



**Government of India**  
**Ministry of Commerce and Industry**  
**Department of Industrial Policy and Promotion**  
**Office of the Controller General of Patents, Designs and Trademarks,**

**TENDER NO : IPO/KOLKATA/01/2010-11**

**TENDER DOCUMENT**

**TENDER FOR SUPPLY OF MANPOWER**  
**AT**  
**THE PATENT OFFICE**  
**BOUDHIK SAMPADA BHAWAN,**  
**CP-2, SECTOR-V, SALT LAKE, KOLKATA-700091**

**Schedule of Tender**

**Date & time for sale of Document 01-03- 2011 from 10 AM to 5.30PM to 15-03-2011... 3.00PM**

**Date & time for submission of Document:16-03-2011 up to 5.00PM**

**Date & time for opening of Tender Documents (Technical bid):18-03-2011 ..... at 3.00PM**



# **TENDER DOCUMENT FOR SUPPLY OF DATA ENTRY OPERATORS/ ASISITANTS, SEMI-SKILLED AND NON-SKILLED MANPOWER**

1. Sealed tenders on behalf of the President of India, are invited by The Controller General of Patents, Designs and Trademarks under Two Bid System i.e. Technical Bid and Financial Bid from reputed experienced and financially sound Companies/Firms/Agencies for providing Data Entry Operators skilled //non skilled manpower in Indian Patent office, Kolkata located at the address mentioned below for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the Competent Authority and service provider, on the same terms and conditions. The present requirement is given below. However, the number may be increased or decreased on the option of the Department.

## **2. PARTICULARS OF THE TENDER**

(a) **NAME AND ADDRESS OF THE AUTHORITY:**

The Controller General of Patents, Designs and Trademarks,  
Boudhik Sampada Bhawan, S.M.Road, Antop Hill, Mumbai  
400037

(b) **PLACE OF WORK:** Data entry will be carried out at Indian Patent offices at the address given below

Name and Address of Office	Requirement		
	DATA ENTRY OPERATOR/ ASSISTANT	SKILLED (HIGHER SECONDARY AND ABOVE BUT NOT GRADUATE	NON-SKILLED
Indian Patent Office Boudhik Sampada Bhawan, CP-2, Sector-V, Kolkata- 700091 Phone: 033-23679101 Fax No. 033-23671988	11	14	5

(c) **QUALIFICATION AND EXPERIENCE**

### **A- FOR DATA ENTRY OPERATOR/ASSISTANT:**

- i) **Educational Qualification:** Graduate having degree in any discipline from a recognized Indian University.
- ii) **Technical Qualification:** (a) Knowledge / Certificate in MS Office / Computer Application (b) Should posses a speed of not less than 8000 key depressions per hour for data entry work. (c) Experience in Data Entry in MS Excel/webpage and(d) good command over English and excellent communication skills.

## **B- FOR SKILLED MANPOWER**

- i) **Educational Qualification:** 10+2 Examination passed from any Board recognised by Central or state Government
- ii) **Technical Qualification:** (a) Knowledge / Certificate in MS Office / Computer Application (b) Should possess a speed of not less than 8000 key depressions per hour for data entry work. (c) Experience in Data Entry in MS Excel/webpage and (d) good command over English and excellent communication skills.

## **C-FOR NON-SKILLED MANPOWER:**

- (i) A person should be at least 8<sup>th</sup> passed and have knowledge to read and write in **ENGLISH**
- (ii) Should have previous working experience in reputed Public/Private institutions/Central/State Government offices.

