

No. IPO/Stationery/2010-11
Government of India
Ministry of Commerce and Industry
Office of the Controller General of Patents, Designs and Trademarks
Intellectual Property Office, Chennai – 600 032

Detailed information/terms and conditions for the procurement of Stationery and consumables.

Sealed tenders are invited by the Office of the Controller General of Patents, Designs and Trademarks for the purchase of Stationery and consumables as detailed in the enclosed list at Annexure I. The items, as mentioned in Annexure I, are generally purchased on month-to-month basis OR on requirement basis. It must be noted that the rates quoted should be approved by the Original Manufacturer Firms and must be valid till 31-03-2011. It may also be noted that the Stationery and consumable items will have to be delivered to The Administrative Officer, Intellectual Property Office, IPO Building, GST Road, Guindy, Chennai – 600 032.

2. The covers containing the bids i.e. Technical bid and Financial bid sealed in separate covers and super-scribed "Bids for supply of Stationery and consumable to be opened on 29-03-2010" should be addressed to the undersigned and may be submitted to the Administrative Officer, The Patent Office, IPO Building, GST Road, Guindy, Chennai – 600 032 by 03.00 P.M. on 29-03-2010.

The quotations can also be sent by post so as to reach the undersigned by the due date and time.

The technical bids will be opened on 29-03-2010 at 04.00 P.M. The date of opening of financial bids would be revealed to the bidders once the technical bids are examined.

3. Incomplete or conditional tenders will not be entertained. Tenders of only those firms will be entertained who deposit an earnest money amounting to Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn in favour of "Controller of Patents" payable at Chennai. EMD of the unsuccessful bidders shall be returned after finalization of the order and for the successful bidder shall be returned upon submission of the security deposit as mentioned in para 4 below.

4. The firm whose tenders are accepted will have to deposit Rs. 1 Lakh (Rupees One Lakh Only) as security money in the form of Bank Guarantee valid for the entire contract period from a nationalized bank. The earnest money and security money shall bear no interest.

5. 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.

6. Kendriya Bhandar/ NCCF will be exempted from furnishing bid security (Earnest Money deposit).
7. In case the bidders/successful bidder(s) are found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest money deposited shall be forfeited after giving proper opportunity through show cause notice.
8. The firm should have an annual turnover of at least Rs.25 Lakhs (Rupees Twenty Five Lakhs) per year during the last three years for the supply of Stationery/General items. The firms must attach supporting documents in this regard.
9. 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.
10. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills.
11. The tendering firm must submit the VAT/Sales Tax Registration Certificate. In the absence of these documents, the tender will not be entertained.
12. All the firms participating in the Tender must submit a list of their owner(s)/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm.
13. The tendering firm must quote the rates in words as well as in figures of all the items in the enclosed list. The tenderers should quote the rates clearly without any overwriting/cutting. VAT/Sales Tax/other charges, etc. if any should be mentioned specifically separately, failing which no claim will be entertained at a later stage.
14. In case any firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations. The rates quoted should be valid till 31.03.2011.
15. The requirement of consumable items can be increased or decreased and the firm(s) has to supply the items during the period of contract.
16. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.
17. No advance payment will be made.
18. The Office of the CGPDTM reserves the right to reject any or all 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 assessing the bids. In case the supply

is splitted among two firms, the ratio will be 60% for L-I 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.

20. The Tender Processing Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and also to check the godown of the firm(s).

21. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions.

22. 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 Technical bid.

23. The following documents should be submitted along with the Tender:-
- (i) Sales Tax/VAT Registration Certificate along with TIN Number.
 - (ii) Latest VAT/Sales Tax Clearance Certificate.
 - (iii) Earnest Money as per clause No.3.
 - (iv) Authorization Certificate in case of authorized dealer.
 - (v) Documents regarding Annual turnover of above Rs. 25 Lakhs (Rupees Twenty Five Lakhs) per year during the preceding three years.
 - (vi) A list of owner(s)/partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner(s)/partners anywhere in India.
 - (vii) Any other relevant important information.
 - (viii) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
 - (ix) List of the Ministries/Government Departments to whom the stationery items mentioned in Annexure I were being supplied by the firm.
 - (x) Price Bid containing price per unit only and the percentage of VAT in a separate cover.

This may be clearly indicated in the prescribed format as mentioned in the enclosed list.

