

**Tender No: IPO/DELHI/001/2010-11**

**CONTROLLER GENERAL OF PATENTS,  
DESIGNS & TRADE MARKS, DELHI,  
IPO BUILDING, PLOT NO. 32, SECTOR-14, DWARKA,  
NEW DELHI – 110 078.**



**TENDER DOCUMENT**

**REQUESTED FOR PROPOSAL**

For

**Supply of Stationery & Consumable Items**

**PROPOSED BY: Intellectual Property Right Office, New Delhi**

**Date of publishing tender document: ( 18.04.2010 )**



**GOVERNMENT OF INDIA  
INTELLECTUAL PROPERTY OFFICE BUILDING  
Boudhik Sampada Bhawan, Plot No 32,  
Sector-14, Dwarka, New Delhi-110 075**

**Tel : 011-28034304-306**  
**Fax : 011-28043301,302**

**1.0 PREVIEW OF TENDER+**

**BID REFERENCE: No.** : **POD/Tenders/2010-11**

**DATE OF ISSUE OF TENDER DOCUMENT** : **19.04.2010**

**LAST DATE FOR THE ISSUE OF TENDER DOCUMENT** : **30.04.2010 (12.00 Noon)**

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT** : **30.04.2010 (3.00 PM)**

**TIME AND DATE OF OPENING OF THE TENDERS** : **03.05.2010 (11.00 AM)**

**PLACE OF OPENING OF THE TENDERS** : **Confrence Hall, Patent Office, Plot No. 32, Sector-14, Dwarka, New Delhi-110 078**

**ADDRESS FOR COMMUNICATION:** **Administrative Officer,  
Patent Office, Boudhik Sampada Bhawan, Plot No. 32, Sector-14, Dwarka, New Delhi-110 078.**

*Signature of Tenderer with Company Seal*

## **2.0 GENERAL INSTRUCTIONS:**

1. The tender form shall be obtained from Administrative Officer on payment of Rs. 1000/- (Non refundable), payable by crossed demand draft drawn on nationalized bank in favour of “controller of patents” payable at New Delhi or it can be downloaded from our website: <http://ipindia.nic.in>. Downloaded tender form will be accepted subject to the condition that the form should be accompanied by D.D. for Rs. 1000/-.
2. Interested parties may send their bids using separate envelopes for technical bid as well as financial bid. The word 'technical bid / financial bid for Supply of Stationery & Consumable Items shall be prominently marked on the top of each envelope. Sealed quotations duly super scribed "Quotation for Supply of Stationery & Mics. Items." The technical bids will be opened on the above-mentioned date at 11.00 AM in Conference Hall at IPO, Delhi in the presence of the tenderers or their representatives who may like to be present. After scrutiny of technical bids, the financial bids will be open on the same day or some other day for which the notice will be issued afterwards.
3. The Administrative Officer will receive the Tenders in respect of Supply of Stationery & Mics. Items.
4. All the Tenders shall be prepared and submitted in accordance with the Prescribed format.
5. Incomplete or conditional tenders will not be entertained.
6. Tenders will not be accepted after the due date and time fixed by the IPO, New Delhi or subsequent extensions if any.
7. No tender will be considered which is not as per the printed/typed form and does not bear the bidder's signature and seal at the bottom of the page of the schedule on which the rates are entered.
8. The office reserves the right to cancel any tenders without assigning any reason thereof.
9. Tender received after the prescribed date and time or without EMD shall be summarily rejected.
10. All applicants should carefully read the tender document before submitting the tender for fulfilling all the criteria and submission of documents including EMD (Earnest Money Deposit).