## **(d) COST OF TENDER:**

The tender document can be purchased from the cash counter of patent office Kolkata. The cost of tender document is **Rs.500 (FIVE HUNDRED ONLY)** to be payable by Demand draft/Pay order in favour of “**Controller of Patents**”, payable at Kolkata, or cash at the cash counter of Patent office Kolkata. In case the tender document is downloaded from website, the cost of tender shall be submitted along with Technical bid in the form of Demand draft/Pay order in favour of “**Controller of Patents**”, payable at Kolkata. The cost of tender document is **NON-REFUNDABLE. Tender submitted without cost will be rejected.**

## **3. IMPORTANT DATES**

- (a) **Date & time for Sale of tender document 01-03-2011. from 10 AM to 5.30PM to 15-03-2011 3.00PM**
- (b) **Last date and time of receiving tenders :16-03-2011 up to 5.00PM**
- (c) **Date and time for opening tenders (Technical bid) 18-03-2011: at 3.00PM**
- (d) **Date and time for opening of Financial bid shall be informed later to the successful bidders on the basis of Technical bid**

**Note: Complete Tender Documents can be downloaded from the website of the Office of the Controller General of Patents, Designs and Trademarks. [www.ipindia.nic.in](http://www.ipindia.nic.in)**

## **4. OTHER TERMS AND CONDITIONS**

- (a) The Interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000/- drawn in favour of “Controller of Patents” payable at New Kolkata and addressed to **The Administrative officer, The Patent Office, Boudhik Sampada Bhawan, CP-2, Sector-V, Salt Lake, Kolkata - 700091** on or before the last date and time of submission of tender. **The tenders shall not be entertained after this deadline under any circumstances whatsoever.**

- (b) The Controller General of Patents, Designs and Trademarks reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision taken by him in this regard shall be final and binding on all.
- (c) **The tender submitted with less than minimum wages as prescribed by Government of India shall be rejected without any notice.**

## **5. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

- a. The contract for supply of above mentioned manpower initially will be given for one year from the date of order issued by this office for supply of manpower after selecting the personnel on the basis of Typing test and or interview. The period of the contract may be further extended beyond one year provided the requirement of the Department for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. The Controller General or a personal Authorized by him however, reserves right to terminate this initial contract at any time after giving one-week notice to the selected service providing Company/Firm/Agency.
- b. The Department has initial requirement for skilled manpower who are well conversant with computers and essentially well trained in MS Word language, MS Excel and MS Power Point package/language and also desirably possess knowledge of LAN functioning. The requirement of the manpower may also increase or decrease during the initial period of contract.
- c. The nature of work includes digitization of new and old patents and designs documents viz. sorting and scanning of documents, data entry, making of OCR of patent documents, making and uploading of PDF and Tiff, verification of data and file movement and other related work as and when assigned by the competent authority.
- d. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing **““Technical Bids” and “Financial Bids” for supply of Data Entry operators/Assistant and other skilled and non-skilled manpower to Office of the Controller General of Patents, Designs and Trademarks”**. Both sealed envelopes should be kept in a one third envelope super scribing **“Tender for supply of Data Entry operators/Assistant and other skilled and non-skilled manpower to The Patent Office, Boudhik Sampada Bhawan, CP-2, Sector-V, Salt Lake, Kolkata – 700091.**
- e. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only), refundable (without interest) should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/Pay Order drawn in favour of “Controller of Patents” payable at Kolkata failing which the tender shall be rejected summarily.

- f. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/Bank Guarantee in favour of **Controller of Patents, The Patent Office, Boudhik Sampada Bhawan, CP-2, Sector-V, Salt Lake, Kolkata - 700091** covering the period of contract. In case, the contract is further extended beyond the initial period, the same will have to be renewed accordingly.
- g. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (duly attested by Group 'A' Gazetted Officers of the Government of India or Class-I Officers of the State Government) along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
- (i) Registration certificate:
  - (ii) Copy of PAN/GIR card.
  - (iii) Copy of the IT return filed for the last three financial years.
  - (iv) Copies of the EPF and ESI certificates.
  - (v) Copies of the Service tax registration certificate.
- h. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- i. All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
- j. The Bids shall be opened on the scheduled date and time at **The Patent Office, Boudhik Sampada Bhawan, CP-2, Sector-V, Salt Lake, Kolkata - 700091** in the presence of the representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
- k. The Controller General of Patents, Designs and Trademarks reserves the right to annul any or all bids without assigning any reason.

