



LIMITED TENDER DOCUMENT

for

Renovation and Remodeling work at Ground, First and Second Floors of IPO building

(Tender No. IPO/CHE/Tender/Repair/2016/3)



- Start date for issue of tender documents - 10.00 am onwards on 23/05/16
- Closing date for issue of tender documents - upto 11.00 a.m on 30/05/2016
- Last date for submission of tender documents - upto 1.00 pm on 30/05/2016
- Date of opening of submitted tenders - at 4.00 p.m on 30/05/2016

Bid document for “Renovation and Remodeling work at Ground,First and Second Floors of IPO building” at Patent Office, IP Building, GST Road, Guindy, Chennai – 600 032

On behalf of the President of India, sealed tenders are invited by the Controller General Of Patents, Designs and Trademarks (CGPDTM) for Renovation and Remodeling work at Ground,First and Second Floors of IPO building, GST Road, Guindy, Chennai – 600 032.

2. Nature and Scope of work:

Nature and scope of the work is mentioned at **Annexure-II** of this bid document (enclosed herein).

3. Eligibility:

- i. Contractors who have sufficient experience of having successfully carried out similar works in Government Offices/Residential buildings/Office buildings/Pvt. buildings during the last three years are eligible to participate in the bidding.
- ii. The CGPDTM reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

4. Submission of bid:

- 4.1** The tender document can be obtained in person from the below mentioned address from 10.00 am to 5.00 pm on all working days:

The Patent Office, IP Building, GST Road, Guindy,Chennai – 600032

Contact person: Shri.S.P.Subramanian, Deputy Controller and Head of Office

Cost of the Tender document – Rs.500/- to be payable by way of DD in favour of “Controller of Patents” payable at Chennai

Alternatively, the tender document can be downloaded from the websites- www.ipindia.nic.in and www.tenders.gov.in

The downloaded tender document is to be submitted along with the tender fees of Rs.500/- as mentioned above. The tenders submitted without the tender fees shall be rejected.

The bidders are requested to submit their competitive offer by duly filling in the bid form only (enclosed as **Annexure-I**) along with the CGPDTM's terms and conditions, which is part and parcel of the bid form. The bid along with the CGPDTM's terms and condition duly signed is to be submitted in a sealed envelope superscribing the envelope “Bid for Renovation and Remodelling work at Ground, First and Second floors of IPO building ”. The bidders should submit along with the bid form.

- (i) (1) List of similar works completed during the last three years in any Government organisation
- (2) Copy of Registration of VAT and Service Tax
- (3) Copy of PAN Number
- (ii) Price Bid Form (**Annexure-III**) to be submitted by duly filling up the rates for each item of work indicated in the prescribed price bid form.
- (iii) Earnest Money Deposit (EMD) amount of Rs.60,000/- by way of Demand Draft drawn in favour of "Controller of Patents", payable at Chennai.

4.2 Bid shall be submitted in a sealed cover super scribed "Renovation and Remodeling work at Ground, First and Second Floors of IPO building" at IPO, Chennai and due date is 30/05/2016.

This shall contain separately sealed envelopes superscribed as below:

- Envelope -I - EMD amount of Rs.60,000/- by way of demand draft.
- Envelope -II - TECHNO-COMMERCIAL PART
- Envelope -III - PRICE PART

4.3 (i) Envelope -I of offer shall contain EMD as specified.

(ii) Envelope -II of the offer shall contain all the pages of the bid document duly signed and stamped on each page, covering letter, bid form, documentary proof for eligibility, technical submissions, duly signed scope of work, deviations from the CGPDTM terms & conditions, if any and other details required forming part of the offer.

(iii) Envelope -III of offer shall contain only the price schedule issued herewith, with all rates and amounts filled in and no conditions.

All the above three envelopes shall be enclosed in a single larger envelope superscribed as mentioned above.

4.4 The CGPDTM is not responsible for delay, loss or non- receipt of bids on time sent by post. Fax/Email/ Telegraphic offers shall not be accepted.

4.5 Last date for submission

- The last date for receipt of the bid at the PATENT OFFICE, CHENNAI is **30/05/2016, 1.00 P.M.** The bid submitted beyond the above date and time shall not be considered for the bidding and shall be rejected outrightly.
- The bid not submitted in the prescribed bid form shall be summarily rejected.
- If the last date of submission and opening of the bid is a holiday, the bids shall be opened on the next working date.