Administrative Officer,
Intellectual Property Office,
Chennai – 600 032.
Tel. Ph. 22502030

SIGN OF TENDERER

NAME IN BLOCK LETTERS

FULL ADDRESS

INTELLECTUAL PROPERTY OFFICE, CHENNAI

Requirement of Stationary and consumable items for the financial year 2010-2011

S.No	Stationary & consumable items	Number of requirements				TOTAL
		Patent	TMR	GIR		
1	File Cover Plain (3 folded)	15000	0	0	Nos.	15000
2	File Flaps (with calico pasting)	20000	20000	0	Nos.	40000
3	Printed Folder	2500	0	0	Nos.	2500
4	File covers with printing (New application)	0	60000	0	Nos.	60000
5	File covers with printing (Top Section)	0	60000	0	Nos.	60000
6	A4 photocopy papers	1200	2000	1100	Reams	4300
7	A3 photocopy papers	50	10	10	Reams	70
8	Ledger Paper (Green)	0	10	0	Reams	10
9	Note book – Long size (1 coire)	100	100	25	Nos.	225
10	Note book – Long size (2 coire)	100	100	25	Nos.	225
11	Script note book	100	0	1000	Nos.	1100
12	Shorthand note book	50	50	25	Nos.	125
13	Note sheets (Cream color)	100	100	30	Nos.	230
14	Note sheets (white)	100	100	20	Nos.	220
15	Calculator (Medium)	3	3	5	Nos.	11
16	Gel Pen (Green)	500	0	5	Nos.	505
17	Gel Pen (Blue)	500	50	1000	Nos.	1550
18	Ball Point Pen (Blue)	1000	100	100	Nos.	1200
19	Ball Point (Red)	1000	25	50	Nos.	1075
20	Ball Point Pen (Green)	1000	10	5	Nos.	1015
21	Highlighter Pen (Light Green)	500	10	20	Nos.	530
22	Pencil HP	500	100	500	Nos.	1100
23	Steno Pencil	100	100	0	Nos.	200
24	Plastic Scale (long size)	100	5	20	Nos.	125
25	Metal Scale (Long size)	50	10	10	Nos.	70
26	Eraser (Pen & Pencil)	500	50	50	Nos.	600
27	Sharpener	500	20	50	Nos.	570
28	Box File	500	100	500	Nos.	1100
29	A4 Covers	5000	20000	1000	Nos.	26000
30	A3 Covers	5000	20000	1000	Nos.	26000
31	Envelope (10"x 4 ½")	5000	20000	2000	Nos.	27000
32	Plastic Covers	5000	0	0	Nos.	5000
33	Fevi stick (small)	100	100	0	Nos.	200

34	Fevi stick (Big)	100	100	60	Nos.	260
35	Cello Tape (1 inch)	100	100	40	Nos.	240
36	Brown Tape (2 ½ inches)	100	100	40	Nos.	240
37	Brown Tape (1 inch)	100	100	40	Nos.	240
38	Battery cell (small)	500	50	50	Nos.	600
39	Pins	100	10	30	Pkt.	140
40	Board Pins	25	0	15	Pkt.	40
41	Gem clip	500	100	100	Box	700
42	Paper Clips (small)	500	0	300	Pkt.	800
43	Stamp Pad Blue (Big)	50	100	20	Nos.	170
44	Stamp Pad Blue (Small)	100	50	30	Nos.	180
45	Stamp Pad ink (small)	250	100	10	Nos.	360
46	Fountain Pen Ink (Blue)	10	5	0	Nos.	15
47	Correction Fluid (whitener)	750	100	60	Nos.	910
48	Gum liquid (Big Bottle) (camel)	25	100	10	Nos.	135
49	Gum liquid (Small Bottle) (camel)	100	0	10	Nos.	110
50	Max 10 Stapler (small)	100	20	20	Nos.	140
51	Max 3 Stapler IM 24/6(Big)	50	10	10	Nos.	70
52	Max 10 Stapler Pin (small)	500	100	300	Pkt.	900
53	Max 3 Stapler Pin IM 24/6(Big)	250	25	75	Pkt.	350
54	White Thread (Big)	50	0	20	Bundle	70
55	White Thread (small)	50	0	10	Bundle	60
56	Sealing Wax	50	10	25	Pkt.	85
57	Rubber Band (small)	100	100	30	Pkt.	230
58	Rubber Band (big)	100	100	30	Pkt.	230
59	Naphthalene Balls	50	2	25	Kgs.	77
60	Scissors (Big)	50	4	5	Nos.	59
61	Scissor (small)	50	4	5	Nos.	59
62	File Tags (small)	100	100	25	Bundle	225
63	File Tags (big)	50	100	25	Bundle	175
64	Punching Machine (single hole)	50	10	10	Nos.	70
65	Punching Machine (Double hole)	50	6	5	Nos.	61
66	Blank CD	300	500	300	Nos.	1100
67	Plastic Bucket (5 litres)	50	0	0	Nos.	50
68	Plastic Bucket (10 litres)	50	0	0	Nos.	50
69	Plastic Jug	100	0	0	Nos.	100
70	Foot Mate (standard size)	100	0	0	Nos.	100
71	Toilet Soap (Life Buoy)	500	0	0	Nos.	500
72	Cleaning power (Sabeena) (500gms pkt.)	1500	0	0	Nos.	1500

73	White window envelope	0	0	2000	Nos.	2000
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