**6. TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY / FIRM/ AGENCY FOR "TECHNICAL BID"**

The tendering Company/Firm/Agency should fulfill the following technical specifications for Technical Bid:-

- (i) The Registered Office of the manpower Company/Firm/Agency should be either located in Kolkata or at least having a office in Kolkata.
- (ii) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
- (iii) The Company/Firm/Agency should have at least three years experience in successfully providing skilled and unskilled manpower to Public Sector Companies/Banks and Government Department etc.

- (iv) Completion certificate from those companies to whom the manpower was provided
- (v) The Company/Firm/Agency should have its own Bank Account.
- (vi) The Company/Firm/Agency should be registered with income tax and service tax Department.
- (vii) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- (viii) Undertaking for not subletting the work to any other agency

**Note: No deviation from the above conditions shall be allowed**

**7. TECHNICAL REQUIREMENT FOR DATA ENTRY OPERATORS TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY**

**(A) FOR DATA ENTRY OPERATOR/ASSISTANT:**

- (i) He/She should possess qualification and experience as mentioned in para 2(c)(A) of the tender document and should be between age group of **18 years to 27 years**. However age may be relaxed to person having higher experience in digitization work in reputed public/private institution/ State Govt./Central Govt.
- (ii) He/She should possess a speed of not less than 8000 key depressions per hour for data entry work.
- (iii) He/She should be well conversant with the working of the computers and should necessarily have knowledge of Computer Operator.
- (iv) He/She should have Character certificate from one Group 'A' or Class –I Gazetted Officers of the Central Government/State Government.
- (v) His/Her antecedents should have got verified by the agency from the local police authorities.
- (vi) He/She should have at least 1(one) years experience of working as Data Entry Operators/stenographer in reputed Public/Private institutions/State Government offices.

**(B) FOR SKILLED MANPOWER:**

- (i) He/She should possess qualification and experience as mentioned in para 2(c)(B) of the tender document and should be between age group of **18 years to 27 years**. However age may be relaxed to person having higher experience in digitization work in reputed public/private institution/ State Govt./ Central Govt.
- (ii) Other conditions are same as that mentioned in 7(A) above.

**Note: Personal interview, skill test shall be conducted at Patent Office ,Kolkata and authenticity of the certificates will be further verified by this office. .**

**(C) FOR NON-SKILLED MANPOWER:**

- I. He/She should possess qualification and experience as mentioned in para 2(c)(C) of the tender document and should be between age group of **18 years to 27 years**. However, age may be relaxed for deserving and higher experience candidate.
  - a. He/She should have Character certificate from one Group 'A' or Class -I Gazetted Officers of the Central Government/state Government.
  - b. His/Her antecedents should have got verified by the agency from the local police authorities.
  - c. He/She should have at least six month experience of working in reputed Public/Private institutions/State Government Offices.

**Note: The candidates shall be selected after personal interview, to be conducted at the Indian Patent Office located at Kolkata.**

**8. TERMS AND CONDITIONS**

**General**

1. The contract shall commence from the date of receipt of acceptance of the work order, which shall be accepted by the tendering Company/Firm/Agency within not more than 10 days from the receipt of the order or 15days from the date of said order whichever is earlier and shall continue till one year unless it is curtailed or terminated by the Controller General or a person Authorized by him owing to deficiency of services, sub-standard quality of Data Entry Operators/skilled and non-skilled manpower deployed, breach of contract, reduction or cessation of the requirements etc.
2. The contract may be extended, on the same terms and condition or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and Competent authority.
3. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
4. The present requirement of Data Entry Operators, skilled and non-skilled manpower has been mentioned in para 2(b) of the tender document. The Department may increase or decrease the requirement of manpower during the period of initial contract also. In case of change of the requirement of manpower the same will be informed to the tenderer and they should act accordingly. All selected manpower is to hang Identity card provided by the office every day during working hours
5. The tenderer will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case any of

such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract marking him/her liable for legal action besides termination of contract.