4.6 Information to be furnished by the bidder along with their bid:

The bidders are requested to submit their bid form along with the following information (to be furnished in their letter head):

- i. Name of the Company :
- ii. Complete address of the Company :
- iii. Name of the authorized person :

Signature with Tenderer Company seal

- iv. Company's/Firm's Nature of business :
- v. Number of years of experience in :
remodelling and interior work
and similar works
- vi. Brief description of the work :
successfully carried out during the last
3 years (supported with ample proof)

4.7 The bid submitted, without the prescribed EMD and/or the bid submitted without the CGPDTM's terms and conditions duly accepted, shall be summarily rejected. Similarly the bid submitted not in the prescribed bid forms of the CGPDTM, the bid document shall be summarily rejected. Any deviation from the CGPDTM terms & conditions shall be clearly brought in the bid.

4.8 Earnest Money Deposit (EMD):

- i. The bidder shall submit along with the bid an Earnest Money Deposit amount of Rs.60,000/- in the form of Demand Draft from a nationalised Bank drawn in favour of "CONTROLLER OF PATENTS", payable at Chennai.
- ii. No interest is payable on EMD amount by the CGPDTM. The EMD of unsuccessful bidders will be returned on finalization of successful bid and on placement of order to successful bidder.

5. OPENING OF BIDS

Envelope-I & Envelope-II of Bids shall be opened at **4.00 P.M. on 30/05/2016** in the presence of attending Bidders/Authorized representatives at the Conference Hall, Patent Office, IP Building, GST Road, Guindy, Chennai – 600 032.

Envelope-III (Price part) of Techno Commercially qualified Bidders shall be opened at a later date with due information to them.

6. PLACE OF SUBMISSION

The Head of Office, Patent Office, IP Building, GST Road, Guindy, Chennai – 600 032.

7. Clarifications:

The bidders are requested to go through the 'Scope of Work' and 'Terms and conditions' of the bid before submitting their offer/bid. Any clarification, if required, may be obtained prior to filing of bid from the Head of Office, Patent office, Chennai. No claim whatsoever on such account shall be entertained by the CGPDTM in any circumstances. The bidders shall physically inspect the work premises during working hours on working days and ensure the quantity and scope of the work before bidding.

8. Award of work :

The work will be generally awarded to a single qualified bidder, who has quoted the lowest price on the overall cost of entire work. The work cannot be awarded on piece-meal basis to different bidders as the component of works is the part of

the whole work. However, the CGPDTM reserves the right to reject any or all the bids without assigning any reason thereof.

9. Variation of quantity :

- (i) The quantity (area) mentioned in the scope of work is approximate. The CGPDTM or any authorised person reserves the right at the time of award and executing of the contract to vary the quantity of the area specified in the scope of work without any change in the unit rate quoted and/or to cancel any work mentioned under the scope of work.
- (ii) The successful bidder to whom work is awarded shall be paid for the actual work completed as per rate schedule furnished by the bidder.

10. Terms and conditions of Bid:

The terms and conditions of above bid are enclosed in the bid form, which is part and parcel of the bid document. The bidders should submit the bid form by duly accepting the CGPDTM's terms and conditions of the bid as stipulated in the bid form. The bid submitted without the acceptance of the CGPDTM's terms and conditions shall be summarily rejected.

11. No canvassing :

Canvassing in connection with the bids is prohibited and the bids submitted by the contractor who resort to canvassing are liable for rejection.

- 12.** The CGPDTM reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.

Enclosures:

- 1) **Bid Form along with the CGPDTM's terms and conditions (Annexure-I)** to be submitted by the bidders to the CGPDTM
- 2) **Scope of Work (Annexure-II)**- to be duly filled in and submitted by the bidders
- 3) **Price Bid Form (Annexure-III)** to be duly filled in and authenticated to be submitted by the bidders to the CGPDTM.
- 4) **Form of Performance / Security Bank Guarantee Bond (Annexure-IV).**

Annexure-I
BID FORM

(The bidders should submit their acceptance only in Bid Form for the acceptance of the CGPDTM's terms and conditions of Bid)

Name of the work:

Renovation and Remodeling work at Ground, First and Second Floors of IPO building (as per details given in Annexure-II) which includes

- (i) Supply and Installation of Work stations
- (ii) Electrical, Data and Voice material supply and Installation

