



सत्यमेव जयते

भारत सरकार

पेटेंट कार्यालय - बौद्धिक सम्पदा भवन

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संख्या /Letter No: POM/Quotation/2011/

दिनांक /Date: 09/03/2011

Quotation Document for Supply and Installation of Compactors

Sealed quotations are invited by Patent Office, Boudhik Sampada Bhawan, Antop Hill, Mumbai-400037 for supply and installation of compactors for file storage in the office premises (ground floor) from the interested firms / manufacturers or authorized vendors or Kendriya Bhandar / NCCF at the address mentioned above. The approximate number of compactors and size of bodies / shelves, subject to availability of the space where such compactors are to be installed, is given in the Quotation Document attached herewith which can also be downloaded from the official website www.ipindia.nic.in

1. Tentative number and size of Compactors:-

S.No.	Size (L X W X H)	Qty	Shelves	Type
1	2715 x 900 x 2130 mm	10 no.	6	Mechanical Drive double faced mobile / movable unit
2	2715 x 475 x 2130 mm	1 no.	6	Mechanical Drive single faced mobile / movable unit
3	2715 x 475 x 2130 mm	1 no.	6	Stationary single faced fixed unit
4	4445 x 475 x 2130 mm	1 no.	6	Stationary single faced fixed unit
5	3620 x 475 x 2130 mm	1 no.	6	Stationary single faced fixed unit

2. Important Technical conditions

- Each component of the compactor system shall be fireproof, anti-termite proof and rust proof having essential features like central locking arrangement etc.
- Load bearing capacity of each shelf shall be minimum 75 kg Uniform Distributed Load

3. Important dates

- Last Date and time for Submission of Quotation:** 09.04.2011 till 3.00 pm.
- Opening date of Quotations:** 09.04.2011 at 4.00 pm.

4. Address and place for submission of quotations:

The quotations should be submitted in a sealed envelope in the prescribed format (**Annex-I**) superscribing '**Quotation For Supply And Installation Of Compactors At Patent Office, Mumbai**, addressed to The Administrative Officer, Patent Office, Boudhik Sampada Bhawan, Near antop Hill post office , Antop Hill , Mumbai – 400037.

5. **Documents required to be submitted:**

- a) Annexure I - application form which should be duly signed and sealed by vendor/party
- b) Quotation along with detail layout of drawings for proposed compactor
- c) Details & photocopies of PAN/ TAN/ sales tax etc
- d) List of 5 important client users along with copies of purchase orders

6. **Contact person:** Shri D.K. Borate, Administrative officer, Patent Office, Mumbai.

7. **Completion Period:** The work of supply and installation of compactors shall be completed in all respects in accordance with the terms of contract **within one month** from the date of placement of the order.

8. **Terms & Conditions:**

- a) Inspection of the available space for the purpose of the design can be made from **10th March, 2010 to 30st March 2011** on all working days between 10 am to 5 pm.
- b) The vendor / party should satisfy himself before submitting the Quotation after visiting the site as well as space for installation for new compactors.
- c) Price quoted should be inclusive of all applicable taxes and levies.
- d) Rates once submitted cannot be changed and **shall be valid for at least one year** from the date of contract.
- e) The vendor/party shall ensure best quality of materials used for fasteners, base frames, guide rails, driving wheels, drive cover panels, shelves etc. Each Component of the system should be treated with rust preventive treatment and should be powder coated for better finish. All raw materials of the compactors should be of prime quality.
- f) Each mobile unit compactor should have mechanical assisted drive arrangement.
- g) The Office reserves the right to change the quantity as per its requirement at any stage. Further the vendor/party shall have no right to claim any compensation in any case.
- h) Delivery & installation should be made within **one month** from the date of receipt of order for supply.
- i) The vendor/party may be asked to submit the suitable test certificate to conform to the specifications mentioned above
- j) The Office reserves the right to reject any or all quotations without specifying any reasons thereof.
- k) In case of delay, penalty at the rate of 0.5% per day of the ordered value shall be charged (maximum penalty up to 5 % of the order value can be deducted). If the delay is more than

fifteen days the order shall stand cancelled unless prior permission is obtained for the reasons beyond their control.

- l) Payment will be done after installation and full satisfaction of the Patent Office.
- m) **Warranty: Three years for trouble-free service for the system covering accessories, components, if any required during warranty period.**
- n) All disputes should be within the jurisdiction of Mumbai
- o) The Vendor/party has to submit documentary proof of Sales Tax/PAN etc.
- p) No Advance payment shall be made by the office.
- q) **The successful vendor/party will have to submit Performance Security of 5% of tender value in the form of Demand Draft in favor of '**Controller of Patents**' payable at Mumbai which will be returned without interest after proper verification of functioning and installation of compactors supplied as per the configuration/ quality of the compactors.**
- r) If vendor/party does not supply the compactors as per the configuration no payment will be made and performance security will be forfeited.
- s) The approved vendor/party shall not sublet the work of the supply and installation of the compactors failing which the work order shall be deemed to have been cancelled

(Dr. W.M. DHUMANE)
Sr. Joint Controller of Patents & Designs
(Head, Patent Office Mumbai)

Annexure - I
Application Form for Supply and Installation of Compactors at Patent Office

To
The Administrative Officer,
Patent Office, Boudhik Sampada Bhawan,
Antop Hill , Mumbai – 400037.

Sir,
Pursuant to notice of quotation for compactor dated _____, issued by your office, I/We,
_____ the undersigned hereby offer to supply the compactors as set out below:

Name of party / vendors	
Address with Telephone No. , fax , mobile number etc	
Address for correspondence & contact person details	
List of 5 important client users (copies of purchase orders from client should be attached)	
Permanent account number (photocopy should be attached)	
Details of sales tax , VAT, TAN etc (details should be attached)	
Details about the offer & layout plan for proposed compactor (details should be attached)	
Turnover of party /vendor	

Declaration

I/we hereby certify that the information furnished above is true & correct to the best of my / our knowledge & belief. I/we understand that in case any deviation is found in the above statement at any stage, my offer would be stands rejected & in that case I /we shall not claim any compensation. On your acceptance of my/our bid, I/We agree to immediately collect the letter of acceptance from your office and to deposit the performance security amount at Patent office, Mumbai on the day/time as indicated therein. I/We have read the terms and conditions & I agree to abide by all terms & conditions given in the quotations.

Yours faithfully,

Dated:

Signature and Office Stamp of the
authorized signatory of the vendor/ party