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### **3.0 ELIGIBILITY CONDITIONS:**

1. The Contractor should be reputed supplier of Stationery & Mics. Items in their respective areas for the past three years continuously. Documentary evidence to that effect should be provided.
2. The Supplier must have at least 3 (three) running contracts for providing such services and annual value of which shouldn't be less than Rs. 05.00 Lakhs each year. Copies of agreement/work order from clients as documentary evidence should be provided.
3. The Supplier must be registered under Shops & Establishment act. Copy of the registration papers along with code numbers attached to the agency/company should be provided.
4. The Supplier should have valid LST or Service tax registration numbers and documentary evidence for the same should be provided.
5. The tenderer should ensure that they have rendered satisfactory performance during the last 3 years and the order/orders placed subsequently should not have been cancelled and closed by any department of Govt. of India or Public Sector Undertakings etc. in the last 3 years due to unsatisfactory performance and such persons whose orders/contracts have been closed or cancelled need not apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender.
6. The Tenderer should have the annual turnover of at least Rs 15 lakhs. The Tenderer should have experience of supplying the said Items in Government Deptts. (Central / State) / PSU / reputed Pvt. Companies, The firms will have to attach supporting documents in this regard.
7. The tendering firm must be registered with the Sales Tax Deptt and they must submit the latest Sales Tax Clearance Certificate. In absence of these documents, the tender will not be entertained.
8. All the Tenderers participating in the Tender must submit a list of their owners/partners etc, along with their contact telephone numbers and a Certificate/Undertaking to that effect that the Tenderer is neither blacklisted by any Government Deptt. (Central / State) / PSU / reputed Pvt. Companies, nor any criminal case is registered against the firm.

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9. The intending bidders should have a minimum of Three years experience in providing of said services in Govt Deptts.

A) NOTE:-The following documents should be submitted with the Technical bid failing which the tender shall be rejected :-

- i) Copies of PAN/Sales Tax Number, Income Tax Clearance certificate of Firms of Last three year.
- ii) Performance certificate issued by at least three Government of India Departments (Central / State) / PSU / reputed Pvt. Companies.
- iii) Proof of past experience of at least 3 years for providing the said services in Government organizations (Central / State) / PSU / reputed Pvt. Companies.
- iv) Certificate of having Stores inventory of the value of RS. 5.00 lakh per year for last 3 years.
- v) The address of the Supply Centers with Contact Person Name, Telephone and fax numbers at New Delhi.
- vi) Annual Turnover not less than Rs.15 lakh.
- vii) Earnest money for Rs.10,000/- in the form of Demand Draft.
- (Viii) A Copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the tender.

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#### **4.0 PROCEDURE FOR SUBMISSION OF TENDER**

The Tenders shall be prepared by typing or printing with indelible ink on the prescribed format and addressed it to the **Administrative Officer** in sealed cover superscribed with the subject as said above and reference no. Noted in the cover and addressed to the **Administrative Officer, Boudhik Sampada Bhawan, Plot No. 32, Sector-14, Dwarka, New Delhi- 110 078** on / before 01.04.2010 (3.00 PM). The bidders shall ensure the person authorized to sign the tenders signs each page of the tender.

#### **5.0 EARNEST MONEY DEPOSIT**

An earnest Money Deposit as mentioned in the Brief Tender Notification (Rs.10000/-) shall be furnished in the form of D.D in favour of "Controller of Patents", payable at New Delhi, and alongwith duly filled tenders. **CHEQUES ARE NOT ACCEPTABLE AS EARNEST MONEY DEPOSIT UNDER ANY CIRCUMSTANCES.** EMD paid by the bidders shall be returned after awarding of contract to the successful bidder and successful bidder have to deposit performance security @ 10% of the total contract value that shall be released after the completion/termination of the contract. Tender without EMD amount will not be considered and rejected outright. The earnest money and performance security money shall bear no interest.

All applications for the refund of Earnest Money Deposit shall be made to the The Administrative Officer, Boudhik Sampada Bhawan, Plot No. 32, Sector-14, Dwarka, New Delhi-110 078 quoting the receipt No.date and tender No. & Date.

#### **6.0 BIDDER TO GET INFORMED HIMSELF FULLY**

The Bidder shall be deemed to have carefully examined the terms and conditions before tendering the work

#### **7.0 SCOPE OF WORK:**

Supply of Stationery & Consumable Items for financial year 2010-2011 as Annexure-I attached month to month basis or on as and when required basis.

