

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 2022-23.

Terms and conditions for bidders

1. The rates offered must be inclusive of all duties/taxes, transportation charges and shall remain valid up to 30-06-2023.
2. The bids should accompany a pay order/bank draft of 2% of the total quoted value for yearly quantity of items, as earnest money in favour of the Director General IPO-Pakistan, without which the offer will be rejected.
3. The bid security/earnest money 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 30-06-2023.
4. All the supplies must be new and strictly in accordance with the specifications mentioned in the tender.
5. Samples of items must be provided/submitted at the time of tender opening.
6. Each bidder must possess GST Number, National Tax Number and Telephone/Mobile Number on the name of his firm.
7. An affidavit must be attached with the bids to the effect that the firm has never been blacklisted by any government department.
8. 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.
9. The selected bidder shall be bound to supply requisite stationery/misc. items within seven days of issuance of purchase order by the office.
10. 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.
11. Bids shall be evaluated item-wise or as-a-whole as deemed suitable for IPO-Pakistan, Trade Marks Registry.
12. Rates of items/bid should be submitted on the enclosed proforma and the contract/purchase orders will be awarded to lowest evaluated bidder.
13. 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.
14. Initially contract will be for one year. 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.

Bids/Quotations must reach the undersigned by 18-07-2022 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 or their authorized representatives.

**Registrar Trade Marks Registry, IPO-Pakistan
Plot No. CD-3, Behind KDA Civic Centre,
Gulshan-e-Iqbal Block-14, Karachi. Ph. No. 99230538.**

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TRADE MARKS REGISTRY, KARACHI.
STATIONERY TENDER, 2022-23

STATIONERY ITEMS

S.No.	Items Description	Quantity Monthly		Quantity Yearly	
1	CLIPER PEN (BLUE) (DOLLAR OR EQUIVALENT)	30	Pkt	360	Pkt
2	CLIPER PEN (BLACK) (DOLLAR OR EQUIVALENT)	10	Pkt	120	Pkt
3	CLIPER PEN (RED) (DOLLAR OR EQUIVALENT)	10	Pkt	120	Pkt
4	RULER (STEEL) (DUX OR EQUIVALENT) (1 Ft)	3	Pcs	36	Pcs
5	HIGHLIGHTER (YELLOW) (DOLLAR OR EQUIVALENT)	6	Pcs	72	Pcs
6	PERMANENT MARKER (BLUE/BLACK) (DOLLAR OR EQUIVALENT)	12	Pcs	144	Pcs
7	CUT MARKER (BLUE/BLACK) (DOLLAR OR EQUIVALENT)	2	Pkt	24	Pkt
8	STAPLER MACHINE (LARGE) (23/24 OPAL OR EQUIVALENT)	2	Pcs	24	Pcs
9	STAPLER MACHINE (MEDIUM) (24/6 HD30 OPAL OR EQUIVALENT)	8	Pcs	96	Pcs
10	STAPLER MACHINE PIN (LARGE) (DOLLAR OR EQUIVALENT) (23/17)	2	Boxes	24	Boxes
11	STAPLER MACHINE PIN (MEDIUM) (DOLLAR OR EQUIVALENT)(24/6)	8	Boxes	96	Boxes
12	GUM STICK (DOLLAR OR EQUIVALENT)	2	Doz	24	Doz
13	WHITO PEN (UNI JAPAN OR EQUIVALENT)	4	Pcs	48	Pcs
14	TAGS (AS PER SAMPLE)	25	Bundles	300	Bundles
15	SCOTCH TAPE (3" 50 Yards) (JOHNSON OR EQUIVALENT)	6	Pcs	72	Pcs
16	SCOTCH TAPE (2" 50 Yards) (JOHNSON OR EQUIVALENT)	6	Pcs	72	Pcs
17	GEM CLIP (LARGE) (36MM) (DIAMOND OR EQUIVALENT)	25	Pkt	300	Pkt
18	GEM CLIP (MEDIUM) (30MM) (DIAMOND OR EQUIVALENT)	25	Pkt	300	Pkt
19	BINDER CLIP (LARGE) (51MM) (DIAMOND OR EQUIVALENT)	10	Pkt	120	Pkt
20	BINDER CLIP (MEDIUM) (41MM) (DIAMOND OR EQUIVALENT)	10	Pkt	120	Pkt
21	BINDER CLIP (SMALL) (32MM) (DIAMOND OR EQUIVALENT)	10	Pkt	120	Pkt
22	REGISTER 300 PAGES (LARGE) (PARAGON OR EQUIVALENT)	12	Pcs	144	Pcs
23	REGISTER 800 PAGES (LARGE) (PARAGON OR EQUIVALENT)	6	Pcs	72	Pcs

