

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, Islamabad on running rate 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 which meet the 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 customers should be submitted.
- 2.3 Registered with income tax and sales tax departments.
- 2.4 Never been black listed from any government organization nor 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 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 Deputy Director (Admin) IPO Pakistan (Tel: 051-9245932 Fax: 051-9245874) 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 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".

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54 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.

55 Price should be valid for one year. The repeat orders can be placed, if required.

6. TENDER SECURITY

61 The bidder shall furnish a bid security equivalent to 5% of the total bid price in form of Payment Order/ Demand Draft/Bank guarantee in favor of the Director General, IPO-Pakistan.

62 Any bid not accompanied by valid tender security shall be rejected by the IPO-Pakistan as non-responsive.

63 The tender security 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 security of bidders, who are not in competition, can be returned earlier at IPO-Pakistan's discretion upon receiving a request.

64 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

91 The bid shall be delivered in person or sent by the registered mail which should reach office of the Director (Admin), IPO-HQ's 3rd Floor, New NTC Building, G-5/2 Islamabad on or before **1100 hours on after 15 days of advertisement.**

92 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.**"

93 Open, e-mailed or faxed bid will not be accepted.

94 Any bid received by the IPO-Pakistan after the date and time of tender opening will be returned unopened.

95 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.