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सत्यमेव जयते

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY**

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No. POD/Tender/01/2010-2011/-

Dated: 09.09.2010.

Quotation notice for supply and installation of compactors

The sealed quotations are invited by the Patent Office, New Delhi for supply and installation of compactors as well as supply of shelves for upgrading the capacity of already existing old compactors in the office premise from the manufacturers or authorized vendors or Kendriya Bhandar/NCCF or any Govt. authorized society at the address as mentioned above. The approximate number of compactors and size of bodies /shelves will be as mentioned below subject to the variation on the measurement of the space where such compactors are to be installed and also depending upon the requirement

1. Tentative number and size of Compactors:-

a) Area/System: 1

No.	SIZE(L x W x H)	QTY	SHELVES	TYPE
01.	3620 x 400 x 2940 mm	1	8	Single Face Stationery Unit
02.	3620 x 475 x 2940 mm	1	8	Single Face Mechanical Unit
03.	3620 x 750 x 2940 mm	5	8	Double Face Mechanical Unit

b) Area/System: 2

No.	SIZE(L x W x H)	QTY	SHELVES	TYPE
01.	2085 x 400 x 2130 mm	1	6	Single Face Mechanical Unit
02.	2085 x 750x 2130 mm	9	6	Double Face Mechanical Unit
03.	2085 x 400x 2130 mm	1	6	Single Face Mechanical Unit

c) **Addition of Shelves in old Compactors**

SL.No.	SIZE(L x W x H)	QTY
01.	900 x 350	487 nos.
02.	900 x 420	10 nos.

2. **The important dates**

- a) **Last Date and time for Submission of Quotation:** The last date to submit sealed quotation is 29.09.2010 till 3.00 pm.
- b) **Opening date of quotations:** 30.09.2010 at 3.00 P.M.
- c) **Address and place for submission of quotations:** The quotations may be submitted in sealed envelope in the prescribed format(Annex-I) superscribing '**Quotation for supply and installation of compactors as well as supply of additional shelve to the Patent Office, Delhi** addressed to The Administrative Officer, Patent Office, Boudhik Sampada Bhawan, Plot No. 32, Sector-14, Dwarka, New Delhi – 110 078.

3. **Contact persons;** Dr. Kavita Taunk, Assistant Controller of Patents & Designs, Patent Office, New Delhi.

4. **Completion Period:** Time is essence of the contract. The work of installation and up gradation of compactors should be completed in one month in all respects in accordance with the terms of contract

5. **Terms & Conditions:**

1. Inspection of the premises for the purpose of the design can be had from 13th September, 2010 to 28th September 2010 on all working days between 10 am and 5 pm.
2. The vendor should satisfy himself before submitting the Quotations after visiting the site for verifying the quality of old compactors as well as space for installation for new compactors. Rates once submitted cannot be changed and valid for at least one year from the date of contract..
3. The vendor may quote for various types of compactors to facilitate optimum utilisation of the space available and should invariably include quality of materials used for the fasteners, base frames, guide rails, driving wheel, drive cover panel, shelves. Materials supplied should be subject to anti-rust treatment. Raw materials of the compactors should be of prime quality
4. Each Mobile Unit compactor should have Mechanical assisted drive arrangement.
5. Each Component of the system should be treated with rust preventive treatment and should be powder coated for better finish.

1. Price quoted should be inclusive of all applicable taxes and levies.
2. The office reserves the right to change the quantity as per its requirement at any stage. Further the Office reserves the right to place order either of all the items or only some of above items. The vendor/ supplier shall have no right to claim any compensation in such case.
3. Delivery should be within **4 weeks** from the date of receipt of order for supply.
4. The supplier may be asked to submit the suitable test certificate to conform the specifications mentioned above
5. Sealed quotation should reach on or before date as mentioned above.
6. The Office reserves the right to reject any or all quotations without specifying any reasons thereof.
7. 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 a prior permission is obtained for the reasons beyond their control..
8. Payment will be done after installation and full satisfaction of the Patent Office..
9. Warranty: Three years for the system as well as the accessories
10. All disputes should be within the jurisdiction of Delhi.
11. The Vendor has to submit documentary proof of Sales Tax/PAN etc.
12. No Advance payment shall be made by the office.
13. The Vendor has to submit performance security for Rs. 50000/- in the form of Demand Draft in favor of '**Controller of Patents**' payable at New Delhi that will be returned to vendor without interest after proper verification of functioning and installation of compactors supplied as per the configuration/ Quality of the compactors..
14. Quotations submitted without performance security DD shall be rejected outrightly
15. If vendor does not supply the compactors as per the configuration no payment will be made and performance security will be forfeited.
16. Rates once submitted cannot be changed and valid for atleast one year from the date of contract.
17. The approved vendor shall not sublet the work of the supply and installation of the compactors including up-gradation of the existing old compactors failing which the work order shall be deemed to have been cancelled

(Dr.K.S.Kardam)
Deputy Controller of Patents & Designs
(Head, Patent Office Delhi)