24	DUSTER (24 X 30) (CLOTH)	4	Doz	48	Doz
25	STAMP PAD (Blue) (LANCER OR EQUIVALENT)	4	Pcs	48	Pcs
26	STAMP PAD (Black) (LANCER OR EQUIVALENT)	4	Pcs	48	Pcs
27	STAMP PAD (Red) (LANCER OR EQUIVALENT)	2	Pcs	24	Pcs
28	SHINE PAD INK (Blue/Black/Red) (TAIWAN OR EQUIVALENT)	6	Pcs	72	Pcs
29	SINGLE HOLE PUNCH (SPECIAL) SILVER (LARGE) (AS PER SAMPLE)	6	Pcs	72	Pcs
30	DOUBLE HOLE PUNCH (LARGE) (OPAL OR EQUIVALENT)	3	Pcs	36	Pcs
31	SCISSOR (LARGE)	4	Pcs	48	Pcs
32	FILE BOARD (40 OUNCE)(REXINE RAPPER)	1500	Pcs	18000	Pcs
33	COMPUTER PAPER (DOUBLE A OR EQUIVALENT) (A-4 SIZE) (70 GRAMS & 80 GRAMS)	500	REAMS/ 100 BOXES	6000	REAMS/ 780 BOXES
34	COMPUTER PAPER (DOUBLE A OR EQUIVALENT) (LEGAL SIZE) (70 GRAMS & 80 GRAMS)	5	REAMS	60	REAMS/ BOXES
35	M & G PEN (GEL PEN)	4	Pkt	48	Pkt
36	STEPLER REMOVER (BEST QUALITY)	12	Pcs	144	Pcs
37	BOX FILES (ALBA OR EQUIVALENT)	24	Pcs	288	Pcs
38	WATER BANK	6	Pcs	72	Pcs
39	STICKER SHEETS (A4 SIZE) (AS PER SAMPLE)	5	Pkt	60	Pkt
40	SEAL STICKER (ROUND) (RED) (AS PER SAMPLE)	2	Pkt	24	Pkt
41	INDEX CARD (AS PER SAMPLE)	1000	Pcs	12000	Pcs
42	PEN UNIBALL EYE MICRO (AS PER SAMPLE)	2	Pkt	24	Pkt
43	STICKY NOTE CUBE (76m x 76m) (100 SHEETS SET)	4	Pcs	48	Pcs
44	STICKY NOTE, ARROW TAG	100	Pcs	1200	Pcs
45	PENCIL (DOLLAR OR EQUIVALENT)	2	Pkt	24	Pkt
46	RUBBER (DUX OR EQUIVALENT)	1	Box	12	Boxes
47	NUMBERING MACHINE (LION JAPAN) (B-78)	2	Pcs	24	Pcs
48	NUMBERING MACHINE (INK) (LION JAPAN) (128ML)	2	Pcs	24	Pcs
49	GREEN SHEETS (LEGAL SIZE) (80 GRAMS)	200	SHEETS	2400	SHEETS