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## **8.0 TERMS & CONDITIONS:**

1. The rates for Items once given by the bidder cannot be changed and valid for the whole financial year i.e. 2010-2011. Office will not be responsible for hike in market.
2. Tenderer will have to supply the items within one week from the date of placing the order.
3. Penalty: Penalty will be imposed for Rs. 1000/- per day for not supplying the stationary items in the stipulated time and tenderer will have to bear the cost.
4. As per O.M. NO.14/12/94-Welfare (VOL II) dtd. 05.07.2007 Of DOPT, in this limited tender, with other things being equal, purchase preference will be granted to Kendriya Bhandar/ NCCF / Multi state Co-operative societies, if the price quoted by the co-operatives is within 10% of the L1 price and if these co-operatives are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives. Multi-State Co-operatives are such that they should be registered prior to the issue of the above O.M. and in which the majority of the shares are held by the Central Government.
5. Kendriya Bhandar/ NCCF will be exempted from furnishing bid security (Earnest Money deposit).
6. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm will also be taken.
7. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills.
8. **PAYMENT TERMS:** The payment will be released after satisfying the office by supplied Items by the tenderer.
9. The Office reserves the right to cancel tenders without assigning any reason.
10. In case the successful bidder(s) found in breach of any condition(s) of the tender at any stage, the legal action as per rules/laws shall be, initiated against the tenderer concerned. In that case performance security money deposited shall be forfeited after giving proper opportunity through show cause notice.
11. The requirement of consumable items can be increased or decreased and the firm(s) has to supply the items during the period of contract.
12. No advance payment will be made.
13. A Technical Committee will be constituted to scrutinize/finalize the Contract. The Committee reserves the right to reject the tenders without assigning any reason thereof.
14. The Committee reserves the right to negotiate with L-1 firm.
15. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.

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16. The Committee reserves the right to award the contract to more than one firm, however, at the rate of L-1 firm after negotiation.
17. The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender. The Committee in order to satisfy itself may conduct a spot enquiry to verify soundness, capability and viability of the firm.
18. The Office of the Controller General of Patents, Designs & Trade Marks reserves the right to reject the tenders without assigning any reason thereof.
19. Due to criticality of the requirement, the Office of the CGPDTM cannot depend on a single source of supply for these items. As such, the supply order may be splitted to more than one firm at the rate quoted by L-1 Firm. A Committee will consider the option of splitting the supply to more than one firm after assising the bids. In case the supply is splitted among two firms, the ratio may be 60% for L-1 and 40% for the other firm. However, the CGPDTM reserves the right to alter this ratio if it is found that there is a deficiency in the service provided by either vendor.

## 9.0 Technical Bid;

- (i) Technical bid should include the complete profile of the firm and above-mentioned certificates/proof. The firm should also furnish the details of Govt. Deptt. (Central / State) / PSU / reputed Pvt. Companies, Where they have supplied the items in the Performa given below :-
- (ii) Bidder should meet the conditions mentioned in Sl. 3.0 Eligibility Conditions of Tender Document.

Sl.No.	Name and address of the Govt. Department with Telephone number	Details of Items Supplied	Period of Supplying Items	Items Value

18. The financial bid should contain the rate against each item separately. The format of Rate details is as under: -

SL.No.	Name of the Items	Brand Name	Quantity	Rate per unit for a year (in Rs.)	Total cost (in Rs.)	Remarks if any

B) Financial Bid shall contain price only and no other documents shall be enclosed with the financial bid. This should be in the prescribed format (para 18 refers).

