

TENDER NOTICE

Sealed bids are invited from Sales Tax and Income Tax registered firms/ Suppliers for providing of Stationery and other miscellaneous items on requirement basis to the office of IPO-Pakistan, Trade Marks Registry Karachi, for the financial year 2019-20. Details of Stationery and other miscellaneous items/specimen can be obtained from the office of the Trade Marks Registry during office hours on any working day.

Terms and conditions for bidders

1. The rates offered must be inclusive of all duties/taxes, transportation charges and shall remain valid up to 30-06-2020.
2. The bids should accompany a pay order/bank draft of 2% of the total quoted value as earnest money in favour of the Director General IPO-Pakistan, without which the offer will be rejected.
3. All the supplies must be new and strictly in accordance with the specifications mentioned in the tender.
4. Each bidder must possess GST Number, National Tax Number and Telephone/Mobile Number etc.
5. An affidavit must be attached with the bids to the effect that the firm has never been blacklisted by any government department.
6. Payment of GST and other taxes is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.
7. The bid securities will be returned/released to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into security deposit which will be retained till 30-06-2020.
8. The IPO-Pakistan Trade Marks Registry reserves the right to accept or reject any or all of the bids/quotations or annul the procurement process at any time, under PPRA Rules.

Bids/Quotations must reach the undersigned by 29-07-2019, up to 11:00 a.m. The bids/quotations will be opened on the same date at 11:30 a.m. in the presence of bidders.

**Deputy Director (Admn) Trade Marks Registry, IPO-Pakistan
Plot No. CD-3, Behind KDA Civic Centre,
Gulshan-e-Iqbal Block-14, Karachi.
Ph. No. 99230756**

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**TRADE MARKS REGISTRY, KARACHI.
STATIONERY TENDER, 2019-20**

TENDER ITEMS

S.No.	Items Description	Quantity Monthly		Quantity Yearly	
1	CLIPER PEN (BLUE/BLACK/RED) (DOLLAR OR EQUIVALENT OR EQUIVALENT)	80	PACKETS	960	PACKETS
2	POINTER (BLACK/BLUE) (DOLLAR OR EQUIVALENT)	6	PACKETS	72	PACKETS
3	PENCILS (GOLDFISH OR EQUIVALENT)	4	PACKETS	48	PACKETS
4	RUBBER (DUX OR EQUIVALENT)	5	PACKETS	60	PACKETS
5	SHOPNER (DUX OR EQUIVALENT)	12	PACKETS	144	PACKETS
6	RULER (STEEL) (DUX OR EQUIVALENT) (1 Ft)	5	PIECES	60	PIECES
7	HIGHLIGHTER (YELLOW) (DOLLAR OR EQUIVALENT)	12	PIECES	144	PIECES
8	PERMANENT MARKER (BLUE/BLACK) (DOLLAR OR EQUIVALENT)	24	PACKETS	288	PACKETS
9	CUT MARKER (BLUE/BLACK) (DOLLAR OR EQUIVALENT)	6	PACKETS	72	PACKETS
10	STAPLER MACHINE	10	PIECES	120	PIECES
11	STAPLER MACHINE PIN (DOLLAR OR EQUIVALENT)	5	BOXES	60	BOXES
12	GUM STICK (DOLLAR OR EQUIVALENT)	2	DOZ	24	DOZ
13	WHITO PEN	1	DOZ	12	DOZ
14	TAGS	20	BUNDLES	240	BUNDLES
15	SCOTCH TAPE (4 INCH)	8	PIECES	96	PIECES
16	GEM CLIP (MEDIUM/LARGE)	60	PACKETS	720	PACKETS
17	BINDER CLIP (SMALL/MEDIUM/LARGE)	10	PACKETS	120	PACKETS
18	REGISTER 800 PAGES	6	PIECES	72	PIECES
19	PETTY CASH REGISTER 8 Nos.	2	PIECES	24	PIECES
20	DUSTER	4	DOZ	48	DOZ