CGPDTM's Terms and conditions of Bid:

1. Rate / Price

- i. The unit rate to be quoted shall be unit rate and shall remain firm without the price variation clause. The bidders should not claim for any price variation / escalation.
- ii. The bid submitted with a price variation/escalation clause will be treated as non-responsive and rejected.
- iii. Bid / rates quoted by the bidder shall remain valid for 90 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be by mutual consent. No price variation / cost escalation is accepted.
- iv. The rates quoted by the bidder should be inclusive of all the tax applicable, levies, excise duties, transit, insurance and freight and any other statutory levies etc.
- v. The Income Tax and any other taxes or charges as applicable will be deducted at source by the CGPDTM from the successful bidder while making the payment.
- vi. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.
- vii. The bidder should quote the rate as specified in the scope of work. The bids submitted other than in the specified scope of work at **Annexure-II** shall be summarily rejected.

2. Execution of work:

- i. **Time period of completion:** The successful bidder shall execute and complete the work as per specification/Scope of work mentioned in **Annexure-II** to the satisfaction of the Officer-in-charge **within a period of 30 days from the date of award of work.**
- ii. The successful bidder to whom the work is awarded shall have to execute the work as per the work order AND the terms & conditions of this tender document.
- iii. The CGPDTM is not responsible for the breakage/damage of any goods during the

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transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.

- iv. No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted is all inclusive price.
- v. The contractor shall have to bring all the supporting materials for carrying out the above work.
- vi. The EMD will be released after a month from the date of submission of the performance guarantee.

3. Variation in quantity / scope of work:

The quantity mentioned in the scope of work is approximate. The CGPDTM reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of work without any change in the unit rate. However, the payment will be made as per the actuals.

4. Security Deposit & Performance Guarantee

- a) On acceptance of the award of contract, the successful bidder is required to submit the prescribed Performance Guarantee of 5% of the value of work order, within 10 days of intimation of acceptance of the award of contract for due and proper fulfilment of contract valid till the completion of the work to the satisfaction of the Officer-in-Charge.
- b) The Performance Guarantee shall be by way of Bank Guarantee from any nationalised bank in the prescribed format (Annexure-4) to be provided to the CGPDTM.
- c) In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fail to furnish the same within the prescribed period, such failure will constitute a breach of the conditions and the CGPDTM shall be entitled to forfeit the EMD without prejudice to any other right to damage that the company may have in the matter.
- d) The Contractor shall also submit a bank guarantee for 5% of the bill amount towards security deposit. The bank guarantee shall be from a nationalised bank and shall be valid for a period of 12 months from the date of completion of the work to the full satisfaction of the CGPDTM. The same shall be released by the CGPDTM after the expiry of the guarantee period.

5. Liquidated damages

For delay in completion of work, the liquidated damage @ 1% of order value per week or part thereof subject to the maximum of 10% of the order value shall be deducted.

6. Extension of work completion time

Ordinarily no time extension shall be granted.

7. Payment terms

No advance payment will be made. Payment shall be made against the final bill within 45 days from the date of completion of the works to the satisfaction of the CGPDTM in all respects and submission of completion certificate.

8. Completion Certificate

Within one month of the completion of the work the contractor shall furnish a certificate for such completion.

9. Guarantee Period

Guarantee period should be 12 months from the date of completion of the works against poor workmanship, poor performance, and in case of deficiencies are found during guarantee period, the same shall be rectified free of cost by the Contractors at their own cost and risk.

10. Quality assurance:

The successful contractor should ensure the quality of material as per the requirement / discretion of the CGPDTM.

11. Right to accept or reject tender

- (i) The right of acceptance of tender will rest with the CGPDTM.
- (ii) The acceptance of the tender shall rest with the CGPDTM who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. Further, the CGPDTM reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

12. Insurance

Contractor shall at his own expenses carry and maintain insurance with reputable Insurance Companies for : (i) Employees State Insurance Act, (ii) workmen's Compensation & Employer's Liability Insurance, (iii) Any other Insurance required under Law or Regulations or by Owner and (iv) Automobile Liability Insurance

13. Safety Regulations

Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The CGPDTM / PATENT OFFICE – CHENNAI shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the contractor to carry out the work.

14. Other conditions

Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarise themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.

All the above terms and conditions of the tender as mentioned above AND included in the tender document are duly accepted.