**“It is certified that all the terms and conditions of this tender document for supply of stationery and consumables have been abide by me/us and ready to accept the same unconditional.”**

**SIGN OF TENDERER**

**NAME IN BLOCK LETTERS,  
FULL ADDRESS**

**THE CGPDTM  
Boudhik Sampada Bhawan,  
Plot No. 32, Sector-14, Dwarka,  
New Delhi – 110 078.**

**ANNEXURE-1**

**LIST OF ITEMS TO BE SUPPLIED IN FINANCIAL YEAR 2010-2011**

Sl. No.	Name of Items	Quantity
01.	All Pin	100 Pkts.
02.	Attendance Register	100 nos.
03.	Cello Tape (Big)	150 nos.
04.	Cello Tape(Small)	350 nos.
05.	Correcting Fluid	100 nos.
06.	C.D. Rewritable	2000 nos.
07.	Cheque Issued Register	02 nos.
08.	Cash Book	02 nos.
09.	Pencil Cell	200 nos.
10.	Dustbean (Plastic)	200 nos.
11.	Diary Register	100 nos.
12.	Dispatch Register	100 nos.
13.	Eraser	1000 nos.
14.	Extension Board	50 nos.
15.	File Covers	2000 nos.
16.	File Board	2000 nos.
17.	File Binder	5000 nos.
18.	Ball Pen	2500 nos.
19.	File Covers(Plastic)	100 nos.
20.	Glue Stick	200 nos.
21.	Gum Tube	100 nos.
22.	Gum Bottle (Big)	100 nos.
23.	Glass Tumbler	200 nos.
24.	Glass Cover	200 nos.
25.	Gems Clip	200 Pkts.
26.	Highlighter	100 sets
27.	Jug (Plastic)	200 nos.
28.	Refill	500 nos.
29.	Mouse Pad	100 nos.
30.	Marker Pen	500 nos.
31.	Multi Plug ( 05 AMP)	20 nos.
32.	Multi Plug ( 15 AMP)	20 nos.
33.	Permanent Marker	100 nos.
34.	Plastic folders for Meetings	100 nos.
35.	Note Sheet (Green)	7000 pads
36.	Pencil (HB)	1000 nos.
37.	Pen Drive 8 GB	100 nos.
38.	Pencil Carbon (Big Size)	25 Pkts.
39.	Punch single hole	200 nos.

40.	Parcel Cloth	200 Mtrs.
41.	Pin Container (Plastic)	150 nos.
42.	Paper Cutter	150 nos.
43.	Paper Weight	200 nos.
44.	Photocopy Paper (A-4)	4000 Rims
45.	Photocopy Paper (Full Scape )	1000 Rims
46.	Printer Cartridge 12 A	300 nos.
47.	Printer Cartridge 53 A	75 nos.
48.	Printer Cartridge Q 6470 A (colored)	40 nos.
49.	Printer Cartridge 36 A	150 nos.
50.	Register 1 Qr.	500 nos.
51.	Register 2 Qr.	1000 nos.
52.	Register 6 Qr.	400 nos.
53.	Tags	500 Big Bdl.
54.	Rubber band (Big)	02 Pkts.
55.	Stapler (Big)	200 nos.
56.	Stapler (Small)	2500 nos.
57.	Stapler Pin (Big)	2500 Pkts.
58.	Stapler Pin (Small)	600 Pkts.
59.	Sutli Plastic	100 Bdl.
60.	Pencil Sharpner	200 nos.
61.	Gel Pen	200 nos.
62.	Shorthand Note Book	20 nos.
63.	Stamp Pad (Big)	100 Pads
64.	Stamp Pad (Small)	50 nos.
65.	Scissor (Big)	25 nos.
66.	Scale	1000 nos.
67.	Sketch Pen	500 nos.
68.	Sealing Wax	10 Pkts.
69.	Stamp Pad Ink	50 Bottle
70.	DVD	40 Boxes
71.	Cartridge Lazer Inkjet 1022	500 nos.
72.	Cartridge lazer jet 1320	250 nos.
73.	Cartridge lazer jet 1505	500 nos.
74.	Cartridge lazer jet 2420	250 nos.
75.	Cartridge laser jet 2015	250 nos.
76.	Cartridge color laser jet 3800 N	100 nos.
77.	Numbering Machine (Heavy)	05 nos.
78.	Numbering Ink	20 box
79.	Calculator 12 Digits	15 nos.
80.	Magic color printer 2490 Cartridge	25 nos.