6. The Controller General or a personal Authorized by him as competent authority reserves right to terminate the contract during initial period also after giving a week notice to the contracting agency.
7. The persons deployed shall observe all etiquette and protocol while performing duty and should be in proper formal dress. They will not be allowed to entry in the office with camera cell phone or others electronics device having data storage facility.

### **LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED**

8. The contracting agency shall ensure that the individual Data Entry Operators/Assistants, skilled and non-skilled manpower deployed in The Patent Office, Kolkata conform to the technical specifications of age, educational and skill qualification prescribed in the tender document.
9. The Controller General of Patents, Designs and Trademarks is a Central Government Office and has five days working (i.e. Monday to Friday) in a week from 9.30 to 6.00 PM with a lunch break of ½ hrs. from 1.00 PM to 1.30 PM. Besides this the Department observes the Gazetted holidays notified by the Government of India from time to time. **The Data Entry Operators/Assistants, other skilled and non-skilled manpower are required to work from Monday to Saturday as per above mentioned timing. These personals however may be required to attend the office as and when required on Saturday/Gazetted holiday on prior intimation.**
10. The contracting Company/Firm/Agency shall furnish the following documents in respects of the individual Data Entry Operators who will be deployed by it in this Department before the commencement of work.
  - a) List of persons deployed:
  - b) Bio-Data of the persons along with attested copy/ies of the certificates.
  - c) Attested copy of matriculation certificate containing date of birth or birth certificates
  - d) Character Certificate from Group 'A' or Class-I Officers of the Central/State Government or Notary Public.
  - e) Certification of verification of antecedents of persons by local Police authority.
  - f) Identity Cards bearing photograph.
11. In case, the person employed by the successful Company/Firm/Agency commits any act omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.
12. The tendering Company/Firm/Agency shall replace immediately any of its personnel who is found unacceptable to this Department because of security

risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from this Department.

13. The person deployed shall be required to report for duty at **9.00 AM to the Administrative Officer and also before leaving the office at 6.00 PM**. In case, person deployed is absent on a particular day or come late/leaves early on three occasions, one-day wage shall be deducted.
14. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the persons deployed by the agency could be availed without any disruption.
15. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the agency in providing a substitute beyond **three working days** shall attract a pre-estimated agreed liquidated damages @ **Rs. 500/- per day** on the service-providing agency.
16. It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and The Office of Controller General of Patents, Designs and Trademarks and office working under this office will have no liability in this regard.
17. For all intents and purpose the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of Data Entry Operators so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the competent authority.
18. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.
19. This Department shall not be responsible for any damages, losses. Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
20. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this Department during or after expiry of the contract.
21. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Department.
22. The Tenderer shall be liable to pay the cost of IT component/s in case of the physical damage of any IT component/s supplied by this Office. The cost of damage will be deducted from the bill of that month.

## LEGAL

23. The tendering agency will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in this Department.
24. The tendering agency shall also liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Department to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
25. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.
26. The TDS (Tax Deduction at Source) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
27. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation, minority or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

