

Government of Pakistan
Commerce Division
IPO-Pakistan

TENDER NOTICE FOR INSTALLATION OF GLASS PARTITIONS / CHAMBERS

Sealed Tenders are invited from Tax Registered Firms for supply and fixing of glass partitions as per following details in the IPO-Pakistan Building at the address given below:

Items Description	Estimated Quantity (Sq.ft)	Rate Per Sq. ft	Total Amount (Including all Taxes)
Providing and fixing of glass partition made of 12 mm thick clear glass with grinded and polished edges, fixed / hold with aluminum heavy duty with filling of silicon sealant in gap between glass to glass and glass to wall or wherever required alongwith glass door, door closure, door locks, handles, door machines. Complete with all accessories to complete the installation as per specification/drawing given by the department.			

TERMS & CONDITIONS:

1. The services will be hired according to PPRA Single stage – two envelop procedure.
2. Salient of single stage – two envelop procedure are enumerated below: -
 - a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
 - b. "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" shall be in bold and legible letters to avoid confusion;
 - c. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
 - d. The envelope marked as "FINANCIAL, PROPOSAL" shall be retained in the custody of the procuring agency without being opened; IPO-Pakistan, Karachi will evaluate the Technical Proposal first without reference to the price and reject any proposal which does not conform to the specified requirements;
 - e. During the technical evaluation no amendments in the technical proposal shall be permitted;

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- f. After the evaluation and approval of the technical proposal, IPO-Pakistan, Karachi, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only at a time, date and venue announced and communicated to the bidders. The Financial Proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;
3. The bidder must be a registered tax payer with FBR and taxes will be deducted as per rules.
 4. A Certificate to the effect that the bidder has never been blacklisted in the past must be attached.
 5. A Bank Draft or Pay Order of 5 % of the bid amount as Earnest Money should accompany the PROPOSAL 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 supply and fixing/satisfactory completion of glass partitioning and allied aluminum work.
 6. 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. Payment will be made on actual work done basis.
 7. Quoted prices shall be considered inclusive of all taxes if not clearly mentioned in the bid.
 8. It is in the interest of bidder (s) to visit and inspect the sites where the requisite glass and aluminum work is to be carried out and obtain all necessary information prior to submitting tender. Once the tender is submitted, it will be assumed that no further clarification is required.
 9. Late proposals will not be entertained. No telegraphic or faxed bid will be accepted.
 10. IPO-Pakistan takes no responsibility for delay, loss or non-receipt of bids sent by post/courier.
 11. IPO-Pakistan reserves the right to accept or reject the bids or annul the procurement process at any time as per PPRA Rules.
 12. The quotes should reach the Registrar of Trade Mark at the given address, not later than 02-06-2022 at 11:00 a.m. Bids will be opened at 11:30 a.m. 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.
 13. Tender Notice is available at PPRA Website (www.ppra.org.pk) and IPO-Pakistan's website (www.ipo.gov.pk).

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