Signature

Name of the authorized signatory

Name of the Company

Date:

Annexure – II
SCOPE OF WORK

SL. No	DESCRIPTION	QTY	UNIT	UNIT RATE	TAX	TOTAL VALUE
1. Supply of Data & Voice Net Work						
1.1	Supply of Amp Cat6 Data Cable	2,500	Mtrs			
1.2	Supply of Delton 2Pair Voice Cable	2,300	Mtrs			
1.3	Supply of Systimax Information Outlet for Data	75	Nos			
1.4	Supply of Systimax Information Outlet for Voice	75	Nos			
1.5	Supply of Systimax Dual Face Plate with Suitable Back Box	75	Nos			
1.6	Supply of Systimax 24 Port Patch Panel	05	Nos			
1.7	Supply of 1M Patch Cord	75	Nos			
1.8	Supply of Finolex 50 Pair Voice Cable	120	Mtrs			
1.9	Supply 50 Pair Krone Box with Module	03	Nos			
1.10	Supply of 1U Wire Manager	07	Nos			
1.11	Supply Suitable PVC Conduit with accessories	400	Mtrs			
2. Installation of Data & Voice Network						
2.1	Laying of Amp Cat6 Data Cable	2,500	Mtrs			
2.2	Laying of Delton 2Pair Voice Cable	2,300	Mtrs			
2.3	Installation of Systimax Information Outlet for Data	75	Nos			
2.4	Installation of Systimax Information Outlet for Voice	75	Nos			
2.5	Installation of Systimax Dual Face Plate with Suitable Back Box	75	Nos			
2.6	Installation of Systimax 24 Port Patch Panel	05	Nos			
2.7	Laying of Finolex 50 Pair Voice Cable	120	Mtrs			
2.8	Installation of 50 Pair Krone Box with Module	03	Nos			
2.9	Laying of PVC Conduits	400	Mtrs			

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3. Supply & Installation of Electrical (UPS & RAW)						
3.1	Supply & Installation of Anchor Modular Switch with 3X10A Socket (UPS)	75	Nos			
3.2	Supply & Installation of Anchor Modular Switch with 1X10A Socket (RAW)	75	Nos			
3.3	Supply & Installation of Anchor Modular Switch with 1X20A & 1X10A Switch with Plate Control at Top for both UPS & Raw Power	75	Nos			
3.4	Supply & Laying of 2Runs 4 Sqmm & 1Run of 1.5 Sqmm Cable with Including Suitable PVC Conduit and Accessories	1200	Mtrs			
3.5	Supply & Laying of 2Runs 2.5 Sqmm & 1Run of 1Sqmm Cable with Including Suitable PVC Conduit and Accessories	1200	Mtrs			
3.6	Supply & Laying of 2Runs 6 Sqmm & 1Run of 2.5 Sqmm Cable with Including Suitable PVC Conduit and Accessories (From UPS & Raw Power Panel To SPN DB)	120	Mtrs			
3.7	Supply & Installation of 12 Way SPN DB with 63A RCCB & 20 A MCB for Both RAW & UPS Power.	02	Nos			
3.8	Supply & Installation 20 A MCB for Both RAW & UPS Power.	30	Nos			
3.9	Floor Cutting & chasing Make surface as it Same	1	Lump sum			