## FINANCIAL

28. The Technical bid should be accompanied with **Earnest Money Deposit (EMD)**, refundable, of **Rs. 10,000 (Rupees Ten Thousand only)** in the form of Demand Draft/Pay Order drawn in favour of “**Controller of Patents**” payable at **Kolkata**. failing which the tender shall be rejected out rightly.
29. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. The successful tenderer shall have to deposit **Rupees 50 thousand towards the Performance Security Deposite** and EMD will be returned to the tenderer after deposit of performance security. Further, if agency fails to deploy required number of Data Entry Operators/Assistants, skilled and non-skilled manpower against the initial requirement within **10 days from the date of receipt of the order or within 15 days** from the date of order whichever is earlier, the EMD shall stand forfeited without giving any further notice.
30. The successful tenderer will have to deposit a performance **security deposit amount of Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of demand Draft/Bank Guarantee to the Administrative officer, The Indian Patent Office , **The Patent Office, Boudhik Sampada Bhawan, CP-2, Sector-V, Salt Lake, Kolkata - 700091** covering the period of contract. In case, the contract is

further extended beyond the initial period, the Bank Guarantee/Demand Draft will have to be accordingly renewed by the successful tenderer.

31. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Department besides annulment of the contract.
32. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Administrative Officer in respect of the persons deployed and submit the same to the Administrative Officer in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. The payment to the DEOs should be made through A/c payee cheque.
33. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department.
34. The amount of pre-estimated agreed liquidated damages calculated @ **Rs. 500/- per day** on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Agency/Firm/Company in the following month.
35. The Competent authority of this Department reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
36. Tenderer shall also attested copy of valid labour license from the Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970.
37. **The successful tenderer will have to deposit Contact agreement duly signed as per Annexure “A “and Data Security Certificate Annexure “B”**

#### **ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE TECHNICAL BID**

1. Application- Technical Bid.
2. Attested copy of the registration of agency.
3. Attested copy valid labour license from the Regional Labour Commissioner
4. Attested copy of PAN/GIR Card.
5. Attested copy of the latest IT return filed by the agency.
6. Attested copy of the Service tax registration letter/certificate.
7. Attested copy of the PF registration letter/certificate.
8. Attested copy of the ESI registration letter/certificate.
9. Certified document in support of financial turnover of the agency.
10. Certified documents in support of entries in column 12 and 13 of Technical Bid application.

11. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

**ORDER FOR ARRANGEMENT OF DOCUMENT BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS.**

List of Data Entry Operators/Assistants, skilled and non-skilled manpower short listed by the Indian Patent Office for deployment in the Office at mentioned in the document containing full details i.e. date of birth, marital status, address etc.

1. Bio-Data of all persons along with copy of certificates.
2. Character Certificate from two Group 'A'/Class-I Gazetted Officers of the Central/State Government in respect of all persons.
3. Certificate of verification of antecedents of all persons by local police authority.
4. Contact agreement duly signed as per Annexure "A"
5. Data Security Certificate as per Annexure "B"

**TECHNICAL BID**

1. For providing Data Entry Operators/Assistants, Skilled and Non-skilled manpower to the patent offices under the office of Controller General of Patents, Designs and Trademarks.
2. Name of Tendering Company/Firm/Agency  
(Attach certificate of registration)
3. Name of Proprietor /Director of Company/Firm/Agency
4. Full address of Registered Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
5. Full address of Branch offices \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
6. Banker of Company/Firm/Agency \_\_\_\_\_  
(Full Address) \_\_\_\_\_  
(Attach certified copy of statement \_\_\_\_\_  
of A/c for the last three years) \_\_\_\_\_  
Telephone Number of Banker \_\_\_\_\_
7. PAN/GIR No. \_\_\_\_\_  
(Attach attested copy)
8. Service Tax Registration No. \_\_\_\_\_  
(Attach attested copy)
9. E.P.F. registration Number \_\_\_\_\_  
(Attach attested copy)
10. E.S.I. Registration Number \_\_\_\_\_  
(Attach attested copy)
11. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks if any
2007-08		
2008-09		
2009-10		

12. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Type of manpower supplied	Amount of Contract (Rs. Lakh)	Duration of Contract	Duration of Contract
				From	To
1.					
2.					
3.					