PRINTING MATERIAL/ITEMS

1	REGISTRATION CERTIFICATES (PRINTED)(MATE FINISH PAPER, 150 GRAMS) (LEGAL SIZE) (AS PER SAMPLE)	3000	Pcs	36000	Pcs
2	RENEWAL CERTIFICATES ((PRINTED)(MATE FINISH PAPER, 150 GRAMS) (LEGAL SIZE) (AS PER SAMPLE)	2000	Pcs	24000	Pcs
3	CERTIFIED COPY TM-46 (PRINTED)(MATE FINISH PAPER, 150 GRAMS) (LEGAL SIZE) (AS PER SAMPLE)	1000	Pcs	12000	Pcs
4	ENVELOPES (WINDOW) (LEGAL SIZE, WHITE)(PRINTED) (12 X 14) (80 GRAMS) (IMPORTED) (AS PER SAMPLE)	3000	Pcs	36000	Pcs
5	ENVELOPES (A4)(PRINTED) (10 X 12) (115 GRAMS) (AS PER SAMPLE)	2000	Pcs	24000	Pcs
6	ENVELOPES (MEDIUM)(PRINTED)(8 X 10) (115 GRAMS) (AS PER SAMPLE)	4000	Pcs	48000	Pcs
7	ENVELOPES (SMALL.) (PRINTED) (9.25 X 4.25) (80GRAMS)	2000	Pcs	24000	Pcs
8	ENVELOPES (SMALL) (WINDOW) (PRINTED) (9.25 X 4.25) (80GRAMS)	10000	Pcs	120000	Pcs
9	FILE COVERS (PRINTED)(425GRAMS) (AS PER SAMPLE)	6000	Pcs	72000	Pcs

MISCELLANEOUS /ITEMS

1	NAYLON DORI (1/2 KG)	20	Bundles	240	Bundles
2	DUSTBIN (LARGE) (FINE QUALITY)	6	Pcs	72	Pcs
3	WATER GLASS	1	Doz	12	Doz
4	TISSUE BOX (ROSE PETAL OR EQUIVALENT) (LUXURY)	12	Pcs	144	Pcs
5	TISSUE ROLL (ROSE PETAL OR EQUIVALENT) (SMALL)	6	Rolls	72	Rolls
6	PHENYLE (FINIS OR EQUIVALENT) LARGE SIZE (2.5 LITRE)	12	Bottles	144	Bottles
7	FLOWER BROOM (FINE QUALITY) (400 GRAMS)	6	Pcs	72	Pcs
8	STICK BROOM (FINE QUALITY) (750 GRAMS)	6	Pcs	72	Pcs
9	TOILET CLEANER (HARPIC OR EQUIVALENT) (LARGE)	3	Bottles	36	Bottles
10	TOILET BRUSH (SINGLE SIDED) (GOOD QUALITY)	3	Pcs	36	Pcs
11	AIR FRESHENER (COBRA OR EQUIVALENT)	6	Pcs	72	Pcs
12	LIQUID SOAP (LIFEBUOY OR EQUIVALENT)	6	Bottles	72	Bottles
13	LIQUID SOAP REFILL (LIFEBUOY OR EQUIVALENT)	6	Pkt	72	Pkt
14	RED RIBON (AS PER SAMPLE)	12	Rolls	144	Rolls
15	NEEDLE (LARGE SIZE) (STAINLESS STEEL) (AS PER SAMPLE)	6	Pcs	72	Pcs
16	RED THREAD (AS PER SAMPLE)	6	Rolls	72	Rolls
17	HAND WASH (BEST QUALITY)	10	Bottles	120	Bottles
18	NAYLON BORI (LARGE) (AS PER SAMPLE)	50	Pcs	600	Pcs
19	DETTOL ANTISEPTIC (1 LITRE)	1	Bottles	12	Bottles
20	DETTOL CLEANER (200 ML)	1	Bottles	12	Bottles
21	LEMON MAX LIQUID (275 ML)	3	Bottles	36	Bottles
22	SCOTCH BRITE SPONGE (LARGE)	3	Pcs	36	Pcs
23	SOAP (LUX LARGE SIZE)	2	Pcs	24	Pcs
24	SURF (SURF EXCEL OR EQUIVALENT)	5	KG	60	KG
25	COTTON MOP (BEST QUALITY)	12	PCS	144	Pcs