

Intellectual Property Organization (IPO-Pakistan)

Tender Notice

Printing of Annual Performance Report

Tender No.

Date: July 2019

Intellectual Property Organization (IPO-Pakistan), Head Office, Islamabad intends to publish Annual Report 2019 and Quarterly Newsletters (4) for the period 2019-20.

The requirements for the printing of Annual Performance Report are as under:

Sr. No	Description	Specifications	Quantity
1	Designing and Printing of Annual Report (to be printed in January 2020)	Size page: A-4 Inner Pages Quantity: 70-90 Title Page: On 350 Gram Art Card with Matt Lamination, 04Color Offset Printing & UV printing Inner Pages: 150 Gram Matt Paper with 04 Color Offset Printing Binding: Heat Gum Binding	700
2	Designing and Printing of Quarterly Newsletters	Size page: A-4 Total Pages: Including cover, back and inner cover & inner back pages: 20-24 Title Page: On 210 Gram Art Card with Matt Lamination & 04Color Offset Printing Inner Pages: 150 Gram Matt Paper with 04 Color Offset Printing Binding: Center Pin Binding	500/Quarter (Total 4 editions)
3	GST (17%)		
4	Total		

12 ip 247 - 78. *re*

Terms & Conditions

1. Bids Submission Requirements.

1.1. Two sealed bids (single stage two envelopes as per PPRA rule) indicating "Printing and Designing" on the envelope (s) should reach the undersigned at the address given below during the working hours in sealed cover(s) on or before 12:00 p.m. of the 15th day of publishing the tender document on PPRA website.

1.2 The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion

1.3 Technical bids will be opened on the same day at 12:30 pm at IPO-Head Office, Islamabad in presence of the bidders or their representative authorized to attend.

1.4. The financial bids of only those bidders will be opened who qualify the technical bids; the financial bids of unsuccessful bidders will be returned unopened.

1.5. Quoted prices (in Pak rupees) must include all taxes and charges including delivery.

1.6. A Bank Draft or Pay Order of 10% of the bid amount as Earnest Money in favor of the Director General, IPO-Pakistan should accompany the FINANCIAL BID.

1.7. The supplier should be registered with FBR for Income Tax and Sales Tax; all taxes will be levied as per Government Rules.

1.8. The bidder must quote both items at Sr. No. 1 & 2 category as required in BOQ; tender will be awarded as per lowest evaluated firm.

1.9. Incomplete bids will not be entertained and shall be liable to be rejected.

2. General Terms and Conditions

2.1. The successful bidder shall have to provide specified services within 3 weeks after issuance of letter of award.

2.2. IPO-Pakistan reserves the right to accept/ reject wholly or partially any bid tender at any stage of the tender process, as per PPRA rules.

2.3. The amount submitted as earnest money shall be refunded to the unsuccessful bidders after the decision of the "Tender Committee" for the award of the said tender.

2.4. In case of any dispute between the contracting parties, the case shall be referred to the Director General, IPO-Pakistan whose decision shall be final and binding on the contracting parties.