(If the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Name: \_\_\_\_\_

Seal

Date:

Place:

### **DECLARATION**

1. \_\_\_\_\_ Son/Daughter/Wife of Shri----- signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person

Full Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place:

### **FINANCIAL BID**

1. For Providing Data Entry Operators to For providing Data Entry Operators/Assistants, skilled and Non-skilled manpower to the patent offices under the office of Controller General of Patents, Designs and Trademarks
2. Name of tendering Company/Firm/Agency:
3. Details of Earnest Money Deposit: Rs. 10,000/- (Ten Thousand only) D.D/Pay Order No. Date and Drawn on Bank:
4. All the Data Entry Operators Deployed in this Department will be paid their wages on monthly basis (**By Cheque in time**) by the Company/Firm/Agency and the photocopies of disbursed cheque will be submitted in this Department.
5. Rates are to be quoted in accordance with the Minimum Wages Act, Government of India as applicable.
  - a) For Data Entry Operator/Assistant
  - b) Skilled persons
  - c) Non-Skilled persons
  - d) Rate per person/per day (\* hrs excluding ½ hrs. lunch brake) Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) inclusive of all statutory liabilities, taxes, levies, cess/education. cess etc. with following break up:

Sl. No.	Component of Rate	Amount (Rs.) for Data Entry Operator / Assistant (Clerical)	Amount (Rs.) Skilled	Amount (Rs.) for Non Skilled
1.	Daily Minimum Wage Rate (as per MWA, 1948)			
2.	Employees Provident Fund			
3.	Employees State Insurance			
4.	Total			
5.	Contractors Service Charge			
6.	Service Tax Liability @ % on Sl No.4			
7.	Any other liability (Pl. indicate)			
8.	Total Column 1 to 7			

Signature of authorized person

Full Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place:

**Notes:**

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made an on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

**CONTRACT AGREEMENT**

(Agreement to be executed on Rs.100/- Non-judicial Court Stamp)

An agreement made this ..... day of BETWEEN ..... (hereinafter called the contractor or contracting agency which expression shall include his legal representatives) of the one part and The Controller General of Patents, Designs and Trademark (herein after referred as “the Government” or Department or Indian Patent Office which shall also include any person authorized by CGPD TM) of the other part and WHEREBY the contractor agrees to supply the Data Entry Operators/Assistants, skilled and Non-Skilled persons to perform the work specified to them successfully on contract basis to the Indian Patent Office, Kolkata as mentioned in the tender document under **Office of the Controller General of Patents, Designs and Trademarks, Boudhik Sampada Bhawan, S.M.Road, Antop Hill, Mumbai 400037** as per details given below :

<b>Sl. No.</b>	<b>Rate per month</b>	<b>Service Tax</b>	<b><u>Total</u></b>	<b>Total No. of persons being supplied</b>	<b>Total amount per month</b>
1.	Data Entry operator/Assistants				
2.	Skilled persons				
3.	Non-Skilled persons				

and on the terms and conditions hereinafter mentioned viz. :-

- (a) that it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CGPD TM or IPO or any person authorized shall accrue/arise implicitly or explicitly.

- (b) That the number of data entry operators/Skilled/Unskilled manpower will be purely need based. Therefore, the number of Contractor's worker may be increased or decreased as per requirement. The Head, Patent Office Kolkata, will be under no obligation to engage any specific number of Contractor's worker during the period of contract.
- (c) that this Contract shall remain valid for a period of one year w.e.f. .... initially and if the services are found satisfactory the same may be extended for further period .However the Controller General of Patents, Designs and Trademarks or a person authorized by him shall have full power to terminate the contract if the manpower supplied is not discharging the duties as assigned to the satisfaction of competent authorities.
- (d) that the Controller General of Patents, Designs and Trademarks or a person authorized by him shall have full power to reject the Data Entry Operator / Service of the operator and non skilled manpower which to the true intent and meaning is not in accordance with the requirement as per tender document.
- (e) that the contracting agency will deposit a sum equivalent to 10% of the tender value as security for compliance with the terms and conditions of this contract.
- (f) the Controller General of Patents, Designs and Trademarks or a person authorized by him reserves the right to:
  - (i) terminate this contract by giving notice of one week in advance any time during the contract.
  - (ii) to enter in to parallel contract for similar services with other agencies/person whenever it is found necessary.
  - (iii) to extend the contract up to further period, if required from the date of expiry of the initial period, at the same rates, terms and conditions.
- (g) that the contracting agency will be entirely responsible for the execution of this contract in all respect in accordance with the conditions of this contract and shall not assign or sub-let the same.
- (h) if the contracting agency becomes insolvent or he or his Agent offers any bribe in connection with the contract or the contractor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof the Controller General of Patents, Designs and Trademarks or a person authorized by him may on behalf of the Government terminate the contract and forfeit the said deposit and recover from the contractor any loss suffered by the Government on account of the contract being terminated.

