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मच्चहचोच यच्चज्ल

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INTELLECTUAL

PROPERTY INDIA
PATENTS / DESIGNS / TRADEMARKS

GEOGRAPHICAL INDICATIONS

मचBK³च /Letter No: IPO/Stationery/M-1/2010-2011

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Government of India

Patent Office - Boudhik Sampada Bhawan

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TENDER NOTICE

Intellectual Property Office, Mumbai invites tender from reputed stationery vendors for supplying the Stationery and Consumables items. The tender documents can be downloaded from the Official website www.ipindia.nic.in.

Applications duly filled in is to be sent to Shri. D.K.Borate, Administrative Officer, Boudhik Sampada Bhavan, S.M.Road, Antop Hill, Mumbai-400 037. The last date for submission of the Tender is 03.00 P.M on 14th May, 2010. The tender will be opened at 11.00 AM on 17th May , 2010 in the presence of the bidders who wish to be present. The Controller General of Patents, Designs and Trade Marks reserves the right to **reject any** or all tender without assigning any reason whatsoever.

Deputy Controller of Patents& Designs

Sr.No.	Name of the item	Specification	Quantity
1.	Xerox paper- A3(Mill Pack)	70 GSM, BILT	500 reams
2.	Xerox paper A/4(Mill pack)	70 GMS, BILT	2000 reams
3.	-do- F/C (Mill pack)	70 GSM, BILT	50 reams
4.	Duplicating paper F/C	60 GSM	200 reams
5.	Window Envelopes 11x5 brown with printing	Gemini	50,000
6.	Cloth Envelopes 11x5 with printing	Gemini	1000
7.	Brown Envelopes 16x12 with printing	Gemini	50,000
8.	Cloth Envelopes 16x12 with printing	Gemini	5,000
9.	F/C Ledge Register 1Q	Anupam	50
10.	F/C Ledge Register 2Q	-do-	100
11.	F/C Ledge Register 3Q	-do-	200
12.	F/C Ledge Register 4Q	-do-	30
13.	F/C Ledge Register 8Q	-do-	20
14.	Box file Plastic	Good quality	50
15.	Box file ordinary	-do-	100
16.	Scissors	Fiskar	50
17.	Paper pin	Vikram (100 g)	400 packets
18.	Rubber bands	Vandan 18	25 boxes
19.	File cover (shell cover) with printing	Thick	100000
20.	File cover (size 27 cm X 34 cm) with printing	Extra Thick	6000
21.	Ordinary file covers with printing	Thick	1000
22.	Pens- Blue, Black, green Red	Lexi 5	2000
23.	Add Gel Pens – Black, Blue, Red	Add	500
24.	Jotter ball pens	Sharp	100
25.	Sketch pens – Black and coloured	Luxor	15 Packets
26.	Cello Tapes brown		50 Nos
27.	Cello Tapes brown		200 Nos
28.	Brown tapes (Parcel)		50 Nos
29.	Water Sponse		100 Nos
30.	Red Ribben		100 Bundles
31.	Red Sticker Red Seal		1500 No.
32.	CD Mailing cover with printing	Good quality	7500
33.	CD Plastic cover	-do-	7500
34.	Sony Floppies 2 HD	Sony	100 Nos
35.	USB Pen Drive 2 GB	Good Quality	25
36.	USB Pen Drive 4 GB	Good Quality	10
37.	File tags –8” (Nylan)		200 Bundles
38.	File tags –8”		120 Bundles
39.	Pencil carbon paper	Kores	25 boxes
40.	Typing carbon paper	Kores	10 boxes
41.	Stapler Pins No.10 Max	Max	1500 packets
42.	Stapler Pins No.24/6 Max	Max	200 packets
43.	Camel Paste – 5 lts Drum	Camel	7 drums
44.	Writing Pads 1/8 with printed on cover as IPO, Mumbai	Anupam	500 Nos
45.	Diaries – 500 pages with printing	60 GSM	500
46.	Visiting cards with printing	Crown	1200
47.	Pencils Natraj	Natraj	24 Packets
48.	Stamp Pad Big	Camel	50
49.	Pocker Plastic	Kores	100
50.	Stamp Pad Medium	Camel	110
51.	Short hand books	Camel	48
52.	Marker Pens –White Board	Kores	20
53.	Marker Pens – Permanent	Kores	100

Terms and Conditions

1. Tender applications not accompanied with documents in support of credentials of Tendering firm shall not be considered and will be rejected
2. List of similar supply made in last three financial years giving description of material supplied to organization where given, approximate value of contract along with other detail material supplied
3. The EMD will be adjusted against security deposit to be furnished by the successful bidder
4. The Tenderer should have PAN number and submit the copy of PAN card duly attested by a Gazetted Officer/Notary
5. The Tender document in original should be signed by the tenderer or his authorized representative along with seal on each relevant page. All corrections and over-writing must be initialed by the tenderer or his authorized representative.
6. The Registration of the firm(the Affidavit and stamp paper regarding proprietorship of the firm in original or attested copy is to be enclosed). Authenticated copy of Partnership Deed in case of partnership firm is also to be enclosed
7. The bidder shall furnish a bid security (EMD) for an amount of **Rs. one lac**
8. The bid security shall be paid in the form of crossed demand Draft issued by a Scheduled bank drawn in favour of Registrar of Trade Marks, payable at Mumbai
9. A bid not accompanied by EMD of **Rs. one lac** shall be rejected by the Registrar of Trade Marks as non-responsive
10. The successful bidder's bid security will compulsory be converted to part performance security deposit
11. The bidder shall give the total composite price inclusive of all levies and taxes, packing, forwarding freight and insurance
12. The price quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to any variation. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected
13. Discount if any offered by the bidder shall not be considered unless they are specifically indicated and the total cost shall reflect only the net price taking all such factors like discount, free supply etc into account
14. The bid shall remain valid for a period of **one year** from the date of opening. The bid valid of shorter period shall be rejected by the Registrar as non-responsive. The bidder shall submit the tender document in original duly signed one each and every page. The bidders are advised to keep a photo copy (at his own cost) of the bid document for his own reference
15. The selected bidder is required to supply the ordered items from time to time and in specified quantities indicated to the Branch offices of the Trade Marks Registry at Delhi, Kolkatta, Chennai and Ahmedabad in addition to periodical supply of such consumables and stationeries to the Head Office at Mumbai at his own cost and at his own expenses within seven days from the date of order failing which a penalty of 2% of the order value is liable to be imposed for everyday's delay in supply of the ordered material.

Interested bidders may submit their bid in sealed envelope superscribed "TENDER FOR STATIONERY AND CONSUMABLES ITEMS FOR TMR" addressed to Smt. Ratan Shalya, Asst. Registrar of Trade Marks & Head of Office, Boudhik Sampada Bhavan, S.M.Road, Antop Hill, Mumbai-400 037.