Note : All the materials supplied shall be ISI certified and reputed make

Supply and installation of modular work stations

SI	Description	Unit	Qty	Rate	Amount
1	<u>Workstation</u>				
	Size: 1500mm length x 1500mm width and height -1200mm. 75mm thick MS frame snap fit type, tile based system. Bottom would be continuous, snap fit type raceway. Caps are pvc. Aluminium trims & raceway considered must be curved and curvature shud be 12mm only. Top tile - metallic powder coated panels Bottom tile - metallic perforated powder coated detachable partitin panel/plain . Skirting raceway - provided Table top- 25mm thick prelaminated mdf board with user side 2mm edgebanding Table top supported with MS powder coated brackets . With cpu metal trolley,metal key tray and return partitions Table shall have a eye hole for the cable manager.	Nos			-
	groundfloor-recs	Nos	12		-
	EEE group - middle biotech	Nos	16		-
	middle area-c group,mech group)	Nos	19		-
	opposite to admin	Nos	24		-
	<u>Workstation accessories</u>				
a	<u>Fixed Wooden pedestal unit (450w x 475 d x 685 ht)</u>	Nos	75		-
	18mm thick prelaminated mdf board with two side laminate Three equal drawers , drawers with individual locking system./3 draw single lock unit, 18 mm prelaminated mdfboard with decorative laminate and 2mm matching edge band with bow handle.all 3 drawers to have meta boxes and				
b	<u>Cabin Table</u>				
	Modular Table Size : 1800mm/1600 x 600mm x 750mm ht. Side credenza : 900mm x 450mm x 750mm ht. As per design	Nos	75		-
	Top made up of 25 mm thick mdf with 02 mm edgebanding at the exposed edges,wooden legs will be provided for the vertical support. A modesty panel,perforated steel, will be provided. Credenza made up of 18 mm thick mdf with edgebanding. Handles, lock, hinges will be provided.with pop up metal box.				
c	<u>Chairs</u>				
	Medium back rest ergonomically designed revolving chairs with swivel movement and fixed handrest with wired back rest and bottom seat	Nos.	75		-
	Total (Basic amount exclusive of all taxes and duties)				
	Taxes @				-
	Total value inclusive of taxes				-
	note : add delivery insurance and installation cost to the above quote. powder coating to be of very high quality min 50 microns thickness.				

The contractor who is quoting the tender shall get themselves well versed with the site condition. The scope of work includes masonry work and painting. The contractor should be well versed with all the activity and should have specialised team of workers for the same.

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of constitution already existing (so far as in practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any

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misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at own cost all materials, tools and plants, water, electricity access, facilities for workers and all other services required for the execution of the work unless otherwise specifically provided for in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and of conditions and rates at which stores, tools and plants etc. if any will be issued to him by the CGPDTM and local conditions and other factors having a bearing on the execution of the work. The tenderer must also study the neighbourhood, rules and regulations for building as well as the area where it is situated.

The work shall be carried out in accordance with the CPWD General Specification. All installation shall comply with the requirements of Indian Electricity rules, 1956 as amended up to date. In case of items not covered by the above specification the work should be carried out as per the direction of Officer-in-charge.

Approval of the Officer-in-Charge shall be taken well in advance for the materials to be used in the work by the contractor.

All repairs and patch work shall be neatly carried out to match with the original finish and to the entire satisfaction of Officer-in-Charge.

The contractor has to make his own arrangement for stores and watch and ward and no extra claim for this will be entertained.

The contractor has to make his own arrangement at his own cost for all the general and special T & P.

Annexure – III
PRICE BID FORM

SL. No	DESCRIPTION	QTY	UNIT	UNIT RATE	TAX	TOTAL VALUE
1. Supply of Data & Voice Net Work						
1.1	Supply of Amp Cat6 Data Cable	2,500	Mtrs			
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1.3	Supply of Systimax Information Outlet for Data	75	Nos			
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1.5	Supply of Systimax Dual Face Plate with Suitable Back Box	75	Nos			
1.6	Supply of Systimax 24 Port Patch Panel	05	Nos			
1.7	Supply of 1M Patch Cord	75	Nos			
1.8	Supply of Finolex 50 Pair Voice Cable	120	Mtrs			
1.9	Supply 50 Pair Krone Box with Module	03	Nos			
1.10	Supply of 1U Wire Manager	07	Nos			
1.11	Supply Suitable PVC Conduit with accessories	400	Mtrs			
2. Installation of Data & Voice Network						
2.1	Laying of Amp Cat6 Data Cable	2,500	Mtrs			
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2.8	Installation of 50 Pair Krone Box with Module	03	Nos			
2.9	Laying of PVC Conduits	400	Mtrs			