- (i) if any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Controller General of Patents, Designs and Trademarks or if he is unable or unwilling to act as arbitrator to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.
- (j) The contracting agency as a taxable service provider, must have registered with Central Excise Department and obtained Registration No. (15 digits Service Tax Code Number) and should attach a copy of Certificate along with the Agreement. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider, Service Receiver, Description of service, Value of service tax payable thereon.
- (k) The contracting agency shall also be responsible for timely statutory payments in respect of supplied manpower and there shall not be any responsibility of the Controller General of Patents, Designs and Trademarks or a person authorized by him.
- (l) That the contractor shall keep the CGPD TM or any person authorized by him or Patent Office, Kolkata indemnified against all claims whoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CGPD TM or any person authorized by him or Patent Office, Kolkata is made party and is supposed to contest the case, the CGPD TM or any person authorised by him or Patent Office, Kolkata will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to CGPD TM or any person authorized by him or Patent Office, Kolkata on demand. Further, the contractor will ensure that no financial or any other liability comes on CGPD TM or any person authorised by him or Patent Office Kolkata in this respect of any nature whatsoever and shall keep CGPD TM or any person authorised by him or Patent Office, Kolkata indemnified in this respect.
- (m) That the contractor shall further keep the CGPD TM or any person authorised by him or Patent Office, Kolkata indemnified against any loss to the CGPD TM or any person authorised by him or Patent Office, Kolkata property and assets. The CGPD TM or any person authorised by him or Patent Office, Kolkata shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
- (n) That the contracting agency shall be responsible for faithful compliance of the terms and conditions of this agreement, and shall also abide by all the terms and conditions as

mentioned in the tender document. The same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.

- (o) That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of the officer authorized by the CGPDTM or Patent Office, Kolkata, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for particular month will be imposed.
- (p) The security money shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage, if any, sustained by the Office of CGPDTM or Patent Office, Kolkata on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

Signed by the said contracting agency .....

In the presence of : -

Ist Witness

Address

2<sup>nd</sup> Witness

Address

Signed for and on behalf of the Controller General of Patents, Designs and Trademarks

In the presence of : -

Ist Witness

Address

2<sup>nd</sup> Witness

Address

**DATA SECURITY CERTIFICATE**

I / We hereby certify that the Indian Patent Office under the Office of Controller General of Patents, Designs and Trademarks shall have absolute right on the digital data and output products processed / produced by me / us. I / We shall be responsible for security / safe custody of data during processing. I / We also certify that the digital topographical data will not be taken out of the building premises or the vendor's premises (as the case may be) on any media. The original input data supplied to me / us by the Indian Patent Office or digital data and output products processed / produced from input data will not be passed on to any other agency or individual other than the authorized person of Indian Patent Office. I / We shall abide by all security and general instructions issued by GOI from time to time.

**I / We also agree that any Indian Patent Office data from my / our computer system will be deleted in the presence of IPO / observer after completion of the task.**

**Signature of the contracting agency**

**Signature of the witnesses**

(1)

(2)