punch Single Hole special	Nos	20
31	Thumb pin	Pkt	30
32	Scotch Tape	Nos	200
33	Sharpener (Imported)	box	10
34	USB (16 GB + 4 GB) hp or equivalent	Nos	30
35	Computer Keyboard	Nos	20
36	Computer Power Cable fine quality	Nos	20
37	Computer Data Cable fine quality	Nos	50
38	Computer Mouse	Nos	20
39	Eraser	Boxes	6
40	Stamp Pad	Nos	50
41	Staple Machine	Nos	60
42	Staple Machine (Large)	Nos	1
43	Staple Pins (small-8 +Large-2)	box	10
44	Staple Remover	Box	5
45	Stock Register 8 Nos	Nos	4
46	Simple Register	Nos	15
47	Daily Letter Dairy Register 4 Nos	Nos	5
48	Daily File Dairy Register 4 Nos	Nos	5
49	File Tags special (big Pkt)	Pkt	20
50	Flag Papers colored	Boxes	30
51	White Board Marker	Nos	20
52	Correction Pen	Nos	50
53	Writing Pads Spiral (small) No: 1249	Nos	200
54	Writing Pad (Normal) No:1162	Nos	150
55	Writing Pads A-4 (Alflah) No. SQ.1161	Nos	100
56	Scissor	Nos	50
57	Plastic blue folder (Nokia or equivelant	Nos	50
58	DVD disk (Sony or equivalent)	Boxes	5
59	Double Hole Punch (Large Heavy Duty)	Nos	3
60	Clock Cell (20) + Remote cell (10)	Boxes	30
61	Mouse Pad	Nos	20
62	Peon Book	Nos	12

Sub-Total PKR. (Section-I)

SECTION-II : MISC. ITEMS:

63	Air Freshener Cobra or equivelant	Nos	200
64	Glint bottle 500ml	Btl	150
65	Duster Yellow (Special)	Nos	400
66	Insect Killer Morteen or equivalent	Btl	150

67	Liquid Soap (Dettol or equivalent) 500ml	Btl	80
69	Phenyl Finis (Large size) 2.75 ltr	Btl	40
70	Dry Mop	Nos	7
71	Scotch Bright Foam (Medium Size)	Nos	40
72	Soap Lux or equivalent 170gm	Nos	100
73	Sweep Acid 500ml	Btl	100
74	Tissue Paper (Rose petal ultra soft or equivalent)	Box	600
75	Toilet Brush (Medium Size)	Nos	10
76	Toilet Paper Roll (Special Quilty)	Nos	600
77	Towel Midum Size Fine quality 27/54	Nos	20
78	Vim Powder 450 grm	Pkts	200
79	Air Freshener (Roomi)	Boxes	40
80	Air Freshener (Car)	Nos	10
81	Air Freshener (Refiller)	Nos	40
82	Air Freshner machine	Nos	2
83	Car Luster(7CF or equivalent))	Nos	60
84	Car Polish	Nos	50
85	Dish Wash Liquid 500 ml (Max or equivalent)	Nos	80
86	Medium Brush for Car wash	Nos	30
87	Toilet Cleaner (Harpic or equivalent) 500ml	Btl	80
88	Wall Clocks (Fine Quailty)	Nos	10
89	Door Mat (Medium)	Nos	10
90	Office Table set (Executive)	Nos	5
91	Surface Cleaner (Dettol or equivalent) 1 liter	Nos	100
92	Extention Board fine quilty	Nos	50
93	call Bell fine quilty	Nos	30
94	Surf (small) (Surf excel or equivalent)	Pkts	300
95	Dust bin	Nos	10
96	Dust bin bags	Kg	5
Sub-Total PKR. (Section-II)			
Grand Total (Section-I & Section- II)			