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3. Supply & Installation of Electrical (UPS & RAW)						
3.1	Supply & Installation of Anchor Modular Switch with 3X10A Socket (UPS)	75	Nos			
3.2	Supply & Installation of Anchor Modular Switch with 1X10A Socket (RAW)	75	Nos			
3.3	Supply & Installation of Anchor Modular Switch with 1X20A & 1X10A Switch with Plate Control at Top for both UPS & Raw Power	75	Nos			
3.4	Supply & Laying of 2Runs 4 Sqmm & 1Run of 1.5 Sqmm Cable with Including Suitable PVC Conduit and Accessories	1200	Mtrs			
3.5	Supply & Laying of 2Runs 2.5 Sqmm & 1Run of 1Sqmm Cable with Including Suitable PVC Conduit and Accessories	1200	Mtrs			
3.6	Supply & Laying of 2Runs 6 Sqmm & 1Run of 2.5 Sqmm Cable with Including Suitable PVC Conduit and Accessories (From UPS & Raw Power Panel To SPN DB)	120	Mtrs			
3.7	Supply & Installation of 12 Way SPN DB with 63A RCCB & 20 A MCB for Both RAW & UPS Power.	02	Nos			
3.8	Supply & Installation 20 A MCB for Both RAW & UPS Power.	30	Nos			
3.9	Floor Cutting & chasing Make surface as it Same	1	Lump sum			

Supply and installation of modular work stations

SI	Description	Unit	Qty	Rate	Amount
1	<u>Workstation</u>				
	Size: 1500mm length x 1500mm width and height -1200mm. 75mm thick MS frame snap fit type, tile based system. Bottom would be continuous, snap fit type raceway. Caps are pvc. Aluminium trims & raceway considered must be curved and curvature shud be 12mm only. Top tile - metallic powder coated panels Bottom tile - metallic perforated powder coated detachable partitin panel/plain . Skirting raceway - provided Table top- 25mm thick prelaminated mdf board with user side 2mm edgebanding Table top supported with MS powder coated brackets . With cpu metal trolly,metal key tray and return partitions Table shall have a eye hole for the cable manager.	Nos			-
	groundfloor-recs	Nos	12		-
	EEE group - middle	Nos	16		-
	biotech	Nos	19		-
	middle area-c group,mech group)	Nos	24		-
	opposite to admin	Nos	4		-
	<u>Workstation accessories</u>				
a	<u>Fixed Wooden pedestal unit (450w x 475 d x 685 ht)</u>	Nos	75		-
	18mm thick prelaminated mdf board with two side laminate Three equal drawers , drawers with individual locking system./3 draw single lock unit, 18 mm prelaminated mdfboard with decorative laminate and 2mm matching edge band with bow handle.all 3 drawers to have meta boxes and				
b	<u>Cabin Table</u>				
	Modular Table Size : 1800mm/1600 x 600mm x 750mm ht.	Nos	75		-
	Side credenza : 900mm x 450mm x 750mm ht. As per design				
	Top made up of 25 mm thick mdf with 02 mm edgebanding at the exposed edges,wooden legs will be provided for the vertical support. A modesty panel,perforated steel, will be provided. Credenza made up of 18 mm thick mdf with edgebanding. Handles, lock, hinges will be povided.with pop up metal box.				
c	<u>Chairs</u>				-
	Medium back rest ergonomically designed revolving chairs with swivel movement and fixed handrest with wired back rest and bottom seat	Nos.	75		-
	Total (Basic amount exclusive of all taxes and duties)				
	Taxes @				-
	Total value inclusive of taxes				-
	note : add delivery insurance and installation cost to the above quote. powder coating to be of very high quality min 50 microns thickness.				

Annexure - IV**FORM OF PERFORMANCE / SECURITY BANK GUARANTEE BOND**

In consideration of the Controller General of Patents, Designs & Trademarks (hereinafter called "CGPDTM") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter call "the said Contractor") for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, _____ (hereinafter referred to as "the Bank" hereby undertake to pay to the CGPDTM an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the CGPDTM.
2. We, _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the CGPDTM stating that the amount claimed as required to meet the recoveries due or likely to be due from that the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only)
3. We, the said bank further undertake to pay the CGPDTM any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and equivocal.
4. We, _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the CGPDTM under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Officer-in-charge on behalf of the CGPDTM certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, _____ further agree with the CGPDTM that the CGPDTM shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the

Signature with Tenderer Company seal

powers exercisable by the CGPDTM against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the CGPDTM or any indulgence by the CGPDTM to the said Contractor(s) or by any such matter of thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

- 6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
- 7. We, _____ lastly undertake not to revoke this guarantee except with the previous consent of the government in writing.
- 8. This guarantee shall be valid upto _____ unless extended on demand by the CGPDTM. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____

Signature of

Authorised Official of the Bank

Signature of the witness

.....

Name of Official

Designation

Name of the Witness

.....

Stamp/Seal

of the Bank

Address of the Witness

.....

Annexure – V (Sample Drawing)

